

**SUBJECT: Careline Restructure**  
**DIRECTORATE: Enterprise**  
**MEETING: Single Member Cabinet Decision**  
**DATE: 27<sup>th</sup> April 2016**  
**DIVISION/WARDS AFFECTED: All Wards**

**1. PURPOSE**

- 1.1 To approve an amendment to the staffing structure of Housing & Community Services

**2. RECOMMENDATION**

- 2.1 To approve the proposed staff detailed in Paragraph 3.3.

**3. KEY ISSUES**

- 3.1 A request has been received from the Housing Renewals Manager to reduce their hours to 0.5 whole time equivalent. The post is currently responsible for the Council's disabled facilities and Careline functions. The request has provided an opportunity to both establish a more suitable management structure for the needs of the service and make a small salary saving.

- 3.2 The current structure is:

Post	Comments	Scale	Salary & On Costs*
Housing Renewals Manager x 0.8	To be reduced to 0.5	41-45	41,712
Grants Surveyor		33-37	42,319
Support Officer 0.6		21-25	17,334
Careline Co-Ordinator x 0.75	To be deleted	29-33	28,591
Careline Assistant		21-25	26,525
Careline Assistant x 0.8		21-25	23,487
<b>Total</b>			<b>179,968</b>

\*Based on top of scale

- 3.3 It is proposed to slightly amend the structure to below:

Post	Comments	Scale	Salary & On Costs*
Housing Renewals Manager x 0.5		41-45	25,662
Grants Surveyor		33-37	42,319
Support Officer 0.6		21-25	17,114
Careline Manager x 0.75	New Post	41-45	39,425
Careline Assistant		21-25	26,525
Careline Assistant x 0.8		21-25	23,487
<b>Total</b>			<b>174,751</b>

\*Based on top of scale

- 3.4 As per the Council's policy, the current Careline Co-Ordinator post-holder will be ring-fenced to apply for the new Careline Manager post. The Careline Co-Ordinator post-holder has been temporarily acting up since December 2015.

The new Careline Manager post (**See Appendix 1**) has been evaluated as per the Council's Job Evaluation policy.

**4 REASONS:**

- 4.1 The proposal facilitates the Housing Renewals Manager postholders request to reduce their hours. This can be supported by separating the Housing Renewal and Careline functions. It is, therefore, proposed to create a part-time manager post, but delete the current Careline Co-Ordinator post which is no longer considered necessary.
- 4.2 The amended structure for Careline will support the approach of building upon and further developing the technical expertise and specialism of the team. This is regarded as one of the building blocks to further develop the service. This expertise and specialism is regarded as strategically important for the Council in the context of being used to widen the scope of the Careline service, together with income generating opportunities.

**5. RESOURCE IMPLICATIONS:**

- 5.1 On the basis of the top of salary scales, the proposal makes an annual salary saving of £5,436.

**6. SUSTAINABLE DEVELOPMENT & EQUALITIES IMPLICATIONS**

- 6.1 No implications have been identified in respect of this proposal. See **Appendix 2**.

**7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS**

- 7.1 No implications have been identified in respect of this proposal. The Careline Service, however, contributes generally to safeguarding in terms of helping vulnerable people to live at home safely and independently. It also has the potential to be used to support specific circumstances identified through the assessment of individuals

**8. CONSULTEES:** Cabinet; Senior Leadership Team; People Management Advisor; Accountant; Housing Management Team

- 8.1 A question was received from the Head of Finance querying whether the Council's Job Evaluation policy has been followed. The proposal has been developed with guidance from of an HR Advisor and the report has been amended to confirm that a new job description has been established which has been subject to evaluation. See **Appendix 2**.

**9. BACKGROUND PAPERS:** None

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