

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: e.g. Directorate/Ref No/Year - CR/308/12/18

BOX 1

Directorate: Corporate Resources

Date: 04/12/18

Contact Name: Allan Wiltshire

Tel. No.: 01302 862307

Subject Matter: Commissioning Manager to support housing priorities.

Box 2**DECISION TAKEN**

To fund a Commissioning Manager that will support housing priorities and report to the Adults, Health and Well-being commissioning structure; directly to the Head of Commissioning and Contracts.

BOX 3**REASON FOR THE DECISION**

Strategic discussions to bolster strategic capacity in housing and commissioning services across the whole borough including the councils own stock (Housing Revenue Account HRA) in particular capacity to support work related to;

- Older People's Accommodation
- Accommodation for people with Physical disabilities
- Wider strategic work with the Homes for All programmes Board.

We have struggled for capacity in these areas for the first year of the programme and this will help to accelerate our plans. Furthermore this will coincide in 2019 with the publication of our Local Plan, housing needs assessment and further Housing Intelligence reports which will help the authority to take specific decisions with regard to Housing across the borough including HRA stock. This post holder will also work with the Head of Service for Local Investment Planning to look at working across departments to look at specific use of capital resources to deliver revenue savings in the future

Option 1: Use identified budget from housing resources to fund capacity in this area.

We are recommending option 1 as the best option moving forward as this will give us capacity to drive these areas as well as provide wider strategic expertise in the organisation related to housing. (Option 2 detailed below).

BOX 4**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Option 2: Try to meet the capacity gap with existing resources.

This to some extent has been tried already and has not yielded the pace of change we require

BOX 5**LEGAL IMPLICATIONS**

For the staffing requirements S112 of the Local Government Act 1972 allows a local authority to appoint such officers as are necessary for the proper discharge of its functions, on such reasonable terms and conditions as it thinks fit. Salary grade should be determined by job evaluation. When recruiting to this post consideration should be given to establishing it as temporary contracts for a fixed term and appropriate advice sought from HR and Legal. If the length of the contract exceeds 1 year upon termination the Employee may be entitled to be placed on the redeployment register and after 2 years may be entitled to a redundancy payment. It is important that sight is not lost of the Council's recruitment, retention, and vacancy management policies, which should be followed.

The staff will be funded using HRA funding. The report author should ensure that the HRA funding agreement allows for the funding to be used in this manner. To avoid claw back, the terms and the conditions HRA funding must be complied with.

Name: Helen Wilson and Nicky Dobson **Signature:** 

Date: 5th December 2018

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

BOX 6**FINANCIAL IMPLICATIONS:**

The total costs associated in employing the Strategic Housing and Care Manager for a period of 24months would be £115k as detailed below. Funding for the salary related costs will be met from Housing budgets.

Year	Total	Period
	£	
2018/19	4,588	1 Month
2019/20	56,292	12 Months
2020/21	53,796	11 Months
	114,676	

Assumptions

- Employed at Grade 11, SCP49
- The post will commence in March 2019.
- The post will be temporary for a period of 24 months.
- A pay award of 2% has been included for 2019/20.

All other funding required by the post holder i.e. ICT / training costs will be met from AHWB commissioning budgets.

Name: D Henderson Signature:  Date: 04/12/18

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

Name: _____ **Signature:** _____ **Date:** _____

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS:

The recruitment exercise will adhere to all HR policies in place for the council to ensure people with protected characteristics have opportunities to be considered for this role.

BOX 9

RISK IMPLICATIONS:

Capacity in this area, as described in box 4, has been difficult to mobilise within existing structures and the sustainability of this role and function should be considered well in advance of the end date of this funding agreement.

BOX 10

CONSULTATION

This proposal has been put together in conjunction with;

Chief Financial Officer, DMBC

Head of Local Investment Planning, DMBC

Director of Corporate Services , St Leger Homes

Strategic Lead for Commissioning, DMBC

Assistant Director Strategy & Performance Unit, DMBC

**BOX 11
INFORMATION NOT FOR PUBLICATION**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting signatures only.

Name: Michael McBurney
06/12/2018

Signature



Date:

Signature of FOI Lead Officer for service area where ODR originates

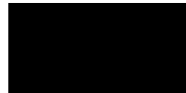
**BOX 12
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR No

**BOX 13
AUTHORISATION**

Name: D Bann_____

Signature:



Date: 12.12.18

Chief Executive/Director/Assistant Director of Strategic Lead for Commissioning

Does this decision require authorisation by the Chief Financial Officer or other Officer

NO

If yes please authorise below:

Name: _____ **Signature:** _____ **Date:** _____

Chief Executive/Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.