

Report of: Head of Service – Re-ablement and Assistive Technology

Report to: Chief Officer – Access and Care Delivery, Director of Children’s Services and Director of Environment & Housing

Date: *Insert the date of the meeting*

Subject: Re-grade of Occupational Therapists in Adults, Children’s and Health & Housing

Are specific electoral wards affected?	No
Are there implications for equality and diversity or cohesion and integration?	No
Is the decision eligible for call-in?	No
Does the report contain confidential or exempt information? If ‘yes’, access to information procedure rule number: Appendix number:	No

Summary of main issues

The Council employs Occupational Therapists (OTs) in three Directorates of the Council. The job descriptions for OTs and their pay and grading are not consistent across the Council and OTs in Adult Social Care and Children’s services are not on the NJC pay scale.

In making these proposals job descriptions and grades of other Health and Care Professions Council registered staff employed by the Council have been taken into consideration. The grading of OTs employed by the NHS, have also been considered.

Recommendation

- 1 That the Directors of Adult services approve the re-grade of the OT posts and post holders of the posts below effective 1st September 2015.
 - Community Occupational Therapist, Grade COMOCCTH to Senior Occupational Therapist PO3
 - Community Occupational Therapist, Grade OCCTHER2 to Community Occupational Therapist PO1
 - New Graduate Occupational Therapist, Grade C3 to Occupational Therapist, SO1
- 2 That the Directors of Children’s services approve the re-grade of the OT posts and post holders of the posts below effective 1st September 2015.
 - Community Occupational Therapist, Grade COMOCCTH to Senior Occupational Therapist PO3
 - New Graduate Occupational Therapist, Grade C3 to Occupational Therapist, SO1
- 3 That the Director of Environment and Housing approve the implementation of the new PO3 Job description and re grade of PO2 OT posts and post holders effective from 1 September 2015.
 - Implement new PO3 job description for current PO3 Occupational Therapist
 - Occupational therapist Grade PO2 to PO3

The proposed implementation date is 1st September 2015. The Disability Service Manager ASC, Complex Needs Area Lead, Children’s Services and Head of Housing Support, Housing Leeds – Strategic Housing will be responsible for implementation within their Directorates.

1 Purpose of this report

- 1.1 To provide information on current pay arrangements for Occupational Therapists in the Council.
- 1.2 To provide information on the cross Council work to review job descriptions for the Council's OTs, to regularise the pay scale used and identify the financial impact of the proposed change.
- 1.3 To make recommendations for the subsequent re grading of OT posts in the Council.

2 Background information

- 2.1 Occupational Therapy is an Allied Health profession and Occupational Therapists (OTs) are registered with the Health and Care Professions Council. Leeds City Council has employed OTs since 1984, initially in the Department of Social Services.
- 2.2 Occupational Therapists now work in Adult Social Care, Children Services and Environment and Housing. OTs, not in management roles, are employed at three levels; new graduate OT, OT and senior OT.
- 2.3 In 1999 a decision was taken in the Department of Social Service to create a pay scale for OTs that mirrored the Whitley pay scale, which was at that time the NHS pay scale for a wide range of NHS roles including OT. The purpose of this was to remove the differential between OTs in the NHS and the Council in Leeds providing more stability, but also to support rotations of staff across organisations.
- 2.4 In 2004 Agenda for Change was implemented in the NHS and NHS OT posts were evaluated and placed on a new pay scale. The pay and grading of OTs employed by Leeds City Council was to be addressed by the Job Evaluation programme and so no immediate actions were taken to return OTs to the NJC pay scale.
- 2.5 Phase 1 of LCC Job Evaluation was implemented in 2007 and newly qualified OTs were graded at C3. The two other levels of OT posts were considered under Phase 2 of Job Evaluation but there was no implementation of Phase 2 for any posts in the Council. The job descriptions for these OTs were subject to minor amendments in 2008, but were not re -evaluated in relation to those amendments.
- 2.6 With the split of Department of Social Service to Adult Social Care and Children's Services, a small number of OTs, who were already providing a discrete service to children and families, transferred to the new Children's Services.
- 2.7 When the Council's housing stock was transferred to the 5 Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, some OT posts were established to support the use of the decency money and to advise on adaptations being provided for internal and external communal areas. These posts were established separately by ALMOs on a range of job descriptions and grades. Any remaining OTs in post were subsequently transferred to the Health and Housing Service with the disestablishment of the ALMOS and structural changes in E and H.

3 Main issues

- 3.1 Two of the three grades of OTs in Adults and Children's services remain on "standalone" pay scale. OTs employed in Environment and Housing are on the NJC pay scale but have a range of job descriptions and grades which are not part of a progression structure.
- 3.2 The three Directorates employing OTs agree that in the interests of equity and consistency JDs, pay and grades of OTs should be the same across the Council. Retaining three levels of OTs (excluding any management posts) is appropriate.
- 3.3 Draft job descriptions were developed jointly across the Directorates, with each JD allowing for any specific requirements in each Directorate, but with most roles and responsibilities being shared. The JDs were subject to consultation and the final JDs show at **Appendix 2**
- 3.4 The proposed assimilation process is to move all OTs in new graduate posts to SO1, all OCCTHER2 posts to PO1 and all COMOCCTH posts to PO3. In E and H, the PO2 posts will become PO3.

