

## CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM**

**REPORT TO CABINET**

**1 FEBRUARY 2007**

**REPORT OF CORPORATE  
MANAGEMENT TEAM**

### **CABINET DECISION**

**Adult Services and Health – Lead Cabinet Member - Councillor Mrs Cains**

#### **HEAD OF SERVICE – ADULT OPERATIONAL SERVICES**

1. Summary

This report seeks approval to establish a new integrated Head of Service post leading Operational Services for Adults within Children, Education and Social Care.

2. Recommendation

It is recommended that Cabinet approve the establishment of a jointly funded Head of Adult Operational Services/Associate Director, grade within the head of service range grade 2 £64,122 in partnership with North Tees Primary Care Trust.

3. Reasons for the Recommendation/Decision(s)

To obtain Cabinet approval to take the opportunity of the current situation within Children, Education and Social Care and North Tees Primary Care Trust to further develop the integration agenda across health and social care to maximise outcomes for adults and older people across the Borough.

4. Members Interests

Members (including co-opted members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (paragraph 8) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (paragraph 10 of the code of conduct).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting is being held, whilst the matter is being considered; not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (paragraph 12 of the Code).

**Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc.; whether or not they are a member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting, and if their interest is prejudicial, they must also leave the meeting room during consideration of the relevant item.**

**AGENDA ITEM**

**REPORT TO CABINET**

**1 FEBRUARY 2007**

**REPORT OF CORPORATE  
MANAGEMENT TEAM**

**CABINET DECISION**

**HEAD OF SERVICE – ADULT OPERATIONAL SERVICES**

**SUMMARY**

This report seeks approval to establish a new integrated Head of Service post leading Operational Services for Adults within Children, Education and Social Care.

**RECOMMENDATION**

It is recommended that Cabinet approve the establishment of a jointly funded Head of Adult Operational Services/Associate Director, graded within the head of service range grade 2, £64,122 in partnership with North Tees Primary Care Trust.

**DETAIL**

Background

1. Prior to April 2005 both adult and children's operational services were managed by the Assistant Director – Operations, Health and Social Care. As part of the Planning for the Future process, which created the three main service groupings of Children, Education and Social Care (CESC), Development and Neighbourhood Services (DNS) and Resources, it was agreed that the operational and strategic responsibility for adults and children's services should be managed separately. A post to manage children's services was established and temporary arrangements put in place to manage adult services.
2. At this stage the joint partnership working with North Tees Primary Care Trust was still evolving particularly in relation to Adult Operational Services. In this regard the Principal Manager was given additional management responsibilities, on an interim basis, for the operational delivery of adults services for the Council.

The Way Forward

3. The partnership working between the Council and the PCT has subsequently developed. The Principal Manager leading the adult operational service on an interim basis will retire on 31<sup>st</sup> March 2007 and the PCT has recently appointed their Director of Operations to a Teeswide Director's post. It is considered that the timing is now right for both organisations to move the integration agenda forward by the appointment of a jointly funded post for Head of Adult Operational Services which would have overall operational and strategic responsibility for the delivery of all health and social care services for adults and older people living in the Borough of Stockton.

4. It is proposed that the new Head of Adult Operational Services be employed by the Council on JNC Head of Service terms and conditions and salary range. An assessment has been made and it is suggested that the post be graded on the Head of Service range 2, £64,122. A job description for the post is attached at **Appendix "A"**.

#### **FINANCIAL IMPLICATIONS**

5. This post will be jointly funded by SBC/NTPCT and will be accommodated within existing budgets.

#### **RISK ASSESSMENT**

6. The main risk relates to the recruitment of a suitable candidate to this post. However the risk is considered to be low given the success both organisations have had in the appointment to previously advertised jointly funded posts.

