

Learning Disability Day Service Modernisation Proposal Document

February 2006

Summary

This document details a proposed new structure for Learning Disability day services as required within the day service modernisation plans of the County Council.

The revised structures reflect the need for a more flexible provision of service, encompassing a workforce based within a locality model of service.

The proposals are made with reference to the savings required within the value for money (VFM) assessments undertaken in connection with the audit commission requirements for Comprehensive Performance Review of Local Government. Further the proposals meet the County Councils savings plans for 2006 /07 and 2007/08 as proposed to Council cabinet in January 2006

CONSULTATION PROPOSAL

Nottinghamshire County Council Social services Department wishes to consult on the proposals contained within this document.

Specifically we wish to consult on the following points

1. the locality model of service
2. the proposed staffing structures

Please make all responses in writing by the 21st March 2006 to

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1.0 Background and Introduction

- 1.1 Nationally, a significant proportion of Social Services Departments are experiencing budget pressures in the field of learning disability. Research commissioned by the Association of Directors of Social Services indicates,
- Greater numbers of learning disabled children surviving at birth
 - Improved health and social care contributing towards children living into young adulthood
 - Adults living much longer and reaching older age when previously these numbers were very small
 - Higher levels of need in the adult learning disability field.
- 1.2 The 'Valuing People' White Paper required local authorities to improve the lives of learning disabled people and their carers under the banner of "Rights, Independence, Choice and Inclusion".
- 1.3 Valuing People outlined 11 areas which local Learning Disability Partnership Boards and relevant agencies were required to tackle. These included:-
- Improving coordinated services for young people entering the adult world (transitions)
 - Improving support for carers
 - Ensuring greater choice and control for learning disabled people
 - Modernising day services
 - A wider choice of housing
 - Greater opportunities for employment
 - Better partnership work with a wide range of agencies.
- 1.4 Explicit within this framework was the expectation that learning disabled people would have greater access to mainstream services with the necessary support to enable this to happen.
- 1.5 Also central to the White Paper was the requirement that learning disabled people and carers would have direct involvement in formulating local policies and developments (for example, representation on the Learning Disability Partnership Board).
- 1.5 The Service Users Advisory Group to Valuing People refers to this in their report "Nothing about Us without Us".
- 1.6 Since 2001 Local Authorities have been working towards the requirements of Valuing People in increasing the life chances for learning

disabled people and their carers.
Targets set by the White Paper include:-

- Improving the numbers of Direct Payments
- Increasing the number of people in employment
- Enable more people to live within the community
- Increased short breaks opportunities
- Identifying the number of older carers and planning for the future
- Closing long stay hospitals
- Substantially modernising day services.

1.7 Local Context

- 1.8 Both Valuing People and the Commission for Social Care Inspection (CSCI) have required this Department to radically alter the way services in this area are provided.
- 1.9 Services for learning disabled people have been changed in a variety of within Nottinghamshire as follows:-
- Closure of Residential Homes
 - the ensuing development of Short Breaks Units,
 - the promotion of independent and Supported Living.
 - The development of person centred care planning
 - Re-provision from long stay hospital care
- 1.10 Central to the continued progress in meeting the objectives of the white paper is the modernisation of day services.

2.0 The need to modernise day services

- 2.1 Since the mid 1990s, Day Service Modernisation of Learning Disability Services has been on the agenda for Nottinghamshire County Social Services due to the reorganisation of services in Rushcliffe and a Best Value Review.
- 2.2 Day Service Modernisation was given a new impetus in March 2001, with the issue of the Department of Health White Paper, "Valuing People", requiring,
- each Local Authority to produce a Day Service Modernisation Plan by March 2003,
 - day service modernisation to be complete by 2006
- 2.3 "Modernisation" has many definitions, but the White Paper emphasises four main principles that need to be promoted as a result of modernisation:
- social inclusion for people with learning disabilities
 - civil rights for people with learning disabilities
 - more choice and control for people with learning disabilities
 - promotion of independence for people with learning disabilities
- 2.4 Implications for the people who use day services are :
- More focus on individuals' skills and aspirations
 - Much wider opportunities for people with the most complex needs and multiple disabilities
 - Support and services provided closer to where people live and in non-segregated environments, to give significant presence in the local community alongside everyone else
 - More friends and relationships in the wider population
 - Accessible and timely information
 - Transport arrangements that promote independence

