

# OFFICER DELEGATION SCHEME RECORD OF DECISION

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

<b>Date:</b> 23/01/2025	<b>Ref No:</b> 2273
<b>Responsible Officer:</b> Julie Buckley –Team Manager (Operations) – Intermediate Tier	
<b>Type of Decision (please refer to MO Guidance):</b>	
<b>Key</b> <input type="checkbox"/>	<b>Non-Key</b> <input checked="" type="checkbox"/>
<b>Freedom of Information Status:</b> <i>(can the report go in the public domain)</i> Yes	
<b>Title/Subject matter:</b>  Redesignation of 0.5 Social Care Officers Vacant Post and Advanced Practitioner post (due to be vacant) to 1 Assistant Team Manager Post Experienced within the Intermediate Tier.	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(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:****Redesignation of 0.5 vacant Grade 9 Social Care Officer post and 1 soon to be vacant Advanced Practitioner post Grade 13, and changing this to Grade 14 Assistant Team Manager Post.**

The Intermediate Care Team is requesting permission to: Delete 0.5 vacant Social Care Officer Grade 9 post and Advanced practitioner Grade 13 post.

Replace these deleted posts with a Grade 14 Assistant Team Manager post.

**Rationale:**

- Higher complexity of work covered by the Intermediate Care Team due to increasing complexity of cases across the bed based and home-based services and the professional management oversight of the 7 Social Care staff in the Rapid Response service.
- The creation of this post will enhance the management oversight to support the complex skill mix of the team and provide a more robust management of the increasingly complex workload.
- To improve quality and throughput of cases in a timely manner to support system flow throughout the service ensuring a strengths-based approach has been taken which in turn aids the Council's financial position through more efficient use of adult social care resources.
- Succession planning and future proofing the workforce.
- To support the development of non-qualified social care staff in the team.
- To increase to opportunities to take on students and future apprenticeships, with the enhanced management oversight which will provide further mentoring and coaching opportunities.
- As the current social work manager works only part time 30 hours an assistant team manager will assist with the day-to-day management of the service and the manager/assistant manager will provide cover for each other for annual leave/sickness/training etc.
- By redesigning 0.5 Social Care Officer post and Advance Practitioner post into an Assistant team manager post, this will create a more skilled and experienced workforce which will aid with the readiness of preparation for upcoming CQC inspection.

**Financial Implications:**

By deleting 0.5 vacant Social Care Officer post and Advanced Practitioner post and redesigning this post to be an assistant team manager post, this will make a saving of £14,647 throughout the year. Please see table below:

<b>Post</b>	<b>Cost</b>
Assistant Team Manager top of grade	47,754
Social Care Officer (0.5) Advanced Practitioner	16,683 45,718
Saving	<b>14,647</b>

#### **Human Resources Implications:**

Appropriate job description/person specification for a proposed Assistant Team manager role already exists and remains suitable.

As 0.5 Grade 9 posts to be deleted are currently vacant, no staff are affected by this. Advance Practitioner due to leave the service March 9<sup>th</sup> so no staff will be affected by this.

#### **Current Structure IMC Tier**

<b>Post</b>	<b>Positions</b>
Team Manager Operations	1 x 30 hours
Advanced Practitioner	1 x 37 hours
Experienced Social Worker	5 x 37 hours
Qualified Social Worker	5 x 37 hours
Social Care Officer	6.5 x 37 hours

#### **Proposed Structure IMC Tier**

<b>Posts</b>	<b>Positions</b>
Team Manager Operations	1 x 30 hours
Assistant Team Manager	1 x 37 hours
Experienced Social Worker	5 x 37 hours
Qualified Social Worker	5 x 37 hours
Social Care Officer	6x 37 hours

**Wards affected:** n/a

**Consultations:** n/a

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




**Options considered:**


Option 1 is the preferred option.

1. Delete 0.5 vacant Grade 9 Social Care Officer posts and Grade 13 Advanced practitioner post and replace this with a Grade 14 Assistant Team Manager post. Given the expressed interest and likelihood this can be filled internally/externally without delay, this aids the Council's long term staffing position in relation to the longstanding challenges associated with recruitment and retention and could aid in the progression of Experienced social workers.
2. Do nothing - Keep 0.5 vacant Social Care Officer posts and Advanced Practitioner post and do not redesign this to an Assistant Team manager post. This will negatively impact team performance for reasons outlined in summary above. Doing nothing will also likely negatively impact upcoming CQC assessment and potentially impact overall rating scored by the Council.

**Decision** *[with reasons]*

It is requested that SLT agree with option 1. Option 1 aids the department with being able to recruit an internal/external Experienced Social Worker to contribute to the wider strength of the departmental workforce, which in turn, aids departmental and team performance and reduces long term spend.

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director – Health and Adult Care		23 May 2025
Assistant Director – Adult Social Care Operations		21 April 2025
HR Business Partner	<b>V Brockbank</b>	29 May 2025
Finance Business Partner		23 May 2025
<b>Members Consulted [see note 1 below]</b>		

Cabinet Member		1 May 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.