

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: 23241029

BOX 1**DIRECTORATE: CYPF****DATE: 14 August 2023****Contact Name: Damon Stead****Tel. No.:** [REDACTED]**Subject Matter: Independent Travel Training Service****BOX 2****DECISION TAKEN**

To increase the number of Travel Trainers from 3 to 5 (for a 3-year period) and increase all Travel Trainer posts from Grade 3 to Grade 5.

To increase the current staff from a Grade 3 to a Grade 5 will cost an additional £1,700.00 pa. The cost of 2 additional Travel Trainers will be approximately £24,800.00 pa. for 3 years. Travel Trainers will be employed on a 20 hour per week, term time contract.

BOX 3**REASON FOR THE DECISION**

The ITT posts were re-evaluated to better reflect the nature of the role which includes lone working and the delivery of bespoke training packages to provide children and young people with Special Educational Needs and Disabilities (SEND) the skills and confidence required to make an independent journey from home to school or college. The increase from a grade 3 to grade 5 will also support recruitment and retention to the roles.

The Travel Assistance Service budget is projected to be overspent by £316k for Q1. £236k of the overspend is due to the cost of contracted transport. By creating 2 additional travel trainer posts, on average, an additional ten students will be travel trained per year and this will contribute towards reducing the increasing cost by reducing reliance on taxi and other forms of contracted transport and assist in the reduction of costs within the wider Travel Assistance Service.

There is an increasing need for the service as indicated through the SEND placement panel referrals.

BOX 4**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

To maintain the current level of 3 trainers, this would not be sufficient to meet need and make further savings.

Increase current Term Time Only contracts to Term Time plus 4 weeks to allow for some initial training of students over the summer holidays for the next academic term. This has been considered and may be a further option depending on future volumes of referrals.

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.

Fixed-term contracts can be used for employees to work for a specified length of time or to work on a set project. The expiry of a fixed-term contract is treated as a dismissal. Employees that have been employed for 2 years or more when their employment ends have the right to bring an unfair dismissal claim. 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 outset.

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.

Fixed-term employees who have been continuously employed for four years or more on a series of successive fixed-term contracts will automatically be treated as permanent employees unless the continued use of a fixed-term contract can be objectively justified.

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.

The Council should note that time spent on a fixed term contract immediately before a permanent contract will count towards continuous service in order for employment rights to be conferred.

The Council's recruitment, retention, and vacancy management policies should be followed and HR advice should be sought.

The increase in grade to the existing posts would require a change to the employees' contracts of employment. The details of the changes should be discussed with the employees with a view to agreeing them. Once the changes are agreed, they should be set out in writing. As it relates to pay, the employee's written statement of employment particulars will need to be updated, which should be done within one month of the changes taking effect.

If the existing posts are being given additional responsibility the terms and period of the enhancement must also be set out in writing and a job evaluation exercise conducted.

Name: Chloe Davies

Date: 04/09/23

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

BOX 6**FINANCIAL IMPLICATIONS:**

To increase the existing travel trainers from a grade 3 to a grade 5 would cost £1,338 per annum including oncosts & at current rates of pay.

The cost, including on-costs & at current pay rates, of 2 term time, 20 hours per week, grade 5 Travel Trainer posts would be £24,335.

The Travel Assistance budget was projected to be overspent by £316k at Q1. There is no additional funding for these posts and the increase in grade, so they would need to be funded out of the current budget, however it is anticipated that the savings that would be generated by the additional trainers would more than cover the costs.

Name: Laura Sudbury-O'Donnell

Date: 01/09/2023

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

BOX 7**OTHER RELEVANT IMPLICATIONS**

Name: _____

Date: _____

Name 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 adverse 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 within the ITT service there is a risk that savings targets will not be met and the Council may fail in its duty to offer ITT to children with EHCP's deemed ready for independent travel training. This also ensures that the Council complies with the Statutory Home to School Travel and Transport Guidance, published by the Department for Education.

In addition this service contributes towards the Education and Skills Strategy 2030 and Doncaster Delivering Together outcomes to enable all children and young people to achieve their full potential through the provision of a lifelong skill enabling pupils and students to better prepare for independent life after education.

**BOX 10
CONSULTATION**

Briefing paper has been shared with the lead member but not with any financials or timescales.

**BOX 11
INFORMATION NOT FOR PUBLICATION**

No

Name: Damon Stead

Date: 14 August 2023

Name 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: Lee Golze **Signature:**  **Date:** 06/09/2023
Assistant Director, Partnerships, Early Interventions & Localities, Learning and Opportunities

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

YES/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 and 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.