The assimilation will be done so that the post holder is assimilated to the nearest pay point in the appropriate grade above their current pay. No employee will lose pay as a result of this assimilation.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 There have been consultation meetings with staff, across all grades and areas of the Council where OTs are employed, regarding the reasons for reviewing the job descriptions and the return to the NJC pay scale.
- 4.1.2 An event for all OTs in the Council and their TU representatives was held on 27th May 2015. TU representatives unable to attend were briefed outside the meeting. Following the consultation event a working group was set up with a representative group of OTs across grades and Directorates to review and amend all the draft job descriptions before job evaluation.
- 4.1.3 The results of job evaluation and the proposed assimilation process have been communicated to staff and Trades Unions. No concerns were raised regarding job responsibilities. However the trade Unions did raise an issue regarding working hours and the assimilation process. This was discussed at a meeting on 5th August 2015 with the trade union representatives and clarification on working hours and assimilation was provided to the trade unions. There has been no further comment received from Trade Union following this meeting

4.2 Equality and diversity, cohesion and integration

- 4.2.1 The EDCI assessment screening form has been completed and a full Equality Impact Assessment is not required.

4.3 Council policies and the Best council plan

- 4.3.1 The proposal to return all OTs employed by the Council to the NJC pay scale and to establish consistent JDs and pay grades across all Council departments contributes to the following Council policies;
- 4.3.2 City Priority Plan 2011-2015 – best City for Health and Wellbeing: Increase the proportion of people with long term conditions feeling supported to be independent and manage their condition.
- 4.3.3 Council Business Plan –to increase the number of people successfully completing a programme to help them relearn the skills for daily living: Increase proportion of older people (65 and over) who were still at home 91 days after leaving hospital into rehabilitation services; increase the percentage of service users who feel that they have control over their daily life.
- 4.3.4 Best Council Plan 2015 – 2020 – Work with or partners to enable, such as the children and young people’s plan, the housing strategy, and the health and wellbeing strategy.

4.4 Resources and value for money

- 4.4.1 Revised job descriptions have been jointly evaluated by Trade Union and HR colleagues in line with the agreed Job Evaluation Process. The grades are
- Senior Occupational Therapist PO3 £32,778 - £35,662
 - Community Occupational Therapist PO1 £28,746 - £30,978
 - Occupational Therapist SO1 £25,440 - £27,123
- 4.4.2 In Adult Social Care the 15/16 pressure of £17,996 can be met by underspends on the 15/16 OT budget due to vacancies. From April 16 the full year impact of £35,960 will be met by deletion of a post in Access and Care Delivery
- 4.4.3 In Children’s services the 15/16 pressure of £10,000 can be met by with the full year impact of £17,000 from April 16 being met from within the current Complex Needs budget.
- 4.4.4 In Housing the OT service resides within Housing Support with full costs being met from HRA funds. The additional Costs will have to be met by increasing HRA recharges. In Housing Management the 15/16 pressure of £1,320 can be met by increasing charges to the HRA with the full year impact of £5,360 from April 16 being met the same way.

4.5 Legal implications, access to information and call-in

4.5.1 This is a significant operational decision and not subject to call in. There are no legal implications arising from the proposals

4.6 Risk management

4.6.1 There are no identified risks associated with these changes. There are no post holders at risk as a result of these proposals and the financial impact can be managed within budget.

4.6.1 The risk of not reviewing the pay and grading for OTs employed by the Council and regularising their arrangements is that recruitment may be more difficult and there could be a reduction in the potential flexibility of the workforce.

5 Conclusions

5.1 The current arrangements for the pay and grading of Occupational Therapists employed by Leeds City Council are not fit for purpose. Their current job descriptions are out of date and inconsistent across the Council

5.2 This proposed re-grade of Occupational Therapists will bring them in line with other HCPC registered colleagues within Adult Social Care and Children's Services.

6 Recommendations

6.1 That the Director of Adult services approve the regrade of the OT posts and post holders of the post below within Adult Service effective 1st September 2015.

- Community Occupational Therapist, Grade COMOCCTH to Senior Occupational Therapist PO3
- Community Occupational Therapist, Grade OCCTHER2 to Community Occupational Therapist PO1
- New Graduate Occupational Therapist, Grade C3 to Occupational Therapist, SO1

6.2 That the Director of Children's services approve the regrade of the OT posts and post holders of the post below within Childrens Service effective 1st September 2015.

- Community Occupational Therapist, Grade COMOCCTH to Senior Occupational Therapist PO3
- New Graduate Occupational Therapist, Grade C3 to Occupational Therapist, SO1

6.3 That the Director of Environment and Housing approve the regrade of OT posts and post holders of the posts below within Environment and Housing effective from 1 September 2015

- Occupational therapist Grade PO2 to PO3

6.4 The proposed implementation date is September 2015. The Disability Service Manager ASC, Complex Needs Area Lead, Children's Services and Head of Housing Support, Housing Leeds – Strategic Housing will be responsible for implementation within their Directorates.

7 Background documents¹

Appendix 1 Current Posts, FTE and Grade of OTs in each Directorate current and proposed

Appendix 2 Job Descriptions for:

- COMMOCTH / Senior Occupational Therapist/ current and revised
- OCCTHER / Community Occupational Therapist current and revised
- Occupational Therapist. – current and revised current and revised

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

