1. Career structure and respective pay bands for Social Workers:

<table>
<thead>
<tr>
<th>ADULT SERVICES</th>
<th>CHILDREN’S SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Worker Grade 8</td>
<td>Social Worker Grade 9</td>
</tr>
<tr>
<td>SCP 26</td>
<td>£22,221</td>
</tr>
<tr>
<td>SCP 27</td>
<td>£22,958</td>
</tr>
<tr>
<td>SCP 28</td>
<td>£23,708</td>
</tr>
<tr>
<td>SCP 29</td>
<td>£24,646</td>
</tr>
</tbody>
</table>

2. Currently there is no specific career progression scheme in place in Children’s Services and Appendix 1 provides the basis for career progression in Adult Services between the Social Worker levels at Question 1.

3. Organisational structure:

3.(a) Children’s Services
- Social Work Assistant
- Senior Social Work Assistant
- Social Worker Level 1
- Social Worker Level 2
- Senior Practitioner
- Consultant Social Worker
- Team Manager
- Head of Service
- Assistant Director
- Executive Director

3.(b) Adult Services
- Support Worker
- Social Worker Level 1
- Social Worker Level 2
- Social Worker Level 3
- Senior Practitioner
- Team Manager
- Head of Service
- Assistant Director
- Executive Director

4. This only applies in Adult Services and the uplift is 2 pay increments.

5. Bedford Borough Council does not operate an essential car user scheme.

6. Bedford Borough Council ensures that social workers receive the recommended level of training that meets their continuing professional development requirements i.e. 15 days or 90 hours over a three year period.
7. **Mandatory Training:** A range of activities are included in the Council’s internal training programmes that are recommended as mandatory training activities that need to be attended by relevant staff.

7.(a) **Children’s Services**
- Common Assessment Framework – Integrated Working
- Equality and Diversity – Inclusive Practice
- Evaluating Family Responses
- Evidence Informed Practice – Case Clinics
- Autism Awareness
- Recording, Reporting Writing and Chronologies
- Risk and Resilience – Assessment Tool Framework
- Introduction to Safeguarding Children
- Safeguarding Children and Inter-agency working
- Supervision Skills

7.(b) **Adult Services**
- Protection of Vulnerable adults – all levels
- Risk Assessment
- Carers rights
- Mental Capacity Act
- Deprivation of Liberty
- Legal updates

8. Yes all in Adult Services where relevant. The Council provides a comprehensive range of training activities covering the Mental Capacity Act and Deprivation of Liberty which are available to staff across predominantly Adult Services, but also accessible by Children’s Services.

9. No

10. **Electronic social care records systems:**

10.(a) **Children’s Services**
- CCM is used, but a systems change is under consideration.

10.(b) **Adult Services**
- SWIFT, upgrading to AIS in April 2013.

11. **Social Work Assistants:**

11.(a) **Children’s Services**
- 6 Social Work Assistants

11.(b) **Adult Services**
- 18 Support Workers
12. Newly Qualified Social Workers:

12.(a) Children’s Services
5

12.(b) Adult Services
None

13. All Non-newly Qualified Staff holding a Social Work qualification (this includes Social Worker to Director level):

13.(a) Children’s Services
56

13.(b) Adult Services
39

14. Number of agency staff (at end of September 2012):

14.(a) Children’s Services
1 Social Work Assistant
11 Social Workers
7 Senior Practitioners
2 Team Managers

14.(b) Adult Services
1 Social Work Assistant
7 Social Workers
1 Senior Practitioner

15. Standard pay rate for locum Social Workers across Children’s and Adult Services:

<table>
<thead>
<tr>
<th>Category</th>
<th>Pay Rate Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Manager</td>
<td>£38 - £40 per hour</td>
</tr>
<tr>
<td>Senior Practitioner</td>
<td>£32 - £34 per hour</td>
</tr>
<tr>
<td>Social Worker (experienced)</td>
<td>£26 - £28 per hour</td>
</tr>
<tr>
<td>Social Worker (newly qualified)</td>
<td>£21 - £23 per hour</td>
</tr>
<tr>
<td>Social Work Assistant</td>
<td>£16 - £18 per hour</td>
</tr>
</tbody>
</table>