

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 10 th September 2018	Ref No: 1642				
Type of Operational Decision:					
Executive Decision <input style="width: 150px; height: 25px;" type="text"/>	Council Decision <input style="width: 150px; height: 25px;" type="text"/>				
Status:					
Title/Subject matter: Create the post of Senior Support Worker – working across the Support at Home Service and Falcon & Griffin Extra Care Scheme.					
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].					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signed: (By EA Officer)</td> <td style="width: 40%;">Date:</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>		Signed: (By EA Officer)	Date:		
Signed: (By EA Officer)	Date:				
Details of Operational Decision Taken [with reasons]: Permission is requested to create a new post of Senior support worker - working across the Support at Home Service and Falcon & Griffin Extra Care Scheme. This proposal is part of a temporary structure that has been agreed by Senior Management Team and is being put in place to provide appropriate management covered. A copy of the Business case is detailed below.					
Decision taken by:	Signature:	Date:			
Interim Executive Director for Communities & Wellbeing		27/9/2018			
Interim Executive Director for Resources and Regulation		13/9/18			
Head of Workforce		14/9/18			

Members Consulted [see note 1 below]		
Cabinet Member/Chair	A. R. Smith	12/10/2018
Lead Member	James	29/10/2018
Opposition Spokesperson	Roy Weather	10/1/2019

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.**