## 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: 1819064		

BOX 1.

DIRECTORATE: LOCYP DATE: 2/4/19

Contact Name: Kim Holdridge Tel. No.:

Subject Matter: Establishment of a new post – Transport Assessment Officer Proposed Grade 7.

Proposed Cost - £26,165 - £29,499 (including on costs) based on 2019/20 pay

grades

## BOX 2 DECISION TAKEN:

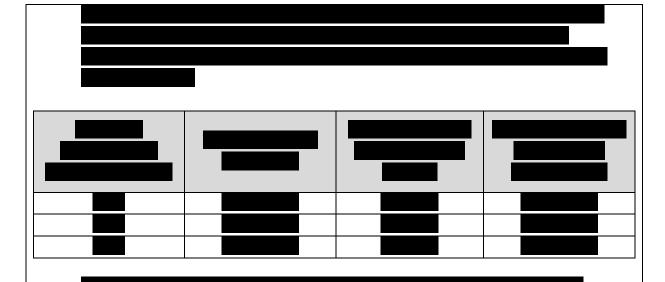
To appoint a Transport Assessment Officer for an initial period of 12 months, with a view to the post being made permanent and self-funding as a result of the savings made.

BOX 3	
<b>REASON FOR DECISION AN</b>	D ALTERNATIVE OPTIONS CONSIDERED AND
REJECTED:	

Currently, decisions regarding travel arrangements can be made in a variety of ways and from a number of sources, resulting in financial pressure on the service. In addition, projections regarding children and young people with SEND over the next 2-3 years, indicate that there will be a sharp rise in numbers, putting further pressure on the service.

The appointment of a Transport Assessment Officer will perform a number of functions to mitigate against this risk:

Primary aim of the role is to review existing and historical	travel arrangements
with a view to reducing the incidence of single use taxis.	



- The officer will work with stakeholders to encourage use of personal budgets and other travel assistance options
- The Officer will work with the market to develop and promote a range of alternative, appropriate travel options.
- The Officer will provide a professional assessment and review of individual pupils with Special Educational Needs and Disabilities (SEND) home to school/college transport requirements.
- To review existing Statements of Special Educational Need and Education Health and Care Plans and advise Caseworker and Senior Caseworkers in the determination of appropriate transport assistance.
- Recommendation of SEND pupils to undertake Independent Travel Training (ITT) as appropriate, in accordance with relevant procedures in place
- Assessment of individuals' progress towards independent travel.

## BOX 4 BACKGROUND PAPERS

YES – Recommendations Paper prepared for ELG/SLT highlighting the need for this role

## BOX 5 INFORMATION NOT FOR PUBLICATION:

Commercially sensitive information regarding finance, future plans and changes for the service and affecting families not for publication.

Name: Kerry North Signature Date 01/05/19

Signature of FOI Lead Officer for service area where ODR originates

BOX 6 AUTHORISATION:					
Name: Damian Allen	Signature:	Date: 18/04/19			
Director of People					
Does this decision requir Officer?	e authorisation by the Chi	ief Financial Officer or other			
NO					
If yes please authorise be	elow:				
Name:	Signature:	Date:			
Chief Executive/Director/Assistant Director of					
Consultation with Relevant Member(s)					
Name:	Signature:	Date:			
Designation					
(e.g. Mayor, Cabinet Mer	mber or Committee Chair/	Vice-Chair)			
<b>Declaration of Interest</b>	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 <a href="mailto:Democratic.Services@doncaster.gov.uk">Democratic.Services@doncaster.gov.uk</a> 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.