

AGENDA ITEM No. 20

To: SOCIAL WORK COMMITTEE		Subject: MEMBER/OFFICER REVIEW OF DAY OPPORTUNITIES FOR PEOPLE WITH LEARNING DISABILITIES : PROGRESS REPORT
From: DIRECTOR OF SOCIAL WORK		
Date: 20 MAY 2004	Ref: CJ/	

## 1. PURPOSE OF REPORT / INTRODUCTION

- 1.1. This report seeks to update Committee of progress in implementing the recommendations of the Member/Officer Review of Day Opportunities for People with Learning Disabilities, with specific reference to Day Centres and Lifelong Learning.

## 2. BACKGROUND

- 2.1. The Report of the Member / Officer Review of Day Opportunities for People with Learning Disabilities was approved by Social Work Committee on 27<sup>th</sup> February 2003. This set out a clear vision for day opportunities that centred on providing support and/or care to people with learning disabilities within local communities in ways that recognise the unique needs, qualities and wishes of each individual.
- 2.2. Implementation arrangements in respect of Day Centres and Lifelong Learning were remitted to an authority wide Day Opportunities Implementation Group to provide strategic direction to the modernisation programme for learning disability day services.
- 2.3. The Learning Disability Day Opportunities Implementation Group meets on a regular six weekly basis and is comprised of representatives from Service Users, Carers, Social Work, Personnel, Trade Unions, Community Services, Health and Further Education.

## 3. PROPOSALS / CONSIDERATIONS

- 3.1. The model and preferred staffing structure for implementing modernised day services was agreed by the Day Opportunities Implementation Group. It reflects a locality-based service which will be available in places and at times that best support individuals to become valued members of their local communities. This model requires revised staffing arrangements to allow service delivery at more flexible times and places.
- 3.2. Consultation with staff and Trade Unions is ongoing in respect of revised staffing arrangements. The proposals reflect a flatter and more accountable structure of service delivery and staff support, which is dependent on flexible staffing arrangements to support

people with learning disabilities and their families. This is consistent with the redesignation of the post to from Day Centre Manager to Locality Manager, approved by Committee along with the Member/Officer Report in February 2003. In consulting with staff, opportunities have been made available to comment on the draft job descriptions and the revised conditions of service.

3.3. The proposed changes are :

3.3.1 to delete the five posts of Depute Unit Manager, SCP 28-34 and six posts of Senior Day Centre Officer, SCP 26-29 (currently within the five existing Day Centres across North Lanarkshire), and create fifteen Locality Leader Posts; 27-35, an overall increase of four posts. It is proposed that three Locality Leader posts will be based in each of the five localities of Airdrie; Coatbridge; Cumbernauld/Chryston; Wishaw/Shotts and Motherwell/Bellshill.

3.3.2 to delete the 85 posts of Day Centre Officer – 83 unqualified at SCP 18-23 and 2 qualified at SCP 22-27 - and create 85 posts of Locality Worker SCP 18-24 with Job Descriptions which reflect a locality-based model of support. Initially, current Day Centres will be retained as administrative bases from which services will be planned, managed, monitored and reviewed. Increased capacity will be created as resources become available.

3.3.3 to create five Locality Admin Assistant posts, Grade AP1, to be based at each of the five locality bases to act as office/administration/resource managers in support of the Locality Manager and staff in providing more flexible and appropriate services to people with learning disabilities and their families.

3.4 In implementing these new staffing arrangements, flexibility will be achieved by:

3.4.1 ensuring flexibility of service delivery within the existing weekly contracted 35 hours, Monday to Friday. It is proposed that Locality Leaders and Locality Workers will be required to work flexibly within core hours of Monday to Friday 8am to 6pm. An irregular hours payment of 7.5% will be paid for working unsocial hours for the period of 1.5 hours before or after normal office hours in the period Monday to Friday as part of the normal working week. It is anticipated that this provision will be incorporated to meet the requirements of the service provision.

3.4.2 ensuring that Locality Leaders and Workers will be required to work at weekends. A Weekend Enhancement will be paid for work required on a Saturday or Sunday as part of the normal 35-hour working week. It is anticipated that this provision will be incorporated to meet the requirements of the service provision.

3.5 The implementation date for establishment of the above arrangements will be October 1<sup>st</sup> 2004, with posts deleted / created on that date. Implementation arrangements will ensure that a matching process is conducted for all posts. There is provision for all current employees within learning disability services to be located in the revised arrangements.

3.6 New service arrangements will be reviewed on a regular basis to ensure continuous service improvement. This, together with proposals for the provision of ancillary services, will be the subject of reports to future Committees.

