

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 8 December 2003

REPORT ON: Social Work Department - Fieldwork Care and Assessment Services - Staffing Arrangements

REPORT BY: Director of Social Work and Assistant Chief Executive (Management)

REPORT NO: 783-2003

1 PURPOSE OF REPORT

- 1.1 This report seeks approval to regrade staff supervising fieldwork teams, make interim payments to retain key staff carrying out the statutory functions of the Department, and undertake a review of roles and responsibilities within fieldwork care and assessment services.

2 RECOMMENDATIONS

It is recommended that the Committee approves:-

- 2.1 the regrading of 37 Senior Social Worker and equivalent supervisory posts (as detailed in Appendix 1) from PO1-4, £24,888 - £27,015, to PO3-6, £26,250 - £28,578, with effect from 1 December 2003;
- 2.2 the payment of the equivalent of two additional increments to appropriately qualified and competent staff carrying out key duties in relation to mental health, child protection and practice teaching, with effect from 1 December 2003 on an interim basis pending the outcome of the review.
- 2.3 remit to the Assistant Chief Executive (Management) and Director of Social Work to bring forward a report by 30 September 2004 reviewing the roles and responsibilities within fieldwork care and assessment services, including consideration of the skills mix of staff and appropriate structures.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of regrading 37 posts is £13,500 in the current financial year and £44,400 in financial year 2004/05. These costs will be contained within the Social Work Department's revenue budget.
- 3.2 The anticipated costs of the interim payments are £11,000 in the current year and £16,000 in year 2004/05. These costs will also be met from the revenue budget. Some of these costs up to a maximum of £10,000 will be offset by income to the Department for student placements.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The introduction of these changes will improve the quality of services by retaining and recruiting key staff.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 In recent years, the Department has been successful in attracting and securing funding for new posts resulting in the need for Senior Social Worker and equivalent staff to manage larger teams and undertake higher level responsibilities. The proposed regrading reflects the increase in the duties and responsibilities of the posts.
- 6.2 It is, therefore, proposed to regrade 37 posts from 1 December 2003 to PO3-6, £26,250 - £28,578. This corresponds with arrangements already in place by neighbouring councils and other local authorities. This grade also allows some scope for arrangements to retain staff to meet statutory responsibilities.
- 6.3 There is currently national recruitment and retention difficulties in Social Work. Many councils have introduced a range of incentives to attract and retain suitably qualified and experienced staff in order to continue to meet their statutory responsibilities, e.g. "golden hellos" of £5,000, payment of student loans, and accelerated increments to new staff. At present, Dundee City Council Social Work Department also has difficulty retaining qualified and experienced staff but is developing a range of initiatives to improve support to front line staff in the longer term.
- 6.4 As a result of the competitive market there are two main issues that require strategic and long-term solutions. The first is in relation to the roles and responsibilities and management arrangements for fieldwork care and assessment services. The second is the issue of how to ensure that expertise is recognised and rewarded to retain staff and to maintain high quality services in Dundee.
- 6.5 To address these issues, it is proposed to carry out a review of the roles and responsibilities within fieldwork care and assessment services, including consideration of the skills mix of staff at all levels and appropriate structures, to retain staff and deliver high quality services. This review will be completed by 30 September 2004 and a further report will be brought to members at that time. In the interim, arrangements are required to retain qualified and experienced staff to carry out key duties.

- 6.6 There are implications for the Department's fieldwork services arising from new legislation as well as audit and inspection. The new Mental Health Act and the Adults With Incapacity Act impose new responsibilities. Services for mentally disordered offenders and potentially dangerous offenders in criminal justice continue to be developed in partnership with other agencies. Child protection work will be subject to further scrutiny through national audit and review by Government. To ensure that professional social work services continue and improve it is a requirement of the Department and key staff to supervise and support students on the new Social Work degrees.
- 6.7 It is proposed to make interim payments equivalent to two increments to appropriately qualified and experienced staff who are actively carrying out specified key duties and responsibilities in the areas of mental health, child protection and practice teaching. This is consistent with the interim arrangements for Mental Health Officers as approved by Personnel and Management Services Committee on 17 November 2003. The Director of Social Work will keep under review the number of individuals required to carry out these tasks in teams and services throughout the Department, to ensure the needs of the service are met. The criteria which must be met to be eligible for these payments are set out in Appendix 2.

