

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 01 March 2025	<b>Ref No:</b> 2242c
<b>Responsible Officer:</b> Conor Fielding –Team Manager (Operations) – Adult Social Care Reviewing Team	
<b>Type of Decision (please refer to MO Guidance):</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <b>Key</b>  <input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> </div> <div style="text-align: center;"> <b>Non-Key</b>  <input checked="" style="width: 80px; height: 30px; border: 1px solid black;" type="text"/> </div> </div>	
<b>Freedom of Information Status:</b> <i>(can the report go in the public domain)</i> Yes	
<b>Title/Subject matter:</b>  Amendment to approved Delegated Power No 2242b "Invest to save proposal - Therapy posts to support care package reviews"	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	No
(ii) Is the decision in conflict with the council's policies, strategies, or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	No
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

**Summary:**

Amendment to approved Delegated Power No 2242b.

The Adult Social Care Reviewing Team is requesting permission to:  
Change existing grade 6 Occupational Therapist Apprenticeship post to full time grade 8 Technical Instructor post. This will require an addition £6757 per annum funding.

**Wards affected:** n/a

**Consultations:** n/a

**Scrutiny & Review Committee Interest:** n/a

**Options considered:**


Option 1 is the preferred option.



1. Change existing grade 6 Occupational Therapy Apprenticeship post to full time grade 8 Technical Instructor post. This will require an extra £6757 per annum, but will be a much more attractive opportunity for a suitable candidate and will also increase the deliverables of the project and other similar projects involving therapy services.
2. Do nothing and continue to have delays in being able to advertise apprenticeship which impacts on service delivery.

**Decision** *[with reasons]*

Proceed with option 1 Change existing grade 6 Occupational Therapy Apprenticeship post to full time grade 8 Technical Instructor post. This will require an extra £6757 per annum, however, there are a number of key benefits:

1. The technical instructor post can still be offered a route into an Occupational Therapy apprenticeship in the future, however, as things stand, this route is delayed as the OT Apprenticeship is not currently set up and will take some time to fully set up
2. An increase of resource hours will increase deliverables from overall project of bringing in therapy to the adult social care reviewing team.

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director – Health and Adult Care		21 April 2025

Section 151 Officer	NA	
Director of People and Inclusion	NA	
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member		1 May 2025
HR Business Partner	<b>V Brockbank</b>	29 May 2025
Finance Business Partner		19/05/2025
Lead Member - HR	NA	
Opposition Spokesperson	NA	

### Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.

### 1. Background:

- 1.1 The adult social care reviewing team supports the department through the completion of planned reviews of care and support packages of those with eligible needs under the Care Act 2014 and those who are in receipt of care and support services. This is in line with the Council's statutory function, including Section 27 of the Care Act.
- 1.2 With each review completed by the reviewing team, the practitioners ensure that they:
  - Promote the person's wellbeing, as per Section 1 of the Care Act

- Prevent, reduce and delay a person's care and support needs, as per Section 2 of the Care Act.
- 1.3** The reviewing team are completing more reviews than ever before, with each of these reviews being strengths based and orientated on the promotion of independence.
  - 1.4** An ongoing challenge faced by the adult social care reviewing team is that the vast majority of the customer cohort reviewed have never had a functional assessment of need by an occupational therapist within their own home. Furthermore, the majority of these individuals had also never had the opportunity to work with a therapist to improve their mobility within their own home. This impacts reviews as customers are not as independent as they could be if therapy intervention was provided and as a result have a larger package of care than would be necessary, with some remaining in care homes following hospital discharge when this may not be necessary, if more therapy had been available to aid the review.
  - 1.5** In November 2024, Delegated Power No 2242a was approved. This provides the Adult Social Care Reviewing Team with increased Occupational Therapy hours, increasing the allocation from 22.2 per week to 37 per week.
  - 1.6** In January 2025, Delegated Power No 2242B was approved. This converted the previous part time grade 8 Technical Instructor into a grade 6 Occupational Therapy apprenticeship.
  - 1.7** This paper seeks to obtain permission to convert the grade 6 Occupational Therapy Apprenticeship back to a grade 8 Technical Instructor post, however, on a full-time basis rather than the part time basis which was offered previously.
  - 1.8** Previously when the part time Technical Instructor post was advertised, it did not attract any suitable applicants.
  - 1.9** It is considered that the part time fixed term contract was deterring suitable applicants.
  - 1.10** The current Occupational Therapist Apprenticeship offer is yet to be formally created as this is a new post not currently established and is taking considerable time to establish which is impacting on adult social care reviewing team therapy project.
  - 1.11** This is also impacting on deliverables from project, as well as meaning that customers are not having a therapy intervention to promote their independence.
  - 1.12** By converting the OT apprenticeship post into a Technical Instructor post, this will allow the adult social care reviewing team to increase the

offer available to customers who are reviewed, whilst also saving money to the department through strengths-based support planning.

- 1.13** Once the OT apprenticeship programme is fully operational, the Technical Instructor appointed within the reviewing team will be offered the chance to apply, thus ensuring that the department can still offer apprenticeships to staff.

## 2. Finance Implications:

- 2.1** There will be a £6757 per annum shortfall through the proposal, however, this will likely be recouped in savings to the Council through effective strengths-based support planning which will be informed by the Technical Instructor

Post	Grade	SCP	FTE	Year 1	Year 2	Total 24-Month Cost
Existing OT Apprenticeship	6	6	1	34137	34137	68274
Proposed Grade 8 Technical Instructor	8	17	1	40894	40894	81788
<b>Total Shortfall</b>				<b>6757</b>	<b>6757</b>	<b>13514</b>

- 2.2** Similar to Delegated Power No 2242a and 2242b, the Year 2 cost will be funded through a mix of existing budget provision within the Reviewing Team staffing budget and HAC reserves (should there be any funding shortfall)
- 2.3** The addition of 2 part time therapists will support the delivery of £300,000 towards the HAC directorate savings programme, namely:
- Direct Payment Reassessment including therapy - £150,000
  - Discharge to Assess Review by Therapy - £150,000
- 2.4** Furthermore, given that there will be additional staffing hours each week, the Technical Instructor within the reviewing team can also work closely with other projects being completed with the therapy teams, such as the review of all customers who are in receipt of double up domiciliary care visits.
- 2.5** As part of the monthly budget monitoring cycle, Finance and the Reviewing Team budget holder will track the expenditure linked to the posts referenced in this report, ensuring that all expenditure aligns to the funding provided. Any financial risks/pressures identified will be highlighted to the Director of Adult Social Services as part of the monthly

budget monitoring cycle whereby an action plan will be deployed to mitigate any financial risks/ pressures.

### **3. Human Resources:**

- 3.1** Formal clinical supervision will be completed by the Grade 13 Occupational Therapist who will be based within the Adult Social Care Reviewing Team. The Council already employs Technical Instructors, and the following post will be created. Existing and evaluated job descriptions will be used and are available on request.

Post	New Posts
Technical Instructor	1.0 WTE

- 3.2** The following posts will be deleted

Post	Deleted Posts
OT Apprentice	1.0 WTE

### **4. Recommendation:**

- 4.1** Change existing grade 6 Occupational Therapy Apprenticeship post to full time grade 8 Technical Instructor on 24-month fixed term contract.