#### **CONSULTATION INCLUDING WARD/COUNCILLORS**

7. Consultation has taken place within the Adult Care Partnership and with the Cabinet Member.

<b>Name of Contact Officer</b>	<b>Mari Rose</b>
<b>Post Title</b>	<b>Head of Adults Operational Services</b>
<b>Telephone No. 01642</b>	<b>527044</b>
<b>Email Address:</b>	<b>mari.rose@stockton.gov.uk</b>

**APPENDIX**

**STOCKTON-ON-TEES BOROUGH COUNCIL**

**NORTH TEES PCT**

**JOB DESCRIPTION**

**POST TITLE** Head of Adult Operational Services/Associate Director  
**POST REF:**  
**GRADE:**  
**DIVISION** Children Education & Social Care / North Tees PCT  
**ACCOUNTABLE TO:** Corporate Director CESC & Director of Clinical Services NTPCT

**JOB PURPOSE**

- The provision of effective and efficient community services for adults living in the Borough of Stockton on Tees.
- To work in partnership with other statutory, voluntary, community and independent sector organisations in the delivery of these services.
- To lead and implement the development of Adult Integrated Operational Services
- Make an effective contribution to the development and implementation of Local Area Agreements.

**KEY DUTIES AND RESPONSIBILITIES**

**Development & Management of Operational Services**

1. To ensure that the adult services provided by SBC/NTPCT are delivered to the highest standards and reflect greater integration between primary, community, secondary and social services and other partners as relevant.
2. To lead on the management and delivery of services to meet the health and social care needs of the following population/service groups:
  - Adults with Long Term Conditions/Chronic Disease
  - Older People
  - People with physical disabilities/sensory loss
  - People with Learning Disabilities
  - Social inclusion (e.g. community development, minority ethnic communities, employment, adult education etc.)
3. To contribute to the delivery of the Adult Service Improvement Plan, Business Plans and performance Management Frameworks for each organisation.
4. To work with the Adult Strategy Team on a number of strategic service reviews ensuring that services continue to meet the needs of clients/patients/carers and the public.
5. To ensure that adult services are developed and delivered to maximise the opportunities identified in National Vision for Adults 'Our Health, Our Care, Our Say' and public health "Choosing Health".
6. To ensure that services are responsive to the needs of clients/patients and that appropriate mechanisms are in place to deal with any issues and complaints raised by them.

7. To support the work of the Adult Partnerships and planning groups, ensuring effective involvement and decision-making across communities and partner agencies.

### **Performance Management**

8. To ensure that all key performance targets are met and corrective action is taken to ensure performance improvement where necessary.
9. To ensure all services provide value for money and maximum productivity
10. To deliver services as described in Service Level Agreements
11. To provide monitoring reports to performance management/commissioners as requested.
12. To manage all resources within budget, taking corrective action as necessary to address potential overspends, contributing to the financial health of both organisations and achieving Gershon and other efficiencies.

### **Corporate Responsibilities**

13. To advise the Council's Cabinet and PCT's Board and Executive Committee on all service delivery issues.
14. Ensure that services are developed and provided in accordance with national policies and guidance, the local Health Improvement and Modernisation Programmes and according to service level agreements with commissioners (NTPCT and others)
15. To participate as a member of the senior management teams within North Tees PCT and Stockton Borough Council.
16. To ensure that clients/patients are involved in the development and monitoring of all services provided by both organisations.
17. To provide effective leadership, managing staff as appropriate, ensuring that their professional and other developmental needs are met, that all staff have objectives, regular appraisals, personal development plans and career/succession planning.
18. To represent both organisations on external bodies as and when required.
19. To participate in on-call rotas as necessary.
20. To undertake any other reasonable duties as requested by the Chief Executive of North Tees PCT and Corporate Director SBC.

#### **Dimensions**

- District Nursing
- Community Diabetes Nurses
- MacMillan Nurses
- Intermediate Care Team
- Heart failure
- Practices – 26 Practices (North Tees) with 93 GPs and 400 support staff
- Budget NTPCT Operational Services & SBC Operational Services

**Mari to add from SBC**

I accept this job description as an accurate record of the duties and responsibilities of this post.

Signed:..... Date: .....