2. Day service modernisation in Nottinghamshire

- 2.1 After a period of consultation and reflection with all stakeholders, the “No More Broccoli” Plan was produced for Nottinghamshire and approved by the Learning Disability Partnership Board in March 2003.
- 2.2 The key elements of the Plan are that all partner agencies need to develop better opportunities for people who have a learning disability, around these themes :
- employment and voluntary work
 - learning and development of skills
 - leisure, arts, sports and relaxing
 - staying healthy
 - being with friends and meeting new people
 - doing activities of daily life
- 2.3 Planning has been taking place at different levels :
- Around specific themes (eg. Employment)
 - In core areas of resource usage and policy (eg. Staffing)
 - At District and service level through Change Groups and local networking, to build up the local vision and engage new local partners in modernisation
 - With partner agencies and other Departments of NCC (eg. Environment, Library Service, Nottinghamshire Healthcare NHS Trust)
- 2.7 Training has resulted in improved staff skills in the areas of communication, management of challenging behaviours, supporting people in the community, person-centred planning and approaches.
- 2.8 Changes to transport arrangements are being rolled out across the services, with resources from the Transport Unit being transferred to the local day service. With staff driving the vehicles, the service has greater flexibility during the day and more opportunities to take people out and about.
- 2.9 Discussions with the NHS has led to an agreement in principle that Social Services assuming responsibility and resources for all long-term provision, with NHS staff continuing to offer specialist support to all day service users as appropriate.

- 2.10 The Rushcliffe day service and job coaching services in 2 Districts are being re-tendered. As well as identifying the Best Value providers in these areas, there will be the establishment of a list of accredited day service providers for the County, who will work to an agreed specification and standards.
- 2.11 Within the County Council, day services need to improve the number of “hands-on” staff who have the authority and skills to support people individually out in the community as well as in group activities.
- 2.12 Initial pilots of the new Support Worker role in 2 services have been very successful.
This has already resulted in greater use of smaller locality bases in community facilities, close to where people live and away from the main day centre.
- 2.5 In 2006, an Employment Support Service will be established alongside the day services, to provide expert support and supervision for all the current work projects now happening in day services and job coaching schemes.
- 2.13 Services will move to a sessional basis of person-centred activities, which will eventually allow people to exchange support times in the day for evenings or weekends which may require staff to work 10% of their time during these hours.
- 2.14 There is now a need to further the development of community based locality day services which can respond flexibly to the needs of individual service users and their carers, resulting in greater choice, social inclusion and community presence.

3.0 Demand and Resources

3.1 Budget Pressures within Learning Disability are acknowledged as a national issue as indicated by the ADSS Research. Local knowledge has been developed through research into the numbers of older carers supporting their adult sons/daughters and young people due to require care from adult services.

3.2 The spend on learning disability within the Department over the previous 2 years has increased by 20%. The increase in spend is largely accounted for by expenditure on residential placements and community care packages. However this increase broadly follows trends within similar local authorities.

3.3 Identification of Service Users in vulnerable situations and those in transition has enabled an estimate of need and potential associated costs to be collated. This process has led to the identification of a budgetary pressure for 06/07 that amounts to £5.65 million, taking into account the full year effect of spending during 05/06. It is acknowledged the pressures this will place on budget setting for 06/07. It is further acknowledged that this amounts to a considerable proportion of both the social services department savings requirement and the county council budget deficit. The County Council recognise the demands within services; however the present budgetary position in learning disability is untenable.

3.4 Best Value & Market Management

A number of actions are in place to stabilise the learning disability budget:-

- Application of the use of FACs criteria 'Critical and Substantial'
- Improved contractual arrangements particularly with, specialist residential care providers
- Ongoing monitoring of the Care, Support and Enablement Contract with providers in the field of Supporting Living
- A review of charging and income arrangements
- The refocusing of 2 Service Manager posts to ensure that both placements in Residential Care and Commissioning processes are robust.
- Improved predictive financial processes (already in place) with attendant in house training for budget holders
- Greater formal links between Operational and Financial Sections of the

- Department.
- The modernisation of day services

3.5 Value For Money in Day Services

- 3.6 Nottinghamshire County Council has a duty within the Comprehensive Performance Assessment framework to make value for money assessments of the services the council provides.
- 3.7 In 2005 the authority identified that learning disability day services were significantly expending more money than comparator authorities.
- 3.8 The VFM assessment showed Nottinghamshire spending over £2m more than the average authority.

