

TO: SOCIAL WORK COMMITTEE	Subject: DAY CARE SERVICES FOR OLDER PEOPLE
FROM: DIRECTOR OF SOCIAL WORK	
DATE OF COMMITTEE: 28 th February 2002	
REF: JN/TJC	

1. PURPOSE OF REPORT

1.1 This report makes proposals for the further reorganisation of day care services for older people. It concentrates on staffing levels, staff grades and times of operation of day centres. The proposal identifies service improvements and a realignment of service conditions for staff and progresses the recommendations from the Review of Day Care Services for Older People.

2. BACKGROUND

- 2.1. Social Work Committee approved a report on Day Services for Older People in June 2000. That report recognised the need for review and standardisation of day services, which had developed in an ad-hoc, piecemeal way, with a variety of differences in grades, staffing levels and operating practices.
- 2.2. The report of 6 June 2000 introduced a definition for day care, established eligibility criteria and identified levels of need for day care within the authority.
- 2.3. A staffing review was completed on one of the existing day centres in recent years. That review has been used as a baseline for staffing levels and gradings in this report.

3. CURRENT SITUATION

- 3.1. There are five Council operated, standalone Day Centres for frail older people in North Lanarkshire.

Antonine Centre, Cumbernauld
 Alexander Resource Centre, Coatbridge
 Craigneuk Centre, Wishaw
 Harry Walker Centre, Airdrie
 Sir John Mann Centre, serving both Bellshill and Motherwell.

In addition, a specialist Day Centre for older people with Dementia is based in a purpose-built centre in East Stewart Gardens, Coatbridge.

4. STAFFING LEVELS

- 4.1. It is proposed to operate a staff: service user ratio of 1:10 in all mainstream day centres and 1:5 in the specialist dementia day care service. Such staffing levels are consistent with the norm in other authorities, are acceptable to registration and inspection authorities and are more than comparable with residential care staffing levels.
- 4.2. The staff: care group ratio will include basic grade care staff and senior care staff in the calculation, as is the case in residential care.

- 4.3. Service users may take up places on a part-time basis, using the service from one day per week upwards. Thus, a twenty place service will expect to have considerably more than twenty service users but will deal with twenty per session. Staff: service user ratios will be based on the number of places in a centre and not the overall number of service users.

5. STAFF GRADES

- 5.1. It is proposed that the following grades apply to staff in day care centres for older people;

Manager	-	Residential Worker Grade 26 (RW26)
Senior Care Officer	-	Residential Worker Grade 23 (RW23)
Social Care Worker	-	Residential Worker Grade 16 (RW16)

(For new staff who lack experience and have no qualifications, such as, HNC/SVQ111, the grade of RW12 would apply in the first year.)

- 5.2. Given that staff are placed on residential grades, no enhancements would be payable for evening or weekend working, unless staff worked more than full-time (38 hours) in the week, when overtime rates would apply.

6. OPERATING TIMES

- 6.1. All day care centres for older people should have regard to the needs and wishes of their local service user group in establishing operating times. The number of sessions available per week will be based on the staffing complement but will be no less than five full time sessions per week. Centres should operate within parameters of 8 a.m. to 10 p.m. and while it is expected that older people will wish most services to be available during weekdays, it is anticipated that each centre will offer as a minimum one evening session per week and one weekend day in every two weeks.

7. IMPACT ON INDIVIDUAL CENTRES

- 7.1. No changes are proposed to the current staffing numbers in centres. As stated at paragraph 6.1, the available staffing resource will determine service user capacity and/or number of operating sessions per week. If resources become available, further consideration may be given to increasing existing services but in the meantime, the baseline proposal of one 20 place centre operating 5 full-time sessions per week per Area Team is established.

7.2 Proposals at section 5 of this report would have the following impact on grades.

- 7.2.1 **Craigneuk Centre** – No change to grades. However this centre will require to reconsider its pattern of service and introduce evening and weekend service in accordance with client need/wishes.
- 7.2.2 **East Stewart Gardens** – No change to staffing grades is required. However, as this centre also provides service for younger people with dementia, a service jointly funded with health agencies, and in order to provide parity with the Nursing Manager attached to the project, it is proposed that the manager's post in this centre be deleted and a post be created at grade RW32. The grade of this post has been determined at this level due to the complexity of work with this client group.
- 7.2.3 **Antonine Centre** – This service will see significant change to gradings as follows;

Manager	-	Delete AP4 post and create post at grade RW26
Depute	-	Post Deleted
Senior Care Officer	-	Delete GS3/AP1 and create post at RW23
Social Care Workers	-	Delete GS2 post and create post at RW16

All evening and weekend enhancements would cease.

7.2.4 **Harry Walker Centre** – This service will require to change the pattern of service provision by introducing evening and weekend service in accordance with client need/wishes. The grading changes are as follows:

Manager	-	Delete AP1 post and create post at RW26
Senior Care Officer	-	No post at present. Create one Social Care Worker post at RW23
Social Care Workers	-	Delete GS1/2 post and create post at RW16

7.2.5 **Alexander Resource Centre** – This centre provides service for a range of service user groups and also supports community groups in providing a variety of activities. Given this it is proposed to maintain the management team at its present level and grades. One exception would be the deletion of the Assistant Manager, Grade SDCO and creating a post of Assistant Manager at Grade RW23. This will have no impact on cost but will continue the principle of placing staff on residential grades.

The grading changes for care staff at Alexander Resource Centre are as follows;

Delete GS2 posts of Day Care Officers and create Day Care Officers at grade RW16. There is no change in the number of posts.

8.0 FINANCIAL IMPLICATIONS

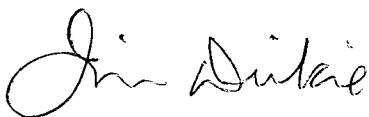
8.1. The cost of these proposals for existing services would require additional funds of approximately £40,000 per annum. A detailed analysis of costs is outlined in Appendix 1. The costs can be met from the new monies available to the Council from the Scottish Executive.

9.0 RECOMMENDATION

9.1 This report and the proposals therein are presented for consideration. They are in line with the recommendations in the report of 6 June 2000 already agreed by Social Work Committee.

9.2 Committee is asked to

- i) Approve the proposals regarding staffing arrangements and grades in Day Centres for Older People as outlined in sections 4 and 5 of this report.
- ii) Remit this report to Policy and Resources (Personnel) Sub Committee for their consideration.
- iii) Note the contents of this report.



Jim Dickie
Director of Social Work
5th February 2002

For further information on this report please contact Jim Nisbet, Manager, Older Peoples Services
(Tel: 01698 332031)

DAY CARE SERVICES FOR OLDER PEOPLE

APPENDIX 1

FINANCIAL IMPLICATIONS

	Present	Proposed
	(£)	(Mid Point)
		(£)
Antonine Centre		
Manager	20,397	21,666
Senior	27,594	39,474
Day Care	<u>111,667</u>	<u>117,87</u>
Sub Total	159,658	179,017
Enhancements	12,000	-
Deputy Manager	<u>16,770</u>	-
Total	188,428	179,017
Harry Walker		
	Present	Proposed
	(£)	(Mid Point)
		(£)
Manager	14,118	21,666
Senior	-	19,737
Day Care	<u>49,596</u>	<u>47,151</u>
Total	63,714	83,442
Alexander Resource Centre		
Day Care Officer	35,000	47,151
Craigneuk	No Change	
East Stewart	No Change	
TOTAL COST	<u>287,142</u>	<u>314,722</u>