

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

2017/1/SchlNurseProj3

Box 1

DIRECTORATE: Adults Health and Wellbeing

DATE: 20/12/16

Contact Name: Carrie Wardle

Tel. No.: 01302734471

Subject Matter: School Nursing and Project 3 budget reductions

Box 2

DECISION TAKEN:

To reduce the contract values for public health commissioned 5-19 services provided by RDaSH (School Nursing and Project 3) by £50,000 per annum.

School Nursing annual contract value reduced by £20,000 per annum:

Total contract value Year 1 =

£1,259,520 less £20,000= £1,239,520

Total contract value Year 2 =

£1,228,089 less £20,000 = £1,208,089

Total contract value Year 3 =

£1,197,404 less £20,000 = £1,177,404

Total contract value Year 4 =

£1,167,440 less £20,000 = £1,147,440

Project 3 annual contract value reduced by £30,000 per annum:

Total contract value Year 1 =

£746,278 less £30,000=£716,278

Total contract value Year 2 =

£727,541 less £30,000=£697,541

Total contract value Year 3 =

£709,532 less £30,000=£679,532

Total contract value Year 4 =

£692,669 less £30,000=£662,669

Box 3**REASON FOR THE DECISION:****Give relevant background information**

It is estimated the local authority will have to make £2.5 million savings from the public health grant in 2016/17 and further saving would be required in subsequent years. It was agreed that for public health commissioned 5-19 services provided by RDASH, savings of £50,000 per annum would be made. The two services that would be subject to the budget reductions were School Nursing services and Project 3 (Young Person's health and Wellbeing service).

Both School Nursing and Project 3 contracts had been awarded to RDaSH at the conclusion of tenders undertaken over summer 2015. Contract start date for both services was April 2016. It was felt that since both services were entering into new contracts and contract refinements were still under way, any changes that might be made as a result of the budget reductions could be made quickly, with minimum disruption to service provision and impact on service users.

RDaSH proposed the division of the savings should be £20,000 from the School Nursing contract and £30,000 from Project 3. Public Health was in agreement with this proposal.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:****If other options were considered, please specify and give reasons for recommended option**

Option 1: Taken no action

Option 2: Reduce 5-19 service budgets by £50,000 per annum for length of contract (recommended).

Option 2 is recommended in order to be able to make the necessary saving from the public health grant for 2016/17 and subsequent years.

Box 5**LEGAL IMPLICATIONS:**

Section 12 of the Health and Social Care Act 2012 places a duty on Councils to improve public health of the people who live in their areas.

Section 1 of the Localism Act 2011 gives a Local authority's a general power of competence to do anything that individuals generally may do.

The report author has advised that the contract value will be reduced, with minimum disruption to service provision and impact on service users.

The Equality Act 2010 introduced a public sector equality duty which requires the Council, when exercising its functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimization and other conduct prohibited under the Act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic.

A 'protected characteristic' is defined in the Act as: age; disability; gender reassignment; pregnancy and maternity; race;(including ethnic or national origins, colour or nationality); religion or belief; sex; sexual orientation; marriage and civil partnership.

The decision maker must know and understand the legal duties in relation to the public sector equality duty and consciously apply the law to the facts when considering and reaching decisions where equality issues arise. In particular the decision maker:

- Must be aware of their responsibilities under the duty(knowledge)
- Must ensure adequate evidence, including from consultation has been considered to understand the effects of the decision to be made (sufficient information)
- Consciously and actively consider the relevant matters in such a way that it influences decision-making (real Consideration)
- Must consider before and at the time a decision is taken and not after the event and keep under review (timely and under review)
- Must not delegate to third parties who are carrying out functions on the councils behalf (no delegation)
- Should ensure that there is a record/audit trail of how due regard has been shown.

The decision maker must also pay regard to any countervailing factors, which it is proper and reasonable for them to consider. Budgetary pressures, economics and practical factors will often be important. The weight of these countervailing factors in the decision making process is a matter for the decision maker.

Name: Nicky Dobson Signature: _____ Date: 29th December 2016

**_____
Signature of Assistant Director of Legal and Democratic Services (or representative)**

Box 6**FINANCIAL IMPLICATIONS:**

The Public Health function transferred to the council with effect from the 1st April 2013. The council has approved a budget of £25m in respect of Public Health services for 2016/17. Within this £25m, £1.239m has been approved for the school nursing contract & £0.716m has been approved for the Project 3 contract for financial year 2016/17.

This ODR shows how the contracts have been tapered to reduce the contract value by £20k per annum for School nursing & £30k per annum for Project 3.

The reduced contract values have been modelled into budget forecasting for financial years 2017/18, 2018/19 & 2019/20.

Name: Nick Cameron Signature: _ Date: _03/01/2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no apparent HR implications within this particular ODR as it has no effect on internal staffing levels.

These RDaSH School Nursing & Project 3 Contracts are something which are co-ordinated within DMBC by the Public Health : 0-19 Theme Lead and her Team within the Adults, Health & Wellbeing Directorate

Name: Bill Thompson Senior HR & OD Officer_____ Signature: Bill Thompson_____
Date: _29/12/2016_____
Signature on behalf of Assistant Director of Human Resources, Communications & Executive Office (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

This would not represent a material change to the agreement therefore there are no procurement implications

Name: Dan Charlesworth Signature: Date: 5th January 2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9

ICT IMPLICATIONS:

There are no ICT implications in relation to this decision.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature: **Date:** 04/01/17

**Signature of Assistant Director of Customers, Digital & ICT
(or representative)**

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email **Date:** 4th January, 2017

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

The necessary saving from the public health grant for 2016/17 and subsequent years may not be met if the decision is not taken.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author



Equality Impact
Assessment P3 budge



Equality Impact
Assessment SN budge

Name: Carrie Wardle **Signature:** _____ **Date:** 11th January 2017

(Report author)

**Box 13
CONSULTATION**

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

**Box 14
INFORMATION NOT FOR PUBLICATION:**

None identified

Name: Claire Hewitt Signature: _____ Date: 13th January 2017
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Dr Rupert Suckling
Director/Assistant Director

Date: 12th January 2017

Signed: _____ **Date:** _____
**Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions (if required)**

Signed: _____ **Date:** _____
**Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).**

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.
- A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox