

## DUNDEE CITY COUNCIL

**REPORT TO:** SOCIAL WORK COMMITTEE - 21 April 2003  
PERSONNEL AND MANAGEMENT SERVICES COMMITTEE -  
21 April 2003

**REPORT ON:** SOCIAL WORK DEPARTMENT - CARE MANAGEMENT -  
ESTABLISHMENT OF ADDITIONAL POSTS

**REPORT BY:** DIRECTOR OF SOCIAL WORK AND DIRECTOR OF PERSONNEL AND  
MANAGEMENT SERVICES

**REPORT NO:** 291-2003

### 1.0 PURPOSE OF REPORT

1.1 This report proposes revised staffing arrangements within Community Care to enable the Social Work Department to meet additional workloads resulting from new legislation.

### 2.0 RECOMMENDATIONS

2.1 It is recommended that the Social Work Committee notes and approves the contents of this report, which details how the Social Work Department will meet its additional responsibilities arising from recent legislation and demonstrates an increased commitment to working jointly with the four Dundee hospitals to minimise the level of delayed discharge.

2.2 It is recommended that the Personnel and Management Services Committee approves the establishment of the following posts (Appendix 1 attached):-

- 3 posts of Care Manager in Older People's Teams, graded AP4-PO1 (£19,632 - £24,888);
- 1 post of Care Manager for Adults with Learning Disabilities, graded AP4-PO1 (£19,632 - £24,888);
- 1 post of Senior Care Manager in the Older People's Locality Team, graded PO1-4 (£24,888 - £27,015);
- 1 post of Care Manager at Ninewells Hospital, graded AP4-PO1 (£19,632 - £24,888);
- 4 0.5 FTE Care Manager posts to be located in the hospital based care management and Ninewells Hospital teams, graded AP4-PO1 (£19,632 - £24,888).

### 3.0 FINANCIAL IMPLICATIONS

3.1 The cost of these proposals will be £212,290 in 2003/04 and £226,190 in a full financial year. This will be met from existing resources allocated by the Scottish Executive to implement change in Community Care services.

### 4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 The introduction of these posts will improve equality of access to the department's services.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The introduction of the additions to service will improve current levels of service provision for vulnerable service users and their carers.

## **6.0 BACKGROUND**

### **6.1 Preserved Rights and Free Personal and Nursing Care**

- 6.1.1 In April 2002, responsibility for supporting individuals who entered residential and nursing care prior to 1993 was transferred from the Department of Work and Pensions to Local Authorities. These individuals had 'preserved rights' and most had no previous involvement with the Social Work Department. This Department was required to take on responsibility for reviewing the care circumstances of 300 people, with 140 of them aged over 65.

- 6.1.2 The funding to meet the associated care costs was transferred to the Social Work Department and some of this funding was used to establish 4 temporary Care Manager posts to undertake the necessary tasks related to assessing individual care needs, drawing up care plans and placement contracts and undertaking annual reviews. The 4 temporary members of staff took up the posts in July and September 2002, with 3 located in Older People's Services and one in Adults with Learning Disability Team.

- 6.1.3 New legislation, which established free Personal and Nursing Care Allowances, came into effect as of 1 July 2002. Approximately 200 individuals in residential and nursing care were identified as being eligible for these payments. Due to the priority to implement the new legislation and initiate the relevant payments, the 3 temporary staff recruited to the Older People's Teams to undertake the preserved rights assessments were realigned to undertake assessments in respect of individuals who were self funding in either residential or nursing home care and to identify their eligibility for the free personal and nursing care allowances.

- 6.1.4 Due to these two legislative changes, there is an ongoing increase in the number of referrals, assessments and reviews undertaken by the Older People's Teams and the Learning Disability Team. It is therefore recommended that the 4 posts of Care Manager previously established on a temporary basis are now established on a permanent basis. It is proposed to match the existing temporary postholders into the permanent posts.

### **6.2 Locality Teams**

- 6.2.1 In September 2002, the Older People's Teams were realigned from 3 to 4 to enable services to be provided on a locality basis in conjunction with Home Care Teams. To meet the requirement for a fourth Senior Care Manager, the Personnel and Management Services Committee, at its meeting on 11 March 2002, agreed to a temporary appointment. The locality model has now been established for six months and has been successful in enabling the co-ordination of assessment and Home Care Service provision on a local geographical basis. It is therefore recommended that the fourth Senior Care Manager post is established on a permanent basis.

### **6.3 Delayed Discharge**

- 6.3.1 In the Older People's Care Management Team at Ninewells, there are two permanent and one temporary Care Manager posts. Because of the acute hospital context, there is an ongoing level of ward referral which warrants 3 full time posts of Care Manager to undertake the assessments. The temporary post of Care Manager has been funded to date by Delayed Discharge funding from the Scottish Executive. As this funding has now been integrated into the department's budget it is recommended that this post is established on a permanent basis.

- 6.3.2 There are a total of 8 Care Managers and social workers based in four hospital settings who assess inpatients who require either care packages to support them in returning home, or care in a residential or nursing home. It is important to minimise the number of patients whose discharge from hospital is delayed while the assessments are carried out and the appropriate resources are sought. Currently, when any member of this group of staff is on annual or sick leave, there is a reduced capacity to promptly allocate the in-patient referrals and complete assessments. In order to maintain a regular rate of allocation and completion throughout the year, the appointment of four half time care managers will allow them, on a planned basis, to cover for the absences of team colleagues when they are on annual or sick leave. This will contribute to reducing the number of patients whose discharge is delayed. It is therefore recommended that 4 0.5 full time equivalent Care Manager posts are established.

## **7.0 CONCLUSION**

- 7.1 The proposals for establishing the additional posts will ensure that the Social Work Department is in a position to meet its additional responsibilities arising from recent legislation. They will also enable an increased commitment to working jointly with the four Dundee hospitals to minimise the level of delayed discharge.

## **8.0 CONSULTATION**

- 8.1 The Chief Executive and the Director of Finance were consulted in the preparation of this report.

## **9.0 BACKGROUND PAPERS**

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.

Alan G Baird  
Director of Social Work

8 April 2003

Jim C Petrie  
Director of Personnel & Management Services

8 April 2003

**CARE MANAGERS, OLDER PEOPLE, REVIEW OFFICER, ADULTS WITH LEARNING DISABILITY****FINANCE AND STAFFING IMPLICATIONS**

<b>Post</b>	<b>FTE</b>	<b>Grade</b>	<b>2003/04</b>	<b>Full Year</b>
1 x FTE Senior Care Manager (Older People)	1.0	SCP 35 - 38	25,527	25,527
1 x FTE Care Manager (Older People)	3.0	SCP 27 - 35	67,191	67,191
1 x FTE Care Manager (Adults)	1.0	SCP 27 - 35	22,397	22,397
1 x FTE Care Manager (Hospital)	1.0	SCP 27 - 35	22,397	22,397
4 x 0.5 FTE Care Manager (Hospital)	2.0	SCP 27 - 35	33,596	44,794
<b>Salary Costs</b>	<b>8.0</b>		<b>171,108</b>	<b>182,306</b>
Employers' Costs			35,933	38,284
<b>Staff Costs</b>			<b>207,040</b>	<b>220,590</b>
<b>Travel &amp; Other Costs</b>			5,250	5,600
<b>Total Cost</b>			<b>212,290</b>	<b>226,190</b>