

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Children and Families		
<b>Contact person:</b>	Juan McCreedy	Telephone number: 07891 270487	
<b>Subject<sup>2</sup>:</b>	Approval to appoint staffing team to manage the new specialist children's home (currently named Acorn 2)		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.) <ul style="list-style-type: none"> <li>• All posts required to run the new specialist children's home be recruited into.</li> <li>• The Implementation of the recruitment process will be managed by the Head of Service Children Looked After.</li> </ul>		
	A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)  See attached report		
<b>Affected wards:</b>	Temple Newsam		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.


<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Others	
<b>Implementation</b>	<p>July - Director of Children and Families approve DDR</p> <p>- Updates made to SAP and adverts produced</p> <p>- Advert for RHM published for 1 month</p> <p>August - Sift applications and invite to interview</p> <p>September - Interviews held and offer made</p> <p>October - Adverts published for all other staff for 1 month</p> <p>November - Residential homes manager take up post</p> <p>December - Sift applications and invite to interview for all roles</p> <p>January - Interviews held and offers made</p> <p>February - All other staff commence roles dependent on individuals notice periods</p>	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Sal Tariq – Director of Children & Families	
	Signature 	Date: 27/7/21

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<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.