

Meeting of South Ayrshire Health and Social Care Partnership	Integration Joint Board		
Held on	28th April 2021		
Agenda Item:	8		
Title:	HSCP Staffing Proposals		
Summary:			
<p>This report asks the IJB to endorse the creation of two new posts within the HSCP: a Performance Data Assistant and an Admin and Business Management Coordinator.</p>			
Author:	John Wood, Senior Manager HSCP		
Recommendations			
<p>It is recommended that the Integration Joint Board:</p> <ul style="list-style-type: none"> i. Endorses the creation of a Performance Data Assistant (SAC level 7); ii. Endorsed the creation of an Admin and Business Management Coordinator; and iii. Notes that provision for these roles has been identified within the agreed IJB budget. 			
Route to meeting:			
<p>This matter has been discussed and endorsed by the HSCP Directorate Management Team and, once approved, will go to South Ayrshire Council's Leadership Panel to confirm the creation of these roles within the staffing establishment.</p>			
Directions:		Implications:	
1. No Directions Required	<input checked="" type="checkbox"/>	Financial	<input type="checkbox"/>
2. Directions to NHS Ayrshire & Arran	<input type="checkbox"/>	HR	<input checked="" type="checkbox"/>
3. Directions to South Ayrshire Council	<input type="checkbox"/>	Legal	<input type="checkbox"/>
4. Directions to both SAC & NHS	<input type="checkbox"/>	Equalities	<input type="checkbox"/>
		Sustainability	<input type="checkbox"/>
		Policy	<input type="checkbox"/>
		ICT	<input type="checkbox"/>

HSCP Staffing Proposals

1. PURPOSE OF REPORT

- 1.1 This report asks the IJB to endorse the creation of two new posts within the HSCP: a Performance Data Assistant and an Admin and Business Management Coordinator.

2. RECOMMENDATION

2.1 It is recommended that the Integration Joint Board:

- i. Endorses the creation of a Performance Data Assistant (SAC level 7);**
- ii. Endorsed the creation of an Admin and Business Management Coordinator; and**
- iii. Notes that provision for these roles has been identified within the agreed IJB budget.**

3. BACKGROUND INFORMATION

- 3.1 In March 2021, the Integration Joint Board (IJB) agreed its budget for 2021/22 as well as a new Strategic Plan. The budget included allocation for two new posts to be created – both of which have been trailed with IJB members and have the endorsement of the HSCP's Directorate Management Team.
- 3.2 The first post is a **Performance Data Assistant** which will lead on regular performance reporting the HSCP is obliged to undertake. With the current staffing establishment, the HSCP can only fulfil its minimum reporting requirements and the pressure on this resource has been identified as a significant business risk to the HSCP. The creation of this role will bring important additional capacity and will, importantly, support the HSCP to improve its performance culture, freeing up staff time for vital strategic reporting and analysis that will ultimately have an impact on the 'front line' and on outcomes for the people we support e.g. by playing a key role in driving down delayed discharges and other delays within the system.
- 3.3 There is also a significant business risk within the HSCP at the moment associated with the fact there is only one officer who produces key data sets (including delayed discharges). This officer sits at level 10 and so bringing in a level 7 assistant will provide important backup, succession planning and allow the level 10 officer to spend more time on analytical work.
- 3.4 The second post, an **Admin and Business Support Coordinator**, will fill a key gap in the current structure and drive progress in improving systems and processes within the HSCP. The role will fill the gap left by a previously deleted 'Admin Coordinator', bringing further responsibility and playing a much-needed role within the structure alongside a similar NHS side post.

- 3.5 The post of Admin Co-ordinator was previously left vacant for over 18months however this is no longer tenable given the broad range of pressures on admin services (including adapting admin services to a post-covid working environment, large change programmes underway and delivering the outcome of the admin review). The role will also take on responsibility for continued implementation of Carefirst, play a lead role in other system changes such as CM2000 and will lead work to improve policies, procedures and governance across the HSCP.
- 3.6 The role will manage four admin Team Leaders (Children and Families, Community Health and Care, Justice and Directorate Support). Members may wish to note the HSCP admin review has now recommenced and this post will play a key role in delivering efficiencies within HSCP admin.
- 3.7 Permanent funding has been identified and agreed within the IJB budget.

