

COURT DEPUTY SECTION

1. Purpose of Report

- 1.1 To seek Member approval for an additional Grade 5 Officer within the Court Deputy section.

2. Background Information

- 2.1 The Court Deputy service provides financial support to vulnerable citizens across the County Borough who lack capacity to manage their financial affairs.
- 2.2 The service receives referrals from social workers and is a service of last resort i.e. all other options for providing financial support have been exhausted. Without the intervention of the service vulnerable residents could otherwise be placed at risk of exploitation or eviction/disconnection if their financial affairs are not being managed adequately. The service also plays a key role in ensuring prompt payments of debts owed to the Authority for services received e.g. residential, homecare, day services etc.
- 2.3 In recent years the service has seen a significant increase in the number of cases they are handling due to the transfer of the residential homes to Gwalia, and the strategic policy to de-register homes to a supported living model whereby residents have their own tenancy. The number of cases has increased from 124 to 194 since April 2010 – an increase of 56%.
- 2.4 To date there has been no increase in the staff resource to reflect the increasing caseload.
- 2.5 Work is currently ongoing with Bridgend County Borough Council to develop a Joint Adult Family Placement scheme. As part of this work it has been proposed that NPTCBC Court Deputy Section provide the Court Deputy service for the scheme which will initially include an additional 12 residents from the Bridgend locality.
- 2.6 Given the recent increase in caseload it will not be possible to absorb the workload within the existing staff resource, and it is therefore proposed that an additional member of staff is recruited, to be funded by a contribution from Bridgend CBC. Further income from users is also being sought.

3. Proposal

3.1 The proposal is as follows:

- Recruit an additional Grade 5 (SCP court deputy case worker) at a maximum annual cost of £27,410 inclusive of oncosts.
- To be funded from income received from services provided to Bridgend CBC

4. **Financial Appraisal**

4.1 The cost of employment will be fully met from income received from Bridgend CBC.

5. **Recommendation**

5.1 Members approve the establishment of an additional case worker in the Court Deputy Service.

FOR DECISION

6. **Background Papers**

Court Deputy File

7. **Wards Affected**

All.

8. **Appendices**

Appendix 1 – Funding statement and Financial Appraisal

Appendix 2 – Current and Proposed structure

9. **Officer Contact**

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Funding Statement

<u>SET UP COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Recruitment Costs			
Accommodation Costs			
Office Costs			
Others			
Total Set Up Costs			
<u>Funding of Set Up Costs</u>			
Revenue Budget			
Reserves			
Special Grant – Foundation Phase			
Other (Specify)			
Total Funding of Set Up Costs			
<u>RECURRING COSTS</u>	<u>Current Year</u>	<u>Full Year</u>	<u>Maximum</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs</u>			
Employee Costs (Financial Appraisal Statement)	12,075	24,150	27,410
> Current Salary including employers			
Accommodation Running Costs			
Travel			
Other Running Costs = Redundancies			
Total Cost / (Saving)	<u>12,075</u>	<u>24,150</u>	<u>27,410</u>
<u>Funding of Additional Recurring Costs</u>			
<u>External Sources</u>			
- Staffing costs			
- Other			
Funding from External Agencies – BCBC	-12,075	-24,150	-27,410
Other (specify)			
<u>Internal Sources</u>			
Existing Budget Allocation - (Funded from existing Margam revenue staffing budgets)			
Existing Budget Allocation – Transferred from ELLL Service			
Additional Guideline Allocation			
Other (specify)			
Total Funds Available	<u>-12,075</u>	<u>-24,150</u>	<u>-27,410</u>
<u>TOTAL COST/ (SAVING)</u>	<u>0</u>	<u>0</u>	<u>0</u>

Financial Appraisal

Post	Proposed Change (New Post/Delete/Regrade etc)	Pay Scales		Annual costs/(Savings)		
		Current	Proposed	2014-2015	2015-2016	Max of Grade
Court Deputy Case Officer	new		Gr 5	12,075	24,150	27,410
	TOTAL			12,075	24,150	27,410

Financial Services Division

Court Deputy Service Structure (current and proposed)

Current structure

**Manager
1 fte
grade 11**

**Officer
3.81 fte
grade 5**

**Assistant
2 fte
grade 4**

Proposed structure

**Manager
1 fte
grade 11**

**Officer
4.81 fte
grade 5**

**Assistant
2 fte
grade 4**