

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: e.g. Directorate/Ref No/Year - /01/18

BOX 1.

DIRECTORATE: LO:CYP

DATE: 23 February 2021

Contact Name: Kim Holdridge

Tel. No.: 01302 737219

Subject Matter: Creation on an additional Team Manager Post on a temporary basis for 12 Months

BOX 2

DECISION TAKEN:

To create an additional Grade 8 Team Manager post within the Travel Assistance Service for a period of 12 months. This is to provide capacity within the existing team to undertake a number of projects and service improvements over the next 12 months. The post holder will assist existing team managers with daily management of office staff, drivers and escorts including all HR duties such as Managing Attendance, disciplinary etc. This will provide development opportunities for the existing team managers, assisting the service manager in the delivery of the following projects:

[REDACTED]

BOX 3**REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:**

The Travel assistance service is currently undergoing a number of changes and is continuing to evolve following a Strategic Review in 2019, legislative changes and the integration of new technology. The number of pupils requiring assistance is increasing year on year and the current team is at capacity dealing with day to day operational matters.

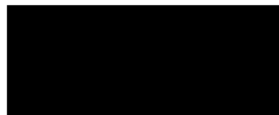
Additionally following the academisation of the Special schools in 2019/20 a number of drivers and escorts who were previously managed by the schools transferred into the service creating additional line management demand.

This means that there is very little scope within the service for additional projects and, as a number of these are all required within the next 12 months, additional resource is needed to deliver these in a timely manner.

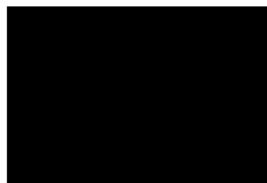
A wider service review was considered but it was agreed that this should form part of any directorate wide service reviews rather than be undertaken in isolation.

BOX 4**BACKGROUND PAPERS****NO****BOX 5****INFORMATION NOT FOR PUBLICATION:**

The list of upcoming projects should be redacted as this contains some commercially sensitive information. Additionally not all interested parties are aware of project which may affect them

Name: _Kim Holdridge Signature:**Date: 23 Feb 21**

Signature of FOI Lead Officer for service area where ODR originates

BOX 6**AUTHORISATION:****Name: Riana Nelson Signature:****Date: 05/03/2021**

Director of Learning Opportunity, Skills and Culture

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 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 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.