

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: 2021/10/PH/ComMger**

**BOX 1**

**Directorate: Adults Health and Wellbeing      Date: 27/04/21**  
**(Public Health)**

**Contact Name: Mark Wakefield                      Tel. No.: 01302 737014**

**Subject Matter: Commissioning Manager to support housing priorities.**

**Box 2****DECISION TAKEN**

To extend funding the temporary Commissioning Manager supporting housing priorities and report to the Adults, Health and Well-being commissioning structure; directly to the Head of Strategic Commissioning

**BOX 3****REASON FOR THE DECISION**

The temporary post was approved via a previous ODR (12/12/18) to support Strategic Housing in strategic discussions to bolster strategic capacity in housing and commissioning services across the whole borough including the councils own stock (Housing Revenue Account HRA) in particular capacity to support work related to;

- Older People's Accommodation
- Accommodation for people with Physical disabilities
- Wider strategic work with the Homes for All programmes Board.

The post (commenced 25/02/19) created capacity in these areas to support data, intel and insight gathering to inform decision making with regard to Housing across the borough including HRA stock, working with the Head of Service for Local Investment Planning working across departments to look at specific use of capital resources to deliver revenue savings in the future.

The Council's response to the COVID19 pandemic throughout 2020 impacted on progress in this area as Adults, Health & Wellbeing staff in particular including the post holder were redirected to mitigate risks to vulnerable citizens and care providers arising from the impact of the pandemic particular during the national lockdown and subsequent local and national restrictions.

Funding of this post was secured from housing resources to fund the capacity in this area.

We are recommending an extension for up to six months (25/02/21 to 25/08/21) of this temporary post on the same basis to support the transition to new ways of working emerging from the Council's Localities Operating Model where future data, intel and insight drawn from localities will drive housing related decision making regarding capital investment in Doncaster.

#### **BOX 4**

##### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

None – this extension is required to transition from temporary arrangements put in place to address a lack of capacity to new ways of working that will embed data, intel and insight gathering via the Localities Working Model as business as usual.

#### **BOX 5**

##### **LEGAL IMPLICATIONS**

For the staffing requirements 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. Salary grade should be determined by job evaluation. When recruiting to this post consideration should be given to establishing it as temporary contracts for a fixed term and appropriate advice sought from HR and Legal.

If the length of the contract exceeds 1 year upon termination the Employee may be entitled to be placed on the redeployment register and after 2 years may be entitled to a redundancy payment as well as acquiring requisite length of service to be able to bring a claim for unfair dismissal. It is important that sight is not lost of the Council's recruitment, retention, and vacancy management policies, which should be followed.

In order for liability in relation to unfair dismissal, to be limited there must be a legitimate reason for a fixed term contract and the employee must be made aware of this reason and of the anticipated length of the contract at the commencement of the contract. After the 4th year of renewal the employee may be entitled to the position on a permanent basis.

The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 confirm that employees should not be treated less favourably on the ground they are fixed term unless this is objectively justified. Less favourable treatment means, but is not limited to pay and terms and conditions.

The staff will be funded using HRA funding. The report author should ensure that the HRA funding agreement allows for the funding to be used in this manner. To avoid claw back, the terms and the conditions HRA funding must be complied with.

**Name: Signature:**

G Ashton



**Date:** 28.04.2021

Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6**

**FINANCIAL IMPLICATIONS:**

The 6 month extension of this temporary post will be funded from general fund budgets held on HN010. The service are reviewing their needs going forward and until which time the funding for this post will come from a vacant Grade 9 and vacant Grade 6 within the service. The table below shows the cost of the post and funding available to support the extension of the post subject to the vacant posts remaining vacant until the end of August 2021.

2020/21 is shown for information and the post was funded from within the service budgets for the final month of the year.

	<b>2020/21</b>	<b>2021/22</b>
Cost of Grade 11 Post	£5,090	£25,450
Vacant Grade 10 Post	£4,234	£21,170
Vacant Grade 6 Post	£2,134	£10,670
<b>Available budget subject to remaining vacant until 31/08/21</b>	<b>£6,368</b>	<b>£31,840</b>

**Name: H Rowlands Signature:**



**Date: 29/04/21**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7**

**OTHER RELEVANT IMPLICATIONS**

None identified

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**

**EQUALITY IMPLICATIONS:**

The recruitment to the post adhered to all HR policies in place for the council to ensure people with protected characteristics have opportunities to be considered for this role.

**BOX 9**

**RISK IMPLICATIONS:**

Capacity in this area has been historically difficult to mobilise within previous existing structures and ways of working. These risks will be mitigated in a sustainable way through embedding data, intel and insight efforts in the developing Localities Working Model to inform decision making ensuring that localities are able to shape priorities, decisions and actions.

**BOX 10**

**CONSULTATION**

**The original proposal was put together in conjunction with;**

Chief Financial Officer, DMBC

Head of Local Investment Planning, DMBC

Director of Corporate Services , St Leger Homes

Strategic Lead for Commissioning, DMBC

Assistant Director Strategy & Performance Unit, DMBC

**BOX 11**

**INFORMATION NOT FOR PUBLICATION**

**None identified**

**Name:** Claire Hewitt

**Signature:**

**Date:** 05/05/2021

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**

**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR No

**BOX 13  
AUTHORISATION**

**Name:** Dr Rupert Suckling **Signature:** \_\_\_\_\_ **Date:** 06/05/2021

Director of Public Health

**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** \_\_\_\_\_

**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 and 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.**