

NORTH LINCOLNSHIRE COUNCIL

**CORPORATE SERVICES
CABINET MEMBER**

ALVINGHAM ROAD DAY CENTRE – ALTERATIONS TO STRUCTURE

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To seek Cabinet Member approval to re-allocate funding from two existing vacant posts to create four new posts within the Alvingham Road Day Support Service, to facilitate the expansion of community based outreach.

2. BACKGROUND INFORMATION

- 2.1 The continued expansion of outreach day support services has resulted in fewer meals being required within the main unit at Alvingham Road. These meals are currently provided by four Kitchen Assistant posts at the unit. In providing greater choice, meal provision for service users accessing Outreach Services are increasingly sourced by Day Support Workers, using a variety of alternative choices, which range from fresh cooked meals delivered by local providers, to the accessing of meals in community venues. This has resulted in a reduced need for meals prepared within the unit.
- 2.2 The unit currently has a vacant Caretaker/Day Support Worker post. New Health and Safety legislation has resulted in a substantial reduction in the tasks required to be undertaken by this position.
- 2.3 The Alvingham Road Unit also provides a venue for community groups outside of normal office hours, and the Caretaker post was responsible for overseeing night lettings. Since the post was vacated the lettings have been undertaken by other staff members, who have been paid on a casual basis in order to reflect these extra duties.

3. OPTIONS FOR CONSIDERATION

3.1 Option 1

To delete the following vacant posts:

- Kitchen Assistant, Grade 1 – 12 hours per week, £4,918 per annum (based on mid point and including on costs)
- Caretaker/Day Support Worker, Grade 4 – 37 hours per week, £19,469.68 per annum (based on mid point and including on costs)

It is also proposed that the current contract with the Building Cleaning Unit, which supplies cleaning services for 15 hours per week, be cancelled. The cost of this provision was £13,790 per annum in 2008/9.

In addition to this, the cost of night lettings duties undertaken by existing staff totalled £4,500 in 2008/9. It is proposed that these payments cease pending the creation of, and recruitment to, a casual Night Lettings position.

To create the following posts:

- 2 x 16 hour and 1 x 20 hour per week, Grade 3 Day Support Worker posts at a cost of £24,249.54 per annum (based on mid point and including on costs).
- 1 x 20 hour per week, Grade 1 Cleaner post at a cost of £8,196.88 per annum (based on mid point and including on costs).
- 1 x Grade 1 Casual Night Lettings post. The cost per hour will be £8.58 (based on mid point and including casual on-costs at 9.2%).

3.2 Option 2

That no changes to the current staffing structure be implemented.

4. ANALYSIS OF OPTIONS

4.1 Option 1

The requirement to delete the Kitchen Assistant post is a reflection of the success of the outreach support services, and the necessity to deliver services in a person centred way to better meet people's choice. The proposed increase in Day Support Worker posts will support the ongoing expansion of the service and improve its ability to offer an increasing variety of options to the community it serves.

The Caretaker/Day Support Worker post has been vacant for a substantial period of time. Following a significant reduction in the tasks required of the post, there is no longer a need for this position and the savings made from its deletion can also be used to support the creation of the Day Support Worker posts. The cleaning duties that were

previously undertaken by the Caretaker will also be transferred into the proposed Grade 1 Cleaner position, which will incorporate an increase in hours to reflect these needs.

It is expected that the creation of a Grade 1 Casual Night Lettings post will enable the service to increase opportunities to utilize the building for community use.

4.2 **Option 2**

If the proposed changes as outlined above are not implemented, the changing needs of the day support services and their expansion into community services will not be met and the service will not be able to modernise to meet the needs and choices of older people.

5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 **Financial**

The cost of implementing the changes outlined above is £32,446.42. The cost of the posts to be deleted total £38,177.68. The savings will be used to help fund the Outreach expansion.

5.2 **Staffing**

All posts earmarked for deletion are currently vacant.

Staff currently undertaking night lettings duties have been consulted and are fully aware of the proposed changes. Once the Night Lettings position is established they will be offered the opportunity to express an interest in working on a casual basis at Grade 1.

5.3 **Property**

No issues

5.4 **IT**

No issues

6. **OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

6.1 No issues

7. **OUTCOMES OF CONSULTATION**

7.1 Unions have been consulted and involved in the proposed changes and have raised no concerns.

8. RECOMMENDATIONS

8.1 That the Cabinet Member approves the following posts to be deleted:

- Kitchen Assistant, 12 hours
- Caretaker/Day Support Worker, 37 hours

And for the following posts to be created:

- 2 x Day Support workers, 16 hours
- 1 x Day Support Worker, 20 hours
- 1 x Cleaner, 20 hours
- Casual Night Lettings Officer

SERVICE DIRECTOR ADULT SOCIAL CARE

The Angel
Market Place
BRIGG
North Lincolnshire
DN20 8LD
Author: Joanne Andrew
Date: 8 April 2009 v2

Background Papers used in the preparation of this report: None