

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 - 2122010

BOX 1.

DIRECTORATE: LOCYP

DATE: 24/05/2021

Contact Name: Margaret Watson

Tel. No.: 07920 274431

Subject Matter: Recruitment of Music Technician post Grade 7.

BOX 2

DECISION TAKEN:

To create a Music Technician post (Grade 7) to assist with audit requirements of instruments and to ensure that instruments are fit for purpose and that the Music Service meet the requirements of the Arts Council's funding agreement. To also support the service in developing content to support teaching and learning.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

The music service had an audit of instruments in 2010 with findings that there were £15488 of instruments unaccounted for, no arrangements were made to write off the instruments at that time, a subsequent audit was made in March 2019 and the amount of stock that was unaccounted for was £63999 (included the previous amount of £15488). With depreciation the figure was finalised as £38399 and agreement was given to write this figure off together with a final improvement plan to be completed with audit (all recommendations have been completed).

The service relied on a technical business support officer to support with the audit requirements of instruments, however overtime it has become apparent that the instruments require a technician to ensure that they are accounted for, they are maintained to full working order and to ensure delivery is completed as and when needed to schools/pupils. Together with other duties to support the development of the service of preparing, recording and editing video and audio of events and online content to support teaching and learning.

The technical business support officer (30 hours) left their post in April 2021 and has not been recruited too as yet due to the request of this post. Consideration was given to continue to rely on a technical business officer to support the audit requirements, however, it was felt that this required a specialist technician as workload of business support did not allow sufficient time to support the audit and maintenance of instruments to be completed to an adequate standard and following covid the requirement to produce digitally recorded resources.

If this post is approved the requirement for a technical business support officer will be reduced to a transactional business support role and hours will be reduced to 18.5 hours and savings will be approx. £9K

Pre covid the Music Service had a surplus income of approx. £20K, this would support the finances of the new role together with savings from the business support role.

Pre covid the Music Service management and business support staff were based in the Point with charges of approx. £7.5K for office space. Once restrictions are lifted further the Music Service will move the office to Bentley My Place with agreement from Dawn Hall – Local Office of the Children’s Commissioner Manager which will save the service £5 this year, £7.5K in future years.

BOX 4
BACKGROUND PAPERS

YES (If YES please list and submit copies with this form)

Music Service Instrument Inventory – Final Improvement Plan
Music Service Final Paper – July 2019
Job Summary Role – Music Technician
Role Profile – Technical, Specialist, Supervisory 3

BOX 5
INFORMATION NOT FOR PUBLICATION:

This ODR is to be published in full redacting signatures only.

Name: Margaret Watson Signature: [REDACTED] Date 26.05.2021

Signature of FOI Lead Officer for service area where ODR originates

BOX 6
AUTHORISATION:

Name: Riana Nelson Signature: [REDACTED] Date: 27/05/2021

Director of Learning Opportunities, 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 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.



Music Technician - **Technical, Specialist,**
Job Summary Final.doc



Supervisor 3 - job pro



Music Service
Instrument Inventory



Music Service final
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