3.9

| | NCC's Quartile Position (All Counties) | | | | Average Cost per Unit | Total Value of variation from Average |
|------------------------------------|--|------------|------------|--------------|-----------------------|---------------------------------------|
| | Quartile 1 | Quartile 2 | Quartile 3 | Quartile 4 | | |
| Gross expenditure per capita 18-64 | | | | 22.50 | 17.37 | £2,384,000 |
| Unit cost per session | | | | 30.67 | 31.53 | -£273,000 |

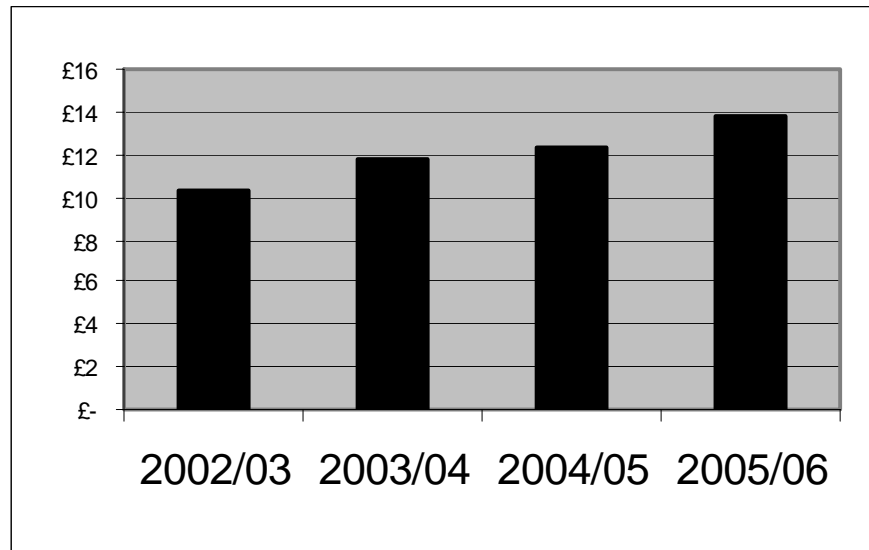
The table above shows Nottinghamshire in the lower quartile with respect to expenditure, i.e. the authority is amongst the highest spending authorities in its expenditure on learning disability day services.

- 3.9 The report to the member reference group recommended,

“Social Services should further explore alternative methods of providing the services as a part of its future strategy for the service.”

3.10 The following graphs show the growth in day services expenditure over the last three years, and the comparison of expenditure against neighbouring authorities.

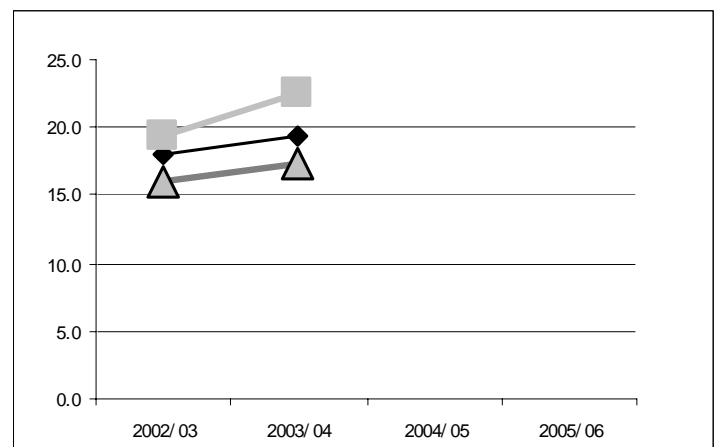
Total Cost of LD Day Service (£m):



Gross expenditure per capita 18-64
total spend on LD services

**KEY FOR
GRAPHS:**

— NCC
 ▨ All Counties
 — Family



3.11 The following proposals to modernise the day service staffing structures are based within the parameters of

- meeting the councils VFM requirements
- the provision of flexible, person centred services
- no reduction in the volume of services provided
- the development of locality based, accessible services.

4.0 PROPOSALS TO MODERNISE DAY SERVICES

4.1 Present Situation

4.2 For many years Days Services have developed the services that they offer, encompassing developments in work opportunities and wider use of the community. A number of satellite services have developed on an ad hoc local basis as when opportunity arose. We now wish to formalise the process of dispersed services which can provide for a wider opportunity for community engagement and local service delivery.

4.3 A criticism of present day service is that we are 'jacks of all trades. This has encompassed the delivery of a range of different services to people with varying degrees of need all from the same, single large service base. Whilst staffs within the service have worked hard to expand their skills and knowledge to provide new and varied ways of working, this has not been reflected in service design.

4.4 The staffing proposal acknowledges the developments to date and seeks to create a staffing structure to enhance service opportunities for people with a learning disability.

