

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



Date: 26.10.2018	Ref No: CS 561	
Type of Operational Decision:		
Executive Decision	<input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:		
Title/Subject matter: Extension of fixed term Service Manager post		
Budget/Strategy/Policy/Compliance – Is the decision:		
(i) within an Approved Budget		Yes
(ii) not in conflict with Council Policy		Yes
(iii) not raising new issues of Policy		Yes
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.]		No
Details of Operational Decision Taken [with reasons]: To extend the post of Service Manager to continue to provide management capacity for key areas of quality assurance and practice improvement within social care. The post will be fixed term until the end of March 2019 and will be funded from within existing budgets.		
Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	<i>Karen Dorton</i>	29/10/18
Members Consulted [see note 1 below]		
Cabinet Member/Chair	<i>Sharon Briggs</i>	29/10/18
Lead Member		
Opposition Spokesperson	<i>Michael Parky</i>	18/12/18

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 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.**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES