

Members' Library Service Request Form

Date of Document	15/02/23
Originator	Graeme Mclean
Originator's Ref (if any)	
Document Title	Creation of Senior Practitioner/Appropriate Adult Co-ordinator

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec Director - Council Resources
Date	15/02/23

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SERVICE REVIEW REPORT

REPORT TO: Members' Library Service

BY: Executive Director for Council Resources

DATE: February 2023

SUBJECT: Creation of a Senior Practitioner/Appropriate Adult Coordinator Post

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within the Adult Social Work Services.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 The Scottish Government has recently made a determination that coordination of Appropriate Adult services has now become a Statutory Service. This is subject to inspection by the Care inspectorate. As this is now an inspected statutory service this falls within the area of Chief Social Work Officer responsibility.
- 3.2 Statutory guidance is published by the Scottish Ministers under [the Criminal Justice \(Scotland\) Act 2016](#) ("the 2016 Act") and contains information for local authorities pertaining to the delivery of Appropriate Adult services and related training duties. Local authorities must have regard to this guidance when undertaking these functions.
- 3.3 A post is to be created for a Senior Practitioner/Appropriate Adult Coordinator. The post is permanent and full time and at grade 10.
- 3.4 The report has been passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews and that it is supportive of the proposals outlined.

4 POLICY IMPLICATIONS

The report has no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This post will require a PVG Disclosure check in order to comply with legislation/PSN Code of Connection.

7 RESOURCE IMPLICATIONS

- 7.1 The post will be advertised in accordance with the Council's Recruitment & Selection Policy
- 7.2 Funding for the post is provided from the Scottish Government annually:
2-17-240-1-13-005-5363

8 BACKGROUND PAPERS

- 8.1 See attached.

AUTHOR'S NAME	Graeme McLean
DESIGNATION	Service Manager
CONTACT INFO	
DATE	15/02/2023



JOB OUTLINE	
JOB TITLE: Senior Practitioner/ Appropriate Adult Co-Ordinator	JET CODE: 7571
DIVISION: East Lothian Health & Social Care Partnership - Adult Services	
SERVICE/BUSINESS UNIT: Adult Services	
REPORTING TO: Team Manager	
RESPONSIBLE FOR: Professional and paraprofessional staff/students as required	
<p>JOB PURPOSE:</p> <p>To provide an advanced level of practice that ensures appropriate services are provided to meet client needs within the department's statutory obligations and departmental policies and procedures.</p>	
<p>MAIN DUTIES:</p> <ul style="list-style-type: none"> • To be an effective member of a forward thinking team, providing a responsive and needs led service. • To promote effective multi-disciplinary working and provide professional leadership in multi-disciplinary and multi-agency situations. • To undertake delegation of work, support and supervision as required, and provide advice to main grade professional and paraprofessional staff (including students on placement). • To participate in the management and decision making for allocation of financial resources. • To carry caseloads which evidence varying degrees of complexity including a high proportion of Adult Support and Protection cases and those where there are indicators identifying high levels or risk to clients/carers and members of the public. Record findings as per departmental and statutory requirements. • Support, counsel and work with service users and carers who have complex and enduring needs. 	



- Deputise in the absence of the manager at meetings, for example where professional representation/input is required.
- Participate in the client database system and contribute to the screening of referrals.
- Demonstrate initiative and responsibility in the organisation and performance of work within the policy and practice framework of East Lothian.
- Authorise the purchase of equipment/adaptations and S12.
- Participate in rotas as required.
- Provide advice and information to individuals and groups about other services available and participate in the development of new policies, procedures and guidelines.
- Practice autonomously and be accountable for own professional practice.
- Monitor individual staff performance ensuring good practice and adherence to professional standards and Council policy as directed by manager.
- Contribute to the professional development of the team and service.
- Identify groups of service users who would benefit from commissioned services, take forward and implement.
- Responsibility for the Addictions and Mental Health Service by overseeing the practice.

Appropriate Adult Co-Ordinator

- Managing the day-to-day operation of the service
- Administering the service
- Coordinating the Office Hours and Out of Hours services
- Recommending and administering the budget
- Recruitment of Appropriate Adults, including PVG applications
- Implementing training in accordance with this guidance
- Coordinating monitoring and evaluation of the service
- Operating a complaints procedure
- Chairing Appropriate Adult meetings
- Reporting to the Steering/Management Group
- Attending local and national meetings to sustain the development of the service



- Engaging with local stakeholders to raise awareness of the service and the role of the Appropriate Adult
- Producing local inputs for national reports
- To provide Appropriate Adult services to vulnerable detainees in police custody
- To be a single point of contact for this service and communicate clearly, effectively and efficiently using a variety of methods
- To develop and maintain robust IT/monitoring systems, databases and filing systems
- To ensure efficient, accurate and positive service delivery
- To undertake the administration and management of rota systems and processes
- To meet all reporting and data requirements to the Scottish Government
- Organise and prepare regular training sessions and events
- To attend training courses, team meetings and regular supervisions as required

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree in Social Work (or other recognised Social Work Qualification, i.e. CQSW, Dip SW, CCETSW).

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be **achieved within six months of your start date**.



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Degree in Social Work (or other recognised Social Work Qualification, i.e. CQSW, Dip SW, CCETSW).</p> <p>This role requires PVG clearance for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p> <p>SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be achieved within six months of your start date.</p> <p>As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.</p>	Relevant post qualifying award.
Previous Experience (Paid & Voluntary Work)	<p>Broad range of professional experience and post qualifying experience within a community/statutory setting.</p> <p>Experience of supervising and supporting staff on techniques and strategies to manage professional practice and caseload, including risk management.</p> <p>Experience of maintaining concise, accurate and relevant case recording.</p> <p>Experience of partnership working.</p> <p>Experience of participating in monitoring and evaluation of service delivery.</p> <p>Completion of risk assessments using recognised risk assessment tools.</p> <p>Experience of liaison with external agencies.</p>	<p>Experience of Framework-i system.</p> <p>Experience of working in other sectors, e.g. health or voluntary.</p>
Knowledge/ Skills /Competencies	Sound knowledge of relevant legislation, national standards, policies and guidance.	Knowledge of the rights and welfare of clients.



	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>	
Personal Qualities	<p>Ability to be aware of emotional, physical and psychological needs of service users.</p> <p>Ability to practice autonomously and adhere to professional codes of practice and ethics.</p> <p>Ability to prioritise a varied and complex workload.</p> <p>Ability to recognise stress and to seek out appropriate coping strategies.</p> <p>Ability to analyse complex situations.</p> <p>Ability to use own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to develop effective relationships with stakeholders.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p>	
Council Behaviours	<p>We are Customer Focused.</p> <p>We Initiate and Embrace Change.</p> <p>We Strive to be the Best we can be.</p> <p>We make things Happen.</p> <p>We work Together.</p>	