

OFFICER DECISION RECORD 2 FORM

This form should be used to record Officer Decisions which have a financial impact (income/expenditure) between £25k - £100k.

Decision Reference No: AHWB.012.2019 Modern Apprentice Project Support

**BOX 1.**

**DIRECTORATE:** AHWB

**DATE:** February 2019

**Contact Name:** Matt Cridge

**Tel. No.:**37637

**Subject Matter:** Appoint Apprentice Project Support posts to assist Stronger Families programme delivery.

**BOX 2**

**DECISION TAKEN:** To create and then appoint up to four apprentices to support the delivery of the programme with a focus on the Payment by Results process to increase the income into Doncaster.

**BOX 3**

**REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND**

**REJECTED:** In September 2018 a decision was taken to recruit two agency analysts to undertake historic case reviews to extrapolate data and evidence to make claims from closed cases were they met SF criteria. This was to be for a three month period up to end of Dec. Due to the success of this process it was agreed to extend the agency staff up to the end of the financial year.

The use of agency staff is fraught with issues such as fragmentation and turnover of staff. This has already been experienced with these posts and so the decision was taken to appoint to two temporary posts to the end of the programme to provide more stability and continuity, thus maximising the effectiveness of the posts. However to support the service transformation and legacy elements of the programme it was agreed that appointing a number of Apprentices would be of more benefit.

These posts will continue the work started by the agency staff and then assist with other case cohorts where necessary and support partner agencies with the complicated claims evidencing process to ensure we maximise the income from the Payment by Results process whilst supporting transformation of services. To ensure these individuals also have a broader learning experience they will be aligned to the

Communities Area teams and spend some time delivering wider stronger families and communities work out in localities.

As Apprentice posts last a minimum of 12 months and up to 15 months these posts will need to be funded beyond March 2020 from Stronger Families budget. Again this will provide much needed capacity and some continuity beyond the life of the Stronger Families programme as well as providing learning and work opportunities for 4 people in Doncaster.

The posts will be managed by the Head of Stronger Families but will have a named contact in the Communities Area Teams to provide support out in localities. After the programme ends these posts will be line managed through the Communities Area Team structure (TBC).

The proposal is to appoint the following apprentice level posts:

2 x Level 3 Apprentices – (minimum 15 months) £16k pa (max) = £ 40,000

2 x Level 3 Apprentices – (minimum 12 months) £16k pa (max) = £ 32,000

**Cost to programme to fund 4 MA's = £72,000 (max)**

**BOX 4  
BACKGROUND PAPERS**

**YES/NO (If YES please list and submit copies with this form)**

**BOX 5  
INFORMATION NOT FOR PUBLICATION:**

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

**Name: Gillian Parker Signature: by email Date 08/03/2019**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6  
AUTHORISATION:**

redaction

**Name: Debbie John-Lewis Signature: [redacted] Date: 08/03/2019**

Assistant Director of Communities\_

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

YES/NO

If yes please authorise below:

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

**Name: Cllr McGuinness Signature: by e-mail Date: 25.02.2019**

Designation Cabinet Member

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

**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 along with any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto: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.