4.5 We have reached the stage where employment opportunities need to move and develop in new directions without the constraints of the traditional day centre and to formally recognise the legal and benefit implications.

4.6 National and local policy and service developments together with the present financial pressures require the Council to increase efficiency and effectiveness in our service delivery.

4.7 The Nottinghamshire Day Service Modernisation Project Board agreed a vision statement in January 2005 that defined:

The need to develop smaller day service bases so that we can provide :

4.8 a smaller, more personalised environment than is possible in larger buildings, which can have an institutional feel

4.9 a service that is close to where people live and so enable people to get their independently or, if they receive specialist transport, to have a shorter journey to get there

4.10 opportunities for people to do activities alongside everyone else, as well as make new friendships

By December 2006, all bases used by day services will

- *accommodate between 30-40 people who have a learning disability at any one time, apart from exceptions made for special events (eg. theatre performances, parties).*
- *For each District, there will continue to be at least 1 Social Service-owned day service base, whose main purpose is the delivery of day service sessions to people who have a learning disability.*
- *In some Districts, it is likely that there may need to be more than 1 Social Services-owned base, for geographic reasons or to create a specialist environment. Other bases will need to be leased, preferably close to, or within centres of population.*

4.11 This vision was shared with the Learning Disability Partnership Board in September 2005.

4.12 In expanding the locality model :

4.13 Service users will be offered an appropriate day service close to where they live and within the District that they live in. People can still choose to attend a certain service if they transport themselves there.

4.14 Communication and relationships between the day service, the CLDT and the relevant community organisations (eg. Volunteer Bureau, District Council) will improve within District boundaries

4.15 The catchments for Mansfield (to include North Mansfield), Ashfield (to include Hucknall), and Broxtowe (to include North Broxtowe) will change.

4.16 New local bases will be needed in the following areas, to provide a regular day service to the people who live there:

Worksop – town centre
Warsop / North Mansfield
Mansfield town
Newark (for people who have complex needs)

4.17 Where bases of sufficient quality and size do not exist at the moment, we will need to work with County Council and local planners to take advantage of any developments that are happening in these areas or any bids to improve local facilities. Capital funding from the Learning Disability Development Fund will help us to enhance facilities where we need them.

4.18 More flexible methods of transport are required as people will be using a range of bases within a District rather than one central large day centre. Several pilots have helped us to understand more about what is needed.

4.20 The future options for the existing large day service buildings need to be reviewed, recognising the on-going need for people who have high support needs to receive therapeutic interventions in a purpose-built environment, and for personal care to be offered if facilities are not available in the community.

4.21 Staffing will need to be sufficiently flexible to offer appropriate support to service users who attend smaller bases.

2 General Points

The proposed structure:

4.22 Is based within a total commitment to retaining directly provided services in house, and to tender competitively for additional services which may become available.

4.23 Streamlines the management structure enabling smoother lines of accountability and improved communication whilst providing a more flexible managerial response.

4.24 Creates enhanced career opportunities from the Care Assistant Grade through the Day services Assistant to Day Services Officer and Senior Day Services Officer.

4.25 Enables the service delivery to meet the needs of those with highest levels of support, whilst at the same time acknowledging and developing the aspirations of people who are more independently able. A more flexible delivery of service will allow for a greater emphasis on the provision of individual care and support to meet individual needs.

4.26 Creates a discrete employment / work opportunities structure, which can grow and develop dedicated staffing with specialist skills and knowledge to provide meaningful occupation and paid work for disabled people.

4.27 Is District based and not Centre based, thus allowing for wider opportunities to deliver local services to local people.

4.28 Creates Coordinator Teams to act as brokers for packages of care, enabling the service to meet the choice and independence agenda of the White Paper, Our Health, Our Care, Our Say.

4.29 Enhances the delivery of Person Centred Planning across day services to promote user control of the services they receive.

5. Proposals for LD Day Service Catering Services

5.1. Current situation

5.2 The authority spent £ 425,340 on staff costs and food in 2004/5 (2004/5 actual expenditure (Period 14))

5.3 After the actual income gained, the outstanding cost to the day services was £ 265,238.

5.4 We do not have the full detail on number of meals provided per week to service users, staff and visitors but based on data from 3 service areas, service users consume about 65% of meals prepared, and staff have approximately 35% of the meals.

