

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4677
Author:	Sophie Rowlands
Department:	People
Contact:	Sophie Rowlands (Job Title: Quality Assurance and Workforce Compliance Officer, Email: sophie.rowlands@nottinghamcity.gov.uk, Phone: 0115 8765535)
Subject:	External grant funding to establish a Key Working Service within Whole Life Disability
Total Value:	£289k (Type: Revenue)
Decision Being Taken:	1. To accept external funding from Nottinghamshire Clinical Commissioning Group (CCG) to cover the full salary and associated costs of the posts to be established, including on-costs and equipment costs.2. To delegate authority to the Corporate Director for People to establish and recruit to the fixed term roles outlined in this decision.

Reasons for the Decision(s)

Decision detail:To establish the following roles within the Key Working Service, on a fixed term basis to 31/03/2024:1.0 Full Time Equivalent (FTE) Key Worker Lead (Grade I)4.0 FTE Specialist Key Worker (Grade H)1.0 FTE Assistant Key Worker (Grade F)1.0 Business Support Officer L3 (Grade D)Nottingham and Nottinghamshire have had a number of young

adults admitted to assessment or secure inpatient facilities who have been in residential education as children, indicating the transition from child to adult provision is not adequately planned for and managed, and that targeted assessments and treatment are not initiated within the cohort early enough. As the Key working service will support Children and Young people (CYP) up the age of 25 years old we will endeavour to build stronger and cohesive working relationships with our respective transition teams, Community Mental Health Teams, Social Care's Learning disability teams for adults, Occupational Therapy, Speech And Language Therapy teams and ICATT which is our intensive home treatment team for adults with Autistic Spectrum Disorder and or Learning disabilities which is delivered by Nottinghamshire Healthcare Trust.

This new initiative is part of the NHS long Term Plan for Autistic Children and/or Learning Difficulty with the most complex needs to have a named worker/Key Worker by 2024.

The Key-working Service will be hosted by Nottingham City Council to ensure close links are built with the above named provisions based in the local area and is an extension of the initial pilot referred to in the original delegated decision referred to in this decision. Whilst the Key-working Service will sit within the

Local Authority it will be a stand-alone service so Key-workers can effectively and constructively challenge all services as and when needed in line with the Key working competency framework.

The Keyworker service will;

- Receive referrals into a single point of contact for each prospective area.
- Undertake an initial assessment with the family and CYP to formulate a strength-based, solution - focused and personalised plan to formulate appropriate support and intervention
- Have a clear escalation process in place with existing services to enable trouble shooting and advocacy for the CYP.

- Navigate complex systems and demonstrate resilience and empathy in order to advocate on behalf of families.

- Ensure children's rights are at the centre of practice and that agencies are held to account if there are any gaps in provision.

- Work collaboratively, improving communication and building positive working relationships with all involved services.

- Have a concise and in-depth understanding of the relevant services involved in order to understand the existing gaps in local provision

- Attend meetings including Multi Disciplinary Team meetings, Care Education and Treatment Reviews, and ensure all potential interventions and recommendations are delivered and implemented to avoid admission.

- Consider the impact on siblings and how potential support could be co-ordinated for them to provide a whole family approach

- Continue to work with CYP and their families in the event of an admission, to ensure that the CYP and families views are represented, and a timely discharge is planned unblocking where possible any barriers to discharge.

- Continue to support the CYP and their family once discharge takes place, ensuring coordination of relevant community- based services to prevent re-admission and enable on going recovery through appropriate support for the whole family. Funding is from April 2022 to March 2024 for two years. However full two year funding is provided and can be carried over by the Councils if negotiated with NHS England. This will be negotiated by the Integrated Care Board (ICB). This forms part of a Memorandum of understanding between the ICB and NHS England. It is expected there will be long term funding as it is already in the ICB long term plan. However at this point we do not know what the allocation will be. This will be set by NHS England and ICB informed. Once this funding is identified long term plans for service structure will be developed. This will be informed by the first two year. Review arrangements are in place throughout the project. A

steering group and Governance structure is in place with close working with the ICB and NHS England. A Review will be undertaken at the end of year one to inform year two, and any future planning will occur in year two along with any exit strategies if required. Regular reporting is being provided by ICB to NHS England.

The proposed roles for the Key-worker Service, represent the best use of the external funding by establishing four key main keyworkers, with an additional keyworker assistant and a business support. All roles will be

recruited to in line with the Nottingham City Council safer recruitment policy, with consideration to be given to re-deployment of candidates where appropriate. Equality Diversity and Inclusion considerations will be taken into account throughout the whole process.

External candidates will be offered a fixed term contract for the duration of the funding: internal candidates will be seconded from their substantive role with the permission of their line manager.

