

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 20/2/18	Ref No: CS 548	
Type of Operational Decision:		
Executive Decision <input type="checkbox"/>	Council Decision <input type="checkbox"/>	
Status:		
<p>Title/Subject matter: Establishment of part time (2½ days per week), temporary administrative post (grade 7) in the Pupil Performance Data Team to support data tracking of Looked After Children, and vulnerable groups, in support of the work of the Vulnerable Head Teacher. For a period of six months.</p> <p>To be funded from savings accrued as a result of interim management structure</p>		
Budget/Strategy/Policy/Compliance - Is the decision:		
(i) within an Approved Budget		Yes
(ii) not in conflict with Council Policy		No
(iii) not raising new issues of Policy		No
<p>Equality Analysis [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].</p>		
	Signed: (By EA Officer)	Date:
Details of Operational Decision Taken [with reasons]:		
<p>The lack of appropriate data tracking for looked after children and vulnerable groups has been highlighted as a key weakness by Ofsted. The establishment of a temporary post, until a broader review of roles and responsibilities is undertaken, will enable this to be addressed.</p>		
Decision taken by:	Signature:	Date:
Executive Director	<i>Maureen Dorton</i>	05/03/18.
Members Consulted [see note 1 below]		
Finance	<i>Peter Lowe</i>	01/03/18

Cabinet Member/Chair	Sharon Briggs	5/3/18
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where an Executive Director considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**