6. Proposed Model

6.1 Providing specialist meals, snacks, and catering training for service users

6.2 Vocational training for service users on site to prepare people for work – this would take some service users out of the rest of the timetable. This will be established in conjunction with the local college for accreditation purposes

6.3 To provide :

- blended and regenerated hot meals (up to 40)
- up to 40 snack meals (eg. soup, jacket potato, sandwiches)

6.4 This would require a Cook for 7 hours per day and Kitchen Assistant 3 hours per day per district.

6.5 The number of staff required in a particular district will be determined by the level of service provided, for example, for Newark and Sherwood having the largest number of service users (175), with 2 Social Services bases, and Broxtowe having the smallest number of service users (100), with one Social Services base, it is proposed that :

- Broxtowe have 1 Cook and no Kitchen Assistant
- Newark and Sherwood have 1 Cook and 2 Kitchen Assistants

6.6 All food will be charged at cost.

6.7 A number of catering staff will be displaced by this option; however the department is committed to locating opportunities for redeployment within its own service areas and within local Education and other Social Services providers.

6.8. Staff Meals

6.9 All care staff in day service currently receives a meal if they want one.

6.10 It has been custom and practice that a free meal is provided to day service staff, on the understanding that they will be present during the lunch break to assist service users.

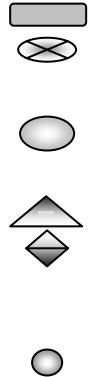
6.11 Current developments to dispersed services have shown that the requirement for staff to work in this way is no longer necessary. Therefore we propose to offer a one off payment to staff to enable this practice to cease.

6.12 We therefore propose to provide staff cover during the lunch period through a requirement for staff to have a break before or after the lunch for service users. This might require a shift system for staff over lunch. The extra time in service would have to be made up at the end of the day.

Proposed staffing structures – Learning Disability Day services

Broxtowe

| Job Title | Unit cost | Staff | SCP | Number of Service Users |
|-----------------------------|-------------|-------|-----|-------------------------|
| Manager | £ 44,639 | 1 | 47 | £ 44,639 |
| Senior Day Services Officer | £ 29,201 | 3 | 31 | £ 87,603 |
| Day Services Officer | £ 23,828 | 9 | 26 | £ 214,452 |
| Day Services Assistant | £ 18,532 | 9 | 13 | £ 166,788 |
| Care Assistant | £ 13,926 | 3 | 7 | £ 41,778 |
| Admin | £ 18,531 | 1 | 17 | £ 18,531 |
| Caretaker | £ 13,280 | 1 | 8 | £ 13,280 |



Free Hands on staff -----

18

Total hands on staff -----

21

Total

£
587,071

Bassetlaw, Gedling, Ashfield Mansfield

| | | | | |
|-----------------------------|-------------|----|----|----------------|
| Manager | £ 44,639 | 4 | 47 | £ 178,556 |
| Senior Day Services Officer | £ 29,201 | 12 | 31 | £ 350,412 |
| Day Services Officer | £ 23,828 | 42 | 26 | £ 1,000,776 |
| Day Services Assistant | £ 18,532 | 42 | 13 | £ 778,344 |
| Care Assistant | £ 13,926 | 21 | 7 | £ 292,446 |
| Admin | £ 18,531 | 4 | 17 | £ 74,124 |
| Caretaker | £ 13,280 | 4 | 8 | £ 53,120 |

Free Hands on staff -----

84

Total hands on staff -----

105

Total £ 2,727,778

Newark & Sherwood

| | | | | |
|-----------------------------|-------------|----|----|--------------|
| Manager | £ 44,639 | 1 | 47 | £ 44,639 |
| Senior Day Services Officer | £ 29,201 | 4 | 31 | £ 116,804 |
| Day Services Officer | £ 23,828 | 14 | 26 | £ 333,592 |
| Day Services Assistant | £ 18,532 | 14 | 13 | £ 259,448 |
| Care Assistant | £ 13,926 | 6 | 7 | £ 83,556 |
| Admin | £ 18,531 | 1 | 17 | £ 18,531 |
| Caretaker | £ 13,280 | 1 | 8 | £ 13,280 |

Free Hands on staff -----

28

Total hands on staff -----

34

Total £ 869,850

Employment service

| | | | | |
|-----------------------------|--------|---|-------|-------|
| Employment Inclusion Worker | 23,828 | 2 | 26 | 47656 |
| Support Worker | 16,299 | 2 | 13 | 32598 |
| Care Assistant | 13,926 | 1 | 7 | 13926 |
| | | | | |
| | | | | |
| | | | Total | 94180 |

