

## 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 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
<b>Director<sup>1</sup></b>	Director of Children & Families		
<b>Contact person:</b>	Amanda Ashe Children's Centre & Early Start Service Lead		Telephone number: 07891 275941
<b>Subject<sup>2</sup>:</b>	Baby Steps review of staffing structure		
<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.)  To seek approval from the Deputy Director of Children and Families to implement a revised staffing structure for the Baby-Steps Team.		
	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)  The establishment of a new staffing structure for the Baby Steps Programme / service is necessary to ensure that the relevant practitioners can be recruited, temporary posts can be made permanent and some posts deleted. The new staffing proposal will remove the posts part funded by the enhanced funding and align the staff costs with the budget allocation for 2021/22.  The Learning for Life Service is commissioned by LCC Public Health to lead and manage the Baby Steps Service and service delivery will be impacted if we are unable to proceed with recruitment which would result in Public Health withdrawing the funding. The programme has proved		

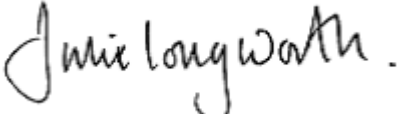
<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<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.

	<p>value for money over the 4 years of delivery and the Service and Public Health are both clear that the service should continue.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Continue to review and extend temporary posts: Making the temporary posts permanent will alleviate uncertainty for staff &amp; their well being, save on recruitment and training costs in the long term and reduce staff turnover and meet our contractual obligations.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Cllr Venner has been briefed.
	Ward Councillors
	<p>Others</p> <p>Conversations have taken place with the staff members on temporary contracts; both would like to secure permanent contracts.</p> <p>Discussion has taken place with Public Health who have agreed the proposed staffing structure meets the commissioning requirements.</p> <p>Finance colleagues have been consulted about the financial implications of the changes</p> <p>HR have been consulted.</p> <p>This proposal has been shared with the trade unions who are happy for this to be progressed.</p>
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Early Start Manager
<b>List of</b>	Date Added to List:-

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

<b>Forthcoming Key Decisions<sup>5</sup></b>	<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
	<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> Julie Longworth – Deputy Director, Children & Families Social Work Service	
	Signature 	Date: 30/11/21

<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.

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