

# OFFICER DELEGATION SCHEME RECORD OF DECISION

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

<b>Date:</b>	August 2025	<b>Ref No:</b>	CYP25-25
<b>Responsible Officer:</b> Stephen Holden – Director of Education & Skills			
<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> Community Educational Psychology Service Structure			
<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?	Yes		

<b>Equality Impact Assessment</b>	no
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[Does this decision change policy, procedure or working practice or negatively impact on a group of people? **If yes** – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]

no

## Summary:

The Community Educational Psychology Service (CEPS) is in the process of re-development, following a period of recruitment challenges we have been supported by the Salford EPS to increase our offer and enable safe recruitment of Psychologists and trainee psychologists to Bury. Recruitment has picked up pace since the appointment of a Principal Educational Psychologist.

CURRENT SERVICE Structure (June 2025- including new starters in September)  
Please see the Soulbury Educational Psychology Pay Scales

Jawad Shah (Principal) B 10-13 plus SPA	Fulltime Bury Employee
Geoff Morgan (Assistant Principal) B 7-10 plus SPA	Fulltime Bury Employee- Leaving in August 2025
Catherine Kelly (Assistant Principal) – B 7-10 plus SPA	0.4 for Bury Employee and is seconded to the University 0.2
Ismail Mamaniat (Assistant Principal) B 7-10 Plus SPA	Fulltime Bury Employee
Maingrade EPs	We currently have no employed main grade EPs we have one due to start in Sept 25
2x Trainee EPs (Trainee Scale) point 2 on first appointment moving up a point the following year) A further 2 x Trainee EPs due to start in September 2025 on a 2-year contract	Two started in Sept 24 Temporary contracts until August 2026.  Two additional starting September 2024 on a 2 year fixed term until August 2027 (temporarily converted from a vacant min grade post)
3x Assistant Eps (Assistant EP scale starting on point 2 or 3 if previous salary suggests a higher starting salary but only one additional point will be awarded	Started in Sept 24 Temporary posts 1-2 years

## CURRENT AGREED STRUCTURE from 1<sup>st</sup> April 2025

Total Staffing Budget allocation = £1,032,200

Current Agreed Establishment Structure cost = £1,082,850

Overspend of Staffing Budget = £50,650

This can only be covered by either reducing Assistant EP's to 2 FTE or by generating income. For the last 2 years, this has been from NHS Greater Manchester ICB.

1 x FTE Principal Community Educational Psychologist (B Scale EP Soulbury B 10-13 Plus SPA)

2.2 x FTE Assistant Principal Community Educational Psychologists (B Scale EP Soulbury B 7-10 plus SPA)

2 x FTE Senior / Specialist Educational Psychologists (B Scale EP Soulbury B Plus 4-7 plus SPA)

4 x FTE Educational Psychologists (EP Soulbury A 4-9 plus SPA)

3 x FTE Assistant Educational Psychologists (Assistant EP 2-5)

2 x Trainee Educational Psychologists (Trainee EP 2-3)

\*Main grades are difficult to recruit although we have managed to recruit one for Sept 2025 we would like to use one unfilled main grade post as two trainee posts for Sept 25 (equivalent cost). In the longer term the ambition is to have 6 main-grades.

### **PROPOSED STRUCTURE from 1<sup>st</sup> September 2025**

Proposed Structure cost = £1,069,560:

Whilst this is still an overspend to Staff Budget allocation of £37,360, it is less than the current establishment by £13,290

1 x FTE Principal Community Educational Psychologist (B Scale EP Soulbury B 10-13 Plus SPA)  
2 x FTE Assistant Principal Community Educational Psychologists (B Scale EP Soulbury B 7-10 plus SPA)  
3 x FTE Senior / Specialist Educational Psychologists (B Scale EP Soulbury B Plus 4-7 plus SPA)  
3 x FTE Educational Psychologists (EP Soulbury A 4-9 plus SPA)  
3 x FTE Assistant Educational Psychologists (Assistant EP 2-5)  
2 x Trainee Educational Psychologists (Trainee EP 2-3)\*

\*One unfilled main grade post will be used to fund two trainee posts on a one-year fixed term basis

Once the Establishment is fully staffed, there will be no available budget to cover the costs of any additional work from either: Internal Bank/Locum/Agency.

