

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:
2021042

Box 1

DIRECTORATE: LOCYP

DATE: 25 February 2021

Contact Name: Alison Tomes

Tel. No.: 01302 737395

Subject Matter: Temporary additional staffing to support vulnerable children and young people who step down from social care, in particular into educational settings, many of whom have Social, Emotional and Mental Health (SEMH) needs.

Box 2

DECISION TAKEN:

Recruit seven temporary Family Lead Practitioners to support schools to manage children and young people who are stepped down from social care, in particular into educational settings, many of whom have Social, Emotional and Mental Health needs, with direct early help support.

Recruit one temporary Business Support Officer (Technical) to support the on-going development of the service.

Allocate funding of £216k from the Children's Partnership Recovery and Resilience Programme approved by Cabinet on 26th January 2021.

Box 3

REASON FOR THE DECISION:

The ongoing impact of the COVID-19 pandemic has necessitated the establishment of a Children's Resilience and Recovery Programme, which in turn has impacted on resources, in particular, front line staff to work directly with children, young people and their families.

A growing number of children and young people are showing signs of social and emotional mental health problems. This issue has been identified nationally and here in Doncaster. Locally, this is evidenced through feedback from schools, through our child and adolescent mental health services and in high numbers of children presenting at Accident and Emergency departments having self-harmed or attempted suicide.

The number of families open to early help has steadily reduced over the last two years, in comparison to the number of families open to statutory social care, which has increased. It is recognised that a number of pressures relating to the delivery of the Early Help offer have emerged which has necessitated a review of current processes

and procedures. In addition, a number of corporate and partnership priorities have been identified during the COVID pandemic, which require additional dedicated business/data analysis support.

The current pandemic has simultaneously increased the strain on families and reduced school capacity to manage early help cases, in particular step-downs from social care. This places a risk in the system for vulnerable children and young people, especially any not in an educational setting. These often end up in a re-referral into Social Care, placing greater pressure on an already stretched front door. Therefore, providing extra Early Help Officers in the form of Family Lead Practitioners means that educational settings will be better supported. In effect, the officers can catch the step-downs and ensure support is provided in a timely and appropriate manner.

Due to the above, this ODR seeks to establish the following posts:

- 7 FTE Family Lead Practitioners (Grade 7) temporary for 12 months
- 1 FTE Technical Business Support (Grade 6) temporary for 12 months

The Family Lead Practitioners will be managed within the Early Intervention and Localities Service.

Box 4

ALTERNATIVE OPTIONS CONSIDERED & REJECTED:

Do Nothing – The impact of doing nothing is not a viable option, as this will result in some vulnerable children and young people not being supported and, ultimately, the likelihood of them being re-referred into Social Care. It places added pressure into educational settings, which are advising that they are not able to provide the support they normally would due to the current circumstances.

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. Salary grade should be determined by job evaluation.

It is advisable to set up a temporary contract for a fixed term. 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.

When recruiting to these posts consideration should be given to establishing them 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 employees may be

entitled to be placed on the redeployment register and after 2 years may be entitled to a redundancy payment.

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.

Name: Gemma Ashton Signature: [REDACTED] Date: 04.03.21

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

**Box 6
FINANCIAL IMPLICATIONS:**

The cost of this decision to recruit on a temporary basis for 12 months seven Family Lead Practitioners (Grade 7) and one Business Support Officer (Technical – Grade 6) is £216k as detailed in the table below (subject to start dates and assumed scale points).

This will be funded from the Children’s Partnership Recovery and Resilience Programme approved by Cabinet on 26th January 2021.

Post / Activity	Estimated Period	Cost
1 x Technical Business Support (Grade 6)	1 st Apr 2021 – 31 st Mar 2022	£24,542
7 x Family Lead Practitioners (Grade 7)	1 st Apr 2021 – 31 st Mar 2022	£190,558
Other staffing costs		£900
		£216,000

Name: Aaron Bathgate Signature: [REDACTED] Date: 03/03/21

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

Box 7
OTHER RELEVANT IMPLICATIONS

HR Implications

These posts should be recruited to in line with Doncaster Council's Recruitment Policy looking at Redeployment in the first instance.

Employees who were employed before 6 April 2012 and have 1 year's continuous service, or after 6 April 2012 and have at least two years continuous service, accrue employment rights. Employees who complete 2 years continuous service accrue rights to a redundancy payment.

Fixed-term employees have the right not to be treated less favourably than comparable permanent employees because they are on a fixed-term contract. This means you must treat fixed-term employees the same as comparable permanent employees unless there are 'objectively justifiable' circumstances for not doing so (ie there is a genuine, necessary and appropriate business reason). This means the same or equivalent (pro-rata) pay and conditions, benefits, pension rights and opportunity to apply for permanent positions within the business.

Under the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, employees who have been on a fixed-term contract for four years or longer will usually be legally classed as permanent if their contract is renewed or if they are re-engaged on a new fixed-term contract.

The only exemptions are when employment on a further fixed-term contract is objectively justified to achieve a legitimate business aim or when the period of four years has been lengthened under a collective or workplace agreement.

The ODR must be sent to peer challenge panel for consideration prior to any changes being actioned. The HR Portal will need updating to reflect the new posts.

Name: J Carter **Signature:**  **Date:** 09/03/2021
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: (To be completed by the author).

There are no significant equality implications associated with this report.

Recruitment to this post will have due regard to the Equalities Act 2010.

These posts will increase capacity within Early Help which will improve the support available to families including those families incorporating one or more of the protected characteristics.

Data collection will help identify any trends or issues relating to equalities and this will help inform future planning and delivery of services.

Name: A Tomes

Signature: 

Date: 25th February 2021

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

Children, young people and families will not receive the right support and the right time meaning needs will escalate placing additional strain on statutory services. a

Reputational risk to the Council if we do not keep the progress moving forward of Early Help support, practice and Lead Practitioner development.

Name: A Tomes

Signature: 

Date: 25th February 2021

**BOX 10
CONSULTATION**

N/A

**BOX 11
INFORMATION NOT FOR PUBLICATION**

Signatures only require redaction

Name: A Tomes _ Signature 

Date: 02/03/2021

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

None

**BOX 13
AUTHORISATION**

Name: Riana Nelson Signature:



Date: 11/03/2021

Director of Learning Opportunity, Skills and Culture (DCS)

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 and 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.