

1<sup>st</sup> October 2012

Agenda Item: 15

## **REPORT OF THE SERVICE DIRECTOR FOR PERSONAL CARE AND SUPPORT – OLDER ADULTS**

### **TRANSFER OF CITY HOSPITAL SOCIAL WORK TEAM ADMINISTRATIVE SUPPORT SERVICE TO NOTTINGHAMSHIRE COUNTY COUNCIL**

#### **Purpose of the Report**

1. This report outlines the proposals to transfer Nottingham University Hospitals Trust administrative support team based at the City Hospital campus to the employment of Nottinghamshire County Council.

#### **INFORMATION AND ADVICE**

2. The City Hospital team consists of 2.7 fte administrative assistants who provide business support to the hospital social work team based on the City Hospital campus of Nottingham University Hospitals Trust and currently costs around £60,000.
3. This report outlines the business case to support the transfer of this service under TUPE Regulations to Nottinghamshire County Council from the Trust in order to provide a more flexible and responsive service to the hospital social work team and the vulnerable adults they serve.
4. The hospital social work team and business support colleagues welcome the administrative resource that will be made available to them as a result of this proposal as it will give the County Council greater control over how these staff are deployed in order to enhance the authority's discharge planning service to vulnerable adults coming out of hospital. The department would, for example, be able to deploy these staff to support the hospital team, on the Queens Medical Centre Campus when their business support administrator is on leave or absent through sickness.
5. The department would also be able to ask these staff to support the Integrated Hospital Discharge Team project which is a new initiative jointly launched with the Trust to improve the co-ordination of services for vulnerable adults leaving hospital.
6. This initiative is supported by both the Nottingham University Hospitals Trust and Nottinghamshire Primary Care Trust who are the commissioners and funders of this service as part of their contract with Nottingham University Hospitals Trust.

7. It is proposed that a new service agreement is drawn up to set out the conditions for the transfer and funding of this service and will include an undertaking to finance the full operating costs of this team on a recurrent basis. This agreement will set out arrangements for an annual transfer of the £60,000 salary costs to Nottinghamshire County Council Adult Social Care, Health and Public Protection Department from the Nottinghamshire Primary Care Trust. The agreement will be set out as a contract variation which will ensure that Nottinghamshire County Council will be able to claim the full salary costs and ensure that there is no financial detriment to the Council. The proposal is that Nottinghamshire County Council invoices Nottinghamshire Primary Care Trust at the beginning of the financial year for the full salary costs of these staff for the coming year and that any inflationary increases will be included.
8. Managers and human resources colleagues from both Nottinghamshire County Council and the Trust have met with the staff concerned to ensure due diligence in consulting with them and their trade union representatives over the proposed transfer. The staff have indicated their willingness to transfer to the employment of the County Council. It is proposed that the transfer of this service takes place on 1<sup>st</sup> November 2012.

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

9. The transfer of the staff from Nottinghamshire Primary Care Trust to Nottinghamshire County Council will enhance the authority's ability to support hospital services more flexibly.

#### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, 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**

11. The annual cost of the administrative support team staff transferring to the County Council is estimated to be £60,000 per annum. Assuming a date of transfer of 1<sup>st</sup> November 2012 the cost to the County Council in 2012/13 is estimated to be £25,000.
12. This additional cost to the County Council will be funded by transfers of funding from the Nottinghamshire Primary Care Trust of £25,000 in 2012/13 and £60,000 per annum, adjusted for increases in employee costs, in future years. Therefore there will be no net additional cost the County Council.

#### **Human Resources Implications**

13. The Transfer of Undertakings (Protection of Employment) Regulations 2006 applies in the transfer of these staff. As identified at paragraph 8, due consultation has taken place, and terms and conditions of employment will be protected in accordance with the Regulations.

## **RECOMMENDATION/S**

It is recommended that:

- 1) the Committee agree to the transfer of employment of the following staff from Nottingham University Hospitals Trust to Nottinghamshire County Council with effect from 1<sup>st</sup> November 2012:
  - (a) 0.68 fte (25.16 hours) Business Support Administrator at Grade 3
  - (b) 1 fte (37 hours) Business Support Administrator at Grade 3
  - (c) 0.54 fte (19.98 hours) Business Support Administrator at Grade 3
  - (d) 0.5 fte (18.5 hours) Business Support Administrator at Grade 4.

### **DAVID HAMILTON**

#### **Service Director for Personal Care and Support – Older Adults**

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#### **Constitutional Comments (KK 10/09/2012)**

14. The proposals in this report are within the remit of the Adult Social Care and Health Committee.

#### **Financial Comments (RWK 13/09/2012)**

15. The financial implications are set out in 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. Agreement with Nottinghamshire Primary Care Trust.

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

All.

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