

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 checked="" type="checkbox"/> £25,000 to £100,000 <input 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 Interim Director of Adults and Health		
Contact person:	Janet Bailey	Telephone number: 07891 278416	
Subject²:	Approval to create new position ID's for 4 Active Recovery Triage Coordinator		
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 Deputy Director of Adults and Health has:-</p> <p>Approved these C1 positions (x 4) to be funded from the existing budget for Case Officer (C3) & QA Coordinator (C1) vacancies. These positions will be working daytime hours and therefore not attract the shift allowance payable to the Case Officers.</p> <p>Noted that these positions will be funded from the following:-</p> <ul style="list-style-type: none"> • Case Officer (C3) vacancies i.e. 2.5 FTE, which equates to £114,970 per annum • QA Coordinator (C1) vacancies i.e. 0.2 FTE which equates £5,424.90 per annum <p>Noted that the cost of these new positions equates to = £24,496, plus £1,158.24 (Weekend enhancements) totals £25,654.24 per annum. The budgetary cost of the 4 positions would be £102,616.96.</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>		

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.

	See full report for details.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision
	See full report for details.
Affected wards:	All
Details of consultation undertaken⁴:	The Executive Member for Adults Social Care and Children's Social Care and Health Partnerships was briefed.
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others Legal, HR, Finance.
Implementation	Officer accountable, and proposed timescales for implementation The SKILs Service Manager will be the officer responsible for the implementation.
List of Forthcoming Key Decisions⁷	Date Added to List:-
	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 _____

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.

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

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		
	Shona McFarlane, Deputy Director of Adults and Health		
	Signature	Date	
	<i>Shona McFarlane</i>	9/5/23	

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.