



Leeds
CITY COUNCIL

Information Governance / Compliance

Adult Social Care
Merrion House
110 Merrion Centre
Leeds LS2 8QB

Contact:

Tel: (0113)
Fax: (0113)
Email: ss.info.gov@leeds.gov.uk
Minicom: (0113)

Your Ref:

Our Ref: FOI / 12699

Date 8th September 2014

Dear

Thank you for your request for information, which was received by the Council on the 11th August 2014.

Please find below details of your request made under the Freedom of Information Act and our response on behalf of Leeds City Council.

Q1. How many staff are employed by Leeds City Council in the Community Support Service that continue to visit customers in their own homes? The figure should not include those staff in a supervisory or management role.

A1. The number of Community Support Assistants in the Community Support Service that continue to visit customers in their own homes employed by Leeds City Council Adult Social Care as at the 10th August 2014 is listed in the table below;

	Long Term Service	Skills Independent Living Service	Extra Care	Total
Community Support Assistants	200	201	45	446

Q2. How many staff are employed as supervisors or managers in the Community Support Service?

A2. The number of Area Managers, Managers and Supervisors in the Community Support Service employed by Leeds City Council Adult Social Care as at the 10th August 2014 is listed in the table below;

	Long Term Service	Skills Independent Living Service	Extra Care	Totals
Area Managers	1	2	1	4
Managers	3	5	0	8
Supervisors	10	14	3	27

Q3. How many of the current staff in answer to question 1 are classed as "walkers" and how many use their own car and claim essential car user allowance to visit customers?

A3. The number of Community Support Assistants in the Community Support Service that use their own car and claim either essential or casual car user allowance and the number of Community Support Assistants in the Community Support Service that are classed as "walkers" employed by Leeds City Council Adult Social Care is listed in the table below;

	Long Term Service	Skills Independent Living Service	Extra Care	Totals
Essential Car User	49	100	0	149
Casual Car User	30	37	0	67
Walkers	121	64	45	230

Q4. How many of those Community Support Staff classed as "walkers" are programmed to visit customers within a three mile radius of their own home.

A4. Leeds City Council does hold details of how many Community Support Staff classed as "walkers" are programmed to visit customers within a three mile radius of their own home. However, the information held is not recorded in a database format, but would be documented within our planning programmes. To establish the information requested would involve a case by case manual review of our planning programmes in order to how many Community Support Staff classed as "walkers" are programmed to visit customers within a three mile radius of their own home.

We estimate that this manual review would take longer than 18 hours and as such would exceed the appropriate cost limit of £450. This figure represents the estimated cost of one or more people spending 18 hours in total carrying out this work and under Section 12 (appropriate limit and fees) of the Freedom of Information Act 2000, the Council is therefore not obliged to provide this information.

Q5. In the most recent four weekly period that figures are available, how many hours were spent by Community Support Staff either "doubling-up" with a colleague, asked to work in a

Local Authority Care Home or Day Centre, or asked to take time off in lieu as a result of there being no work allocated?

A5. The number of hours, during the four week period 14.07.14 to the 10.08.2014, spent by staff either shadowing (“doubling up”) or working in a Local Authority Care Home or Day Centre in the Community Support Service employed by Leeds City Council Adult Social Care is listed in the table below;

	Long Term Service (Hours : Mins)	SkILs (Hours : Mins)	Extra Care (Hours : Mins)	Totals (Hours : Mins)
Shadowing (Doubling Up)	124.20	702.00	0.00	826.20
Residential / Day Care	145.55	727.30	0.00	872.85

Leeds City Council Adult Social Care cannot provide information on “how many staff were asked to take time off in lieu as a result of there being no work allocated” because Leeds City Council Adult Social Care does not hold this information.

Q6. Using the same four week period, how much overtime was paid to Community Support Staff.”

A6. The amount of overtime during the four week period 14.07.14 to the 10.08.2014 paid to staff in the Community Support Service employed by Leeds City Council Adult Social Care is listed in the table below;

	Long Term Service (Hours : Mins)	SkILs (Hours : Mins)	Extra Care (Hours : Mins)	Totals (Hours : Mins)
Overtime	21.50	0.00	126.55	148.05

We trust that you will be happy with the service you have received in relation to your request and hope that the content contained within this response has satisfactorily addressed your request.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: The Complaints Manager, Department of Social Services, Merrion House, 110 Merrion Centre, Leeds LS2 8QB.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by Social Care. The Information Commissioner can be contacted at: The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely

Information Compliance Administrator
Leeds City Council