

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 25 th April 2018	Ref No: CS 552
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Traded services - interim structure	
Budget/Strategy/Policy/Compliance - Is the decision:	
(i) within an Approved Budget	✓
(ii) not in conflict with Council Policy	✓
(iii) not raising new issues of Policy	✓
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	
<p>Details of Operational Decision Taken TRADED SERVICES</p> <p>The Council's senior leadership team have advised there is to be a review of all aspects of the Council's traded services, in order to consider the profitability and sustainability of those services in line with the traded Services Steering group mission statement.</p> <p>This work commenced in February 2018 with a review of the School Catering and Cleaning Service as two of the largest traded services. In order to consider the review carefully, under a different strategic lens, the line management structure was revised in order to enable the two service supervisors to report to Rob Fenton, Assistant Director R&R, who had been tasked with leading the project. It is also anticipated that the other traded services will be reviewed under the same arrangement, and full options appraisals undertaken.</p>	

In order for that task to be progressed quickly and effectively, it is proposed that an interim structures (attached) be implemented for a period from 1st May 2018 until 1st October 2018.

Structures beyond this date will depend upon the outcome of reviews / option appraisal

The interim structure would sit in R&R alongside the current arrangement for the Catering and Cleaning Service.

Whilst these are interim structures, it is important to note that no assumptions have been made regarding any substantive posts attached to this work. Once all the reviews are complete, and any strategic decisions have been made, it is intended that any required staff consultations would be carried out in line with agreed policies and procedures.

Margaret Fulham, Team Leader, Services (CYPCHR) is to transfer with the Catering and Cleaning Service into the Project manager/HR role. The budget for the post has also been transferred from CYPCHR w.e.f 1st April 2018.

The budget for the Catering and Cleaning service has transferred to R&R w.e.f 1st April 2018. It is anticipated that CYPC Finance will continue to provide the necessary support to Catering and Cleaning via the current arrangements, reporting on a matrix management system to Dawn Burns senior accountant in R&R.

Similarly CYPC HR will also continue to provide the support to the Catering and Cleaning Service that they currently carry out, reporting on a matrix management arrangement to Margaret Fulham project manager/HR lead and Chris Warren (Assistant Director Traded services) until the project is complete.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	Karen Dalton	
Members Consulted [see note 1 below]		
Cabinet Member/Chair	Sharon Briggs	11/5/18
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive 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.**



