



## OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. (See Annex 2 on Intranet.)

Decision Ref. No:  
**AHWB/033/2018 DRI & Bassetlaw Knowledge, Library & Information Service**

### Box 1

**DIRECTORATE:** Adults, Health & Wellbeing

**DATE:** 8<sup>TH</sup> May 2018

**Contact Name:** Nick Stopforth

**Tel. No.:** 01302 862693

**Subject Matter:** DRI & Bassetlaw Knowledge, Library & Information Service

### Box 2

#### DECISION TAKEN:

1. To complete the main proposed changes to the staffing structure at DRI & Bassetlaw Knowledge, Library & Information Service so as to address the changing needs of the service, the workforce and its skill mix. Identifying the skills mix required and modifying the structure and posts will enable the service to move forward with changes and developments being introduced by service developments elsewhere at Doncaster and Bassetlaw Teaching Hospitals NHSFT (DBTH) and the changes, developments and priorities of the Health Education England (HEE) Knowledge for Healthcare (KfH) programme, and to take the first steps to stabilising the service through a succession planning process.

All the changes proposed below are within the current costs of the SLA held with DBTH:

- To action the changes to working hours for Post No. 906036 (Grade 5) from 0.59 FTE to 0.81 FTE with effect from 01.05.18. *(The post holder shall also retain the 0.09 FTE hours they hold under the rolling contract that we have with RDaSH).*
- To formally acknowledge that Post No. 918592 (Grade 7) changes from a job-share post to a part-time post, and action the changes to working hours from 0.50 FTE to 0.54 FTE with effect from 01.05.18.
- To reduce Post No. 906037 (Grade 5) from 1 FTE to 0.41 FTE with effect from 14.05.18 (following the retirement of the current post holder on 13.05.18) and commence the recruitment process for the post immediately.

- To create a new Clinical/Outreach Librarian post, Grade 8 0.54 FTE with effect from 01.05.18 and commence recruitment for the post immediately (*no job evaluation required as we already have another Grade 8 Clinical/Outreach Librarian in post*).
  - Create a new post – Modern Apprentice (Level 2/3 – depending upon outcome of further discussions with the Apprenticeship team and the outcome of the job evaluation process. Once the job evaluation process is complete, to commence the recruitment process immediately.
2. To review the current and future role and job description of Post No. 906047 (Grade 10, Knowledge, Library & Information Services Manager) in light of the changing needs of skill mix that the service has made to enable it to move forward with changes and developments being introduced by service developments elsewhere at Doncaster and Bassetlaw Teaching Hospitals NHSFT (DBTH) and the changes, developments and priorities of the Health Education England (HEE) Knowledge for Healthcare (KfH) programme, therefore to look at and evaluate the role in light of these changes and increased needs and demands, and to make the first steps to stabilising the service through a succession planning process. This will require revisions to the post's job description and person specification, in consultation with the Trust. This will lead to the post-holder being at risk, as the current post will be deleted, and a new service manager post created with updated skills and knowledge requirements.

### **Box 3**

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

The post holder of Post No. 906068 (Grade 7, job-share) retired on 31.03.18. Her job-share partner was unable to take on the role full-time. Despite a recruitment process which stretched far and wide (the vacancy was circulated to all NHS libraries in England in addition to being advertised on the Doncaster Jobs website) and receiving a number of applications, following the shortlisting process there were no applicants suitable to invite for interview.

In addition, just after this decision had been made, the post holder of Post No. 906037 (Grade 5, 1 FTE) took the decision to retire and will do so on 13.05.18.

As the Knowledge Library and Information Service for Health continues to deliver against a performance framework in a changing environment, the service manager post - Post No. 906047 (Grade 10, Knowledge, Library & Information Services Manager) should also be in scope when considering the future skills and competencies required to lead a modernised service area.

This provided the opportunity to re-visit the staffing structure and skill mix as a whole and make recommendations for change, based on the changing needs of skill mix that the service requires to enable it to move forward with changes and developments being introduced by service developments elsewhere at Doncaster and Bassetlaw Teaching Hospitals NHSFT (DBTH) and the changes,

**developments and priorities of the Health Education England (HEE) Knowledge for Healthcare (KfH) programme and to make the first steps to stabilising the service through a succession planning process. It will also allow for staffing levels to be secure as the service continues to provide cover across its four service points across the three DBTH sites and the outreach services that it delivers to RDaSH.**

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

Consideration was given to advertising again the vacant post (Post No. 906068) but due to the overall poor quality of the applicants the first time this was not the right option at this time.

The job-share post holder of Post No. 918592 was still not in a position to take on the post full-time but was able to undertake an extra 1.5 hours a week. By changing this post to part-time, it removes any possible risk (to redeployment/redundancy), the service maintains sufficient cover from the role in a changing climate and ensures that the service keeps the speciality knowledge within the service that the post holder has around health literacy and patient information – both of which are HEE KfH priorities for the next two years.

