

APPENDIX 2

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: e.g. Directorate/Ref No/Year - 1819047

BOX 1.

DIRECTORATE: LOCYP

DATE: 09/11/2018

Contact Name: Margaret Watson

Tel. No.: Internal 24734 External 01302 327444

Subject Matter: Recruitment of Casual Staff to provide cover for sickness of Teacher's to ensure that the Music Service fulfil contractual agreements with schools, to ensure reputation of the service is of a high standard. It would also be to also have capacity should the service receive a request to provide tuition and the contracted staff do not have capacity.

BOX 2

DECISION TAKEN:

To create a bank of casual/relief staff to enable the service to fulfil contractual agreements with schools.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

The Music Service currently employs 35 teachers(18.7 FTE) to deliver Music programmes for various instruments:

Early Years programmes

Programme aimed at 2-5 years. Through class music making they will develop skills such as: turn taking and waiting, listening, Social, language, concentrating and sharing in a group situation skill.

School offer

- Individual/small group instrumental lessons
- Large group/ensemble tuition
- First access(whole class instrumental musical programme)
- Music Curriculum Delivery

Schools purchase packages based on a 35 week contract for the academic year (or part should they request a package part way through the year)

Currently when staff inform the service that they are sick there is no capacity to send another member of staff to cover the sickness. This is having a detrimental effect on the service being able to fulfil contractual obligations which could lead to loss of business for future years as there is a healthy market of musicians and music companies offering their services to schools.

It would be valuable to have a bank of staff that could provide tuition for any instrument that we currently provide tuition for, ie: Strings, Brass, Woodwind, Percussion, Vocal, Guitar and Keyboard. The bank of staff would provide capacity to employ staff on a temporary basis (prior to advertising for permanent staff) where the service has received a request for a programme from a school and the service is unable to meet the request due to current staffing capacity, this will enable the service to grow and respond positively to requests through Buy Doncaster throughout the academic year.

The average sickness of the directorate is 8.16 days, The Music Service projected sickness equates to 152.5 days of sickness (8.16days x 18.7staff = 30.5 weeks). (Unable to provide average sickness of Music Service staff as 15 members of staff were previously self-employed and the figure the Service holds is not a true reflection of sickness.)

To recruit a bank of staff – staff would only be paid for the hours that they work which would be estimated using the highest point of salary paid - £30.93 (with on-costs.)

Estimated cost £30.93 x 32.5hrs(per week) x 30.5weeks = £30659.36. This will need to be factored within the charges made to schools for the forthcoming academic year.

There are already services within LOCYP that have a similar system (ie: EMTAS). Discussions with HR state that the service should ensure that the relief staff are only used as and when required and not on a regular basis, where casual staff are covering for LongTerm Sickness they should be offered a temporary contract.

Consideration has also been given to creating a Dynamic Purchasing System (DPS)- which is an open framework to contract providers – (meaning providers can join throughout the year with our commissioning team), however, tutors would cost in the region of £40 per hour. There are no benefits in creating a DPS rather than a bank of Casual/relief staff and the costings to the service are significantly higher if a DPS is created.

**BOX 4
BACKGROUND PAPERS**

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

**BOX 5
INFORMATION NOT FOR PUBLICATION:**

On checking the guidance this request would not be exempt from publication.

Name: Margaret Watson **Signature:** [REDACTED] **Date:** 09/11/2018

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6
AUTHORISATION:**

Signed: Damian Allen [REDACTED] **Date:** 19 December 2018

Director of People

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

NO

If yes please authorise below:

Signed: _____ **Date:** _____

Director/Assistant Director of _____

Consultation with Relevant Member(s)

Signed: _____ **Date:** _____

Designation _____

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

Declaration of Interest 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 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.