Other Options Considered:

1. Do nothing - not preferred, the keyworker service is required as part of the NHS England long term plan and all CCGs are required to implement this.
2. Allocate work to existing staff - discounted as Colleagues within the department do not have the capacity to take on this additional work load on top of their substantive role.
3. Create temporary keyworker service as described above, preferred option.

Background Papers: N/A

Published Works: NHS Long Term Plan for Children with Autism: [https://www.longtermplan.nhs.uk/areas-of-work/learning-disability-autism/The DDM for the pilot was approved as a staffing decision and is available upon request.](https://www.longtermplan.nhs.uk/areas-of-work/learning-disability-autism/The-DDM-for-the-pilot-was-approved-as-a-staffing-decision-and-is-available-upon-request)

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations:

Crime and Disorder Implications: N/A

Equality: EIA not required. Reasons: Confirmed by EDI Consultant - EIA not required.

Relates to staffing: Yes

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 25/07/2022

Advice Sought: Legal, Finance, Human Resources, Equality and Diversity

Legal Advice: It has been confirmed that these are new roles and these services are not being provided by or for Nottingham CCG. This means there is no risk of an inadvertent TUPE transfer in.

Simon Lambert
Interim Employment Solicitor
20.06.22 Advice provided by Simon Lambert (Interim Employment Lawyer) on 20/06/2022.

Finance Advice: This decision seeks approval to establish 7 new temporary positions, the value of this decision is £0.289m (based on 2021/22 pay scales, not including any assumptions for pay award).

Creation of the Key Working service is required as part of the NHS long Term Plan for Autistic Children and/or Learning Difficulty.

The Clinical Commissioning Group has agreed to fund the team and associated costs of delivery for 12 months, with the possibility of funding for an additional 12 months, therefore 24 months in total. Due to the temporary nature of the scheme and associated position consideration must given to redeployment processes and potential exit costs for contracted staff that have been employed by the authority for 2 or more years.

Any costs incurred that are surplus to the amount agreed to be funded or extending beyond the period agreed by the CCG would need to be funded from the service. It is therefore imperative to regularly monitor costs to mitigate the risks of any unbudgeted pressures occurring as a result of this decisions.

Advice provided by Chanelle Poyser (Commercial Business Partner) on 09/06/2022.

HR Advice:

This decision relates to acceptance of funding from the Nottinghamshire Clinical Commissioning Group, for Nottingham City Council, the Creation of temporary Key Working Service within Whole Life Disability. This funding £289k (Type: Revenue) will cover the full costs of the posts to be established, including on-costs and equipment costs. The following roles within the Key Working Service to be established on a fixed term basis to 31 March 2024:

- 1.0 FTE Key Worker Lead (Grade I)**
- 4.0 FTE Specialist Key Worker (Grade H)**
- 1.0 FTE Assistant Key Worker (Grade F)**
- 1.0 Business Support Officer L3 (Grade D)**

Management should ensure the roles are confirmed with job evaluation before they are advertised.

If funding is accepted, the Key Working Service will be hosted by Nottingham City and NCC will retain all employment liabilities including any exit payments that may be payable at the end of the funding period. Management should ensure a clear agreement is in-place to guarantee the funding for the proposed period, with all on-costs included in order that all salary-related costs are off-set by the funding.

Management should ensure all roles are recruited to in line with the Nottingham City council recruitment policy, with priority consideration to be given to active re-deployees before the posts are advertised externally. Management should attract the widest candidate pool and interview with a balanced panel. EDI considerations will be taken into account throughout the whole process.

These roles are considered on a fixed term basis until 31 March 2024 and it is then proposed the posts will end. If the fixed term is extended beyond two years' redundancy consultation will be required; in this case, it is likely that the employees will be entitled to a redundancy payment. Management will need to ensure appropriate timelines for either scenario and budget for the exit payments if relevant. Redundancy cost/consideration should be given to each individual applicant as circumstances of acceptance of appointment may differ.

Development and Induction - Management to be committed to support the induction and development of all new post holders once appointed, in line with the probationary policy.

Trade Union Consultation - Management to inform/advise TU's via email or Collective Consultation of the proposal.

Advice provided by Vivienne Wardle (HR Consultant) on 16/06/2022. Advice provided by Vivienne Wardle (HR Consultant) on 16/06/2022. Advice provided by Vivienne Wardle (HR Consultant) on 24/06/2022.

Equality and Diversity Advice:

An EIA is not required for this decision.

Equality and Inclusion principles should be followed throughout the recruitment and selection process. Advice provided by Saema Mohammad (EDI Lead) on 06/06/2022.

Signatures

Linda Woodings as Portfolio Holder (PH Adult Social Care and Health)
SIGNED and Dated: 18/07/2022
Catherine Underwood (Corporate Director for People)
SIGNED and Dated: 14/07/2022