

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 type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input checked="" 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:	Introduction of additional payments to support recruitment and retention.		
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 gave approval for the introduction of market supplements, welcome and retention payments to support services to recruit and retain staff.</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 report sets out proposals to pay additional payments to staff where there are evidence-based issues with recruitment and retention. Within the current labour market there has been challenges with the recruitment and retention of some occupational staff groups in the organisation. This is impacting delivery of key frontline services and is set against the current cost of living crisis and a competitive labour market.</p> <p>It is recognised that offering additional payments to staff/candidates, subject to strict criteria and approval process, would alleviate these service delivery challenges. The report therefore sets out the introduction of welcome and retention payment and formalises arrangements in relation to the payment of market supplements.</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

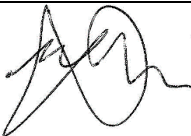
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>All business cases will need to be evidence based setting out:</p> <ul style="list-style-type: none"> a) why the additional payment is required, b) evidence to support the proposals to pay and the reasoning behind the amount to be paid, c) evidence that the proposal meets the criteria set out in the procedure. <p>Each business case will be supported by an Equality Impact Assessment Screening Tool and will then follow the delegated decision process once agreement has been received through a robust approval process.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Various options have been considered to support the recruitment and retention of roles. However, other than the options included within this report it is thought that they would have limited impact to enable the organisations to attract, recruit and retain candidates and have therefore been discounted.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member – Executive member of Resources and via Cabinet meeting</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, to implement the procedure with immediate effective, individuals business cases will be progressed when appropriate within the agreed procedures.</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.

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.

Forthcoming Key Decisions⁷	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:	
	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 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 Chief HR Officer - Andrew Dodman	
	Signature 	Date 09/12/22

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.