

Action Plan

Action No.	Section	Recommendation	Responsible People	Timescale	Resources Required	Progress
1	7.1 Definitions	Develop employment opportunities and examples of best practice as researched and observed from visits from and to other Local Authorities and complete a review of In House services and where possible broaden out to other departments within the Council	Stiofan O'Suillibhan (Divisional Manager Community Services) and Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
2	7.1 Definitions	Senior Managers within Adult & Community to seek further clarification from the Care Quality Commission regarding definitions used within NI 146, particularly in reference to the number of hours worked	Adults & Community Senior Management Team with support from Amanda Lewis (Principle	Progress updates to be provided at each PPB Meeting		

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			Performance & Improvement Officer, Adults & Community)			
3	7.1 Definitions	Positive action target setting jobs and employment opportunities for adults with learning disabilities, those with physical or sensory disabilities and people with mental health issues and clarify the legal status of this i.e. positive action V positive discrimination	Chief Officers Management Team supported by: Stiofan O'Suillibhan (Divisional Manager, Community Services); Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment) And	Progress updates to be provided at each PPB Meeting		

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			Lindsay Smith (Divisional Manager, Mental Health)			
4	7.1 Definitions	Ensure that all Learning Disability service users employed under permitted earnings rule are paid at or above minimum wage directly through the payroll system	Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
5	7.1 Definitions	In relation to recommendation 4, ensure that service users are volunteering by agreement i.e. working longer than permitted earnings allow	All managers who employ staff through Permitted Earnings	Progress updates to be provided at each PPB Meeting		
6	7.2 Partnership Working	Development of a "Business Case" i.e. why it pays partners to financially support employment projects for disabled people (removing people from benefits, how much does this save Job Centre Plus?, reducing reliance on health services, how much does this save the Primary Care Trust?	Audrey Williamson (Operational Director, Prevention & Commissioning)	Progress updates to be provided at each PPB Meeting		
7	7.2	Development of a Business Case	Adult &	Progress		

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	Partnership Working	around Invest to Save initiative to identify savings from the Council's Community Care Budget that could be ring fenced to employ people with disabilities on at least minimum wage and provide sustainable employment	Community Senior Management Team. Proposal to be developed by Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	updates to be provided at each PPB Meeting		
8	7.2 Partnership Working	Longer-term partnership strategy in place to promote the employment of people with disabilities and those with mental health problems	Disability Employment Network. Lead Officer: Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
9	7.2 Partnership Working	Generation of support for paid employment opportunities and work placement schemes with local employers for disabled people	Disability Employment Network. Lead Officer: Gerry	Progress updates to be provided at each PPB		

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			Fitzpatrick (Divisional Manager, Enterprise & Employment)	Meeting		
10	7.2 Partnership Working	Halton Borough Council and National Apprentice Service to explore the potential for the Council to become a Group Training Association to manage and deliver apprenticeships across the Borough.	Strategic Apprenticeship Working Group. Lead Officer: Wes Rourke (Operational Director, Employment, Economic Regeneration & Business Services) and Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		

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11	7.3 Community Leadership	Apprenticeship Corporate Working Group to examine the feasibility of developing specific initiatives for people that may need additional support to get into and remain in employment	Wes Rourke (Operational Director, Employment, Economic Regeneration & Business Services)	Progress updates to be provided at each PPB Meeting		
12	7.3 Community Leadership	Staff Survey: Full and detailed staff survey to collect up to date information on the workforce, to include type of disability and update the Trent system	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
13	7.3 Community Leadership	Consideration given to more user friendly methods of recruitment and selection which would open up access to jobs in the Council for disabled people	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
14	7.3 Community Leadership	Positive action to identify or create jobs that are suitable for disabled people i.e. to consider job carving	Jane Burgess (Divisional Manager, Human Resources) with support from Gerry	Progress updates to be provided at each PPB Meeting		

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			Fitzpatrick (Divisional Manager, Enterprise & Employment)			
15	7.3 Community Leadership	Explore the feasibility of encouraging the employment of disabled people through procurement and commissioning processes.	Lorraine Cox (Divisional Manager, Procurement) and Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment)	Progress updates to be provided at each PPB Meeting		
16	7.3 Community Leadership	Vacancy Management programme in place to identify jobs which are suitable for people with disabilities or those with mental health issues	Jane Burgess (Divisional Manager, Human Resources)	Progress updates to be provided at each PPB Meeting		
17	7.3 Community	Disability awareness training for all new staff through Corporate Induction	Brian Hilton (Learning &	Progress updates to		

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	Leadership	and existing staff through Safeguarding training programme	Development Manager)	be provided at each PPB Meeting		
18	7.3 Community Leadership	Closer working relationships with Department for Work and Pensions Access to Work programme to support disabled people to move more easily into work.	Gerry Fitzpatrick (Divisional Manager, Enterprise & Employment) and Job Centre Plus	Progress updates to be provided at each PPB Meeting		
19	7.3 Community Leadership	Establishment of an Officer/Member working group to examine and review the Council's progress in employing apprentices and disabled people	Alex Villiers (Divisional Manager, Scrutiny)	Progress updates to be provided at each PPB Meeting		
20	7.4 Mental Health	Examine the potential to focus resources on service users with primary mental health issues i.e. anxiety and depression	Lindsay Smith (Divisional Manager, Mental Health)	Progress updates to be provided at each PPB Meeting		

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21	7.4 Mental Health	Mental health and employment promotion i.e. awareness-raising with local employers to dispel some of the myths surrounding people with mental health problems	Lindsay Smith (Divisional Manager, Mental Health) and Gerry Fitzpatrick, Divisional Manager, Enterprise and Employment)	Progress updates to be provided at each PPB Meeting		
22	7.4 Mental Health	Detailed evaluation after first year of contract with Richmond Fellowship mental health employment project.	Lindsay Smith (Divisional Manager, Mental Health)	Progress updates to be provided at each PPB Meeting		
23	7.5 Learning Disabilities	To ensure that the Council employment projects offering work opportunities to service users meet the minimum health, safety and hygiene standards required in any workplace.	Stiofan O'Suillibhan (Divisional Manager, Community Services)	Progress updates to be provided at each PPB Meeting		
24	7.5 Learning	To contribute to the Business Case explaining why it pays partners to	Stiofan O'Suillibhan	Progress updates to		

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	Disabilities	financially support employment projects that employ people with learning disabilities	(Divisional Manager, Community Services)	be provided at each PPB Meeting		
25	7.5 Learning Disabilities	Review the Council employment projects for learning disabled service users with a view to increasing the capacity for paid employment. Detailed financial analysis and service user consultation required	Stiofan O'Suillibhan (Divisional Manager, Community Services)	Progress updates to be provided at each PPB Meeting		