

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: AWC.034.2023 Traded Services Technical Officer Post

BOX 1.**DIRECTORATE: Adults, Wellbeing & Culture****DATE: 10/10/2023****Contact Name: Rebecca Rowbottom****Tel. No.: 01302 737164****Subject Matter: Decision to establish and recruit to the position of Traded Services Technical Officer within Buy Doncaster team.****BOX 2**

DECISION TAKEN: A decision has been taken to establish and recruit to a Traded Services Technical Officer within the Buy Doncaster team; this post will be in place of the currently vacant G7 Training Coordinator post, which will be subsequently deleted. The Training Coordinator post has core budget assigned and this budget will be allocated to pay for the Traded Services Technical Officer post, Financial Management are aware of this.

The needs of the Buy Doncaster team have been analysed, and it was felt that there was more of an operational need for the Traded Services Technical Officer, as due to the work of the previous Training Coordinator and the capabilities of the Buy Doncaster website, training providers have become far more self-sufficient. The Traded Services Technical Officer will act as the main administrator for the website, and further promote this culture of self-sufficiency with both our Providers and Customers.

Having this role in place to coordinate all operational activity, means that the Business Development Manager will have more time to work strategically, working with providers to develop business cases and business plans, increase/ adapt their service offer and grow markets and market share, which is very much needed during this difficult financial period, providing sustainability for services and increased income generation potential for the Council.

The Traded Services Technical Officer post has been evaluated as a G6. The savings achieved from reducing from a G7 post to a G6 post will put Buy Doncaster in a better position for achieving a break-even position on the CK051 budget. The post needs to be established and recruited to as soon as possible, as due to vacancies and sickness absence, there is currently only the Business Development Manager working in the service. This means that, at times, there is no business

continuity due to no cover and means that the Business Development Manager is carrying out operational tasks rather than developing the service.

BOX 3

REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

The alternative option would be not to establish and recruit to this Traded Services Technical Officer post, however, due to the needs of the service and the need to develop its strategy and market, it is essential that operational support is put in place to enable the Business Development Manager to do this. Not recruiting would have a detrimental impact on the Council's ability to sustain its Traded Services offer.

BOX 4

BACKGROUND PAPERS

YES/NO (If YES please list and submit copies with this form)

BOX 5

INFORMATION NOT FOR PUBLICATION:

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

Name: Gillian Parker

Date 17/10/2023

Name of FOI Lead Officer for service area where ODR originates

BOX 6

AUTHORISATION:

Name: Phil Holmes Signature:

Date: 18/10/2023

Director Adults Wellbeing and Culture

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 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.