

Increase capacity of the Education, Health and Safety function within the Children and Families Directorate, to support the prevention and management of COVID-19 in Leeds educational establishments at a total approx. cost of £215,903 from 1st September 2021 to 31st March 2022

Date: 23rd September 2021

Report of: Head of Public Health (Children and Families)

Report to: Director of Public Health

Will the decision be open for call in? ☐ Yes ☒ No

Does the report contain confidential or exempt information? ☐ Yes ☒ No

What is this report about?

Including how it contributes to the city's and council's ambitions

- This is a request to continue to temporarily increase the capacity of the Education, Health and Safety function within the Children and Families Directorate, including the Leeds Learning for Life Service, to support the prevention and management of COVID 19 in Leeds educational establishments from 1st September 2021 until March 31st 2022.
- Further to the previous Significant Operation Decisions dated 28th October 2020 (D52423) & 29th January 2021 (D52689), funding from the Council's Contain Outbreak Management Fund will be used to continue to fund additional capacity within the Education, Health and Safety function within the Children and Families Directorate, including the Leeds Learning for Life Service given the steep increase in numbers of Covid cases (3rd Wave) among children and young people and the subsequent continued need to prevent, monitor and manage Covid 19 in Education settings. These services will continue to implement and deliver on prevention and outbreak management including supporting and establishing testing in education settings.
- This will improve child health and reduce school absence contributing to the cities ambition for Leeds to be the best city for children to grow up in, reducing health inequalities and promoting inclusive growth.

Recommendation

- a) The Director of Public Health is recommended to continue to fund additional capacity within the Education, Health and Safety function within the Children and Families Directorate, including the Leeds Learning for Life Service to prevent, monitor and manage Covid 19 in

Education settings at a total approximate cost of £215,903 from 1st September 2021 until 31st March 2022.

Why is the proposal being put forward?

1. The Education Health and Safety Team currently deliver functions around the monitoring, risk assessment and management of infectious disease in the education sector. This service has been required to scale up to implement and deliver on monitoring, prevention, and outbreak management of COVID-19 as part of the NHS Test and Trace programme announced by the Government on the 27th May 2020. These posts continue to be necessary given the ongoing incidence of Covid 19 cases among children and young people following their return to education in May 2021 and expected from September 2021.
2. The Business Support team in the Children and Families Directorate have established a system to monitor and communicate educational establishment COVID-19 alerts. The Covid Response, Learning for Life Administrators and PVI Early Years Covid Champions posts continue to be needed to maintain this function given the increase in volume of notifications and complexity of cases. The system provides timely monitoring data and underpins the educational establishments support process.
3. The Learning for Life Service supports early years and school settings to take a whole settings approach to preventing infectious disease including providing curriculum materials and workforce development sessions and ensuring these settings are health promoting environments. This additional capacity will enable visits to settings and Infection prevention control interactive sessions to continue and face to face support to be provided to ensure staff and pupils are doing all they can to prevent and manage Covid 19. In addition, the health and wellbeing post and COVID-19 Champion posts will lead on the development of curriculum materials and workforce development to enable nursery, schools, and further education establishments to enable students to minimise their risk of infection.
4. Additional capacity will enable identification of a dedicated COVID-19 coordinator within LCC Children's residential care homes who arrange tests, notify of cases, contact trace, and coordinate arrangements to enable children and staff to self-isolate as required. In addition, funding will be used to cover additional service costs of managing COVID-19 to ensure staffing can be dedicated to undertaking this work and additional staffing funded to back fill.

What impact will this proposal have?

Wards Affected: All

Have ward members been consulted? ☐ Yes ☒ No

- 5 These services will continue to implement and deliver on prevention and outbreak management including testing in education settings reducing the impact of Covid 19 on child health, minimising Covid related absence from education and contributing to reducing health and education inequalities.

What consultation and engagement has taken place?

- 6 This proposal has been co-designed with these services and we have collectively considered how best to use the funding to maximise our impact on reducing the health

inequalities associated with Covid 19. Each service has and will continue to consult with service users to improve the reach and impact of what is delivered.

- 7 The Executive Member for Public Health and Active Lifestyles was briefed on the 23rd September 2021 and is supportive of the proposed way forward.

What are the resource implications?

8. The plan to maintain this increased capacity consists of retaining the following posts:

- 1 fte qualified H&S Adviser, Environmental Health Officer or Public Health Practitioner to promote best Health and Safety practice and respond to Leeds Schools and FE College's queries in order to prevent and manage the spread of COVID-19 (S02). Approximate cost £13,026 (7th December 2021 to 31st March 2022).
- 1 fte Qualified Occupational Health Adviser to support staff in educational settings who have individual risk factors, conduct risk assessments, and ensure staff can safely be in the workplace. Thus reducing transmission of COVID-19 and enabling nurseries, schools and Further Education settings to continue to operate safely (PO4). Approximate cost £26,138 (30th November 2021 to 31st March 2022).
- 1 fte Health and Safety administrator/co-ordinator role to manage an effective process to respond to schools in a timely and prioritised way, communicate and archive the guidance effectively, and triage enquiries (C3). Approximate cost £8,208 (1st January 2022 to 31st March 2022).

9. To continue to temporarily increase the capacity of the LCC Business Administration service by seconding:

- 1 fte COVID Response administrator role (SO1) to Children and Family Services at SO1 to manage the collation and communication of the DCS alert Covid 19 notifications from educational establishments. Approximate cost £18,608 (1st October 2021 to 31st March 2022).