By creating an additional part-time Clinical/Outreach Librarian role (0.54 FTE) the service can address the increasing speciality work that is being directed towards the service but that the current part-time Clinical/Outreach Librarian (0.86 FTE) cannot be expected to achieve without putting unreasonable demands and pressures upon her. It will also help the service work towards the national HEE Knowledge for Healthcare priorities around Clinical/Outreach roles.

The service also addresses its changing front-line service needs, provides safe staffing levels as it increases its presence at its fourth library site at Montagu Hospital by increasing the hours of Post No. 906036, reducing the hours of the forthcoming vacant Post No. 906037 and introduces an opportunity to bring new life into the service through the creation of a Modern Apprentice role. This is a vital step towards the succession planning of the service due to the age range of current staff. No other staff within the service at this level wished to increase or reduce their hours.

The decision has been made purely in the context of taking the opportunity to adjust the skill mix within the service to meet changing needs and development and make first steps towards succession planning and stabilising the service, so enabling the DRI & Bassetlaw Knowledge, Library & Information Service to maintain the excellent service delivery on behalf of DBTH (currently holds a 100% compliance rating under the NHS Libraries and Quality Assurance Framework (LQAF)) and to ensure that the service can continue to deliver the service as outline in the current Service Level Agreement.

There was no requirement to make cost savings and the proposed changes can be achieved under the current financial costs for staffing within the Service Level Agreement while increasing the FTE overall from 8.67 FTE to 9.38 FTE

Post No.	Current	FTE	Proposed	FTE
906047	Knowledge, Library & Information Services Manager, Grade 10	1	Knowledge, Library & Information Services Manager, Grade 10	1
906033	Knowledge & Resources Librarian, Grade 8	0.60	Knowledge & Resources Librarian, Grade 8	0.60
913817	Clinical/Outreach Librarian, Grade 8	0.86	Clinical/Outreach Librarian Grade 8	0.86
			Clinical/Outreach Librarian Grade 8	0.54
906068	Knowledge & Information Officer (job-share) Grade 7	0.50		
918592	Knowledge & Information Officer (job-share) Grade 7	0.50	Knowledge & Information Officer Grade 7	0.54
906037	Knowledge & Library Assistant, Grade 5	1	Knowledge & Library Assistant, Grade 5	0.41
910343	Knowledge & Library Assistant, Grade 5	1	Knowledge & Library Assistant, Grade 5	1
906038	Knowledge & Library Assistant, Grade 5	0.81	Knowledge & Library Assistant, Grade 5	0.81
906036	Knowledge & Library Assistant, Grade 5	0.68	Knowledge & Library Assistant, Grade 5	0.90
906035	Knowledge & Library Assistant, Grade 5	0.61	Knowledge & Library Assistant, Grade 5	0.61
906034	Knowledge & Library Assistant, Grade 5	0.61	Knowledge & Library Assistant, Grade 5	0.61
906039	Knowledge & Library Assistant, Grade 5	0.50	Knowledge & Library Assistant, Grade 5	0.50
			Modern Apprentice Level 2/3	1
		<b>FTE 8.67</b>		<b>FTE 9.38</b>

**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. Therefore the only considerations must be whether

or not the appointment is necessary and whether the terms and conditions are reasonable in the particular circumstances. The grading of any position is subject to the outcome of a job evaluation/grading exercise being undertaken.

Wherever there is a possibility of redundancy situations the employer must engage in collective consultation, individual consultation and assess the needs of the people affected. Consultation is determined by timescales that are set out in law. The purpose of consultation is to avoid dismissals, lessen the impact of the changes and attempt to find alternatives. The Council has policies that deal with the recruitment to new posts and the process of finding alternative posts for redundant employees.

As well as the right to be consulted a redundant employee is entitled to:-

- a) be placed on the Council's redeployment register for up to 12 weeks depending on notice provisions- this is to ensure that the legal obligation to offer suitable alternative jobs is met. Clearly any suitable vacancies in the new structure should be considered even if the new position is a higher graded position.
- b) a redundancy payment (depending on length of service and age)
- c) notice of termination of employment

If the redundant employee wishes to waive these entitlements i.e to leave before the expiry of the above entitlements then a letter confirming their request not to be on the redeployment register and/or the full consultation period and or work their full notice should be signed to confirm that the early leaving date is at the employee's request. There must be an actual redundancy situation and no future appointments to this or similar position can be made or access to the employee's pension may be ultra vires. It should be noted that the only way to prevent an employee from making a claim to the Employment Tribunal is for the employee and employer to enter into a Settlement Agreement.

Under the Local Government Pension Scheme Regulations 1997 as amended, an employee who is aged 55 or over and retire on grounds of redundancy is entitled to the immediate unreduced payment of their pension benefits. The early release of pension benefits is a cost to the authority.

