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| <b>SUBJECT:</b>                 | <b>DOMESTIC ASSISTANT POST REGRADE</b> |
| <b>MEETING:</b>                 | <b>Cabinet Member Decision</b>         |
| <b>DATE:</b>                    | <b>2<sup>nd</sup> January 2019</b>     |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>All</b>                             |

## 1. PURPOSE

- 1.1. To make the Cabinet member for Social Services, Health and Safeguarding aware of inconsistencies in the grading of Domestic Assistant posts across our two in-house residential homes
- 1.2. To seek approval for regrading of domestic posts at Severn View to ensure consistency of grading across service areas.

## 2. RECOMMENDATIONS

- 2.1. That the Cabinet member for Social Services, Health and Safeguarding approves the proposed regrading of Domestic Assistant at Severn View to Band C from its current Band B.
- 2.2. That Cabinet Member for Social Services, Health and Safeguarding approves the regrading from date of re-evaluation; 25<sup>th</sup> Sept 2018

## 3. KEY ISSUES

- 3.1. Currently the role of Domestic Assistant is paid at Band B in Severn View Residential Home and at Band C in Mardy Park Resource Centre. A detailed assessment of roles across both sites evidenced that the duties were almost identical.
- 3.2. The role of Domestic Assistant has evolved over recent years. The role traditionally was seen as a manual role; however, as the service has developed the role now requires staff to work in a much more integrated way. The role of Domestic Assistant is pivotal in achieving true relationship based care through helping individuals achieve their goals.
- 3.3. The outcome of job re-evaluation for posts at Mardy Park at the point of the 2015 Mardy Park review was that the grade needed to be set at Band C. This was as a result of greater contact with the people receiving our support, more involvement in rehabilitation, care and support planning and a greater reliance on decision making undertaken by those occupying this role.
- 3.4. The recent re-grade of the domestic assistant role at Severn View confirmed that the grade for these posts needed to be set at Band C rather than the current Band B as the same additional requirements detailed in 3.3 were in evidence.
- 3.5. The options available are detailed below:

## OPTIONS APPRAISAL

| Options              | Advantages   | Disadvantages  |
|----------------------|--|--|
| 1. <i>Do nothing</i> | <ul style="list-style-type: none"> <li>▪ Keeps the post at its current grade,</li> <li>▪ Avoids the additional cost of the regrade.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Does not carry out the outcome and recommendation of the Authority's job evaluation process,</li> <li>▪ Will not realign the post to other directly comparable posts within the Authority.</li> </ul> |

|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>▪ Will not have a good outcome for the staff member involved,</li> <li>▪ Would not be right or fair.</li> </ul> |
| 2. Uphold the recommendation of the job re-evaluation and regrade the post | <ul style="list-style-type: none"> <li>▪ Positive impact on staff welfare,</li> <li>▪ Fair and right thing to do,</li> <li>▪ Realigns post grade to that of comparable posts within the Authority,</li> <li>▪ Carry out the recommendation of the job evaluation process.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Cost pressure</li> </ul>  |

#### 4. REASONS:

- 4.1. The re-grading of the domestic assistant role at Severn View will ensure that there is an equitable and consistent approach to the grading of posts across service areas.
- 4.2. The re-grade will reward the fantastic work of the domestic team at Severn View and will provide a positive boost to staff morale at the home.
- 4.3. The re-grade will recognise the professionalism of this role and is an important step towards the harmonisation of care and domestic posts being proposed as part of the Crick Road development.

#### 5. RESOURCE IMPLICATIONS:

- 5.1. There is a shortfall of £2,348 – see Appendix 1. The shortfall is lessened due to historical grading of one post at Band D (Senior Domestic) which is no longer an actual post.
- 5.2. This shortfall will be funded from the additional income received as a result of the DMT report on ‘Charging for community based day services’ (24.10.18). This report provides an estimated income receipt of £5,000 due to application of charging to community based day services and a net receipt of £2,500 when loss of income due to the introduction of a free assessment period is taken into account.

#### 6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

- 6.1. The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members’ consideration:
- 6.2. The post has been re-evaluated in light of a near identical post advertised within Mardy Park and a higher grade. The outcome of the post re-evaluation was a grade C. In terms of staff equality the post should be considered for regrading from the current B to the re-evaluated C grade.

#### 7. CONSULTEES:

David Bartlett - Systems and Data Team Lead  
Colin Richings - Integrated Services Manager  
Tyrone Stoke - Finance Manager

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## Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>Title of Report:</b>        | <b>Domestic post regrade</b>       |
| <b>Date decision was made:</b> | <b>2<sup>nd</sup> January 2019</b> |
| <b>Report Author:</b>          | <b>Sian Gardner</b>                |

### **What will happen as a result of this decision being approved by Cabinet or Council?**

What is the desired outcome of the decision?  
What effect will the decision have on the public/officers?

The desired outcome will be to realign with another near comparable post within the Authority. The change will be to increase the current post from a Band B to a Band C. The decision will support consistency of pay for people working for Monmouthshire County Council

### **What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?**

Think about what you will use to assess whether the decision has had a positive or negative effect:  
Has there been an increase/decrease in the number of users  
Has the level of service to the customer changed and how will you know  
If decision is to restructure departments, has there been any effect on the team (e.g increase in sick leave)

From the staff member in terms of fairness, wellbeing and overall recognition in terms of grade realignment.

More appealing for future advertising of role hence likely to get higher calibre of candidate.

### **What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?**

Give an overview of the planned costs associated with the project, which should already be included in the report; so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

The annual cost implication, based on current salary and employers national insurance/pension contributions, is £2,348

**Any other comments**

