

NEATH PORTTALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

27th November 2017

Report of the Head of Commissioning, Support and Direct Services – Angela Thomas

Matter for Decision

Wards Affected:

All Wards

Proposal to amend the staffing structure within Direct Services

Purpose of the Report

1. The purpose of this report is to seek Members approval to amend the staffing structure within the Direct Services Teams of the Social Services, Health and Housing Directorate.

2. Executive Summary

The Social Services and Wellbeing Cabinet Board held on the 13th July 2017 approved the re-design of the Social Services Health and Housing Directorate Senior Management Team. This report sets out the establishment changes necessary to implement the revised staffing structure for the Direct Services Division.

Background

3. Following approval by the Social Services and Well-being Cabinet Board on the 13th July 2017, responsibility for the Direct Services portfolio moved to the Head of Commissioning, Support and Direct Services.

The newly appointed Principal Officer responsible for Direct Services has undertaken a review of the Service and made the following recommendations based on consultation with staff and trade unions.

These proposed establishment changes will increase both managerial and general staffing resilience. The proposed changes will better enable the Directorate to meet the requirements of the Social Services and Well-being (Wales) Act 2014 and the financial challenges facing the Council from 2018/19 onwards.

Proposals

4. It is proposed to increase efficiency and to make optimum use of existing resources by making the following amendments to the Direct Services staffing structure:-

- Creating a Grade 11 Operational Manager Direct Services post.
- Deleting two Grade 5 Care Worker posts at Abbeyview and Brynamlwg and creating in their place two Grade 6 Senior Specialist Care Worker posts.
- Increasing a Grade 5 Cook's post at Brynamlwg from 25 hours per week to 27.5 hours per week.
- Increasing a Grade 3 Kitchen Assistant's post at Brynamlwg from 24 hours per week to 27.5 hours per week.
- Deleting 55 hours of Grade 5 Community Connecting Team hours, and creating 84 hours of Grade 4 of Night Care Assistant support at Trem y Mor. The 55 hrs Grade 5 are currently vacant.
- Deleting a Grade 5 Care Worker post at Trem y Mor and creating a Grade 7 Residential/Day Service Co-ordinator post at Trem y Mor. This Grade 5 post is not vacant, applications for the newly created Grade 7 post will be ring-fenced to day and respite team members at Trem y Mor and the Grade 5 post of the successful applicant will be deleted.
- Creating 2 x 24 hour (1.3FTE) Grade 4 Residential Care Assistant posts at Trem y Mor.
- To reduce the hours of a Grade 5 Cooks post at Trem y Mor from 28 hours per week to 18 hours per week. The Grade 5 post is currently vacant and will therefore be advertised as 18 hours.
- To increase the hours of a Grade 3 Kitchen Assistants post at Trem y Mor from 20 hours per week to 24 hours per week.

All changes to staffing structures will be ring-fenced to the existing Direct Services workforce. Trade Unions and employees have been consulted on the changes and no-one will be at detriment as a result of these changes.

Financial Impact

5. The cost of the proposed changes will be met from the existing budget, and the proposal will result in a budgetary saving of £25k in year one, reducing to a maximum saving of £3k.

Equality Impact Assessment

6. An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

7. This will have a positive impact upon the service, ensuring greater resilience and opportunities for staff to progress in the future.

