

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/011/2018
Additional Interim Head of
Service/ Project Lead

Box 1

DIRECTORATE: Adults, Health and Well-Being

DATE: 14th March 2018

Contact Name: Griff Jones

Tel. No.: 01302 737621

Subject Matter: Additional Interim Head of Service/Project Lead – March 2018 to the 31st March 2019

Box 2

DECISION TAKEN:

To create an additional Interim Head of Service/ Project Lead in Adult Social Care from March 2018 until the 31st March 2019. This post will lead on the transformation of front door service in Adult Social Care. The post holder will also lead the Integrated Discharge Team. They will develop clear links to Intermediate Care Services and they will lead on the alignment of mental health staff under Council operational management.

Box 3

REASON FOR THE DECISION:

Adult Social Care is a fundamental part of the Transformation Programme in Adults Health and Well-Being and the implementation of the Doncaster Place Plan. It is vital to ensure that Adult Social Care has sufficient leadership capacity to support both these major change programmes.

At the present time at a Head of Service level there is one established post and one two year fixed term post which currently cover the whole of the Adult Social Care Customer Journey, including Safeguarding and the OT service.

The two Head of Service portfolios are too wide to enable them to fully contribute to the Transformation Change while also ensuring that business as usual continues to the required standard.

Following discussion at DLT it has been agreed that an additional Interim Head of Service/ Project Lead post will be created from March 2018 to March 2019, the deliverables for this post will be as follows:

- 1) To provide leadership to the Front Door Service
- 2) To scope and develop a project plan for the transformation of the Front Door which links in to the wider Doncaster Transformation Programme
- 3) To lead the Integrated Discharge Team
- 4) To lead on the implementation of the High Impact Change Model as part of the

DTOC programme

- 5) To ensure that the Council meets its targets in relation to DTOC's
- 6) To lead on the CHC project which is reviewing the end to end process with the CCG
- 7) To lead on the alignment of mental health staff under the operational management of the Council working with RDASH

A further review of the requirements in terms of Head of Service provision from April 2019 will take place, taking into account the development of a People's Directorate during the course of 2018/19.

The costs would be as follows

18/19

Proposed budget (18/19)

	£	
Permanent HofS (x3)	233,700	
Permanent PSW	57,990	
Additional Agency cost for HofS roles - KR	18000	Assumed £1,500/wk until 1st July
Additional Agency cost for HofS roles - TOC	36000	Assumed £1,500/wk until 1st October
Proposed permanent budget	345,690	

Current Budget

Permanent HofS (x1)	77,900	
Permanent PSW	57,990	
Temporary funding	117000	£155k Transformation, less £115,000 TC, a
Total permanent budget	252,890	

Shortfall	92,800
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Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

There was consideration as to whether this additional Head of Service capacity could be linked to the Principal Social Worker role but this was discounted as this would negatively impact on their ability in respect of Quality Assurance across Adult Social Care.

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.

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 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. In addition 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.

From April 2017 the rules relating to the application of the Intermediaries Legislation (IR35) for individuals engaged 'off-payroll' in the public sector has changed. 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

Name: H Wilson Signature by email Date: 21/03/2018

Signature of Assistant Director of Legal & Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

The additional cost of this decision is estimated to be £131,800 as discussed above.

This will be funded by utilising other surplus budgets within AHWb, primarily the additional revenue budget released by capitalising Occupational Therapy expenditure

This decision only secures this funding for 201/19, if the arrangements continue beyond 31/03/19 then a further decision will be required

Name: Paul Williams

Signature:

Date: 21/03/18

Signature of Assistant Director of Finance & Performance

(or representative)

Box 7

HUMAN RESOURCE IMPLICATIONS:

Human Resources have been fully consulted of this decision and support the use of Agency Workers in this instance for the reasons outlined in the body of the ODR.

It is essential that the Hiring and Managing Agency Worker policy be followed and the Council's Managed Service Provider, Reed Specialist Recruitment Ltd has to be used to source appropriate candidates (as per contract effective from 10/09/16).

Changes to the Intermediaries' legislation (commonly referred to as IR35) came into effect on 6th April 2017 and applies to both new and existing workers / roles. The change moves responsibility from the worker's Personal Service Company (PSC) to the organisation paying the worker / PSC to ensure they make appropriate deductions of tax and NI at source.

The Hiring Manager is required to substantiate if a role falls outside IR35 with a completed IR35 employment status tool and supporting information. This has to be carried out prior to placing the order for the Agency Worker through the MSP's ordering system (XMS). A copy of the Assessment must be sent to the relevant Directorate's HR & OD Business Manager.

As above, it is the Council's responsibility to determine whether a role will fall inside or outside IR35 and in this case it has been established that this role falls outside IR35.

Name: Bill Thompson Senior HR & OD Officer **Signature:** by email

Date: 14/03/2018

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

Box 8

PROCUREMENT IMPLICATIONS:

There is no mention in the report whether this will be a direct appointment or an appointment via an agency supplier.

If an agency supplier is to be used to fulfil this appointment then it is imperative that the corporate contract for Recruitment Services, via Reed, is used. If Reed cannot fulfil and another agency is to be used then either a competitive exercise should be undertaken or a CPR waiver completed to allow the direct award of the contract, if this exceeds £5k commission fees.

[redaction]

Name Holly Wilson

Signature:

Date: 14/3/18

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 9

ICT IMPLICATIONS:

In implementing the recommended option within this ODR, the recruiting manager should consider the ICT and technology needs of the recruited resource and ensure timely notification is made to ICT via i-Serve, for the creation of accounts, access to technology and systems.

The recruiting manager must also ensure that all mandatory training in respect to data quality and protection is undertaken by any new recruits as well as familiarisation with acceptable use policies as set by the Council and its SIRO.

The interim Head of Service/Project Lead will clearly need to work closely with the Digital Service in relation to the transformation of the customer journey/front door.

Any additional technology requirements to support the wider deliverables of the role must be submitted for consideration by the ICT Governance Board.

Name: Peter Ward (Governance & Support Manager)

Signature: [redaction] **Date:** 16/3/18

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

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this Officer Decision Record that impact on the use of DMBC assets beyond the need for physical desk space to accommodate the new post as identified. Liaison is required with the Councils Worksmart officer to ensure appropriate space is available and that the post holder is suitably assessed for agile working practices.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: By email **Date:** 15th March, 2018

**Signature of Assistant Director of Trading & Property Services
(or representative)**

Box 11

RISK IMPLICATIONS:

Without this additional Head of Service then there is the risk that operations will not be able to deliver in terms of the Transformation Programme. Performance in terms of DToC, demand management and mental health may slip and this in turn will lead to increased financial pressure when the Directorate is needing to make a number of significant savings in 2018/19.

Name: Griff Jones **Signature:** by email **Date:** 14th March 2018

Box 12

EQUALITY IMPLICATIONS:

There are no equalities implications for this ODR.

Name: Griff Jones **Signature:** by email **Date:** 30/10/2017
(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 on the signatures.

**Name: Gillian Parker Signature: by email Date: 22/03/2018
Signature of FOI Lead Officer for service area where ODR originates**

[redaction]

Box 15

Signed: _____ **Date:** _05/04/2018_
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**