

Decision under Delegated Powers

Officer Requesting Decision

Alison Simmons – Head of Strategic and Private Sector Housing

Officer Making the Decision

Robert Mitchell - Chief Executive

Recommendations

To extend the new Lightbulb Team Leader post, salary grade S02 (from cost centre F321) for 37 hours per week, with effect from the approval date of the Delegated Decision until the 31st March 2024. The Lightbulb Team Leader will report to the Private Sector Housing Manager.

To extend the new Lightbulb Administrative Officer post, salary grade B (from cost centre F321) for 37 hours per week, with effect from the approval date of the Delegated Decision until the 31st March 2024. The Lightbulb Administrative Officer will report to the Private Sector Housing Manger.

Reason

To implement the Council's continued participation in the Lightbulb Service Model and to bring all the posts in the service in line with the subsequent extension of the Lightbulb Legal Agreement from March 2022 to March 2024.

Authority for Decision

Part 8, section 8.2.6 of the Constitution gives the Chief Executive authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications

Decision and Date



Robert Mitchell (he, him, his)
Chief Executive

30/06/2022

Background

In May 2017, Cabinet resolved (Minute: 113 16/17) that participation in the Lightbulb Service Model would be on the basis of the Locality Team Option, whereby Charnwood Borough Council directly employs a locality based Lightbulb team, which includes 3 FTE Housing Support Coordinators, 1 FTE Technical Officer and 0.5 FTE Administrative Officer, delivering the service directly across the Borough (linking to the Central Hub to ensure consistency of operating procedures and resilience in the overall system).

In February 2019, Cabinet agreed to continue to deliver the Lightbulb Service Delivery Model for a period of 3 years, with a possible 2-year extension (ie financial years 2019-2020 to 2023-2024).

The Lightbulb Service Delivery Model supports Charnwood residents to live safer, more independent lives, ensuring that decisions are taken, not when residents are at crisis point, but in a more preventative way that is based on the long-term health and wellbeing of residents and their families.

An internal Lightbulb Service review took place in August in line paragraph 2.2 of the Lightbulb Legal Agreement for the provision of services between Charnwood Borough Council and Blaby District Council, to consider the service delivery model and to recommend whether an extension for a further 2 years should be approved in line with the Cabinet decision.

The review highlighted that year on year, it has been necessary to recruit additional HSC and Technical Officer resources and although this has provided temporary improvements, the HSC waiting list remains at an elevated level, increasing waiting times for residents.

As the workload increases for the HSCs and the Technical Officers, it has increased for the Administrative Officer which means that proactive case chasing (when we are awaiting the return of information or documents from grant applicants) cannot be accommodated, which increases the time taken to complete an adaptation.

The Occupation Therapy resource required, originally assessed at the beginning of the Lightbulb Service Delivery Model as 1 FTE, currently stands at 1.9 FTE until March 2022, this has been increased to focus on the waiting list for OT assessments that cannot be processed by just 1 FTE, which in turn will result in an increase in referrals for DFGs – further impacting on the Council Lightbulb team.

As such, in order to fully meet the demand for assessments from residents and to process DFG referrals within target timescales, maximising the DFG budget spend each year, the review recommended that staffing levels with Charnwood be increased as detailed below:

Role:	Current Resource:	Proposed Resource 2022 – 2024:
Housing Support Coordinator	3 FTE	5 FTE
Technical Officer	1 FTE	2 FTE
Administrative Officer	0.5 FTE	1 FTE

The recommendation of the review was that the Council continues to participate in Lightbulb in 2022-2023 and 2023-2024 with an increase in resources, funded through the BCF allocation, as detailed in the above table.

The Legal Agreement has been extended for a further 2 years until 31 March 2024 in line with the recommendations of the review.

Comments from HR

HR Adviser: S Choudhury (24/06/22)

The normal recruitment process should be followed.

Financial Implications

The financial implications are:

		2022-2023 Cost £000	2023-2024 Cost £000
Lightbulb Team Leader	1 FTE	47,200	47,200
Administrative Officer	1 FTE	28,900	28,900
Total direct costs		76,100	76,100
Total salary costs to be capitalised		76,100	76,100

Notes

The Costs assume implementation date 1st April 2022. However, the costs will be lower

as the roles have not been recruited to. 2023-2024 costs are at 2022-2023 rates. Actuals costs will be dependent on pay-award/on-cost rates.

The costs will be capitalised to the Disabled Facilities Budget and funded through the Better Care Fund.

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers: Cabinet Minutes 11th May 2017
Cabinet Minutes 14th February 2019