Legal Impacts

8. There are no legal impacts.

Risk Management

9. There are no significant risks associated with this proposal.

Consultation

10. There is no requirement under the Constitution for external consultation on this item.

Recommendations

11. It is **RECOMMENDED** that Members **APPROVE** the following:-

- Creating a Grade 11 Operational Manager Direct Services post.
- Deleting two Grade 5 Care Worker posts at Abbeyview and Brynamlwg and creating in their place two Grade 6 Senior Specialist Care Worker posts.
- Increasing a Grade 5 Cook's post at Brynamlwg from 25 hours per week to 27.5 hours per week.
- Increasing a Grade 3 Kitchen Assistant's post at Brynamlwg from 24 hours per week to 27.5 hours per week.
- Deleting 55 hours of Grade 5 Community Connecting Team hours, and creating 84 hours of Grade 4 of Night Care Assistant support at Trem y Mor.
- Deleting a Grade 5 Care Worker post at Trem y Mor and creating a Grade 7 Residential/Day Service Co-ordinator post at Trem y Mor.
- Creating 2 x 24 hour (1.3FTE) Grade 4 Residential Care Assistant posts at Trem y Mor.
- To reduce the hours of a Grade 5 Cooks post at Trem y Mor from 28 hours per week to 18 hours per week.
- To increase the hours of a Grade 3 Kitchen Assistants post at Trem y Mor from 20 hours per week to 24 hours per week.

FOR DECISION

Reasons for Proposed Decision

12. These proposed establishment changes will increase both managerial and general staffing resilience. The proposed changes will better enable the Directorate to meet the requirements of the Social Services and Well-being (Wales) Act 2014 and the financial challenges facing the Council from 2018/19 onwards.

Implementation of Decision

13. The decision is for immediate implementation.

Appendices

Appendix 1

Funding Statement and Financial Appraisal

Appendix 2

Proposed structure

Appendix 3

Equality Impact Assessment Screening Form

List of Background Papers

Special Social Care & Well Being Cabinet Board 13th July 2017
– Re-design of Management Arrangements.

Social Services and Wellbeing (Wales) Act 2014.

Officer Contact

Angela Thomas, Head of Commissioning, Support and Direct Services
Telephone: 01639 763794. Email: a.j.thomas@npt.gov.uk

Steve Adie, Principal Officer Direct Services and Direct Payments
Telephone: 01639 862779. Email: s.adie@npt.gov.uk

