

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Adults and Health		
<b>Contact person:</b>	Alison Griffiths		Telephone number: 07891274077
<b>Subject<sup>2</sup>:</b>	Request to create 6 additional Occupational Therapy posts to the existing structure.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p style="margin-left: 40px;">The Director of Adults and Health approved: The creation of 6 Occupational Therapy posts. 2 Senior Occupational Therapists to work on reducing the number of care packages that have 2 carers. 2 Community Occupational Therapists to support the development of the new Well Being Teams. 2 Community Occupational Therapists to reduce the backlog of assessments. The cost of £268,862. Implementation will be by the Disability Service Manager</p>		
	<p>A brief statement of the reasons for the decision</p> <p>The Council is currently reviewing and redesigning home care services to be based on a 'wellbeing model' of service delivery which offers co-production of person-centred care and wrap around health and care support and support in</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>their local communities.</p> <p>It is proposed that two Community Occupational Therapists (PO1) are employed to support the project and embed the reablement principles within the new home care model of Community Wellbeing Teams.</p> <p>There are a large number (over 700) of people who are in receipt of home care and have two carers to support them, often with moving and handling.</p> <p>It is proposed to employ 2 Senior Occupational Therapists (PO3) to work as a dedicated team to review these cases, to reduce the packages down to one carer with the use of assistive technologies and equipment.</p> <p>Due to current demand on the Occupational Therapy service this additional work is not possible within the existing resources so the creation of 4 additional posts to support the two new developments is needed.</p> <p>In the three area Disability Teams there is currently a backlog of cases awaiting assessment. In October 2019 there was a piece of work carried out on Demand and Capacity in the Disability Teams and the conclusion was that there was not enough resource to deal with the number of new referrals coming into the team. The creation of 2 community Occupational Therapy posts (PO1) would enable the area Disability Service Teams to reduce the backlog and then add to the area resource to ensure that new assessments are completed within 28 days.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Brifed on 11<sup>th</sup> March</p> <p>Others</p> <p>Trade Unions have been informed about the plans to recruit to these posts and that the work cannot be done by the existing staff teams.</p> <p>Disability Team Managers and Occupational Therapists have been informed about the plans as the staff will be recruited from existing staff, and then external staff recruited to graduate posts which will become vacant.</p> <p>The Head of Service and Service Delivery Manager of Leeds Equipment Service are aware of the work towards single handed care and that there is a risk of an increased demand on that budget.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Service Delivery Manager will implement as soon as possible</p>

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval Signature _____ Date _____
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Shona McFarlane – Deputy Director, Adults and Health
	Signature: <i>Shona McFarlane</i> Date: 18 <sup>th</sup> March 2021

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.