

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:
AHWB/062/2017 Two Year
Extension of the Job Coach

Box 1

DIRECTORATE: Adults Health and Wellbeing

DATE: 17.07.17

Contact Name: Bron Buckley

Tel. No.: 01302 734043

Subject Matter: Two Year Extension of the Job Coach (Project Support Worker) (Project Search) post creating enhanced employability within the Learning Disability transitions group.

Box 2

DECISION TAKEN:

To extend the temporary post of Project Support Worker (Project Search) based within the Doncaster Vocational Training Unit (DVTU) and assigned to the Project Search initiative. This will be a secondment opportunity extended for a period of the Academic years 2017/18 and 2018/19 term time only and to be reviewed at the end of the extension period.

Box 3

REASON FOR THE DECISION:

The post holder will work alongside the support staff from North Ridge School and project lead from Doncaster Communication College in supporting up to twelve individuals from the transitions group as part of the project search pilot at the Next Distribution Centre (Dearne Valley). The overall objectives of the project is to continue to develop work skills and work ethics within a realistic work environment (the Next Distribution Centre) to assist each year group of candidates to be better prepared for employment by the end of each academic year.

The position has previously been recruited to as a secondment opportunity filled by an experienced staff member from within the Council's learning disabilities services currently. The post will be recruited to on a temporary two year basis, term time only as advised by Human Resources Consultancy and the Recruitment team.

This post will be managed by the Locality Manager responsible for the management of the Doncaster Vocational Training Unit.

Many of the young people who have attended school or college fail to attain work placements or paid employment following completion of their last academic year. Many young people elect to move directly into adult services and engage in the social activities within the day centres. Often once in the day service individuals are reluctant to relinquish their day placement to undertake employment opportunities. Young

individuals are also reluctant to undertake work challenges due to concerns regarding potential effects on their benefit claims.

There are no current options that offer this type of group, work based opportunities within young people services or adult services across the Doncaster Borough.

Project Search is a proven initiative that started at Children's Hospital Medical Centre in Cincinnati, Ohio, USA and has developed across America in a range of employment backgrounds from hospitals to distribution centres. This project is now developing initiatives across the UK all of which are mirroring the success of the projects in the USA.

In addition to the development of workplace ethics for the candidates benefiting from the initiative and hopefully reducing the number of unemployed school leavers in the Doncaster area, the programme will also reduce the demand for day care provision by up to twelve places each year which will assist with the transformation of the adult day care services.

The Project Search Programme Specialist has supported a working party in Doncaster to develop the framework for the Doncaster Next Distribution Centre initiative.

Consultation has been undertaken with potential candidates and their carers from North Ridge School and the Doncaster Communication College.

Visits have been made to the Doncaster Next Distribution Centres where the management teams, the HR teams and the training team members have been supportive of the project.

The project meets with the Council's Improvement Programme for day services by promoting robust alternatives to traditional services.

The first three years of this project progressed well with 18 candidates securing employment by the end of the project and with three individuals still searching for appropriate work. Only one candidate failed to complete the project.

Interviews have been held and there are 8 successful candidates identified for the next intake.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

The Council can fail to support this initiative which would result in loss of opportunity for the young people: there would be a lack of service development and failure to future proof the service in relation to increasing employability.

Doncaster Council actively supports employment focussed initiatives particularly with young people that have been evidenced through the on-going apprenticeships offered throughout the Council. This project will complement the current initiatives and evidence Doncaster's commitment to supporting individuals in transition who have required additional tailored support.

Doncaster Council has been involved in plans to rationalise and modernise Day Services, this project will offer a positive alternative option for the young people involved with the initiative.

Box 5**LEGAL IMPLICATIONS:**

S112 of the Local Government Act 1972 allows a local authority to appoint such officers as are necessary for the proper discharge of its functions, on such reasonable terms and conditions as it thinks fit. The grading of any post should be determined by job evaluation,

Given the nature of the post required, following a recruitment exercise carried out in accordance with the Council's policy, it is advisable to set up a temporary contract through a Secondment arrangement. The agreement should be in writing and the terms agreed before the secondment commences. It is advisable to include the right to extend the arrangement. The council has a secondment policy, which should be followed to ensure the secondment process is fair.

If the post is not offered by a secondment it is advisable to set up a temporary contract for a fixed term. Any employee regardless as to whether or not they are employed for a fixed term, part time or otherwise obtain certain employment protection, which includes protection from unfair dismissal after 2 year's employment service. In order for liability in relation to, inter alia, unfair dismissal, to be limited there must be a legitimate reason for a fixed term contract and the employee must be made aware of this reason and of the anticipated length of the contract at the commencement of the contract. After the 4th year of renewal the Employee may be entitled to the position on a permanent basis. The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 confirm that employees should not be treated less favourably on the ground they are fixed term unless this is objectively justified. Less favourable treatment means, but is not limited to pay and terms and conditions. The extension of the role would be regarded as a renewal.