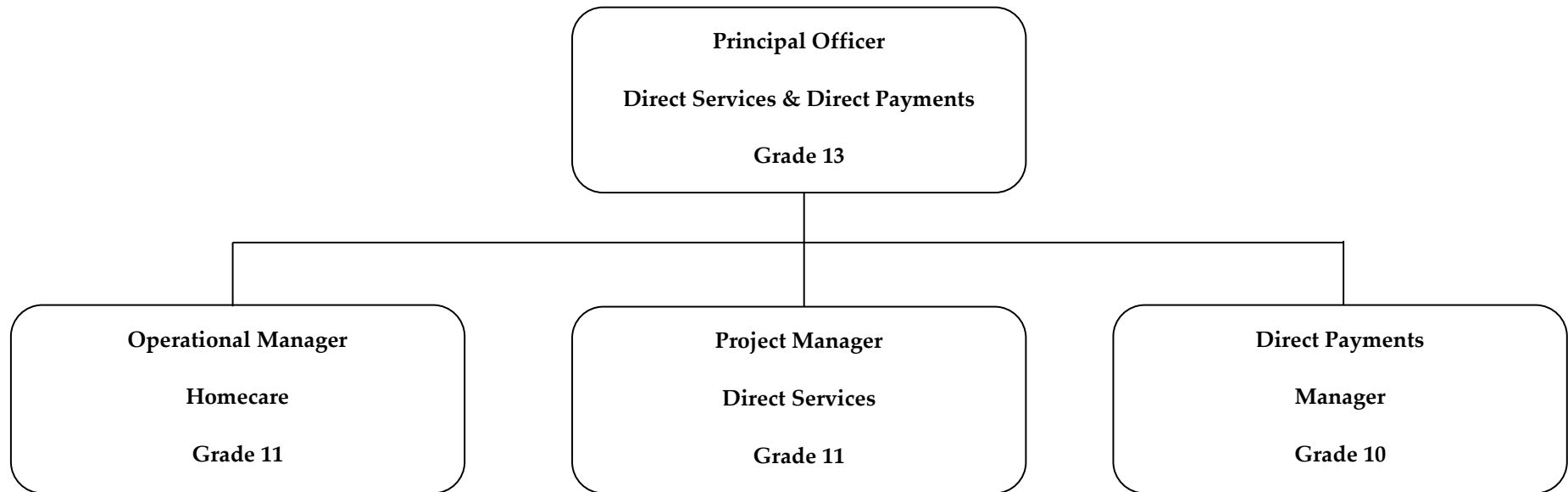
FINANCIAL APPRAISAL

APPENDIX 1

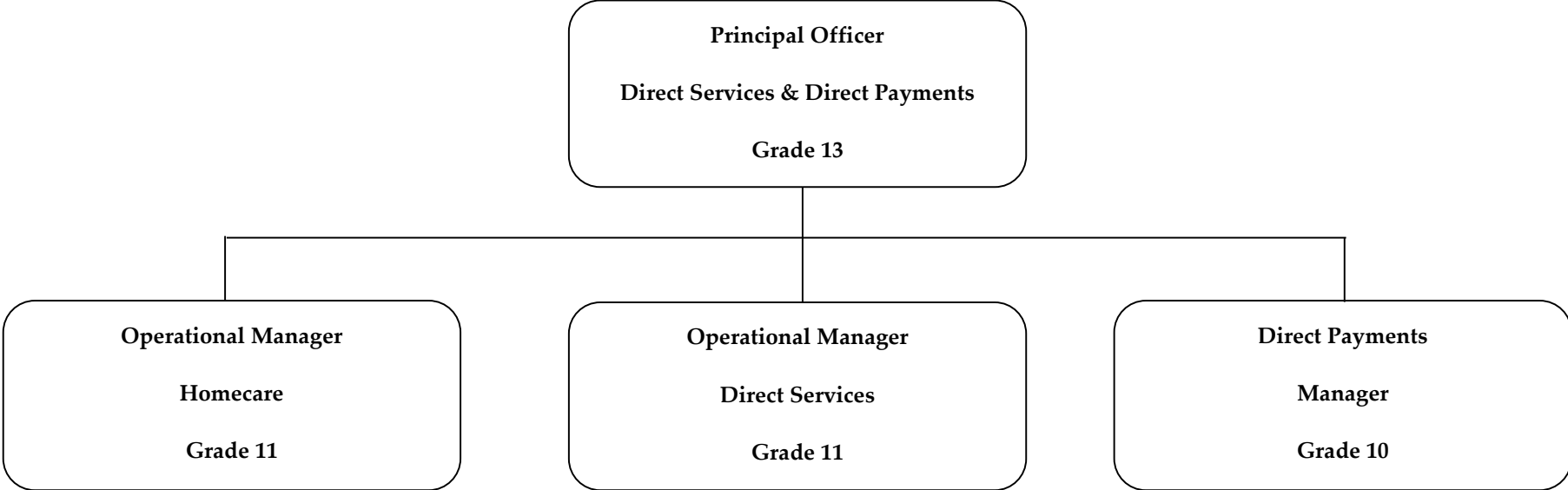
POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
1.0 fte x Operational Manager	Create		Grade 11	44,665	46,611
1.0 fte x Project Manager	Delete from budget (post not established)	Grade 11		(44,665)	(46,611)
2.0 fte x Care Worker (Brynamlwg/Abbeyview)	Delete	Grade 5		(59,814)	(59,814)
2.0 fte Spec. Care Worker (Brynamlwg/Abbeyview)	Create		Grade 6	61,114	67,560
1.0 fte x Cook (Brynamlwg)	Increase by 0.07fte	Grade 5		2,097	2,140
1.0 fte x Kitchen Assistant (Brynamlwg)	Increase by 0.09fte	Grade 3		2,257	2,257
1.49 fte x Community Connector	Delete	Grade 5		(41,488)	(45,422)
2.27fte x Night Care Assistant (Trem y Mor)	Create	Grade 4		66,087	75,691
1.0 fte x Care Worker	Delete	Grade 5		(29,907)	(29,907)
1.0 fte x Residential / Day Service Co-ordinator	Create	Grade 7		32,676	38,703
1.3 fte x Residential Care Assistant	Create	Grade 4		28,724	33,000
Kitchen Assistant (Brynamlwg)	Delete from budget (post not established)			(11,781)	(11,781)
Reduce Flexi Cover Budget (Trem y Mor Day Service / Abbeyview)	Reduce Budget			(26,784)	(26,784)
Reduce Flexi Cover Budget (Trem y Mor Respite)	Reduce Budget			(28,724)	(33,000)
Remove 1 sleep in	Delete 1 sleep in			(12,658)	(12,658)
Cook (Trem Y Mor)	Delete 0.27fte	Grade 5		(10,021)	(5,619)
Kitchen Assistant (Trem y Mor)	Increase by 0.11fte	Grade 3		2,493	2,581
Total				(£25,729)	(£3,053)

