

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:
1617123

Box 1

DIRECTORATE: Commissioning and Opportunities

DATE: 23/5/2016

Contact Name: Mary Jarrett

Tel. No: 07980934731

Subject Matter: Early Help Improvement Partner.

Box 2

DECISION TAKEN: To commission an Early Help Improvement Partner to develop expertise and capacity within DMBC to support our local Early Help Offer. Support provided to include

- Improving the Ofsted Performance of Early Help and Children's Centre delivery
- Developing a Youth Offer with the Youth Alliance
- Improving internal performance management functions, including developing data sets and training programmes
- Offering a 'critical friend' to Senior Leadership regarding the Early Help Offer and Early Help Partnership

The total budget for this provision is [REDACTED]

Box 3

REASON FOR THE DECISION:

Doncaster's Early Help offer has been significantly challenged by Ofsted Inspections, restructure and capacity issues. The Improvement Partner will work with DMBC staff to build capacity, develop best practice and provide an evidence base to support and sustain Early Help best practice for Doncaster's most vulnerable families.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

Internal Secondment- there is little expertise within DMBC to develop and sustain an ambitious, politically critical and well-timed programme of Early Help best practice and improvement.

Recommended option has been chosen because it builds on the success of the recent improvements and developments within the Early Help Service and because it will build a sustainable model of good practice within DMBC going forward.

Box 5

LEGAL IMPLICATIONS:

Section 68 of the Education and Skills Act 2008 states that a local education authority must make available to young persons for whom it is responsible such services as it considers appropriate to encourage, enable or assist the effective participation of those persons in education.

Section 1 of the Localism Act 2011 gives the local authority the power to do anything and individual may generally do.

The procurement of the service must be in accordance with the Public Contract Regulations 2015 and an appropriate contract will be entered into at the conclusion of the tender.

Name: _Nicky Dobson Signature: [REDACTED] Date: 1st June 2016_
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

The value of [REDACTED] for the Early Help Improvement Partner has been included in the Transformation Budget Plan, which has been approved by Executive Board and is subject to Cabinet approval through the Q4 Finance and Performance report on 21st June 2016. The Improvement Partner will play an important role in ensuring the [REDACTED] Early Help savings target and future provision of services is delivered successfully.

[REDACTED]

Name: Kathryn Black **Signature:** [REDACTED] **Date:** 01/06/16

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 7

HUMAN RESOURCE IMPLICATIONS:

While there are no specific HR implications – we would recommend that appropriate procurement arrangements have taken place.

Within the context of the financial and economic climate moving forward, having an effective contract in place to procure a preferred partner will assist the Council where flexibility is needed to meet performance demands as well as specialist knowledge and skills that may not exist internally.

Name: Trish Law **Signature:** [REDACTED] **Date:** 1.6.16
**Signature of Assistant Director of Human Resources and Communications (or
representative)**

Box 8

PROCUREMENT IMPLICATIONS:

The procurement of an Early Help Improvement Partner will need to be in accordance with the Councils Contract Procedure Rules. It should be noted the proposed budget [REDACTED] exceeds the European Threshold for services currently [REDACTED] and that the contract will need to be advertised in the Official Journal of the European Union., unless a suitable framework is available. Consideration should also be given when designing the contract to both the initial contract length and any potential extension periods and potential modification and review clauses.

Name: Shaun Ferron **Signature:** [REDACTED] **Date:** 23.05.16
**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 9

ICT IMPLICATIONS:

Digital Council BPR work led by PwC is currently underway across Learning & Opportunities and Doncaster Children's Services Trust. It is essential that the work of the Early Help Improvement Partner informs and aligns with other work areas, as necessary to compliment and avoid duplication.

Any requirements for new, enhanced or replacement technology to support the delivery

of the identified improvements would need to be considered by the ICT Governance Board (IGB) in line with agreed ICT governance processes.

Further consultation should also take place with ICT in relation to the development of data sets to improve internal performance management functions.

Name: Peter Ward (ICT Governance & Resources Officer)

Signature: [REDACTED] **Date:** 26/05/16

**Signature of Assistant Director of Customers, Digital & ICT
(or representative)**

Box 10

ASSET IMPLICATIONS:

There are no asset implications arising out of this Officer Decision Record.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: [REDACTED] **Date:** 23rd May, 2016

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11

RISK IMPLICATIONS:

Failure to appoint an Early Help Improvement Partner leaves DMBC at risk of reputational damage and at risk of failing to provide high quality services for families who require Early Support. Provision of Early Help Services is a statutory requirement and subject to Ofsted Inspection.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

DMBC has a duty to provide services for families in need of additional support, improving the quality and co-ordination of these services will improve the equity of provision for all families in Doncaster.

Name: _Mary Jarrett **Signature:** [REDACTED] **Date:** 23 May 2016
(Report author)

**Box 13
CONSULTATION**

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

**Box 14
INFORMATION NOT FOR PUBLICATION:**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full redacting signatures only.

Name: Dawn Wilson Signature: [REDACTED] Date: 17.08.16
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ **Date:** 14.06.16_
Director
Learning Opportunities and Skills (DCS)

Signed: _____ **Date:** _____
Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions (if required)

Signed: _____ **Date:** _____
Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**