

Delegated Decision Notice (DDN)

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	The Director of Resources		
Contact person:	Claire Matson	Telephone number: 0113 37 83790	
Subject²:	Adding additional capacity and capability to support the recruitment and retention agenda for the organisation.		
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 Chief Officer HR and Chief Officer Strategy and Policy gave approval to create additional capacity and capability on the Human Resource Team and Communications Structure to support the recruitment and retention agenda for the organisation. This takes the form of creating nine new posts on the structure (two will sit on the Communications Team Structure for professional supervision).</p> <p>Full details are included within the supporting report.</p> <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 proposals to amend the existing HR Structure and Communication Team Structure to include additional resource in recognition of the limited capacity and expertise available to support recruitment, entry routes and future resourcing plans.</p> <p>The recruitment and workforce capacity programme has reviewed current activity and developed recommendations to tackle issues that are exasperated by the current labour market challenges and in recognition of</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>the long term organisational need to invest in future talent. To ensure we have well established entry routes into the organisation, effective recruitment strategy and an approach to support managers with both recruitment and workforce planning we need the capacity to deliver our ambitions. The additional resource will ensure we can develop talent pipelines that support our ambition to increase diversity within the organisation, as well as ensuring we maintain a contemporary approach that responds to an ever-changing labour market supported by effective workforce planning.</p> <p>The proposals have been taken forward following a business case that has been approved through the Financial Performance Group.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The only other option was to do nothing; however, this would have had a detrimental impact on the organisations as managers are struggling to recruit to posts, the system and process are inefficient and are taking manager away from other activities. Therefore, this was not seen as an acceptable alternative.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Cllr Coupar</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Claire Matson, implementation of the initial programme will take us into</p>

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	<p>quarter 4 of 2023/24. However, this is the creation of a permanent team to manage the recruitment and resourcing agenda within the organisations so will be on going. The team will support the effective management of our recruitment and resourcing agenda to ensure we are successful in attracting the right people, with the right skills and values, at the right time to support the Council to delivery services effectively.</p>	
List of Forthcoming Key Decisions⁷	Date Added to List:- n/a	
	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 report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/A	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call-in	Is the decision available ⁹ 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 ¹⁰ The Chief Officer HR - Andy Dodman and Chief Officer Strategy and Policy - Mariana Pexton	
	Signature  	Date 4 th August 2022

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.