As the length of the contract exceeds 1 year the Employee will be entitled to be placed on the redeployment register and after 2 years will be entitled to a redundancy payment. If the Council terminates the contract early, then there may be some liability for payment of the outstanding salary to the employee unless a suitable break clause is

included. Therefore terms of the contract must therefore be carefully considered to avoid additional liability and/or financial loss.

If any temporary employee is sourced through an agency care must be taken to ensure the Agency Worker Regulations and the Council's Policies relating to Agency workers and Recruitment in general are adhered to. In addition, from April 2017 the rules relating to the application of the Intermediaries Legislation (IR35) for individuals engaged 'off-payroll' in the public sector will be changing. In summary, the payments we make to such workers will be subject to the application of the new legislation which means that contractors supplying their services through their own personal service companies (PSCs) will be considered to fall within IR35 unless it can be proven otherwise. The application of IR35 will require the Council to deduct and national insurance contributions for all payments made to these contractors after 6 April 2017. The Council has processes that should be followed to prevent legal and financial liability

There are no legal restrictions on the use of Agency workers for a local authority. There is a legal obligation to consider best value and therefore it is recommended that there be regular reviews of the decision to use agency staff to ensure this obligation is being met. There should also be a contract that sets out the terms of assignment in place prior to the commencement of the role. Reed were appointed as the Council's supplier of temporary staff following a procurement process which was compliant with both EU Procurement Regulations and Contract Procedure Rules.

It is important that sight is not lost of the Council's recruitment and retention and vacancy management policies which should be followed.

Name: Helen Wilson Signature: By email Date 19.7.2017
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6
FINANCIAL IMPLICATIONS:

The annual cost of this post if it remains at a grade 6 ranges between £21,500 and £23,210 including on costs.

This will be met from the existing budget for the post which for 17/18 is currently £22,630, offset by an income target of £10,000 as in previous years we have received a contribution from North Ridge school towards the cost of this role.

The future funding of this post will need to be reviewed as the Day Care Service has a saving of £253k allocated in 17/18 and budget proposals for savings of £0.8m identified between 18/19 and 20/21.

Name: Chris Temperton Signature: By email Date: 24/07/2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

The role of Job Coach (Project Worker) has been evaluated under the Council's GLPC Job Evaluation system, JE ID number 6149 @ Grade 6.

This is an internal secondment opportunity and should be recruited to in line with DMBC's Safer Recruitment policy, initially open to Redeployees before being advertised to remaining internal staff.


A secondment agreement should be drawn up for the length of the post. Throughout the project term, managers should conduct regular reviews to consider whether the need continues or whether alternative arrangements could be made such as temporary contract arrangements

Name: Paula Monk Signature: *P Monk* Date: 25/07/17
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

Where it is proposed to engage staff via an agency arrangement, the Council's corporate contract with Reed should be used.

Where the Contract with Reed cannot meet the Council's requirements then a formal tender process will need to be followed in line with the Council's Contract Procedure Rules

Name: ___D Bann___ Signature: ______ Date: ___31/7/17_
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9**ICT IMPLICATIONS:**

As with any new starters, a support call would need to be raised via the ICT Self Service Portal for any new ICT equipment/non-standard software needed and for the necessary user account(s) to be created together with access permissions to relevant systems, where applicable. Requests for new ICT equipment will be considered in line with the principles of the WorkSmart strategy and 'Maximising ICT'.

In addition, the service should ensure any new starters have completed the adequate system training and reviewed and accepted all appropriate ICT and acceptable usage policies.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature: [REDACTED]

Date: 24/07/17

Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email

Date: 27th July, 2017

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

The risks would be that the host employer (Next Distribution Centre) removed the offer to support Project Search, this would be unlikely as the Next group initiated the offer to continue with the project.

The risks could be that the student candidates do not take up the traineeship offer however North Ridge School and Doncaster College have scoped the eligible six form candidates and have suggested an interview system to select potential candidates as there is much interest.

There is no other training placement within the Doncaster community that replicates the realistic work and employment opportunity offered to the young people by the Project Search initiative.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author

The Project Search initiative is a specialist initiative dedicated to supporting students in the last year of education who are recognised as having a learning disability and who require special educational needs support. Within this eligibility group, open interview

processes will be conducted that currently meet with all equality requirements to ensure equity of opportunity for potential candidates

Name: **B. Buckley** Signature:  Date: 20.07.17_
(Report author)

Box 13
CONSULTATION

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

Box 14
INFORMATION NOT FOR PUBLICATION:

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

Name: **Gillian Parker** Signature:  Date: **_01/08/2017**
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ **Date:** 21/08/17_
Director of People Damian Allen

Signed: _____ **Date:** _____
**Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions.**

Signed: _____ **Date:** _____
**Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).**

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**