

18 June 2018**Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, COMMISSIONING & RESOURCES****IMPLEMENTATION OF REVISED SHORT BREAKS OFFER – TEMPORARY
CHANGES TO THE STAFFING ESTABLISHMENT IN THE INTEGRATED
CHILDREN'S DISABILITY SERVICE AND THE COMMISSIONING &
PLACEMENTS GROUP****Purpose of the Report**

1. The report seeks approval for temporary changes to the staffing establishment within the Integrated Children's Disability Service and the Commissioning and Placements Group, as set out in **paragraph 6**, in order to provide sufficient resources to successfully introduce the revised Special Educational Needs and Disability (SEND) Short Breaks offer from 1 July 2018.
2. The report also seeks approval for a further report to be brought to the Committee in early 2019 to establish the long term staffing structure of the Integrated Children's Disability Service and the Commissioning and Placements Group.

Information

3. The introduction of a revised SEND Short Breaks offer for children and young people aged 5-18 years with a disability who do not require social work intervention but who are in need of early help services at level 2 or 3 on the Pathway to Provision, was approved by the Children and Young People's Committee at its meeting on 19 March 2018.
4. The report presented to the Committee in March sets out the operational implications of the new offer, which was co-produced with parents and carers, including the introduction of graduated eligibility criteria, which would require all existing service users to be reassessed against these new criteria.
5. The report noted that the management and oversight of the revised offer would be provided from current resources within the Integrated Children's Disability Service (ICDS), and that any additional staffing requirements that might be required on a temporary basis to ensure the smooth and effective introduction of the new offer will be the subject of a further report to Committee.
6. Following a detailed analysis of the resources required to implement the revised SEND Short Breaks offer, approval is sought for the establishment of the following additional posts, all on a temporary basis until 31 March 2019.

- 2 fte Reviewing Officers (Hay Band A scp 34 - £40,702 with on-costs)
 - 2 fte Assessment Officers (Grade 5 scp 28 - £33,504 with on-costs)
 - 2 fte Service Organisers (Grade 4 scp 23 £28,376 with on-costs)
 - 1 fte Commissioning Officer (Hay Band A scp 34 - £40,702 with on-costs)
 - 1.5 fte Commissioning Assistants (Grade 3 scp 18 - £23,940 with on-costs).
7. In addition to these posts, an honorarium payment of £3,161 has been agreed for an existing Commissioning Officer in recognition of the postholder taking on a range of additional management responsibilities on a temporary basis until 31st March 2019.
8. The impact of these additional posts will be monitored and reviewed in relation to:
- digitised requests for new and annual renewals for Flexible Short Breaks support, potentially including a digitised Resource Allocation System (RAS)
 - annual review of Target Short Break packages requiring RAS assessments
 - annual review of cases requiring a statutory review under Section 17 (6) of the Children's Act 1989
 - Appeals, Complaints and Compliments
 - annual financial audit of Direct Payments and recoupment of unspent funds
 - monitoring of unused hours with commissioned provider services
 - the extent to which the overall cost of Short Breaks remain in budget and are not overspent.

Other Options Considered

9. Consideration was given to whether the additional work to introduce the revised Short Breaks offer could be subsumed within existing assessment and commissioning team resources. However, colleagues with the required skill set already have time critical commitments in relation to delivery of statutory Education, Health and Care assessments or to commission continuing short breaks and / or specialist education placements, including covering the commissioning team's Duty Desk.

Reason/s for Recommendation/s

10. To ensure that the ICDS has the necessary expertise and capacity to ensure an effective and efficient short breaks assessment and review service, and that there is sufficient capacity within the commissioning team to manage the anticipated increase in the number of referrals and enquiries for a commissioned short break service as a result of families using the new online application process or following a review of existing packages of support

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment 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

12. The additional cost of the posts will be £284,937 and this will be met, in part, by a request from contingency.
13. As part of the 2018-19 budget process a pressure bid of £0.924m for 2018-19 to 2020-21 was submitted for the Flexible and Targeted Short Breaks offer, to deal with the projected increase in demand and the budget overspend. Although a provision for this pressure was made within contingency, should it arise, the amount of any bid may be reduced. Finance and Major Contracts Management Committee or the Section 151 Officer are required to approve the release of contingency funds.

Human Resources Implications

14. Affected teams and recognised trade unions have been consulted on these proposals. Recruitment to the proposed posts will be subject to the Council's usual recruitment processes.

Public Sector Equality Duty implications

15. The revised offer is designed to be a transparent, fair and equitable process for all children and young people with disabilities and their families, however where it does have an effect on specific groups within that cohort there is mitigation in place to reduce the negative impact this may have.
16. An Equality Impact Assessment has been undertaken and is available as a background paper.

Safeguarding of Children and Adults at Risk Implications

17. Due care and attention will continue to be applied in regards to safeguarding, and safeguarding policies will be applied during the development and management of the new process. This includes having relevant and up to date safeguarding information available on the SEND *Local Offer* website to ensure that families are directed to the Multi-Agency Safeguarding Hub if there is a safeguarding concern

RECOMMENDATION/S

That:

- 1) the Committee approves the establishment of the following posts within the Integrated Children's Disability Service and the Commissioning and Placements Group, on a temporary basis until 31 March 2019:
 - 2 fte Reviewing Officers (Hay Band A)
 - 2 fte Assessment Officers (Grade 5)
 - 2 fte Service Organisers (Grade 4)

- 1 fte Commissioning Officer (Hay Band A)
 - 1.5 fte Commissioning Assistants (Grade 3).
- 2) a further report is brought to Committee in early 2019 to establish the long term staffing structure of the Integrated Children's Disability Service and the Commissioning and Placements Group.

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Constitutional Comments (EP 24/05/18)

18. The recommendation falls within the remit of the Children and Young People's Committee by virtue of its terms of reference.

Financial Comments (SH 31/05/18)

19. The Budget Report considered by County Council on 28 February 2018 set out that a provision of £4.7m had been made within contingency to fund a number of pressures that had been identified where there was a high degree of uncertainty with regard to likelihood, value and profiling should they arise. Finance and Major Contracts Management Committee or the Section 151 Officer are required to approve the release of contingency funds. Consequently, in approving these proposals it is necessary for the Committee to understand there is a level of risk that bids for additional funding may be reduced. This will need to be mitigated in some respects by underspends elsewhere in the department.

HR Comments (BC 24/05/18)

20. The staffing implications are contained within the body of the report.

Background Papers and Published Documents

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.

New community Short Breaks offer to children and young people with disabilities – report to Children and Young People's Committee on 19 March 2018

Equality Impact Assessment.

Electoral Division(s) and Member(s) Affected

All.

C1119