

**3<sup>rd</sup> June 2013****Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR, PERSONAL CARE AND SUPPORT  
(YOUNGER ADULTS)****CO-LOCATED TRANSITIONS SERVICE****Purpose of the Report**

1. To update Committee on plans for the Adult Social Care and Health Transitions Team and obtain approval for a Business Support resource.

**Information and Advice**

2. Transitions refers to a process and is the term used for the arrangements made to prepare a young person moving from children's services and full time education to adulthood and adult services. It includes identifying appropriate services when a young person reaches 18 and working with colleagues in education and health to ensure young people have access to the support they need to move towards independence.
3. In April 2012 a feasibility study in relation to Transitions was completed. This considered a variety of options, including a multi-agency approach to Transition and recommended the co-location of staff from Adult Social Care Health and Public Protection with the Children with Disabilities service (in the Children Families and Cultural Service) to create a co-located Transitions Service.
4. In line with these recommendations the Adult Social Care and Health Committee in September 2012 approved the establishment of a full time Team Manager post for Transitions as part of the Organisational Redesign. On 1<sup>st</sup> October 2012 the Committee report 'Services to Support Young People in Transition' was approved at the Adult Social Care and Health Committee.
5. In order to create the co-located team alongside Children with Disabilities workers, existing posts from within Community Learning Disability Teams and Physical Disability Teams will transfer to the Transitions Team. It was agreed that 0.7 fte staff from each of the following Adult Social Care and Public Protection teams will be required to provide a total of 7 fte Social Worker posts in the Transitions Team:
  - a) Three Physical Disability teams in Ashfield/Mansfield; Newark/Bassetlaw; and Broxtowe/Gedling and Rushcliffe
  - b) Seven Community Learning Disability Teams in Ashfield, Mansfield, Newark, Bassetlaw, Broxtowe, Gedling and Rushcliffe

6. One newly appointed Team Manager commenced in post on 2<sup>nd</sup> April 2013 to review policies and procedures and to gain an understanding of the local and countywide arrangements in place in order to develop consistent processes. Following an enabling process Social Workers within Adult Social Care and Health will move to Meadow House, Mansfield in June 2013 with further recruitment to any vacant hours. This team of staff require Business Support at Meadow House from 10<sup>th</sup> June 2013.
7. A Business Case to relocate Transition Workers in Adult Social Care to Meadow House was presented to the Ways of Working Team in January 2013. Work is underway to ensure that space within this building can accommodate these workers to promote closer work between childrens and adults staff.
8. Business Support is required for the following functions:
  - a) Assisting the Team Manager to review policies and procedures.
  - b) Maintaining a list of caseloads of transition service users from the age of 14 plus. This will include maintaining an overview of high cost placements in and out of the County.
  - c) Co-ordinating information in relation to individual future needs within the Children's Disability Service and Adult Transition Workers.
  - d) Co-ordination with the existing Learning disability and physical disability teams and the countywide Supported Living team.
  - e) Creating mail shots and publicising the service including sending correspondence to young people in transition and their families (837 cases identified in the feasibility study in April 2012).
  - f) Working closely with Corporate Communications to produce public information.
  - g) Co-ordination with the Children's Disability Service administration staff.
  - h) Ensure Transition Workers are following Health and Safety procedures including maintaining lone working arrangements.
  - i) Day to day administration tasks for the team including preparation of letters, co-ordination of meetings, arranging appointments.
  - j) Taking minutes for multi-disciplinary meetings, reviews and as required by the Team Manager.
  - k) Maintaining a database of local and countywide resources for transition cases.
  - l) Co-ordination of events, purchasing resources and checking and coding invoices.
9. A Vacancy Protocol for one fte Business Support resource has been approved on a temporary basis for 3 months only. The Adult Transition team will require longer term Business Support to support the new co-located transitions service from June 2013.

## **Other Options Considered**

10. The Children's Disability Service have Business Support but there is no capacity to take on administration for the Adult Transition workers. The Adult workers have access to Business Support within their current district teams but following the integration of various functions it is not possible to separate out support to individual workers in 10 different office bases and therefore this will not be available to the Transitions Team once they move to Meadow House.

## **Reason/s for Recommendation/s**

11. The Adult Social Care, Health and Public Protection social care staff working in the new co-located transition service will need Business Support as this is not included in the current Children's Disability Service.

## **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service 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**

13. The cost for 1 fte (37 hours) Business Support Administrator, NJE Grade 3, scp 14-18 will be £19,861.80-£21,728.41 per annum (including on costs). The costs of this post can be met from the existing learning disability budget. Within the last financial year a post of Community Access Worker was deleted, however the budget for this post was not removed from the budget within 2012/13 therefore the cost of this post can be transferred to the Business Support Administrator post.

## **Human Resources Implications**

14. This report proposes to establish the following temporary post on a temporary basis:
  - a. 1 fte (37 hours) Business Support Administrator, temporary for 2 years, NJE Grade 3, scp 14-18. Cost contained in financial implications section above.
15. This post is to be based at Meadow House within the Adult co-located transitions service.

## **Ways of Working Implications**

16. This post is already established on a temporary basis and therefore is already accommodated within existing office resources.

## **RECOMMENDATION/S**

It is recommended that the Adult Social Care and Health Committee:

- 1) Approves the establishment of 1 fte (37 hours) Business Support Administrator, NJE Grade 3, scp 14-18 (£19,861.80-£21,728.41 per annum) on a temporary 2 year basis.

**JON WILSON**

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### **Constitutional Comments (LM 22/05/13)**

17. The Adult Social Care and Health Committee has delegated authority to approve the recommendation in the report.

### **Financial Comments (KAS 22/05/2013)**

18. The financial implications are contained within paragraph 13 of the report.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- a. ASCH committee report 'Services to Support Young People in Transition' dated October 2012.
- b. Feasibility Study – Transitions dated April 2012

### **Electoral Division(s) and Member(s) Affected**

All.

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