Day Service Coordinator Teams

| | | | | |
|--------------------|-------------|----|----|--------------|
| Team leader | £ 31,869 | 3 | 34 | £ 95,607 |
| Coordinator | £ 26,299 | 15 | 26 | £ 394,485 |
| Admin | £ 18,531 | 3 | 17 | £ 55,593 |
| travel etc | £ 1,628 | 18 | | £ 29,304 |



| | |
|-------|--------------|
| Total | £ 574,989 |
|-------|--------------|

Current Staffing in Learning Disability Day Services

Table 1 – Staff number in post Jan 2006 (All fte)

| | Barncroft (after 1 st reduction) | Beck Meadow | Friary | Greenacre | Red Oaks | Whitewater | Willow Wood |
|-------------------|---|----------------|--------|----------------------------|--------------|---|-------------------|
| Manager | 1 | 1 | 1 | 1 | 1(T) | 1 (T) | 1 |
| Deputy | 1 | 1 | | 1 | 1 (T) | | 1 |
| SDCO | 3 | 3 | 1 | 1 | 2 | 3 | 3 |
| DCO | 17.5 | 25 | 5.6 | 15 | 18.8 | 12. | 15.4 |
| Support Worker | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Admin | 1.27 | 1 | 1 | 1 | 1.27 | 1.5 | 2.7 |
| Care Asst | 6.2 + 3 x 30 hrs CCSB funded | 13 | 2.76 | 10.27 | 4.6 | 7.5+ 3 funded by CCSB / Health | 7.91 + 4.16(T) |
| Vacancies | 0 | 0 | 0 | 0.5 DCO 1.4 Supp Wkr | 2x26hr CA | 0 | 0 |

Effect of implementing proposed structures

| ESTABLISHMENT DETAILS | | CURRENT | | PROPOSED | VARIENCE |
|---------------------------------|-------|-----------|------------|----------|----------|
| | fte | scp | (£) max | fte | fte |
| Manager | 6.0 | Band D | 44662 | 6.0 | 0.0 |
| Manager | 1.0 | Band C | 41587 | 0.0 | -1.0 |
| Deputy Manager | 6.0 | Band C | 41587 | 0.0 | -6.0 |
| Senior Day Services Officer | 0.0 | SO1 | 29201 | 19.0 | 19.0 |
| Senior Day Centre Officer | 5.5 | SO1 | 29201 | 0.0 | -5.5 |
| Senior Day Centre Officer | 13.5 | Sc6 | 26299 | 0.0 | -13.5 |
| Day Centre Officer | 118.5 | 16-26 | 24616 | 0.0 | -118.5 |
| Day Services Officer | 0.0 | Sc5 | 23828 | 65.0 | 65.0 |
| Day Services Assistant | 0.0 | Sc3 | 18532 | 65.0 | 65.0 |
| Support Worker (Temp) | 3.4 | 9-13 | 16967 | | -3.4 |
| Care Assistant | 51.6 | 7 | 13926 | 30.0 | -21.6 |
| Admin | 8.4 | 14-17 | 18532 | 9.0 | 0.6 |
| Caterer | 0.9 | Sc2 | 16967 | 0.0 | -0.9 |
| Cook | 5.3 | 8 | 14384 | 5.6 | 0.3 |
| Assistant Cook | 4.5 | 5 | 13280 | 0.0 | -4.5 |
| Kitchen Domestic | 8.2 | 5 | 13280 | 2.4 | -5.8 |
| Caretaker | 6.0 | 5 | 13280 | 6.0 | 0.0 |
| Escort | 3.7 | 5 | 13280 | 3.7 | 0.0 |
| | | | | | |
| Team Leader | 1.0 | 34 | 31869 | 3.0 | 2.0 |
| Day Services Co- ordinator | 3.0 | 19-28 | 26299 | 15.0 | 12.0 |
| | | | | | |
| Employment Inclusion Worker | | Sc5 | 23828 | 2.0 | 2.0 |
| Employment Support Assistant | | Sc3 | 18532 | 2.0 | 2.0 |
| Care Assistant | | 7 | 13296 | 1.0 | 1.0 |
| | 246 | - | - | 235 | -12 |

