

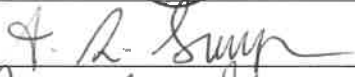
**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 25 January 2018	Ref No: 1604
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Establish the post of CareLink Senior Support Worker	
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
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].	Signed: (By EA Officer)
	Date:
Details of Operational Decision Taken [with reasons]:	
<p>In 2013 Falcon and Griffin Extra Care Scheme had to make budget saving of over £100,000. As a result of this the service was restructured and the 2 Senior Manager posts were reduced to 1 and the post was disestablished. In July 2013 a new full time post of CareLink Senior Support Worker was created to provide much needed Support to assist the CareLink Manager with management and development of the Service. Sonya Phillipson (Maiden name Shanks) transferred from her role as Senior Support Worker at Falcon & Griffin. This was actioned at the time via a secondment.</p> <p>Since July 2013 various secondment extensions have been requested and approved the latest has been approved until 31st March 2018.</p> <p>The post of CareLink Senior was created to cope with the increasing service and management demands. Although the post is established in terms of budget allocation and job description etc. it has come to light that the job has never formally been established and the current post holder Sonya Phillipson has been in post since 2013.</p>	

The 4 year milestone under the Fixed Term Contracts Toolkit was in July 2017. Sonia will therefore have employment rights in the position. There does not appear to be any objective justification to continue to apply fixed term contracts so permission is therefore sought to formally establish the post. Sonia's position at Falcon and Griffin has been disestablished.

Decision taken by:	Signature:	Date:
Interim Executive Director, Resources & Regulation		27/2/18
Interim Executive Director, Communities & Wellbeing		21/3/2018
Head of Workforce – Communities & Wellbeing		29.1.18
Members Consulted [see note 1 below]		
Cabinet Member/Chair		6/3/18.
Lead Member		16/03/18
Opposition Spokesperson		21/3/2018

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.**