From September 2026 we will be developing a traded offer with schools and working towards generating an agreed target to aim to reflect approximately one third of the staffing costs. This can then be used to fund additional main grade EP posts. (The need for locums is unpredictable but should also reduce as staff increase) The team if fully staffed would complete 290 advices per annum which would cost £369,750 using our Reed contract. Last year we completed 400 advices, although figures have reduced this academic year so far we would predict the service would become involved in more reassessments as total numbers of EHCP plans continue to rise.

### **TIMELINE**

February 2025	Advert for 2 x trainee EPs
March 2025	Performance review of DPEP and Assistant PEP/ Senior -Specialist and move them onto the bottom of the new grades if expectations are met.  Exec PEP withdraws to an informal arrangement will continue arm's length until August 2025
March 2025	Advertises the specialist posts at new scale

Throughout this process the strategy for maingrade recruitment will continue. Including further exploring options around international recruitments. Plus having an open advert for maingrade Psychologists in Bury.

We will need to retain contracts with Reed/ GM EP procurement framework over the next 2 years alongside the recruitment plan.

### **EXTRA ADVICES/ BANK SYSTEM FOR CORE STAFF**

**Rationale:** EPs are frequently using any extra capacity they have to do work outside of their roles. This often means doing statutory work for another local authority. This can be problematic for the LA because they have little control over how much or when they pick extra work up and the EPs employed by the LA directly tend to do the work to the highest standard as they know the area, schools and LAs expectations. We want our EPs to have the opportunity to earn extra money to support with Bur's statutory duty and bring down the cost of locums. The following proposal is being used in Salford and Tameside and is a cheaper alternative to agency.

- Extra assessments can be commissioned as a one-off payment from existing staff.
- The cost will need to be less than agency in total and therefore include the tax, pension contributions and oncosts (32.3%) plus allowance for holidays (12.7%)
- £800 Plus £96.56 12% holiday pay would make £896.56 Plus oncosts £1024.77 TOTAL COST to the council per assessment. (this would be more if they opt into pension contributions Total-£1,190.63)
- This is likely to be appealing to the team because although they could get £1100-1300 per assessment in private practice, they would not need to set up their own insurance and equipment etc. The total cost is cheaper for the LA than using agency and will be better quality plus unlock an additional capacity for an additional 240 assessments per year massively reducing the dependency on external sources.
- This would be reviewed annually because of fluctuating market forces and changes to legislation

#### **Rules on use**

- EPs will have to be on top of their core work to be in a position to take up extra work
- EPs will not be granted permission to reduce core hours in order to do this work
- EPs will only have the extra paid if it was clear a piece of work outside of their role and a manager asked them to do it as an EXTRA- an email trail will be required
- EPs can only pick 1 extra case every month to support wellbeing- this will apply to fulltime and part time staff as a preventative measure to prevent core staff reducing their core hours

**Wards affected:** All

**Consultations:** The educational psychology management team and head of SEND and Inclusion have been consulted.

**Scrutiny & Review Committee Interest:** N/A

**Options considered:**

**Decision** *[with reasons]*

- Agree to end the arrangement with Salford and appoint Jawad Shah to the Principal EP posts
- Agree to the new structure with revised grades (3 points increase on each qualified EP level with immediate effect)
- Agree to the extra work system
- Agree to the use of flexible main grade posts for trainee roles when we have not managed to recruit

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director: Jeanette Richards		08/10/2025
Advised by HR Business Partner Lydia Vinden	Lydia Vinden	29/09/2025
Advised by Finance Business Partner Phil Herd		29/09/2025
Chief Officer graded roles: Assistant Director of HR		
Chief Officer graded roles: Assistant Director Finance/Chief Accountant		
<b>Members Consulted</b> <b><i>[see note 1 below]</i></b>		

Cabinet Member		
Lead Member		
Opposition Spokesperson		

### 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.