PROPOSED STAFFING DISTRIBUTION

| POST | FTE | BROX | BGMA | NESH |
|------------------------------|--------------|-------------|--------------|-------------|
| Manager | 6.0 | 1.0 | 4.0 | 1.0 |
| Senior Day Services Officer | 19.0 | 3.0 | 12.0 | 4.0 |
| Day Services Officer | 65.0 | 9.0 | 42.0 | 14.0 |
| Day Services Assistant | 65.0 | 9.0 | 42.0 | 14.0 |
| Care Assistant | 30.0 | 3.0 | 21.0 | 6.0 |
| Admin | 6.0 | 1.0 | 4.0 | 1.0 |
| Cook | 5.6 | 0.9 | 3.8 | 0.9 |
| Kitchen Domestic | 2.4 | 0.4 | 1.6 | 0.4 |
| Caretaker | 6.0 | 1.0 | 4.0 | 1.0 |
| Escort | 3.7 | 0.5 | 2.9 | 0.3 |
| sub total | 208.7 | 28.9 | 137.3 | 42.6 |
| Team Leader | 3.0 | | | |
| Day Services Co-ordinator | 15.0 | | | |
| Admin | 3.0 | | | |
| Employment Inclusion Worker | 2.0 | | | |
| Employment Support Assistant | 2.0 | | | |
| Care Assistant | 1.0 | | | |
| sub total | 26.0 | 0.0 | 0.0 | 0.0 |
| TOTAL | 234.7 | 28.9 | 137.3 | 42.6 |

based on current distribution

to be confirmed

to be confirmed
to be confirmed

JOB OUTLINES IN PROPOSED STRUCTURE

MANAGER

Salary Scale Band D

NVQ Level 4 Management or equivalent
Relevant Professional Qualification

Overall responsibility for the day services for adults, which it delivers, in the district.

Strategic focus within the district

Ensure effective consultation, communication and involvement with service users /carers and other stakeholders.

Overall responsibility for quality, PCP approaches, promotion of choice and independence, staff support and training.

Liaising with partners in localities at District levels.

Taking advantage of external funding available.

NVQ and LDAF Assessment.

SENIOR DAY SERVICES OFFICER

Salary Scale 5

NVQ Level 3 Care/Promoting Independence and NVQ Level 3 Management

Operationally responsible for overseeing the services in the locality

Responsible for programme

Responsible for day to day staffing, absence monitoring and managing

Responsible for management and security of premises, vehicles and equipment used by service

Ensure Health and safety policies and procedures are understood and adhered to

Ensure financial practices are in accordance with Council's financial regulations.

Deal with crisis and emergency situations and report to manager

Undertake driving duties as necessary

Operate computerised and manual systems and procedures including maintenance of service user records and production of associated reports when required

Supervision of Senior Day Support Worker and Day Support Worker.

NVQ and LDAF Assessment

Responsibility for overseeing medication

Responsible for risk assessments

Ensure PCP Policies and practices are understood and carried through

Assist in practical, social and general support including personal care

DAY SERVICES OFFICER
Salary Scale 3

NVQ Level 3 Promoting Independence NVQ Level 3 Care

Work as part of a team delivering day services within a locality/district

To provide practical, social and general support for people with a learning disability

To provide personal care and support, including 1: 1 support as required

To provide support to people with challenging behaviours

To undertake care plans

To facilitate PCPs

To support people in ordinary community facilities

To undertake driving duties as required

Work in partnership with staff from other agencies and organisations

Risk assess group activities and individuals

Maintain running records

Prepare reports as required

Supervision of Care Assistant

Administer medication

DAY SERVICES ASSISTANT **Salary Scale 3**

NVQ Level 2 Care

To provide practical, social and general support for people with a learning disability

To provide personal care and support, including 1: 1 support as required

To support people in community facilities

To work with people individually which might include lone working

To support people with challenging behaviours

To undertake driving duties as required

To undertake escorting duties as required

CARE ASSISTANT **Salary Scale Point 7**

Working towards NVQ Level 2 Care

To provide general care to people with a learning disability including those with high support needs and challenging behaviour

To undertake personal care working to care plans

To contribute to care support planning

Escorting duties

TEAM LEADER – Day Services Coordinator Team

Salary Scale PO 2

NVQ Level 3 Management plus Care Qualification

Ensure that the service user receives a service which is appropriate to his / her needs.

Ensure development, implementation, monitoring and ongoing revision of PCP.

DAY SERVICES COORDINATOR

Salary Scale 6

NVQ Level 3 Promoting Independence/ Care

Coordinate packages of care for service users.

Coordinate associated transport for service users.

Liaise with families

Implementation and monitoring of PCPs

Link with CLDT's, maintaining effective communication

Coordinate and undertake service reviews

Liaise with other professionals e.g. SALT

Use computer systems.

Ability to drive

EMPLOYMENT INCLUSION WORKER

Salary Scale 5

To assist in the provision of an employment service to service users in a designated area of Nottinghamshire.

