

## 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. 23241044

**BOX 1.**

**DIRECTORATE:** Children, Young People and Families **DATE:** 13/12/2023

**Contact Name:** Alison Fleetwood **Tel. No.** [REDACTED]

**Subject Matter:** Request to engage in the DfE funded Professional Development Programme and disseminate funding to providers on behalf of DfE.

**BOX 2****DECISION TAKEN:**

Engagement in the Professional Development Programme (PDP) element of the DfE Covid Recovery Support Package for nursery settings, childminders and foundation stages in schools. Backfill payments for the settings will be paid to the LA through a section 31 grant to then distribute to the settings to release staff to attend the training. The payments will be disseminated in arrears once attendance at the training has been confirmed. These payments will be expected to be £80 per practitioner per day. Payments are expected to be released to the LA for dissemination Mar 24, Aug 24 and Mar 25. Exact details will be confirmed once completed MOU is returned.

It is estimated that there will be no more than 30 settings engaging with this programme, with up to 2 staff per setting accessing the training. There is an admin pay of £5000 receivable by the LA to cover admin costs associated with supporting the programme. In total this will equate to an estimated maximum grant amount of **£53,000** for the lifetime of the programme. *(30 settings x 2 staff x 10 sessions + £5000 admin costs)*

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

All LA's across the UK are engaged with this programme and Doncaster have previously engaged in this programme successfully. This will equip our settings who were not in a position to engage in the first round with the skills required to support communication, language and literacy.

**BOX 4  
BACKGROUND PAPERS**

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

See MOU from the DfE.



DFE 16594 - PDP 3  
Memorandum of Un

**BOX 5  
INFORMATION NOT FOR PUBLICATION:**

**Name: Alison Tomes**                      **Date 13/12/2023**

Name of FOI Lead Officer for service area where ODR originates

A.Tomes Signature.

**BOX 6  
AUTHORISATION:**

**Name:** Alison Tomes      **Signature:**       **Date:** 13/12/2023

Head of Intervention & Prevention  
Children, Young People and Families Directorate

**Name:** Lee Golze                      **Signature:**       **Date:** 14/12/2023

Assistant Director, Partnerships, Early Interventions & Localities, Learning and Opportunities  
Children, Young People and Families Directorate

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

**YES**

If yes please authorise below:

**Name:** Faye Tyas                      **Signature:**       **Date:** 19/12/23

Assistant Director of Finance & Chief Financial Officer

**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 [Ladem@doncaster.gov.uk](mailto: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.**