

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/113/2017
Continuation of Agency Staff
Transitions team

Box 1

DIRECTORATE: AHWB

DATE: 21/11/2017

Contact Name: Griff Jones

Tel. No.: 01302 734107

Subject Matter: Employment of additional agency staff to deal with the backlog of assessments within the Transitions Team

Box 2

DECISION TAKEN:

Request authorisation to extend the assignments for 2 additional agency Social Work staff to cover for the long-term sickness absence of 1 Assessment Officer for the Transitions Team for 12 weeks in order to ensure continuity of service for young people in Doncaster and whilst the PMO have finalised long term planning for Transition Services in Doncaster. This will also ensure that a backlog of assessments does not occur as previously was the case.

Box 3

REASON FOR THE DECISION:

The Transitions Team deal with young people transitioning from Children's Services to Adult Social Care. These young people often have extremely complex needs associated with learning or physical disabilities and/or Autism Spectrum Disorders and/or emotional care needs associated with past traumas.

As such the team receives referrals from the Children's Trust at any point between the ages of 18 – 25 when the individual is as stable as they can become and it is the duty of the Social Workers within the team to find placements or packages of support. The concept behind this service is that each child involved would have an Education, Health and Care Plan in place from the age of 14 which can then be worked on by both the Transitions Team and the Social Worker involved with the individual children from the Children's Trust in order for the child/young person to have the best opportunity to live a fulfilled life.

Unfortunately, the Transitions Team had been under-staffed for some time which was compounded by long-term sickness absence and the resignation of one of the agency workers brought in to alleviate the numbers of assessment requests arriving from the Children's Trust. Following discussions with the Head of Service from the Children's Trust it became apparent that there could be no unallocated cases in the Transitions

team because of the pending OFSTED inspection, due to take place in September. If there was any backlog of assessments the whole service is deemed as inadequate.

A previous ODR No: AHWB/066/2017 was created to recruit extra social care staff to ensure the backlog of unallocated cases was sorted out prior to the OFSTED inspection and 3 additional Social Workers and an Assessment Officer have been recruited to the team, ensuring the allocation of all outstanding cases.

In order to ensure this situation continues and all cases continue to be worked on by the Transitions Team it is requested that the additional staff continue in post until formal recruitment to permanent posts can be undertaken, anticipated to be until the end of this calendar year. At the same time a full review of the Transitions Service across both Children's and Adults' directorate has been started.

This post will be funded from within the Adult's Health and Well Being Care Management budget,

It is estimated that the costs of these posts for 12 weeks will be as follows: -

2 x additional SW @ £1,168.50pw =	£28,044
1 x substantive vacant post SW @ £1,168.50pw =	£14,022
1 x AO @ £810.00 pw =	£9,720
TOTAL	£51,786

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

The alternative is to not to recruit to these posts which would result in a backlog of 60 cases and would compromise the work that has already been carried out. This would also compromise the work being carried out by the PMO in respect of Transition planning for the organisation.

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. Salary grade should be determined by job evaluation. The Council has policies to deal with recruitment which should be followed.

There are no legal restrictions on the use of Agency workers for a local authority. Doncaster MBC as a policy that regulates the use of Agency workers and care must be taken to ensure this policy as followed as when seeking authority to operate outside the policy this could create a precedent. 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. The current contractual

arrangements should be reviewed and updated to include the new terms prior to the commencement of the new arrangement. There are regulations that govern the employment of agency staff which must be followed.

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.

In addition it should be noted that 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.

Name: Helen Wilson Signature: By email Date: 24/11/2017
Signature of Assistant Director of Legal & Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

The budgeted cost of the 4 agency posts for a 10 week work period (itemised in the body of the report) is £51,786.

This will be funded in the first instance from existing salary budget from within Area Social Worker Teams, arising from current vacant posts.

The service is currently looking to recruit to vacant posts and release agency staff which are more expensive. The actual position on staffing spend does depend upon how successful this exercise is.

If it is not possible to meet the full cost of this decision from within existing staffing budgets then it may be necessary to meet some or all of the cost from other resources (for example iBCF or one-off BCF funding). This will be monitored throughout the rest of the year and clarified and managed as part of the overall year-end process.

Name: Paul Williams Signature: by email Date: 24/11/17
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

Human Resources support the decision to extend these agency assignments for the reasons outlined in the body of the ODR. A further ODR will be required if the anticipated recruitment does not take place by January 2018.

Name: D L Dawson**Signature:** [redaction]**Date:** 24.11.17**Signature of Assistant Director of Human Resources and Communications (or representative)****Box 8****PROCUREMENT IMPLICATIONS:**

As per confirmation from Griff Jones, these staff are employed with DMBC via a corporate contract. This contract, for Agency Services with Reed, has been procured via a compliant route therefore there are no procurement implications associated with this ODR.

[redaction]

Name: Holly Wilson**Signature:****Date:** 24/11/2017**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 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'.

The relevant manager should also ensure any new starters have completed the relevant system training and reviewed and accepted all appropriate ICT and acceptable usage policies. In addition, it will be necessary for the agency worker to sign the relevant confidentiality agreement included in the Agency Workers Induction Statement/ Checklist, available via the Intranet.

Name: Peter Ward**Signature:** by email **Date:** 24/11/2017

Box 10**ASSET IMPLICATIONS:**

Any requirement that might arise for additional accommodation or the reconfiguration of existing workstations to support the recruitment proposals as outlined should be directed to the Assets & Property team in the first instance in order that such needs can be provided for in line with the Council's wider Assets Transformation programme and WorkSmart strategy.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: By email

Date: 22.11.2017

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

Name:

Signature:

Date:

Box 11**RISK IMPLICATIONS:**

To be completed by the report author

If the decision is taken not to recruit to these posts it would result in a backlog of 60 cases and would compromise the work that has already been carried out. This would also compromise the work being carried out by the PMO in respect of Transition planning for the organisation.

(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

There are no equalities implications for this ODR.

Name: _ Griff Jones **Signature:** by email **Date:** 21/11/2017
(Report author) Updated by Gail Fletcher

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: _by email___ Date: 27/11/2017
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ **Date:** _30/11/2017_
Director of People Damian Allen

Signed: _____ **Date:** _____
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions (if required)

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