<u>FUNDING STATEMENT</u>	<u>Full year (current Spinal point)</u>	<u>Max</u>
<u>Costs</u>	<u>£</u>	<u>£</u>
Employee Costs (Financial Appraisal Statement)	-	-
> Salary	25,729	25,729
> Additional cost at Maximum Salary		22,676
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (specify)		
Total Recurring Savings	25,729	3,053
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	25,729	3,053
Additional Guideline Allocation		
Other (specify)		
Total Savings Available	25,729	3,053

Current Structure



Proposed Structure



APPENDIX 3

EQUALITY IMPACT ASSESSMENT SCREENING FORM

Please ensure that you refer to the Draft **Screening Form Guidance** while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1	
What service area and directorate are you from?	
Service Area:	Direct Services
Directorate:	Social Services, Health and Housing

Q1 (a) What are you screening for relevance?

Service/ Function x <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
--	--	---	--	--------------------------------------	--

(b) Please name and describe below

Changes to the staffing establishments at Abbeyview, Brynamlwg and Trem y Mor, which are being undertaken to enhance resilience and day to day service needs. Reduction in certain post hours or deletion of other posts is solely to re-use the posts or hours in different ways within the service.

Q2 (a) What does Q1a relate to?

Direct front line service delivery x <input type="checkbox"/> (H)	Indirect front line service delivery <input type="checkbox"/> (M)	Indirect back room service delivery <input type="checkbox"/> (L)
---	---	--

(b) Do your customers/clients access this service...?

Because they need to <input type="checkbox"/> (H)	Because they want to x <input type="checkbox"/> (M)	Because it is automatically provided to everyone in NPT <input type="checkbox"/> (M)	On an internal basis i.e. Staff <input type="checkbox"/> (L)
---	---	---	---

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
	→			
	→			

Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

Q4 (a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public <input type="checkbox"/> (H)	Medium visibility to general public X <input type="checkbox"/> (M)	Low visibility to general public <input checked="" type="checkbox"/> (L)
--	--	--

(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc....)

High risk to reputation <input type="checkbox"/> (H)	Medium risk to reputation <input type="checkbox"/> (M)	Low risk to reputation X <input type="checkbox"/> (L)
--	--	---

**Q5 How did you score?
Please tick the relevant box**

MOSTLY H and/or M → **HIGH PRIORITY** → **EIA to be completed**
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → X **Do not complete EIA**
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

Whilst the proposals involve some reduction in hours for some posts or deletion of other posts, this is being done to re-use those hours or posts in a different way within the service. This is in the best interests of service users and the service and staff and trade unions have been consulted.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Steve Adie
Location:	Cimla Health and Social Care Centre, Cimla, Neath
Telephone Number:	01639 862779
	s.adie@npt.gov.uk Date: 27 th October 2017
Approval by Head of Service	
Name:	
Position:	
	Date:

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.