

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: 2223022**

**BOX 1**

**DIRECTORATE: L O:CYP**

**DATE: 20 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 £53k To provide additional temporary capacity into the Travel Assistance Service in the form of:

- 1 year fixed term FTE Team Manager (Grade 8) April 2022 to March 2023
- 1 year fixed term FTE Transport Officer (Grade 5) April 2022 to March 2023

**BOX 3****REASON FOR THE DECISION**

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.

**BOX 4****ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

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.

Without this assistance there will be insufficient resource within the team to continue to manage all of the customer service, workloads and projects required to move the team forward

**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.

If the length of the contract exceeds 1 year upon termination the employee 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.

It is important that sight is not lost of the Council's recruitment, retention, and vacancy management policies, which should be followed.

**Name: Chloe Davies    Signature:**  **Date: 21/6/22**

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

**BOX 6****FINANCIAL IMPLICATIONS:**

The cost of this decision, based on the current 2022/23 pay grades, including on costs, is £59,030 as detailed in the table below:

Post Title	Grade/Basis	Cost £
1 FTE x Team Manager	Grade 8 – 1 year fixed term	34,970
1 FTE x Transport Officer	Grade 5 – 1 year fixed term	24,060

The posts are to be funded from an £53,000 allocation for LOSC Travel Assistance from the Service Transformation Fund (STF), with the remaining balance of £6,030 to be funded by managing existing staffing budgets within the Travel Assistance service.

The STF was established to target investment that will deliver future cost benefits, be it savings, better value for money, increased income or reduced costs and cost pressures. There is a finite resource available and therefore the fund needs to be prioritised and should be only accessed as a last resort after considering other options, starting with the effective use of staff resources.

Officer decisions in relation to the STF need to be approved by the relevant Director, and the Chief Financial Officer and Chief Executive for the funding.

The service need to consider an exit strategy for these posts; whether the posts would potentially need to go on beyond the initial one year period either on a temporary or permanent basis, which would require a funding solution to be found.

**Name:** Aaron Bathgate **Signature:**  **Date:** 22/06/2022

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

## BOX 7

### OTHER RELEVANT IMPLICATIONS

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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).

The Travel Assistance Team provides a front line service to some of the most vulnerable pupils and students within Doncaster. There are no Equality implications to providing this extra capacity as this will increase the level of service provided

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

Without the additional capacity during this period of transformation there is a risk that the projects will fail to meet their deadlines and this could have a severe impact on the Service provided and the ability of the team to continue to manage the current transport in operation

**BOX 10**

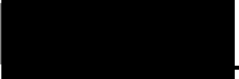
**CONSULTATION**

None

**BOX 11**

**INFORMATION NOT FOR PUBLICATION**

This can be published with only signatures redacted

Name: Kim Holdridge Signature  Date: 21/06/22

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**

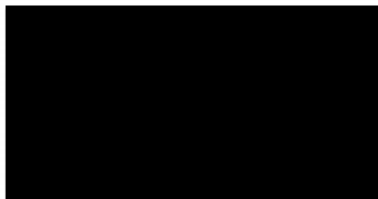
**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR NO

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

**BOX 13  
AUTHORISATION**

**Name: Riana Nelson Signature:**



**Date: 23.06.2022**

Director of Learning Opportunities and Skills (DCS)

**Does this decision require authorisation by the Chief Financial Officer or other Officer  
YES**

**If yes please authorise below:**

**Name: Faye Tyas Signature:**

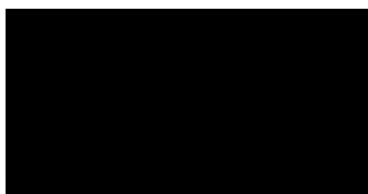


**Date: 23/06/22**

Assistant Director of Finance

**If yes please authorise below:**

**Name: Damian Allen Signature:**



**Date: 28.6.22**

Chief Executive

**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](mailto: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.