

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

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

Currently, [REDACTED] 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. [REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

- 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 [REDACTED] Date 01/05/19

BOX 6

AUTHORISATION:

Name: Damian Allen **Signature:**  **Date:** 18/04/19

Director of People

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 _____

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