

Report of Head of Housing Support

Report to Director of Resources and Housing

Date: 26 March 2018

Subject: Health and Housing Service structure change

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 The Health and Housing service is part of Housing Leeds and is responsible for the housing related assessment of housing adaptations. The service was last re-structured in April 2013 when the service remit was limited to private sector housing adaptations. The service remit has expanded since then bringing in council housing Occupational Therapy, case work and surveying services.
- 2 The existing structure includes a PO4 Deputy Service Manager post which has never been formally recruited to. An officer has been effectively carrying out a comparable role since 2015 with line management responsibility for the surveying and case works. It is proposed to formalise this management arrangement.
- 3 The Occupational Therapy part of the Health and Housing service comprises Senior OTs, Community OTs and Occupational Therapy Assistants - OTAs. The cross-council review of OT service introduced three types of OT: Senior/Community and Graduate. OTAs were not part of this review. OTAs in Housing Leeds (formerly part of the ALMOs) are graded SO1 whereas the posts are graded C1 in the social care directorates. An OTA post holder has left and it intended to replace the post with a SO1 graded Graduate OT.

Recommendations

The Director of Resources and Housing is requested to:-

- 1 Approve the deletion of the existing PO4 graded Deputy Service Manager (Health and Housing) post and replace with a PO4 graded Principal Housing Adaptations Manager to better reflect the updated service structure.
- 2 Approve the appointment of the officer who has been carrying out the duties of a Principal Housing Adaptations Manager since September 2015.
- 3 Approve the deletion of a now vacant SO1 Occupational Therapy Assistant post and replace with a SO1 Graduate Occupational Therapist post.

1. Purpose of the Report

- 1.1 Approve the deletion of the existing PO4 graded Deputy Service Manager (Health and Housing) post and replace with a PO4 graded Principal Housing Adaptations Manager to better reflect the updated service structure.
- 1.2 Approve the appointment of the officer who has been carrying out the duties of a Principal Housing Adaptations Manager since September 2015.
- 1.3 Approve the deletion of a now vacant SO1 Occupational Therapy Assistant post and replace with a SO1 Graduate Occupational Therapist post.

2. Background Information

- 2.1 The Health and Housing service is part of Housing Leeds and is responsible for the assessment of all housing adaptation cases. The service comprises of:
 - Occupational Therapists & Occupational Therapy Assistants: to assess whether a council house is accessible for a disabled housing applicant.
 - Caseworkers: help disabled housing applicants to move to alternative accessible housing.
 - Surveyors: develop and draw up adaptations schemes in both public and private housing to facilitate a disabled person being able to mobilise within their own home
- 2.2 The service is managed by a PO6 Service Manager (Health & Housing). The service was last re-structured in April 2013 when the service remit was limited surveying work relating to private sector adaptations. The 2013 structure included a PO4 Deputy Service Manager and this post has never been formally recruited to.
- 2.3 The service remit has been expanded since 2013 with the inclusion of the occupational therapy, caseworker and council housing adaptation staff.
- 2.4 The service is now split into two streams: surveying and occupation therapy – with the casework function being within the surveying stream.
- 2.5 The surveying stream comprises PO2 graded Principal Housing Surveyors, SO2 graded Senior Housing Surveyors, and SO1 graded Caseworkers.
- 2.6 The occupational therapy stream comprises PO3 graded Senior Occupational Therapists, PO1 graded Community OTs, and SO1 graded Occupational Therapy Assistants. A cross council review of Occupational Therapy Posts established the current grading of Senior and Community OTs as well as the SO1 graded Graduate OTs. Occupational Therapy Assistants were not part of this service review. In Health & Housing the OTAs are graded at SO1, with this being a grading that was established when the posts were a part of the Leeds ALMOs. There are currently three SO1 graded OTAs on the Health & Housing structure. OTAs are graded at C1 in Adult Social Care and Children's Services.

- 2.6 The surveying and casework functions are currently managed by a PO3 graded officer since Sep 2015 and the Senior OTs report directly to the Service Manager (Health & Housing).

3. Main Issues

- 3.1 It is proposed to delete the current Deputy Service Manager post and replace with a PO4 graded Principal Housing Adaptations Manager post to manage the surveying and casework functions. It is proposed that the officer who has been carrying out the role since Sep 2015 be slotted in to this post. This is to reflect the length of time the person has been carrying out the role.
- 3.2 The post of Principal Housing Adaptations Manager has been graded as such through the job evaluation process. The job description is appended to this report.
- 3.3 The cost of the proposal is £3,620 per year (top of PO3 to top of PO4 as costed at 2017/18 values) which will be covered through the Disabled Facilities Grant budget.
- 3.3 One of the three OTAs has left the service. It is proposed to delete the post from the structure and replace with a SO1 graded Graduate OT post. There is no cost to this change. The Graduate OT job description, used across the Council, is appended to this report.
- 3.4 Workforce Implementation Plan: The workforce implementation plan for recruiting to the proposed new posts has been developed in line with corporate policy. No officer will be adversely affected by the proposal. It is proposed that the Graduate OT post will be firstly matched to people who have been displaced from their previous post and then, if required, the remaining posts will be advertised on an internal basis across the Council.
- 3.5 The proposed workforce implementation plan has been conveyed to Trade Union representatives and no issues of concern have been expressed.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1. The workforce implementation plan is set out in paragraph 3.4. No existing staff will be adversely affected by the proposal. Officers within the Health and Housing service have been advised of the proposals. Details of the new posts and workforce implementation plan have been conveyed to the trade unions and no issues have been expressed.

4.2. Equality Diversity Cohesion and Integration

- 4.2.1. Adaptations are designed to create an environment where disabled people are able to live independently and to exercise greater choice and control over their housing options. An equality, diversity, cohesion and integration screening exercise has been carried out and is appended to this report.

4.3. Council Policies and Best Council Plan

- 4.3.1. The delivery of adaptation services makes an important contribution to the strategic vision of making Leeds the best city for health and wellbeing and the priority of supporting more people to live safely in their own homes.

4.4. Resources and Value for Money

- 4.4.2 The cost implications of the proposals are limited: £3,620 per year.

4.5. Legal Implications, Access to Information and Call In

- 4.5.1. The report contains no exempt information.
- 4.5.2. The report is eligible for call in.

4.6. Risk Management

- 4.6.1. There are no identified risks with the proposals set out in the report.

5. Conclusion

- 5.1. The proposals set out in the report will ensure that the Health and Housing structure better reflects the service remit.

6. Recommendations

The Director of Resources and Housing is requested to:

- 6.1 Approve the deletion of the existing PO4 graded Deputy Service Manager (Health and Housing) post and replace with a PO4 graded Principal Housing Adaptations Manager to better reflect the updated service structure.
- 6.2 Approve the appointment of the officer who has been carrying out the duties of a Principal Housing Adaptations Manager since September 2015.
- 6.3 Approve the deletion of a now vacant SO1 Occupational Therapy Assistant post and replace with a SO1 Graduate Occupational Therapist post.

7. Background

- 7.1 Job Descriptions: Principal Housing Adaptations Manager and Graduate OT.

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.