

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 9 February 2004

REPORT ON: Social Work Department (Contracts Section) and Housing Department (Supporting People Team) - Changes To Establishments

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

REPORT NO: 82-2004

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to request approval for changes to the establishments of the Social Work Department and the Housing Department.

2 RECOMMENDATIONS

It is recommended that the Personnel Committee approves:

- 2.1 the establishment of two temporary posts of Contract Officer graded PO1-4, £24,888 - £27,015, and one temporary post of Contracts Assistant graded AP3, £17,340 - £19,029, within the Social Work Department until March 2006;
- 2.2 the establishment of one temporary post of Contract Officer graded PO1-4, £24,888 - £27,015, and one temporary post of Contract Assistant graded AP3, £17,340 - £19,029, within the Housing Department (Supporting People Team) until March 2006;
- 2.3 the deletion of one vacant temporary post of Supporting People Officer graded AP5, £22,398 - £24,396;
- 2.4 the redesignation of the post of Section Leader - Finance to Section Leader - Finance and Contracts within Social Work Department;
- 2.5 the restructure of the Supporting People Team within the Housing Department as outlined in Appendix 1, until March 2006

3 FINANCIAL IMPLICATIONS

- 3.1 These proposals will cost £222,000 in a full financial year at 2003/04 prices (see Appendix 1) and will be funded from the Supporting People Implementation Budget which has been confirmed until March 2006.

4 LOCAL AGENDA IMPLICATIONS

- 4.1 These proposals will ensure that resources are used efficiently and waste minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6 BACKGROUND

6.1 The Supporting People Team within the Housing Department was set up to oversee the introduction of Supporting People in April 2003. The created posts established at present are temporary until April 2004. The main tasks required to be undertaken by the Team were ensuring the transition from Housing Benefit funded support to a system where the Council is responsible for purchasing support from providers. Other tasks were to ensure that the Council maximised the opportunities available from Transitional Housing Benefit to fund existing services where both the Social Work and Housing Departments were making substantial contributions, and also to develop new services.

The tasks to be undertaken have now changed and the budget has been transferred to the Council to administer these tasks. The main focus now is to ensure that the budget of approximately £12m is spent appropriately through the commissioning and purchasing process. All support providers will require a new contractual arrangement and they will have to meet the requirements of the Council's approved providers list. In addition, a review of the need for each service will have to be undertaken for all services funded by the Supporting People Grant.

The Supporting People Team will retain responsibility for maintaining the Supporting People Database, submitting appropriate statistical returns to the Scottish Executive and any policy work required by the Supporting People Management Team, which will continue to have multi-departmental representation.

The demands upon Supporting People Administration and Management are likely to increase as contracts become established, reviews become completed and as pipeline projects come on stream. This will require a regular review of resources, and possible changes in structures to ensure adequate delivery of the service. Any required changes will be reported to the appropriate Committees.

6.2 The Contracts Section in the Social Work Department was established in 1998 and is responsible for procuring care and non-care services as well as establishing effective and safe working arrangements with Social Work Department partners and service providers in the Statutory and Non Statutory Sectors. Since the Section was established, a number of policy and practical issues have led to an increase in the demand for services and skills provided by the Section. New initiatives have meant that there is a requirement to expand the Social Work Contract Section and revise the duties within the existing Supporting People Team.

6.3 The introduction of Supporting People in April 2003 has meant an increased number of contracts and service level agreements to be established and reviewed. As new services are established, contractual arrangements will be required in each case. These new arrangements will often be the first time a provider has entered into a formal contract with the Council and consequently this may require an element of additional detailed work to ensure the suitability of the provider and to establish contract monitoring arrangements.

In addition to contract monitoring, all providers funded by Supporting People will require to be reviewed to determine their strategic relevance, cost efficiency etc. between 2003 and 2006. These reviews will continue to be required post 2006 with each service being reviewed on a 5-year cycle. These tasks are essential to ensure the Supporting People Grant is used cost effectively. It is proposed to split the contract and review tasks between Social Work Contracts staff and the Supporting People Team, as some providers will already have a contractual arrangement with the Social Work Contract Team.

- 6.4 An essential part of safe and effective contracting arrangements is a proactive approach to the Management of Risk. To some extent the Social Work Contracting Section has achieved this through the pre approval of all service providers using a set 'approved provider list' process, covering financial stability as well as appropriate experience, recruitment practices, complaints processes, ethos and value base and registration status. The number of providers the Council is required to contract has increased with the introduction of Supporting People and other funding initiatives. Additional resources are required to ensure that the Council is carrying out the checks effectively and timeously.
- 6.5 To meet the obligations under "Following The Public Pound", the Social Work Contracts section has undertaken a number of contracting reviews of service providers since 1998. These reviews are often time consuming and complex. More reviews are required due to the larger number of service providers engaged by the Council, often utilising new monies. This area is also important from the Council's Corporate Governance Requirements and is reviewed by the external auditor.

A full analysis of workloads and expected demands was undertaken and the additional resources identified as necessary within the Social Work Contracts Section are two temporary Contract Officers, Grade PO1-4 supported by a temporary Contracts Assistant, Grade AP3.

Within the Housing Department Supporting People Team it has been identified that one temporary Contract Officer post, Grade PO1-4, is required and also one temporary post of Contract Assistant, Grade AP3.

The revised Supporting People staff structure will be partly funded by a deletion of one vacant temporary Supporting People Officer, Grade AP5, as the duties now required have changed.

The above changes are outlined in Appendix 1.

A full review will be carried out at the end of the first year to assess the impact of the new structures, assessing any need for amendments to this together with identification of the impact of Supporting People on other areas of the Council's activity, including the Finance Department and Welfare Rights.

- 6.6 The management arrangements for the Social Work Contracts Section also require to be formalised. The Section Leader - Finance is currently responsible for the day to day management of the section. This arrangement should be formalised and the post redesignated Section Leader - Finance and Contracts.

7 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the relevant Trade Unions have been consulted on 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 the above report.

A. Baird
Director of Social Work

(DATE)

E. Zwirlein
Director of Housing

(DATE)

J.C. Petrie
Assistant Chief Executive (Management)

(DATE)

Appendix 1**CURRENT HOUSING SUPPORTING PEOPLE TEAM STRUCTURE**

Post	FTE	£
Co-ordinator	1	29,313
Supporting People Officer	1	24,396
Supporting People Officer	1	23,730
Administrative Assistant	1	16,866
		<u>94,305</u>

Employers Costs 20,747

Non Staff Costs 10,000

TOTAL EXISTING COST **125,052**

CHANGES TO STRUCTURE

Contracts Officer	1	22,810
Supporting People Officer (Deletion of Post)	-1	-23,730
Contract Assistant	1	15,900
	1	<u>14,980</u>

Employers Costs 3,296

ADDITIONAL SUPPORTING PEOPLE TEAM COST **18,276**

REVISED HOUSING SUPPORTING PEOPLE TEAM COST **143,328**

PROPOSED ADDITIONAL SOCIAL WORK COST

Post	FTE	£
Contract Officer	1.0	22,810
Contract Officer	1.0	22,810
Contract Assistant	1.0	15,900
	3.0	<u>61,520</u>

Employers Costs 13,152

Staff Costs Total **74,672**

Travel 4,000

ADDITIONAL SOCIAL WORK COST **78,672**

PROPOSED SUPPORTING PEOPLE TOTAL COST **222,000**

AVAILABLE RESOURCES **222,000**

BALANCE **+0**