To work with service users on a one to one basis to empower them to make informed decisions about future work opportunities.

To market the employment service to employers in order to secure work opportunities.

To undertake health and safety checks of employer's premises to ensure that the work environment conforms with current legislation and other requirements.

To work closely with carers, families and professional colleagues to ensure that service users experience a smooth transition into employment.

EMPLOYMENT SUPPORT WORKER

Salary Scale 3

To provide intensive support to service users in work opportunity placements in a designated area of Nottinghamshire.

To work closely with carers, families and professional colleagues to ensure that service users experience a smooth transition into employment.

To attend case conferences and Individual Programme Planning meetings relevant to service users being considered for or undergoing work preparation

To maintain records and deal with other paperwork requirements accurately and effectively.

ENABLING PROCESS

The County Council is currently consulting on an enabling process which will be used across the council to ensure a fair and consistent approach to all employees.

The process outlined below is intended as a guide only and any process will follow the principals of the County Council process and as far as possible minimise any detriment to staff

Redeployment out of the service.

Redeployment of staff will be managed in accordance with the County Council's Policy on Redeployment.

Voluntary Redundancy and Early Retirement.

Voluntary Redundancy and/or Early Retirement will be considered on a very limited basis and initial expressions of interest would be without commitment on either side.

POTENTIAL OUTCOME OF ENABLING PROCESS

Following the principles of a top down approach and recognizing security of employment before promotional opportunity the proposed structure may result in;

| ESTABLISHMENT DETAILS | CURRENT | | | | PROPOSED | | VARIENCE |
|------------------------------|---------|--------|--|-----------------------|----------|--|----------|
| | fte | scp | | | fte | effect | fte |
| Manager | 6.0 | Band D | | Slotted in | 6.0 | Similar job claim | 0.0 |
| Manager | 1.0 | Band C | | displaced | 0.0 | Ring fence to T/L | -1.0 |
| Deputy Manager | 4.6 | Band C | | displaced | 0.0 | 1 ring fence T/L, 3.6 ring fence SDSO | -4.6 |
| Senior Day Centre Officer | 5.5 | SO1 | | Slotted in | 0.0 | | 0.0 |
| Senior Day Centre Officer | 10.5 | Sc6 | | slotted in | 0.0 | | 0.0 |
| Senior Day Services Officer | | SO1 | | | 19.0 | | |
| Day Centre Officer LEVEL 2 | 75.3 | 22-26 | | 65 Slotted In To DSO | 0.0 | 8.3 Ring Fence To DSA, 2 ring fence to EIW | -8.3 |
| Day Services Officer | 0.0 | Sc5 | | | 65.0 | | |
| | | | | Slotted in to DSA/ESA | 0.0 | | 0.0 |
| Day Centre Officer LEVEL 1 | 30.8 | 16-21 | | | 65.0 | | 22.0 |
| Day Services Assistant | 0.0 | Sc3 | | | | | |
| Support Worker (Temp) | 3.4 | 9-13 | | | 0.0 | Ring fence promotional interview for DSA | -3.4 |
| Care Assistant | 51.6 | 7 | | 27 slotted in | 30.0 | 24.5 promotional opportunities for DSA. | 3 |
| Admin | 8.4 | 14-17 | | Slotted in | 9.0 | Similar job claim | 0.6 |
| Caterer | 0.9 | Sc2 | | displaced | 0.0 | | -0.9 |
| Cook | 5.3 | 8 | | Slotted in | 5.6 | Similar job claim | 0.3 |
| Assistant Cook | 4.5 | 5 | | displaced | 0.0 | | -4.5 |
| Kitchen Domestic | 5.5 | 5 | | interview | 2.5 | 3 people displaced | -3.0 |
| Caretaker | 6.0 | 5 | | Slotted in | 6.0 | Unaffected post | 0.0 |
| Escort | 3.7 | 5 | | | 3.7 | Unaffected post | 0.0 |
| Team Leader | 1.0 | 34 | | Slotted in | 3.0 | Same job claim | 2.0 |
| Day Services Co-ordinator | 3.0 | 19-28 | | Slotted in | 15.0 | Same job claim | 12.0 |
| Employment Inclusion Worker | | Sc5 | | Slotted in | 2.0 | | 0.0 |
| Employment Support Assistant | | Sc3 | | Slotted in | 2.0 | | 0.0 |
| Care Assistant | | 7 | | Slotted in | 1.0 | | 0.0 |
| | | | | | | | |

NB the table above is indicative only, and does not take account of any potential for voluntary redundancy or early retirement.

(SCSS209A)