

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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 checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Children and Families		
Contact person:	Dave Clark Sam Golia	Telephone number: 07891 279874 07891277119	
Subject²:	Structural changes, and appointment to subsequent posts, in the Learning Improvement Team to enable the delivery of the BAU Financial Savings Plan		
Decision details³:	<p>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.)</p> <p>The Director of Children and Families approved:</p> <ul style="list-style-type: none"> • the creation of 1.7 FTE School Improvement Adviser posts to the Learning Improvement Team structure to replace the use of external staffing contracts • Replacement on the current structure of a 1.0 FTE Senior School Improvement Adviser post with a 1.0 FTE School Adviser Post. • Immediate recruitment to the posts on the structure to enable the BAU Financial Savings Plan to be delivered whilst at the same time ensuring crucial support and challenge is provided to maintained schools from the start of the 2021/22 academic year. <p>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)</p> <p>The current annual contracts for associate school improvement advisors to be reduced, with a view to replacing support and challenge to schools with substantive School Improvement Adviser posts on the Learning Improvement Team structure.</p> <p>In order to reduce the reliance on external staffing contracts, and still provide a statutory service to Leeds maintained schools, 1.7 FTE posts need to be created</p>		


¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

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

	<p>on the structure.</p> <p>The Learning Improvement SAP Structure also needs to reflect that a School improvement advisor post will replace a Senior School Improvement Adviser post currently on the structure.</p> <p>The savings of reducing the annual contracts and replacing with 1.7 FTE substantive posts would be £30,000.</p> <p>The savings of creating/appointing an adviser post (Soulbury 17-20) in place of a Senior Adviser post (Soulbury 21-24) are already built into the budget but the change needs reflecting in the SAP Structure.</p> <p>Having consulted with legal, procurement and HR colleagues there would not be TUPE considerations for the current annual contracts due to how they undertake their roles.</p> <p>A review of the Job Description by the Learning Improvement Service and HR has been completed to ensure that it is fit for purpose.</p> <p>Finance Colleagues have played a significant role in consultation, particularly as this decision was part of the BAU Financial Savings Plan.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member: Cllr Pryor</p> <p>Ward Councillors</p> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Head of Service, Learning Improvement</p> <p>Once approval has been given, the posts will be advertised. It is anticipated that the new structure will be in place for September 2021.</p>
List of	Date Added to List:-

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

Forthcoming Key Decisions⁵	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval	
	Signature	Date
Publication of report⁶	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
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸ Sal Tariq – Director of Children & Families	
	Signature 	Date: 28/7/21

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

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

⁷ 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.

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