10. To continue to temporarily second:

- 3 fte Support and Prevention team members (SO1) to undertake proactive audit work, infection prevention control session planning and social media work with Early Years, Schools and FE settings. Approximate cost £37,258 (1st December 2021 to 31st March 2022).
- 1 fte COVID Champion post (PO1) (1st March 2022 to 31st March 2022) and 1 fte administrator post (B3) (7th December 2021 to 31st March 2022) from Leeds Learning for Life team to support and manage the process to enable Early Years settings to effectively manage COVID-19 incidents and outbreaks. Approximate cost for 1 month extension to Champion post is £3,560 and 4 month extension to administrator post is £8,309.
- 1 fte COVID Champion post (SO2) within early years learning improvement team to support and manage the process to enable Private and Voluntary Nursery sector to effectively manage COVID-19 incidents and outbreaks. Approximate cost £16,903 (1st November 2021 to 31st March 2022).

11. Covid 19 Coordinator roles Children Residential Care Settings (LCC). Approximate cost £83,893 (1st September 2021 to 31st March 2022) to include the following posts:

- Registered Home Manager 8 x 0.20wte P05 to update and amend individual homes staffing Rotas for each community home, submit CF50 notices, liaise with advisors (H&S, Occ. Health, PHE, Ofsted Etc.) in response to managing COVID-19 related pressure. Approximate cost £53,323.
- Project Support Officer 1 x 0.80wte SO1 – SCP 25 to manage the reports related staffing levels across the community homes, organising & running ongoing recruitment for staffing and causals for critical cover, pre. Planning for induction of new staff. Approximate cost £17,387.
- Administration assistant 1 x 0.60wte (B1 SCP 5) at Adel Beck Secure Children's homes coordinated staffing resource to redeploy to homes, provide returns to regulators required by the secure estate. Approximate cost £8,370.
- Youth worker senior support 1 x 0.10wte 52.5%DIR to undertake weekly check ins to discuss and respond to residential pressures related to COVID19. Approximate cost £4,813.
- All of the above are existing posts that have been redesigned to enable the service to respond to COVID.

12. Where secondments are agreed for fixed terms, arrangements for backfilling will also be considered where necessary and appropriate. In addition, all those that are seconded for this purpose on a temporary basis will have the right to return to their substantive post.

13 The approximate cost to extend the posts listed above from 1st September 2021 until 31st March 2022 is £215,903 and will be funded from the Council's Contain Outbreak Management Fund provided by the Government to locally manage the COVID-19 pandemic. The funding will be transferred through LCC internal transfer processes based on actual costs recharged on a quarterly basis from 1st September 2021 to 31st March 2022.

14 Summary of posts and costings

Number	Role	Duration	Approximate Costs (funding will be transferred based on actual costs recharged at the end of each quarter)
1 x FTE (S02)	H&S Adviser, Environmental Health Officer or Public Health Practitioner (qualified)	7 th December 2021 to 31 st March 2022	£13,026
1 x FTE (PO4)	Occupational Health Adviser (Qualified)	30 th November 2021 to 31 st March 2022	£26,138
1 x FTE (C3)	H&S Administrator/Co-ordinator	1st January 2022 to 31st March 2022	£8,208
1 X FTE (S01)	COVID Response Administrator	1st October 2021 to 31st March 2022	£18,608

3 x FTE (S01)	Support and Prevention team members	1st December 2021 to 31st March 2022	£37,258
1 X FTE (P01)	COVID Champion from Leeds Learning for Life	1 st March 2022 to 31 st March 2022	£3,560
1 X FTE (B3)	Administrator from Leeds Learning for Life	7 th December 2021 to 31 st March 2022	£8,309
1 x FTE (S02)	COVID Champion in Early Years	1st November 2021 to 31st March 2022	£16,903
8 x 0.20 FTE (P05)	Registered Home Manager	1st September 2021 to 31st March 2022	£53,323
1 x 0.80 FTE (SO1)	Project Support Officer	1st September 2021 to 31st March 2022	£17,387
1 x 0.60 FTE (B1)	Administration Assistant at Adel Beck	1st September 2021 to 31st March 2022	£8,370
1 x 0.10 FTE (52.5%DIR)	Youth Worker Senior Support	1st September 2021 to 31st March 2022	£4,813
Total Cost			£215,903

What are the legal implications?

- 15 The decisions in this report will be taken by the Director of Public Health in accordance with the officer delegation scheme as detailed in Part 3 of the Council's constitution.
- 16 As the value of this decision is less than £500k, but greater than £100k, this is a Significant Operational Decision and is not eligible for call-in.
- 17 There are no Access to Information issues arising as a result of this decision.

What are the key risks and how are they being managed?

- 18 Staffing capacity to continue to deliver these functions given the continued impact of Covid 19 is the key risk. Providing dedicated funding is the key mitigation.

Does this proposal support the council's 3 Key Pillars?

☐ Inclusive Growth
 ☒ Health and Wellbeing
 ☐ Climate Emergency

- 19 This decision will improve child health and reduce school absence contributing to the cities ambition for Leeds to be the best city for children to grow up in, reducing health inequalities and promoting inclusive growth.

Options, timescales and measuring success

a) What other options were considered?

- 20 To return to covering the additional workload with the existing staff. However, this was considered non-viable as the numbers of cases continue to increase and it has become clear this robust response is required to keep these settings functioning and maximising their contribution to managing the spread of Covid 19.

b) How will success be measured?

- 21 The impact of the monitoring and management system and prevention work will be overseen by the Education Outbreak Management Group who meet fortnightly. The group monitors Covid 19 rates and facilitates local discussion on developing the most effective response across the system.

c) What is the timetable for implementation?

- 22 The funding will be used with immediate effect to enable each service to continue to focus capacity on preventing, monitoring and managing Covid 19.

Appendices

- 23 Equality Impact Assessment Screening

Background papers

- 24 None