



OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. (See Annex 2 on Intranet.)

Decision Ref. No:
1819015

Box 1

DIRECTORATE: LOCYP

DATE: 18th June 2018

**Contact Name: Sarah Barton, Service
Manager/Lead Teacher of the Deaf**

Tel. No.: 07776481227

Subject Matter:

Increase capacity in HI Service to meet demands of HI Peripatetic Service, HI Primary ARC & HI Secondary ARC (Hearing Impaired Additionally Resourced Centre)

Box 2

DECISION TAKEN:

To increase current Teacher of the Deaf (ToD) post from 0.8 FTE to 1.0 FTE, UPS2 SEN1, term time only.

The main duties, functions and responsibilities of the post are made clear in the Job Description. The ToD will work in both a peripatetic role and work in the Primary and Secondary HI ARC provisions at Plover Primary and Outwood Academy Danum.

The post-holder will be required to carry out the roles and responsibilities as per the Job Description in the following provisions: Peripatetic caseload, the Primary HI ARC at Plover Primary and the Secondary HI ARC at Outwood Academy Danum.

Box 3

REASON FOR THE DECISION:

Give relevant background information

- In September 2018, Plover Primary HI ARC will need support from a ToD from our Service as one ToD will be on maternity leave and the Lead ToD will be returning to work after a pre-planned operation.
- Need to expand capacity at Outwood Academy Danum ARC as Y9 (currently Y8) students will choose different subjects and will need their own support and Y8 (currently Y7) students will be grouped differently according to ability.

- Current numbers as of today:-

Y7 – 6 students. These are split into different classes according to ability and communication method. Their needs have changed over the year and it has become apparent that they will be split into different groups next year.

Y8 – 2 students. Both BSL as a first language, Roma as second language, English as third language. Both have chosen different options for Y9 and will require their own individual BSL interpreter and note-taker.

Y10 – 2 students. Both study different options and require their own support.

This academic year, I have had to teach 4 days a week in the Secondary HI ARC due to the different needs of the CYP. This has had a massive impact on my capacity to manage the HI team and my own peripatetic caseload.

Current staffing at Outwood Academy Danum HI ARC provision is as follows:-

1.0 FTE Lead ToD

1.0 FTE ToD

1.0 FTE BSL Higher Level Tutor

2.0 FTE Communication Support Worker

Access to a Deaf Instructor

The projections until the current Y7 reach Y13 (as of today) are as follows:-

| Year | No of Students |
|--------|----------------|
| Sep-18 | 10 |
| Sep-19 | 12 |
| Sep-20 | 13 |
| Sep-21 | 12 |
| Sep-22 | 12 |
| Sep-23 | 11 |

Educating the pupils at Outwood HI ARC will be a significant saving for the LA as the pupils would have otherwise been educated out of authority. This will also allow the young people to stay within the authority with their friends and families.

Pupils transferring from Plover Primary ARC will have been taught by a qualified Teacher of the Deaf and Communication Support Workers throughout their primary education; by continuing this at Secondary School, the pupils will have access to a consistent method of teaching and communication.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

If other options were considered, please specify and give reasons for recommended option

Option 1

Continue with the Service as it is but not all CYP will have the support that they need to achieve targets/outcomes outlined on their EHCP. This may result in some CYP having to be educated out of authority. Figures for OOA placements as at March 2018 are £25,800 - £63,238 dependent upon need.

Option 2

Increase ToD from 0.8 FTE to 1.0 FTE to help meet the needs of Deaf and hearing impaired pupils, particularly in ARC provisions. This should mean fewer out of authority placements.

Option 2 would be a much more financially viable option.

Box 5**LEGAL IMPLICATIONS:**

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. Therefore the only considerations must be whether or not the appointment is necessary and whether the terms and conditions are reasonable in the particular circumstances. The grading of any position is subject to the outcome of a job evaluation/grading exercise being undertaken.

The Council has policies to deal with Recruitment which should be followed.

Name: Helen Wilson Signature: [REDACTED] Date: 21 June 2018
Signature of Assistant Director of Resources (Legal and Democratic Services)
(or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The annual cost of the proposed increase of 0.2 F.T.E Teaching post is £9,990, therefore the cost in 18/19 based on September start would be £5,830.

The HI Service is fully funded by High Needs DSG, this will therefore be managed within the overall High Needs DSG budget.

Name: Helen Rowlands Signature: [REDACTED] Date: 25/06/18
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

The directorate has just completed a functional review of all services and staffing levels were reviewed and set as part of this process which was subject to lengthy consultation with staff and trade union representatives. The establishment structure for HI staff, post functional review, includes 4.4 FTE Teacher of the Deaf (ToD) posts with most staff working less than full time equivalent. Consideration as to whether or not to increase the working hours should be within the context of the functional review as well as service delivery needs.

If approval is provided the opportunity to undertake additional hours should be made available to all part time staff.

Name: Maxine Le-Voguer **Signature:** [REDACTED] **Date:** 27/06/18

Signature of Assistant Director of Human Resources, Communications and Executive Office (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

There are no procurement implications associated with the decision to increase the ToD post from 0.8 FTE to 1.0 FTE.

Name: Shaun Ferron **Signature:** [REDACTED] **Date:** 26.06.18

Signature of Assistant Director of Finance & Performance (or representative)

Box 9**ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

Name: Peter Ward (Technology Governance & Support Manager)

Signature: [REDACTED] **Date:** 20/06/18

Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: [REDACTED] **Date:** 25th June, 2018

**Signature of Assistant Director of Trading & Property Services
(or representative)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

Risk of losing our children and young people to out of authority placements which do not meet their needs and are not cost effective for the authority.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author

All d/Deaf CYP in Doncaster should have to same right to a continued ARC provision in line with neighbouring authorities: Rotherham, Sheffield, Wakefield, Barnsley.

Name: Sarah Barton **Signature:** [REDACTED] **Date:** 18.06.2018
(Report author)

Box 13

CONSULTATION

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further

consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

Box 14

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: Sarah Barton Signature: [REDACTED] Date: 18th June 2018
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Damian Allen Signature [REDACTED] Date: 10 July 2018
Director of People

Signed: _____ Date: _____
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions.

Signed: _____ Date: _____
Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.

- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**