

18 May 2023

## **Children's Social Services administrative and business support roles**

**Does your business support function cover just children's services, or adult services as well?**

This return relates to the Children's Community Services (CCS) Directorate.

**Do your business support staff sit within social work practitioner teams (e.g. business support staff are managed directly by social workers/social work managers), or do staff sit separately as their own standalone function managed by business support/administrative managers?**

The business support function comprises:

- Governance and Administration
- Information Services

Each of the above are managed by an 8A Manager who reports to the Service Manager for Governance, Performance and Administration who in turn reports to the Director of Children's Community Services.

**Is your business support a 'generic' pooled/centralised resource? Or are business support teams aligned to discrete social work areas, e.g. fostering business support, residential business support, intake and assessment business support, long-term case management teams, etc? Or a combination of both?**

Management of all business support is centralised but staff are aligned to each of the individual service areas. Refer to CCS structures attached.

**Please provide a staffing structure chart of the business support function showing as much information as you are able to, including job titles, salary/grade scale (with a corresponding table showing pay bands in £s), number of posts/FTEs (full time equivalents), and lines of reporting. If possible, please indicate where posts are permanent, temporary and covered by agency staff. If teams are managed by social workers, please also include social work manager roles in the structure chart.**

Refer to CCS structures attached together with information on NHS Agenda for Change pay scales.

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**Where possible, please provide a job description for each role.**

Please see attached.

- **Please specify in FTEs (full time equivalents):**
  - o **Number of Business Support posts**
  - o **Number of qualified Social Worker posts**
  - o **Total number of posts in the children's social services staffing establishment (assumed to be a combination of the above plus other roles where relevant). If business support also covers adult social services, please include these in the count as well.**

Summary of February 2023 workforce return to the Strategic Planning and Performance Group:

<b>Post</b>	<b>No. WTE</b>
Qualified SW (Bands 5-7) inc Senior Practitioners	308.43
Support Workers (Bd 4/5) Residential/Family Support Workers/Personal Assistants	75.16
Band 7 (Team Leaders), 8A and 8B	86.79
<b>TOTAL SW (as at Feb 23)</b>	<b>470.38</b>
Total admin	111.71
Other Governance and Information Services	5

**Please also specify, at this point in time, how many:**

- o **Children who are looked after**
- o **Children on the Child Protection Register/children with a child protection plan**
- o **Children with care and support plans**
- o **Children engaged with the Youth Justice Service**

As at 15.05.23, there were:

- 1,028 LAC
- 384 children on the CPR
- 3,310 children with care and support plans
- No. of children engaged with the Youth Justice Service – we do not collate this information electronically. This would require a manual collation of information across teams.

**Please also specify the latest Census figure for the total population within the boundaries of the local authority**

The estimated population of the Belfast Health and Social Care Trust (HSCT) at 30 June 2020 was 359,230. Further details can be found on:

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[NINIS: Northern Ireland Neighbourhood Information Service \(nisra.gov.uk\)](https://nisra.gov.uk)