

## Cabinet's Response to Scrutiny Review RMBC Residential Homes

Recommendation	Cabinet Decision (Accepted/ Rejected/ Deferred)	Cabinet Response (detailing proposed action if accepted, rationale for rejection, and why and when issue will be reconsidered if deferred)	Officer Responsible	Action by (Date)
1. That RMBC corporately agrees to review the terms and conditions of the staff to address issues of out of hour's enhancements and sickness absence payments.		<p>Terms and Conditions of staff are being addressed under the review of the residential homes.</p> <p>Average hours paid for annual leave and sickness is to be removed at the recruitment process within the new structure for the homes and at redeployment of staff not successful within the new structure.</p> <p>Out of hours enhancements for staff under taking night shifts will remain, and present weekend enhancements and bank holiday payments remain, as this has to be a corporate agreement across all council services to change terms and conditions for staff.</p> <p>Staff recruited to the new structure within the homes will no longer have paid breaks. This provision has been factored in the new proposed structure</p>	HR Business Partner O Stringwell	1/9/13
2. That Human Resources and NAS Management consider urgently whether the permanent recruitment freeze could be lifted for the two homes, enabling them to take more control of some of the staffing costs.		<p>A Recruitment Freeze had been in place from October 2013, due to the Review.</p> <p>Temporary and casual posts had been advertised and some internal recruitment within the council had taken place. Existing staff within the homes on temporary contracts had received extended dates on their contracts, due to the review by scrutiny and the financial review commissioned in October 2012 under Price Waterhouse.</p> <p>Recruitment was and remains ongoing with casual bank of staff at both homes, to ensure consistency of care delivery</p>	Service Manager R Brown Registered Managers L Sykes Todd	
3. That the hard work and commitment of the staff and managers of both homes be recognised and the achievements made in enhancing the dignity of		<p>Within the new structure, following consultations with staff and implementation, Recruitment and Selection Process have to be robust, with clear requirements regarding the delivery of care.</p> <p>Ensuring that staff operate within the framework of Essential</p>	Service Manager R Brown HR Business Partner O Stringwell	30/9/13

residents.		Standards, with clear values around enhancing the individual's life within the home.	HR Officers Union Representation Registered Managers, L Todd L Sykes	
4. To provide the opportunity for the teams to explore this further and to generate independent income for the homes to enhance the experience for residents and to ensure that quality of provision is maintained as far as possible. This might also include some independent management of procurement for food and catering items.		<p>Progress has already been made in standardising current menus and rationalising the products bought across all care homes. This will ensure continuation of quality products, whilst reducing costs.</p> <p>Procurement to explore outsourcing, this would include full management of that function? (management of existing catering staff, ensuring legal compliance with all FSA standards, plus all food purchases and catering supp</p> <p>Other options to consider was the lease of the café, to enable residents to continue to use this facility with family and relatives around festive holidays and other celebrations, and Sunday Lunch etc</p> <p>The Therapy Room and Hairdressing salon opportunities to be considered regarding this function/ service to be leased for some business opportunity which would then ensure residents health and Wellbeing continue to be enhanced, as this area provides a social focus to their life in the homes.</p>	<p>Service Leader Simon Bradley Procurement Officers Registered Managers L Todd L Sykes</p> <p>Service Manager R Brown Registered Managers</p>	Ongoing
5. That further work is done with the procurement team of the Council to look at value for money in the current contractual arrangements and a review of how the food budgets are spent in carried out in conjunction with the managers of the homes.		<p>Progress has already been made in standardising current menus and rationalising the products bought across all care homes. This will ensure continuation of quality products, whilst reducing costs.</p> <p>Procurement to explore outsourcing, this would include full management of that function? (management of existing catering staff, ensuring legal compliance with all FSA standards, plus all food purchases and catering supplies</p>	<p>Service Leaders Simon Bradley Procurement Officers</p> <p>Registered Managers</p>	Ongoing

<p>6. That consideration is given to the extent to which the handyman service or another internal employee could be trained to carry out some of the maintenance services that are currently causing the homes to go over their repairs and maintenance budgets.</p>		<p>The Handyman at both homes is now in place, with clear identified roles around repairs and maintenance.</p> <p>Training is being provided through Facilities Management in line with Caretakers of premises across the council.</p> <p>Where applicable minor repairs and maintenance are being undertaken, along with other opportunities for them to undertake. This is in line with Health and Safety Regulations and Procedures.</p>	<p>EDS Building Manager D Wilde Registered Managers L Todd, L Sykes</p>	<p>June 2013 completed</p>
<p>7. That the same review contained within recommendation 5 for food procurement is carried out regard to procurement of cleaning, repairs and maintenance services.</p>		<p>Procurement to explore outsourcing of the cleaning service at care establishments, this again would include full management of that function?( management of existing staff and all cleaning related equipment and products)</p> <p>A Rotherham MBC framework agreement for repairs and maintenance services has recently been let for all Council buildings. This agreement has been awarded following a robust procurement process and advertised through the Official Journal of the European Union, this agreement is delivering huge benefits and cost savings to Rotherham MBC.</p>	<p>Simon Bradley Service Leader Procurement Officers</p> <p>Registered Managers</p>	<p>Ongoing</p>
<p>8. That Cabinet do not cut staff hours per resident below 25 as it is felt this will be to the detriment of the quality of other service provided.</p>		<p>The budget hours allocated per week per resident for care delivery remains at 25 hours. This has been planned in to the revised structure for the care delivery and to ensure that Essential Standards are maintained.</p>	<p>Budget Support Officer Viv Ford Service Manager R Brown</p>	<p>30/9/13</p>
<p>9. That Cabinet re-consider the proposal to reduce the number of managers within the homes, as this is likely to result in re-deployment and payment protection costs which could outweigh the savings being made.</p>		<p>The Team Leader role has been reviewed to achieve a balance between cost and safety/quality of care. Sufficient leadership role are in place within the new structure.</p> <p>The proposed new role will be Shift Leader at a lower band, which has enabled more posts are able be to implement under the revised management structure which equates to 11 part time posts to deliver the care service and manage the care team at each home.</p> <p>Vacant posts with Neighbourhoods and Adult Services are being ring fenced for staff within the homes, where redeployment opportunities are being considered at the appropriate band where possible</p>	<p>Hr Business Partner O Stringwell Service Manager R Brown Registered Managers L Todd, Sykes</p>	<p>30/9/13</p>

10. That the Council looks at alternative ways to manage the capital costs and borrowing associated with this, which potential review the burden from the revenue budgets of the homes.		Finance to review the treatment of borrowing costs in accordance with Standard Accounting practices. This will ensure comparative treatment with the independent sector.	Finance Manager Mark Scarrott	31/08/13
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