

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.018.2019 Service Manager Post Extension

**BOX 1.**

**DIRECTORATE:** AHWB **DATE:** 10/03/2019

**Contact Name:** Debbie John-Lewis **Tel. No.:** 737213

**Subject Matter:** Agency Contract – Service Manager Post Community Provision (Aligned to previous ODR AHW0/020/2018)

**BOX 2**

**DECISION TAKEN:**

To approve a 3 month assignment for a Service Manager within Adult Community Provision commissioned through Reeds Recruitment agency.

This contract extension will be effective from 1<sup>st</sup> April to 30<sup>th</sup> June 2019.

**BOX 3**

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

Backfill arrangements are required for the Head of Service (Adults In House Community Provision) for 3 months as the substantive post-holder is seconded into the Community Assistant Directors post until the end of June 2019.

It's essential that the extra capacity provided by the Service is retained for a longer period otherwise there is a real risk that the transformation projects already underway particularly in Day Opportunities will slip and the financial savings won't be achieved on time.

The salary identified is £400 per day, which with full agency on-costs equates to £434.16 per day. The cost of the 65 day extension period = £28,220.40

The funding for this post has been identified from the substantive Head of Services salary budget, any surplus will need to be identified through the Adult transformation budget.

Option 1 – Do not commission an agency contract – This void would have a significant impact on capacity to deliver the level of transformation required in Community provision this year.

Option 2 – Recruit through DMBC internal recruitment processes – This would take too long to complete, plus a change in the leadership team at this point in time would adversely impact on delivery of the transformation projects required to achieve the financial savings this year.

Option 3 – To recruit additional short term capacity through Reeds for 3 months – This will provide the necessary capacity to deliver the transformation changes within adults In House Service provision this year.

**Option 3 is recommended**

**BOX 4  
BACKGROUND PAPERS**

/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INFORMATION NOT FOR PUBLICATION:**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, 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 \_11/03/2019**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6  
AUTHORISATION:**

redaction

**Name: Damian Allen Signature: \_\_\_\_\_ Date: 13/03/2019**

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 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.