4. REPORT

- 4.1 It is proposed that the IJB agrees to the creation of the following two posts with the council's staffing structure (within the Health and Social Care Directorate) to support the work of the HSCP:
- 4.1.1 Performance Data Assistant to undertake the following duties (reporting to the Planning and Performance Coordinator):
- To support the provision of data and information to support the delivery of high quality, effective services across the partnership in support of the HSCP Strategic Plan.
 - In particular, to produce regular, clear reports on key performance indicators for the HSCP such as Delayed Discharge.
 - To monitor and manage systems to support performance management, policy development and service improvement.
 - To support the implementation, monitoring and review related strategies for the provision of quality affordable services to meet need across the partnership.
 - To liaise with statutory bodies, voluntary agencies, key agencies and multi-disciplinary groups etc. who are developing services for the HSCP partnership as required.
- 4.2 Admin and Business Support Coordinator to undertake the following duties (reporting to the Senior Manager, Planning & Performance):
- Manage all relevant aspects of administration support including to lead, develop and deliver a comprehensive administration management system for the Health and Social Care Partnership.

- To provide leadership and management to the current admin structures (council) within the HSCP i.e. Children and Families, Community Health and Care, Justice and Directorate Support.
- Ensure compliance with relevant legislation, performance standards, council policies/procedures and corporate governance in line with organisational values.
- To take on delegated responsibility for the service budget in relation to the Business Support function including employees, support contracts and supplies and services. (£1.05m per annum of staffing budget)
- To improve and maintain relevant policies, procedures and governance systems across the HSCP.
- Manage other corporate administrative functions including the financial management, processing of payroll management and absence reporting.
- To support the improvement / implementation of new systems within the HSCP e.g. Care First.

4.3 IJB members should note that once agreed by the IJB, a paper will be submitted to the South Ayrshire Leadership Panel to alter the staffing establishment accordingly.

5. STRATEGIC CONTEXT

5.1 These posts will make a significant contribution to the Business Support and Planning and Performance functions of the HSCP and will enable the HSCP to more effectively deliver on its strategic objectives, in particular our objective to be an 'ambitious and effective partnership'.

6. IMPLICATIONS

6.1 Financial Implications

6.1.1 These permanent staffing changes have been fully costed and are included within the agreed budget for 2021-22.

Funding Source	Creation of an Admin and Business Manager post (grade 13): part funded ICF £33k, and £30k funding approved in budget.
Funding Amount	£63k
Financial Year Impact	2021/22 onwards

Funding Source	Creation of Performance Data Assistant (level 7): recurring funding from April 2021 has been identified in the Budget Pressures 21/22 and now agreed.
Funding Amount	£35,872
Financial Year Impact	2021/22 onwards

6.2 Human Resource Implications

6.2.1 Agreement to this report will result in a change being requested of the council to alter its staffing establishment.

6.3 Legal Implications

6.3.1 There are no direct legal implications of agreeing this report.

6.4 Equalities implications

6.4.1 There are no equalities implications of this report.

6.5 Sustainability implications

6.5.1 There are no direct sustainability implications of agreeing this report.

6.6 Clinical/professional assessment

6.6.1 This report does not require clinical or professional considerations to be reflected to the IJB.

7. CONSULTATION AND PARTNERSHIP WORKING

7.1 Full relevant consultation has taken place on these proposed staffing changes including with trade unions and elected members.

8. RISK ASSESSMENT

8.1. There is no risk associated with this report. As outlined above, the IJB would take on a business risk if these posts are not created.

REPORT AUTHOR AND PERSON TO CONTACT

Name: John Wood, Senior Manager Planning and Performance

Phone number: 01292 612443

Email address: john.wood3@south-ayrshire.gov.uk