

APPENDIX 2

OFFICER DECISION RECORD 2 FORM

Decision Reference No: AHWB.014.2020 Transfer of School Crossing Patrol Warden Service

BOX 1

DIRECTORATE: Adults, Health and Wellbeing **DATE:** 26.06.20

Contact Name: Bill Hotchkiss **Tel. No:** 07917 212721

Subject Matter: Transfer of School Crossing Patrol Warden Service

BOX 2

DECISION TAKEN:

A joint decision has been made to transfer the School Crossing Patrol Warden Service from the Community Safety Team in Adults, Health and Well Being to Children and Young People Services in Learning and Opportunities.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

As part of a council-wide review of services, the decision was made to transfer the School Crossing Patrol Warden Service from Adults, Health and Well Being to Learning and Opportunities, due to its significant links to Doncaster Schools.

The School Crossing Patrol Service operates in alignment with the academic calendar, providing a crossing warden at those locations that meet the national criteria (calculated by the number of people crossing and the amount of vehicles passing). Many of these crossing locations are situated directly outside of, or in close proximity to, schools across Doncaster.

Given the strong links between the School Crossing Patrol Service and Doncaster Schools, and the close relationship many individual schools already have with their crossing warden, it was deemed an appropriate decision to transfer this service across to Learning and Opportunities, where the schools function is managed.

The current management of the School Crossing Service within the Community Safety Team forms a small part (approximately 20%) of a full time Community Safety Officer role. In order to facilitate the future management of the service within Learning and Opportunities, 20% of the Community Safety Officer salary budget has been requested to transfer alongside the warden roles. This equates to £9,430 per annum.

The Community Safety Officer role is currently vacant within the Community Safety Team, due to the post holder undertaking a secondment opportunity, however, this salary percentage transfer will create a budget pressure from April 2021 when the post holder is due to return to their substantive role.

In relation to the wider School Crossing Patrol Service budget, it is usual for there to be an underspend at financial year-end, largely due to vacancies that may have arisen at crossing points throughout the year. The full annual budget is £183k and allows provisions for key areas such as uniforms, equipment and travel expenses for peripatetic staff. Arrangements are in place with HR / OD (Human Resources / Organisational Development) regarding Performance Development Reviews (PDRs) and training delivery for this staffing group, to ensure the approach is appropriate and proportionate to the role. This involves a summary version of the PDR being completed at an annual training event, which all wardens attend to complete all mandatory training (adapted as required for the audience and timeframe). This approach does not attract a financial implication beyond the cost of a meeting venue and refreshments, which is easily absorbed elsewhere, therefore there is no requirement for a specific training allocation within the overall budget.

**BOX 4
BACKGROUND PAPERS**

There are no background papers.

**BOX 5
INFORMATION NOT FOR PUBLICATION:**

In accordance to the Freedom of Information Act 2000, 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 26/06/2020

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6
AUTHORISATION:**

Signed: _____  _____ Date: 29.06.2020

Assistant Director Communities _____

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

YES/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 YES/NO

If YES please give details below:

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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.