

## 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/086/2017 2 x  
Additional Assessment  
Officer posts in MAWD

### **Box 1**

**DIRECTORATE:** AHWB

**DATE:** 04/09/2017

**Contact Name:** Sarah Daws

**Tel. No.:**

**Subject Matter:** To create x2 additional Assessment Officer posts in the Minor Adaptations without Delay (MAWD) Team.

### **Box 2**

#### **DECISION TAKEN:**

To create x 2 additional permanent Assessment Officer posts (Grade 7) in the Minor Adaptations without Delay (MAWD) Team. The previous Principal OT suggested these posts be created be in place of 1 or 2 of the vacant OT posts in the service, however the preference is now for these posts to be additions to the current establishment, due to the long waiting list for OT assessments.

### **Box 3**

#### **REASON FOR THE DECISION:**

The Occupational Therapy Team comprises Occupational Therapists, x 2 manual handling advisors/trainers, business support and assessment officers.

Following the appointment of a new management team, with effect from 03.04.2017, the Occupational Therapy Service has been reviewed. As a result of the review, new policies, procedures and criteria are being developed. A plan to deal with the waiting list, "Why Wait" is being implemented and this has had the effect of reducing the overall OT waiting list by 40%, mainly through using our existing resources in the most effective and efficient way. The next phase of the improvement plan will be to reduce the waiting list further to support our ultimate aim of having OTs based within area hubs.

We currently have 3.9 FTE visiting assessment officers plus 1 FTE Duty Officer. The 3.9 FTE visiting officers cover the whole borough, visiting clients at home, and also seeing clients in our assessment clinics.

Following the relocation of our clinics to the Stirling Centre we now have 16 clinic appointment slots available per week, compared to 9 per week at the previous venue. The demand for appointments is shown by the fact that we are now booking appointments for the end of September. Despite our best efforts, the waiting list for

home visits for people who are unable to attend the clinic is increasing and now stands at approximately 200.

**Box 4**

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

**Option 1** – Create the 2 additional Assessment Officer posts – preferred option.

**Option 2** – Do nothing – this would risk the waiting list getting longer and clients waiting a longer time to be assessed. There would also be increased risk of carers' stress and an adverse effect on clients' wellbeing and quality of life.

**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 posts is subject to the outcome of a job evaluation exercise and the Council has a policy that sets out how recruitment should be conducted.

**Name:** Helen Wilson **Signature:** by email **Date:** 05/09/2017  
**Signature of Assistant Director (Legal and Democratic Services)**  
(or representative)

**Box 6**

**FINANCIAL IMPLICATIONS:**

These 2 new Assessment Officer (grade 7) posts have been costed into the revised Care Management structure for 2017/18 at a cost of £49,340. The revised structure is being funded from existing AHWB budgets and additional Care Act funds.

The Occupational Therapists structure will need to be managed within the current vacancy factor of 6% which has been applied to the salary budgets.

**Name:** Ella Postill **Signature:** E Postill/FM-AHWB **Date:** 05/09/17  
**Signature of Assistant Director of Finance & Performance**  
(or representative)

**Box 7****HUMAN RESOURCE IMPLICATIONS:**

The role of Assessment Officer - MAWD is an established post and has been evaluated within the Council's GLPC Job Evaluation system under JE ID number 6868 as a Grade 7 in September 2015 ahead of the 2016 Service Review Consultation.

These new posts should be recruited to in line with DMBC's Safer Recruitment policy, initially open to Redeployees before being advertised internally / externally and will need to be created on the HR portal prior to any appointment.

Employees who were employed before 6 April 2012 and have 1 year's continuous service, or after 6 April 2012 and have at least two years continuous service, accrue employment rights. Employees who complete 2 years continuous service accrue rights to a redundancy payment.

Fixed-term employees have the right not to be treated less favourably than comparable permanent employees because they are on a fixed-term contract. This means you must treat fixed-term employees the same as comparable permanent employees unless there are 'objectively justifiable' circumstances for not doing so (ie there is a genuine, necessary and appropriate business reason). This means the same or equivalent (pro-rata) pay and conditions, benefits, pension rights and opportunity to apply for permanent positions within the business.

Under the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, employees who have been on a fixed-term contract for four years or longer will usually be legally classed as permanent if their contract is renewed or if they are re-engaged on a new fixed-term contract.

The only exemptions are when employment on a further fixed-term contract is objectively justified to achieve a legitimate business aim or when the period of four years has been lengthened under a collective or workplace agreement.

In addition to HR Portal input we should also ensure liaison has been established with the relevant AH&WB Principal Finance Officer so as to ensure budgetary provision has been secured.

**Name:** Bill Thompson Senior HR & OD Officer \_\_\_\_\_ **Signature:** Bill Thompson \_\_\_\_\_ **Date:** 13/09/2017 \_\_\_\_\_

**Signature of Assistant Director Human Resources, Communications & Executive Office(or representative)**

**Box 8****PROCUREMENT IMPLICATIONS:**

**No direct procurement implications. The service should ensure it has satisfied HR recruitment requirements prior to the appointments**

[redaction]

**Name:** Dan Charlesworth **Signature:** **Date:** 6<sup>th</sup> September 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(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:** [redaction] **Date:** 06/09/17

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

**Box 10****ASSET IMPLICATIONS:**

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

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

**Signature:** By email **Date:** 17<sup>th</sup> September, 2017

**Signature of Assistant Director of Trading Services and Assets**

**Box 11****RISK IMPLICATIONS:**

Without these two posts, the waiting list for low level assessments will increase further, with an increased risk of injury to clients and carers and a detrimental impact on their health and wellbeing.

Often low level interventions provided by the Assessment Officers have a preventative role, and more complex and costly interventions provided by Occupational Therapists are delayed. The existing assessment officers are working at capacity so we cannot fully realise this benefit without the additional posts.

**Box 12****EQUALITY IMPLICATIONS:**

With an additional two posts we will be able to assess all service users in a more timely way; at present due to a lack of staff only the most urgent cases are assessed within a reasonable time frame. The majority of the waiting list is comprised of people waiting for home visits, and the fact that these people need a home visit rather than being able to attend an assessment clinic indicates that their needs are greater. We have already freed up all the staff we can to complete home visits, but this is not enough.

[redaction]

Name: Sarah Daws \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 4.9.17  
(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: By Email Date: 18/09/2017  
Signature of FOI Lead Officer for service area where ODR originates

**Box 15**

[redaction]

Signed: \_\_\_\_\_ Date: 18/9/2017  
~~Director/Assistant Director~~ Adult Social Care  
KAREN JOHNSON

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