



21 May 2014

Agenda Item: 8

**REPORT OF THE SERVICE DIRECTOR PERSONAL CARE AND SUPPORT,
NORTH AND MID NOTTINGHAMSHIRE**

**CREATION OF A FIXED TERM WORKFORCE DEVELOPMENT FUND
ADMINISTRATOR POST.**

Purpose of the Report

1. To seek the agreement of Personnel Committee to the establishment of a part time, fixed term, post within the Council's integrated Workforce and Organisational Development team. This post is to provide administrative support to the establishment of Optimum Workforce Leadership; a social partnership replacing the Nottinghamshire Partnership for Social Care Workforce Development (NPSCWD) which is a partnership of independent sector adult social care employers across Nottingham City and Nottinghamshire County.

Information and Advice

Background

2. The NPSCWD has been hosted by Nottinghamshire County Council since 2005 and at this time was funded by Nottingham City and Nottinghamshire County Councils through the Workforce Development Grant. Funding through this grant ceased in 2010 and rollover funds were retained for the work to continue to meet Joint Workforce Strategy for Health and Social Care.
3. In October 2012 Adult Social Care and Health Committee provided £387K for the development of NPSCWD as a social enterprise and to deliver workforce development initiatives for management and leadership development and improvements in dementia care to shape the market for the future.
4. Over the last 18 months products and services have been developed that have enabled Optimum to launch as a membership organisation with the potential to generate income. There is a need to both generate income and secure recognition amongst key stakeholders if Optimum is to be able to sustain a presence in the market beyond 31st October 2014.
5. Further exploration of a range of alternative delivery models for the service will continue up to this time.

6. A further addition to the current range of services to be provided is the administration of the Workforce Development Fund (WDF). This establishes the County Council's position as a lead player in the sector as it enables employers whose employees successfully complete qualifications linked to the Qualifications Credit Framework (QCF) to draw down funds for each completed unit (£15 per credit). Optimum has secured this funding (£103K), which brings with it an administration income of £10K.
7. Optimum has a database of over 550 health and social care providers with whom they are establishing excellent relationships and providing products and services as well as working with a range of key stakeholders to establish a joined up approach across the County. This will help to reduce duplication of commissioning initiatives by different health and social care groups and seeks to encourage efficiencies that can be achieved through joined up working.
8. Under the integrated corporate model for workforce planning and development activity, the existing Optimum team work as part of the wider corporate Workforce and Organisational Development function within the wider HR service and the Team Manager reports directly to the relevant Group Manager HR. A current structure chart is attached as an **appendix**.
9. Work is also undertaken by the team alongside Skills for Care, part of the Sector Skills Council for Care and Development, to support the independent health and social care sector plan and develop their workforce to improve standards of care.

Proposal

10. The current Optimum team staffing establishment consists of 2.7 fte posts, including 1 fte post dedicated to the Dementia and End of Life Project, on fixed term contracts until the end of October 2014.
11. Whilst the team is undertaking work to streamline working practices to create efficiencies, the current operating model creates a high demand on the existing staff within the team. It is projected that the additional workload and specialist skills required to take on the financial administration associated with the WDF and the membership services being developed and administered requires an additional 0.5 FTE post. This would be a fixed term contract up to the end of October 2014 in line with other posts in this area of work. The indicative grade for this post, assessed using the Council's agreed job evaluation process, is Grade 3.
12. The budget for the additional post, will be funded from the income generated by the Optimum team and funds brought in from Skills for Care.
13. The additional post would be established and managed within the HR structure through the Optimum Team within the wider Workforce and Organisational Development Team.

Other Options Considered

14. A part-time Apprentice is also currently being sought, but there is no guarantee that one will be recruited quickly enough to meet the needs of the programme. Furthermore, the person undertaking the work to support the team will require some specialist financial skills.
15. Not taking on responsibility for the Workforce Development Fund has been considered. However, this would detract from the work of the team within the health and social care sector and therefore is not considered to be the best option.

Reasons for Recommendation

16. To enable Optimum to develop their membership offer of services to the independent sector health and social care providers across Nottinghamshire and raise their profile in anticipation of establishing a viable social enterprise in November 2014.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

18. The cost of the proposals set out within this report is £7, 000 including on-costs; this will be met from income generated by the Optimum Workforce Leadership team.

Human Resources Implications

19. The process of appointment to this post would be subject to the Council's agreed Vacancy Control measures and in line with the Council's employment policies, procedures and practice.

RECOMMENDATION

It is recommended that Members agree to the establishment of the temporary post of 0.5 fte Workforce Development Fund Administrator, grade 3, within the Optimum Workforce Leadership team of the Council's Workforce and Organisational Development team until the end of October 2014.

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Constitutional Comments (GR 02/05/14)

20. Personnel Committee has the delegated authority to agree to the establishment of the temporary post of 0.5 fte Workforce Development Fund Administrator.

Financial Comments (SEM 01/05/14)

21. The financial implications are set out in the report.

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All