

1. APPENDIX 2

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: AHWB.031.2022 Two Localities Business Support Officers Recruitment

BOX 1.

DIRECTORATE: Adults, Health and Wellbeing

DATE: 3 May 2022

Contact Name: Jakki Hardy

Tel. No.: 07814071563

Subject Matter: The recruitment of two Localities Business Support Officers until 31 March 2023

BOX 2

DECISION TAKEN:

To recruit two Localities Business Support Officers (grade 6) until 31 March 2023.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

The implementation and continuing development of the Localities model requires significant input from staff dedicated to this work. A review of staffing and workload demands has been completed and agreed with the Director of Adults Health and Wellbeing to extend two Localities Business Support Officer posts from April 2022 until 31 March 2023.

The work of the Locality Business Support officers will be a continuation of existing duties carried out by the previous post holders and includes supporting the Localities Team in the work at Ward level to coordinate and drive delivery of locality plans, undertake community engagement and analysis of engagement data, increase community capacity and work alongside partners to develop specialist areas of work e.g. frailty, isolation, poverty, vulnerable families, local solutions, assisting Ward Members in their community leadership role and locality governance.

An alternative that has been considered and rejected is to continue without the support roles, but the work involved in supporting the administrative functions of the team and the locality governance structure alongside the facilitation of meetings, events and consultation and engagement. The result would be unmet work demands and place a risk on the delivery and implementation of the Locality model.

The Locality Business Support Officers are grade 6 posts and the cost of this proposal if implemented is for 11 months until 31 March 2023 is £47,949. This costing may be subject to change as the 22/23 rates have yet to be agreed. The posts will be funded for the 2022/23 financial year from Adult Social Care Transformation Fund held in a specific earmarked reserve.

The proposal is supported by HR as it meets corporate requirements. The posts have already been evaluated under the GLPC system and do not need re-evaluating. The employees on fixed term contracts are being treated the same as employees on permanent contracts and statutory employment rights apply. If the need arises to recruit to any of the posts, the Council's Safer Recruitment policy will apply.

Consultation has taken place with Senior Managers with a stake in the Localities model. The existing Localities staff have been consulted and agree with proposal to extend the current working arrangements as an interim measure until a longer-term solution is implemented. Cllr Blake has also been consulted.

BOX 4

BACKGROUND PAPERS

NO There are no background papers

BOX 5

INFORMATION NOT FOR PUBLICATION:

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting signatures and officers names only.

Name: Gillian Parker_ Signature: by email_ Date 04/05/2022_

Signature of FOI Lead Officer for service area where ODR originates

BOX 6

AUTHORISATION:

Name: Phil Holmes _ Signature  **Date: _04/05/2022_**

Director of Adults, Health and We

Does this decision require authorisation by the Chief Financial Officer? YES

Name: Faye Tyas - _ Signature:  Date: 11/05/2022

Assistant Director of Finance

Consultation with Relevant Member(s)

Name: Andrea Robinson_ Signature:  Date: _11/05/2022_

Councillor Andrea Robinson - Cabinet Member for Adult Social Care

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 Ladem@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.