3.7 Other developments which support the implementation of the Review include :

- The locality based model for service requires community resources to be accessible and work continues in partnership with staff from the Department of Community Services to achieve this. The approach and model developed in the Moodiesburn and Shotts areas will be mirrored in future work which has been prioritised for the Cumbernauld, Motherwell and Wishaw areas in the current capital spend financial year.
- The development of *Locality Implementation Groups* is being progressed across the Authority. The Locality Groups have agreed their structure and remits and meetings have commenced. These groups will ensure the involvement of all stakeholders at a local level in the proposed changes.
- The training and support needs for all staff groups are currently being identified. This includes support and development in the management of change for Locality Managers and key staff.
- In order to enhance the change of delivery of services from a building-based model to a locality-based model, and to support staff in localities, work is continuing on developing key systems within the social work department to provide the most up to date models of support. These include:
  - I.T systems
  - Budget and financial systems
  - Transport systems

3.8 Throughout the process of change, cognisance has been made of the need to continue to engage with service users and carers and to this end, an update newsletter outlining the progress achieved since the Member/Officer Report is being considered. This would supplement the ongoing process of engaging with service users and carer committees / groups.

#### **4 FINANCIAL / PERSONNEL / LEGAL / POLICY IMPLICATIONS**

4.1 The proposals outlined in this paper are consistent with national and local policy developments in supporting people with learning disabilities. In particular, there is an emphasis on social inclusion and a shift towards providing more flexible and individualised support in local areas.

4.2 The proposed changes reflect the need to develop a flexible service and are summarised below. Table 1 outlines the current staffing structure and grades, while table 2 indicates the proposed changes.

4.3 The implications for staff of the proposed changes are :

- new job descriptions
- new conditions of service which introduce greater flexibility
- an increase of salary in recognition of the need for flexibility
- increased training and staff development opportunities
- improved career development opportunities

- 4.4 The proposed changes can be achieved through a matching process as there will be sufficient numbers of posts in the new structure for all staff currently employed in day services. The proposed creation of additional Locality Leader posts also creates career opportunities for existing staff.
- 4.5 The cost of £301,850 for the proposed changes can be met from development monies within the Department's budgets.

**Table 1**

<b>Existing Post Title</b>	<b>Number of Posts</b>	<b>Existing Grade</b>	<b>Existing Hours</b>
Locality Manager	5	PO 2-5	35
Depute Unit Manager	5	SCP 28-34	35
Senior Day Centre Officer	6	SCP 26-29	35
Day Centre Officer	Qualified 2 Unqualified 83	SCP 22-27 SCP 18-23	35
Clerical Assistant / Typist	5	GS. 1-2	35

**Table 2**

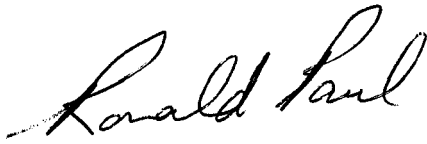
<b>Proposed Post Title</b>	<b>Number of Posts</b>	<b>Proposed Grade</b>	<b>Proposed Hours</b>
Locality Manager	5	PO2-5	35
Locality Leader	15	SCP 27-35	35
Locality Worker	85	SCP 18-24	35
Clerical Assistant / Typist	5	GS 1-2	35
Locality Admin Assistant (Additional Posts)	5	AP 1	35

## **5 RECOMMENDATIONS**

5.1 Committee is asked to:

- (i) delete 5 posts of Depute Unit Manager, SCP 28-34 and 6 posts of Senior Day Centre Officer, SCP 26-29 and 85 posts of Day Centre Officer, 2 Qualified SCP22-27 and 83 Unqualified SCP 18-23.
- (ii) create 15 posts of Locality Leader, SCP 27-35.

- (iii) create 85 posts of Locality Worker, SCP 18-24.
- (iv) create 5 posts of Locality Admin Assistant, Grade AP1
- (v) agree the change in conditions of service as detailed at section 3.4, including provision of 7.5% Irregular Hours Working and Weekend Enhancement for the staff groups identified.
- (vi) remit to Policy and Resources (Personnel Sub) Committee for approval; and
- (vii) otherwise note the contents of this report



**Jim Dickie**  
**Director of Social Work**  
**8 April 2004**

*For further information on this report please contact Susan Taylor, Manager, Community Care, Adult Services TEL: (01698 332177) or Connie Johnstone, Co-ordinator Learning Disability, Adult Services TEL(01698 332228)*