7 **CONSULTATION**

- 7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and the trade unions were consulted in the preparation of this report.

8 **BACKGROUND PAPERS**

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

A. Baird
Director of Social Work

(DATE)

J.C. Petrie
Assistant Chief Executive (Management)

(DATE)

Appendix 1

<u>DESIGNATION</u>	<u>GRADE</u>	<u>NUMBER</u>	<u>SERVICE</u>	<u>TEAM</u>
CO-ORDINATOR	35-38+	2	CHILD CARE	OOHS
CO-ORDINATOR Total		2		
SENIOR CARE MANAGER	35-38	1	COMM CARE	LD'S
SENIOR CARE MANAGER	35-38	1	COMM CARE	MEN HEALTH
SENIOR CARE MANAGER	35-38	1	COMM CARE	PHYS DIS
SENIOR CARE MANAGER	35-38	1	COMM CARE	OP EAST
SENIOR CARE MANAGER	35-38	1	COMM CARE	OP CENTRAL
SENIOR CARE MANAGER	35-38	1	COMM CARE	OP WEST
SENIOR CARE MANAGER	35-38	1	COMM CARE	OP HOSP
SENIOR CARE MANAGER Total		7		
SENIOR RESOURCE WORKER	35-38	1	CHILD CARE	ROWANS
SENIOR RESOURCE WORKER	35-38	1	CHILD CARE	COMM SUPPORT
SENIOR RESOURCE WORKER	35-38	1	CHILD CARE	CHOICE
SENIOR RESOURCE WORKER	35-38	1	CHILD CARE	KIRKTON 2
SENIOR RESOURCE WORKER	35-38	1	CHILD CARE	KIRKTON 1
SENIOR RESOURCE WORKER Total		5		
SENIOR SOCIAL WORKER	35-38	1	COMM CARE	HIV/DRUGS
SENIOR SOCIAL WORKER	35-38	1	COMM CARE	HOSPITALS
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	ACCESS
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	LOCHEE
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	KIRKTON
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	BAL ROAD 1
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	BAL ROAD 2
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	CHILD HEALTH
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	CHILD PROT
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	WHITFIELD 2
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	WHITFIELD 1
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	KIRKTON 2
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	KIRKTON 1
SENIOR SOCIAL WORKER	35-38	1	CHILD CARE	PERMANENCE
SENIOR SOCIAL WORKER	35-38	1	CJS	GROUPWORK
SENIOR SOCIAL WORKER	35-38	1	CJS	TEAM1
SENIOR SOCIAL WORKER	35-38	1	CJS	TEAM2
SENIOR SOCIAL WORKER	35-38	1	CJS	COMM SER
SENIOR SOCIAL WORKER	35-38	1	CJS	TEAM3
SENIOR SOCIAL WORKER Total		19		
HOME CARE MANAGER	35-38	4	COMM CARE	HOME CARE
HOME CARE MANAGER Total		4		
Grand Total		37		

CRITERIA FOR INTERIM PAYMENT**GENERAL**

Staff in Senior Social Worker and equivalent posts whose posts are regraded as a result of Report No. 783-2003 will not be eligible for interim payments.

Where staff meet the criteria for an interim payment in more than one area, only one interim payment will be made.

CHILD PROTECTION

Staff must:

- hold a Certificate in Child Protection (or higher level) or a Recognition and Response module; and
- have case-holding responsibility for child protection work. This should be taken to mean current work with children on the child protection register; and
- have many years child care practice experience, as signified by a placing at the top of the social worker salary scale namely at SCP35.

MENTAL HEALTH OFFICER

Staff must:

- hold the Mental Health Award; and
- participate in the Mental Health Officer rota.

PRACTICE TEACHING

Staff must:

- hold the Practice Teaching Award; and
- provide a minimum of one student placement per year.