

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	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	Children & Families		
Contact person:	Lyndsey Mortimer	Telephone number: 0113 3787888	
Subject²:	Moving Support and Prevention Team to the Pathways Structure		
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 Director of Children & Families agreed to:</p> <ul style="list-style-type: none"> • endorse the proposal to move the Support and Prevention Team, currently sitting under the Health and Wellbeing Service, to the Pathways Team which is part of the Youth Service Projects. • endorse the move of the budget from the Health and Wellbeing Service to the Pathways Team. • agree the following proposals to the structure including the realignment and/assimilate roles as follows: <ul style="list-style-type: none"> ▪ Deletion of the currently vacant Health and Wellbeing Officer PO2 (1 fte) post. ▪ Creation of 1 fte Advanced YW Practitioner grade AYWP. The budget from the deletion of the post above will be utilised to fund this new post. ▪ For the current employee who has been undertaking the existing ESIF funded Advanced YW Practitioner grade AYWP role through acting up arrangements, to be assimilated into post on a substantive basis. ▪ ESIF funded Youth Workers 1.47 fte grade YKWR. 2 existing employees undertake this youth work as additional hours. The current structure has 2 fte vacant youth worker posts of which 1 fte will be used to assimilate these 2 employees. ▪ Temporary Compliance Officer C3- 1 fte, funded through ESIF. The 		

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>purpose of this role is no longer required at the end of the temporary contract's natural end when funding ceased on 31 December 2023. The post will be deleted from structure.</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 proposal is to merge the Support and Prevention Team (currently under the Health and Wellbeing Service) with the Pathways Team (part of the Youth Service projects structure) in order to increase capacity to address the number of young people not in education, employment or training which is a key priority for the directorate and aligned with the draft Children and Young People's Plan 2023 – 2031.</p> <p>The proposal is to realign and assimilate roles to ensure the new merged team is fit for purpose with the right roles going forward. In order to achieve effective service delivery, some changes are required to the merged team structure which also address the ending of the ESIF funding on 31 December 2023.</p> <p>Consultation has been undertaken with trade unions colleagues who support the proposal. Consideration has been given to the comments/queries raised throughout the 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>There are no alternative options available due to the cessation of ESIF funding and this is the most effective way of increasing capacity in the Pathways team and making best use of the resource available through the Support and Prevention team.</p>
Affected wards:	All wards will benefit from the proposal.
Details of consultation undertaken⁴:	Executive Member n/a
	Ward Councillors n/a
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶

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.

	n/a		
	Others Victoria Fuggles, HOS Early Help Farrah Khan, Deputy Director Unions have been consulted and are in support of the proposals.		
Implementation	Officer accountable, and proposed timescales for implementation The move over to Pathways of the Support and Prevention team should take place on 1 st May 2024. The Youth Work Service Manager will be responsible for ensuring this is a smooth transition.		
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 n/a		
	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 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 Julie Longworth – Director of Children & Families		
	Signature 	Date 4/5/24	

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.

