

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 - 2223016

BOX 1.

DIRECTORATE: LO : CYP

DATE: 1 June 22

Contact Name: Kim Holdridge

Tel. No.: [REDACTED]

Subject Matter: Service Transformation Fund – additional funding for Travel Assistance Service

BOX 2

DECISION TAKEN: To utilise funding identified through the Service Transformation Fund of £60k to provide additional temporary capacity into the Travel Assistance Service, in the form of:

- 1 year fixed term FTE Team Manager (grade 8) April 2021 to Mar 2022
- 1 year fixed term 1 FTE Transport Officer (grade 5) April 2021 to Mar 2022

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

The Travel Assistance Service has a number of upcoming changes and projects to oversee and implement during the 2022/23 Financial year. These include:

- Creation and implementation of a new Home to School Policy and the governance around this
- Creation and implementation of a new Dynamic Purchasing System Contract and the governance around this
- Embedding familiarising the new Synergy system and creating new ways of working following the change to this system at the end of February 2022
- Implementing a new system for procurement and invoicing and payments to contractors through a collaboration with ADAM Transport Systems and the associated governance

Additionally this service has seen the number of pupils requiring specialised transport rise by 14% since the start of the COVID pandemic and over 25% during the past 5 years with a corresponding increase in workloads.


This temporary assistance will assist the team to manage the projects and transformations required through 2022/23 and also provide an indication of the level of additional capacity which may be required on a more permanent basis within the Travel Assistance service to maintain the high levels of customer service with ever increasing workloads

**BOX 4
BACKGROUND PAPERS**

NO

**BOX 5
INFORMATION NOT FOR PUBLICATION:**

Signatures to be redacted

Name: Kim Holdridge Signature:  Date 1 June 22

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6
AUTHORISATION:**

Name: Riana Nelson Signature:  Date: 10th of June 2022

Director of Learning Opportunities and Skills (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 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.