

## 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>	Children & Families		
<b>Contact person:</b>	Tim Pouncey	Telephone number: 07712216317	
<b>Subject<sup>2</sup>:</b>	Traded Service Review Savings Proposal		
<b>Decision details<sup>3</sup>:</b>	<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 &amp; Families agreed to:</p> <ul style="list-style-type: none"> <li>a) Approve the proposal to review traded services to increase sustainability and efficiency of the service and deliver savings within the Children and Families directorate of £441,600 over 5 years.</li> <li>b) Approve the deletion of the Head of Traded Service post (DIR 52.5%) and approve the creation of the new Business Relationship Lead post.</li> <li>c) Approve the proposed re-alignment of the Traded Service team to Learning Systems and associated line management.</li> <li>d) Approve the proposal as part of the council's Medium-Term Financial Strategy and preparation for setting the 2023/24 budget.</li> <li>e) Approve the commencement of a consultation process with staff and recognised trade unions.</li> <li>f) Note that the review process will follow the council's agreed process around managing staff reductions and will seek wherever possible to avoid compulsory redundancies.</li> </ul> <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 a proposed review of the structure of Traded Services. The purpose of the review is to ensure the service arrangements are appropriate to</p>		

<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>maintain a long term sustainable and efficient, cost-effective operating model that supports the directorate's commercial activity with schools and settings. This is the first review of the service's structure since it was established in 2016</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member yes, as part of the budget consultations that were ultimately approved by Full Council on 22<sup>nd</sup> February 2023.</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others The following consultations have been undertaken, Finance, HR, Trade Unions</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Chief Officer, Resources &amp; Strategy</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	<p>Date Added to List:-</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

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

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

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

	If published late relevant Executive member's approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>9</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>10</sup> Julie Longworth – Director of Children & Families	
	Signature  Julie Longworth	Date  30/3/23

<sup>9</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>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

