



**Bright Futures – Making It Happen**

**Improving Quality of Life Outcomes for  
Children and Young People**

**FINAL COMMUNICATIONS DOCUMENT  
FOLLOWING**

**CONSULTATION ON THE DISESTABLISHMENT  
OF THE CLINICAL LEAD POST WITHIN THE  
HEALTH VISITING SERVICE AND RING-  
FENCED APPOINTMENT TO**

**Operations Manager  
Area Family Support Service**

**Health Visitor MARAS**

**7<sup>th</sup> January 2009**



Trafford CYPS brings together council and health services to improve outcomes for children, young people, their families and schools.

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### Addendum

- A Consultation Feedback and Responses
- B Job Description  
Operations Manager, Area Family Support Service (Healthcare)
- C Health Visitor, MARAS
- D Structure – West and North Area Family Support Services
- E Structure – MARAS
- F Structure – Senior Management Structure
- G TCYPS Candidate Details and Employment History Form

## **INTRODUCTION**

1. Implementation of the multi-agency service for children and young people, *Trafford Children and Young People's Service* is being achieved through a series of implementation phases. This will result in a single integrated service delivery process, and a number of multi-agency teams bringing together Council and Health services, and staff.
2. There has previously been consultation and agreement on the organisational structures and services that will make up the new multi-agency service.
3. Following interviews over the last 12 months, the management team for Trafford CYPS and the new multi-agency services has now been established. A number of these management posts remained vacant.
4. A subsequent joint review of those vacancies has resulted in revisions to the original management arrangements and in particular, alternative Trafford Primary Care Trust funding and ring-fenced recruitment proposals.
5. This consultation paper invited comments from those directly affected PCT staff on the process and arrangements for recruitment to a:
  - Vacant Operations Manager post, West or North Area Family Support Service (Healthcare); and
  - Health Visitor post in the Multi-Agency Referral and Assessment Service (MARAS).

## **CONSULTATION ARRANGEMENTS**

6. The consultation process included:
  - a staff communication to all staff notifying them of the consultation arrangements and deadline for feedback;
  - publishing of the papers on each of the partner agency intranet sites;
  - sharing of the consultation paper with representatives from those unions who represent Council and NHS staff;
  - distribution of the consultation paper to those directly affected by the proposals;
  - service specific team meetings;
  - one to one meetings;
  - discussions with other stakeholders.
7. Feedback from the consultation was collated and discussed with senior officers of the TCYPS and Trafford PCT. The feedback and management response is detailed in Annex A.

## **AGREED ARRANGEMENTS**

### Current Establishment and Ring-Fenced Posts

8. The 2 x 0.5wte Clinical Lead posts are to be disestablished and the funding used to facilitate appointment to two of the new posts within the TCYPS multi-agency service (see paragraph (9)). The current post holders are to be ring-fenced against these funded posts which are considered to represent suitable alternative employment.

### Suitable Alternative Employment

9. The posts to which the funding will be applied and which are considered suitable alternative employment are as follows:
  - 1.00wte Operations Manager, West or North Area Family Support Service (Healthcare) – the job description can be found at Annex B. This post will be based at either the West or North Area Team base, dependent on the needs of the service.
  - 0.50wte Health Visitor, MARAS – the job description can be found at Annex C. This post will be based at Stretford Public Hall, however this may change subject to the partnership accommodation strategy.

These posts and the structures within which they sit are as set out in Annex D, E and F

### Implementation arrangements

10. The two 0.50wte Clinical Lead posts are ring-fenced against the Operations Manager, West or North Area Family Support Service (Healthcare).

Appointment to this post will be on the candidates existing hours, (0.50wte). However, either post holder may request to be ring-fenced against the full hours for post.

- Clinical Lead (joint Safeguarding) is also ring-fenced against the 0.50wte Health Visitor post MARAS. Appointment to this post will be on the candidates existing hours, (0.50wte).

Should the 0.50wte hours of the Operations Manager remain unfilled, the partner agencies will consider recruitment to the remaining 0.50wte hours as a job share arrangement. Transitional arrangements up to September 2009 will be taken into consideration. The 0.50wte postholder will be able to request to increase their hours at any time prior to recruitment.

## **IMPLEMENTATION METHODOLOGY**

11. The principle that has been applied during the initial establishment phases of the multi-agency service is that all new posts will be subject to an appointment process. This principle will continue to be applied. There will be no slotting-in.
12. Postholders will be ring-fenced as per the proposals set out under paragraph (9)

### *Appointment Methodology*

13. The ring-fenced candidates will have the opportunity to access interview and application training.
14. The ring-fenced candidates will not be required to use the application form but will instead be required to express an interest in the eligible ring-fenced post/s by submitting the TCYPS Candidate Details and Employment History form at Annex G. This form requests information about qualifications, current and previous employment.
15. From the person specification for the Operations Manager post, a small number of 'key attributes' (in regard to Knowledge and Understanding, Skills and Abilities, and Personal Qualities) have been identified. These will be shared with the candidates so that they have a manageable number of criteria that they can prepare for and be assessed against by the Appointments Panel.
16. Where ring-fenced for more than one post, the ring-fenced candidate may specify a preference.

### *Operations Manager post*

17. The interview for the Operations Manager post will last approximately 45 minutes and start with two questions that will be given in advance.
18. The Appointments Panel will be a joint panel of the four Directors, the Senior HR Project Manager, plus a senior manager from the PCT who will chair the panel.

### *Health Visitor MARAS*

19. The interview for the Health Visitor, MARAS will last approximately 30 minutes and start with two questions that will be given in advance.
20. The Appointment Panel will be Head of Service, MARAS, a manager from the referral team and a PCT representative.