If it is proposed that the changes do not amount to redundancy but do require a change to terms and conditions of employees then they cannot be unilaterally varied. This means that consultation and negotiation must take place to reach agreement to the proposed changes. The absence of such agreement may mean that there is no alternative but to dismiss and re-engage on the new terms. It is advised that separate legal/HR advice is taken before this course of action is undertaken.

The Council has policies to deal with restructures, Staff Reductions and Redeployment which should be followed.

**Name: Helen Wilson Signature: By Email Date: 09/05/18**  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

The current staffing structure costs a total of £227,110 and includes various FTE's of 8.67. The proposed structure will cost £231,280 and includes various FTE's of 9.38. The increase in costs of £4,170 will be met within the existing service level agreement with DBTH and will have no impact on DMBC budgets.

**Name: Cheryl Slade Signature: C Slade/FM-AHWB Date: 11/05/2018**

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

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

Human Resources are aware of this and are working with the Head of Service on the changes proposed. The staff affected have been consulted with regards to the amendments to their working hours.

The Grade 10 post holder will be consulted with separately in line with the structure review / redeployment policy when a decision has been made on the future of the role.

The HR Portal will need to be updated to reflect the changes and variations to contracts will be produced as a result of this.

**Name: Kelly Wilks \_\_\_\_\_ Signature: \_By Email\_\_\_\_\_**

**Date: 14<sup>th</sup> May 2018 \_\_\_\_\_**

**Signature of Assistant Director of Human Resources and Communications (or  
representative)**

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

There are no significant procurement implications with regards to this report.

**Name: \_Glyn Sparrow\_\_ Signature: \_By Email\_\_\_\_\_ Date: \_10/05/18\_\_**

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

**Box 9****ICT IMPLICATIONS:**

There are no direct ICT implications in relation to the proposed changes to the staffing structure within the DRI & Bassetlaw Knowledge, Library & Information Service. The changes will need to be updated via the HR Portal, when agreed and implemented.

Where additional resources are proposed, the recruiting manager(s) should consider the ICT and technology needs of the recruited resources and ensure timely notification

is made to ICT via i-Serve, for the creation of accounts, access to technology and systems. The recruiting manager(s) 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.

Where there are any leavers as a result of the proposals and in line with the leavers checklist, the relevant line manager(s) are responsible for ensuring that email and system access is removed at the appropriate time (by completing the 'Request to Remove User' form, available via iServe), any allocated ICT equipment is returned (where applicable) and the HR Portal is updated.

**Name:** Peter Ward (Governance & Support Manager)

**Signature:** [redaction] **Date:** 11/05/18

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

#### **Box 10**

##### **ASSET IMPLICATIONS:**

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

**Name:** Gillian Fairbrother (Principal Property Surveyor)

**Signature:** By email **Date:** 14<sup>th</sup> May, 2018

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

#### **Box 11**

##### **RISK IMPLICATIONS:**

**If Post No. 918592 is not reverted to a part-time post (from job-share), it could put the current post holder at risk of redeployment/redundancy and so maintain the particular expertise and knowledge that the post holder has in enabling us to meet the HEE Knowledge for Healthcare priorities.**

**If the service is unable to implement the changes that are proposed, the service is unable to adjust the staff skill mix to meet the changing needs and demands put upon the service by DBTH and HEE Knowledge for Healthcare priorities; create unnecessary pressures and demands upon the Knowledge, Library & Information Services Manager and the current Clinical/Outreach Librarian and hinder the service in meeting the developing changes and needs within DBTH.**

**Furthermore, the service would not be able to meet the first steps being proposed in the succession planning process of the service, giving options for stability during the next financial year as more staff begin to take steps towards retirement.**

**Overall, this would put the SLA between DBTH and the Council at risk as DRI &**



**Bassetlaw Knowledge & Library Service would not be able to deliver services against the SLA and maintain its compliance with the NHS Libraries Quality Assurance Framework (LQAF).**

**Box 12**

**EQUALITY IMPLICATIONS:**

**To be completed by the report author**

**Under the Equalities Act 2010 and the Public Sector Equality Duty the Local Authority has a duty to uphold due regard in relation to protected characteristics.**

**In agreeing to this decision, no age/gender characteristics have been affected and all staff affected by the decision have been treated will continue to be treated with dignity, fairness and respect as outlined in the Equalities and Inclusion Plan.**

**Name: NICK STOPFORTH Signature: NS Date: 08/05/18  
(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:

CLlr Ball is aware of this decision and has been sent a copy of it.

**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: 14/05/2018**  
**Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

[redaction]

**Signed: \_\_\_\_\_ Date: \_21/05/2018\_**  
**Karen Johnson Assistant Director**

**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