

**PROPOSAL TO IMPLEMENT A CARDIFF & VALE OF GLAMORGAN
SOCIAL CARE REGIONAL WORKFORCE DEVELOPMENT TRAINING
UNIT**

Purpose of Report

1. This report provides the Committee with background information to enable Members to carry out pre-decision scrutiny of the proposed regional Social Care Workforce Development Training Unit (WDTU), prior to its consideration by the Cabinet at its meeting in November 2017.
2. A copy of the draft Cabinet Report is attached at **Appendix A**. This contains the WDTU Business Case at **Appendix 1**, which in turn contains:
 - Appendix A – Appraisal of the operating options for delivering a regional WDTU
 - Appendix B - Equality Impact Assessment
 - Appendix C – Development of a draft Job Description & Person Specification for a Regional Manager Post

Background

3. Until 2017, Cardiff Council received an annual grant from Welsh Government to support its Social Care Workforce Development Programme (SCWDP). Grant applications for 2015-16, were for the first time, required on a regional basis – in this case, Cardiff and the Vale of Glamorgan. In 2017, the management of the

Social Care Workforce Development Programme (SCWDP) transferred from Welsh Government to Social Care Wales. Whilst there have been minimal changes to the grant requirements for 2017-18, regions are required to work closely with Social Care Wales during the current year to consider how future funding can be maximised to increase impact. It is anticipated that there could be more significant changes from 2018/19.

4. A Regional Project Board to oversee the development of proposals for a regional workforce development training unit (WDTU) launched in February 2016, chaired by the Cardiff Operational Manager for Strategy, Performance & Resources. The Board has met quarterly taking its membership from the key internal stakeholders from both Councils.
5. In January 2017, Cardiff and the Vale of Glamorgan Cabinets considered reports seeking authority for a full Business Case to be developed for a regional Workforce Development Training Unit (WDTU) based on a fully integrated model.
6. The Cabinets agreed for Cardiff to lead on the development of the Business Case and considered six options (via an Options Appraisal) for the way forward of the WDTU. Sections 4.2 and 4.3 of the Business Case attached summarises the six options that were considered - **Option 4** was identified as the preferred model. This option proposed the appointment of a Regional Training Manager hosted by one of the Local Authorities and the TUPE transfer of staff to the Host Local Authority so that all staff are employed by the same employer, then create one team that covered the whole of the region.

Issues

7. The draft report to Cabinet (**Appendix A**) outlines a range of issues for consideration, including:
 - Benefits of a fully integrated approach (*from paragraph 10 in Appendix A*)
 - Hosting Arrangements (*paragraph 12*)
 - Risks and how they are mitigated (*paragraph 13*)

- Operational Structure and Proposed Functions (*paragraph 16*)
- Partnership Agreement (*paragraph 29*)
- Financial arrangements and Governance (*paragraph 31*)
- Information Governance (*paragraph 39*)
- Performance Framework (*paragraph 42*)
- Consultation undertaken to date (*paragraph 43*)
- Implementation Plan (*paragraph 49*)

The Business Case and supporting documents are set out in Appendix 1 to the Cabinet Report.

8. The work undertaken to date in relation to the development of a regional WDTU includes:

- Consultation with all training staff and training providers across the region. Discussion with Finance, Legal Services, Human Resources and the Directors of Social Service in Cardiff and the Vale of Glamorgan
- Discussions with the Regional Care & Support Workforce Partnership (RWP) Board and Operational Group
- A consultation questionnaire seeking views on the proposal was issued to all Social Services staff within the region and the wider social care workforce of third sector and statutory partners and independent social care providers.
- Appraisal of the operating options for delivering a regional WDTU (Appendix A).
- Completion of an Equalities Impact Assessment (EIA) (Appendix B). Development of a draft Job Description and Person Specification for a Regional Manager Post (Appendix C).

9. The report attached at **Appendix A** calls for the Cabinet to:
- Seek approval to establish a regional Social Care Workforce Development Training Unit as outlined in the attached report and appendices.
 - Seek authorisation to implement the business model, approach and functions outlined in the Business Case for the Regional Workforce Training Unit, attached at **Appendix 1** of the Cabinet report.
 - Seek approval to establish and recruit to the post of the Regional Manager for the regional Workforce Development Training Unit.
 - Seek a delegation of authority to the Director of Social Services in consultation with the Cabinet Members for Children and Families and Social Care, Health & Well-being, the Cabinet Member for Corporate Services and Section 151 and Monitoring Officers for all aspects of the Governance and any associated arrangements which may be required in relation to these proposals.

Way Forward

10. At this meeting, the following witnesses will be in attendance:
- i) Councillor Lynda Thorne (Cabinet Member for Housing and Communities)
 - ii) Councillor Graham Hinchey (Cabinet Member for Children & Families)
 - iii) Tony Young (Director of Social Services)
 - iv) Angela Bourge (Operational Manager, OM, Strategy Performance and Resources, Childrens Services)
11. Pre-decision scrutiny aims to inform the Cabinet's decisions by making evidence based recommendations. Scrutiny Members are advised to:
- i) look at the information provided in the report to Cabinet to see if this is sufficient to enable the Cabinet to make an informed decision;
 - ii) check the financial implications section of the Cabinet report to be aware of the advice given;
 - iii) check the legal implications section of the Cabinet report to be aware of the advice given;

iv) check the recommendations to Cabinet to see if these are appropriate.

12. Members will then be able to decide what comments, observations or recommendations they wish to pass on to the Cabinet for their consideration prior to making their decisions.

Legal Implications

13. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

14. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

It is recommended that the Committee:

- i. Consider the proposed WDTU report attached and whether it wishes to relay any comments or observations for inclusion in the consultation, for consideration by the Cabinet at its meeting in November 2017; and
- ii. Decide the way forward with regard to any further scrutiny of this issue.

DAVINA FIORE

Director of Governance and Legal Services

28 September 2017