

**OFFICER DELEGATION SCHEME  
RECORD OF OPERATIONAL DECISION**



<b>Date:</b> 06.02.2019	<b>Ref No:</b> CS 568
<b>Type of Operational Decision:</b>	
<b>Executive Decision</b> <input type="checkbox"/>	<b>Council Decision</b> <input type="checkbox"/>
<b>Status:</b>	
<b>Title/Subject matter:</b> Establishment of the post of Project Management Officer	
<b>Budget/Strategy/Policy/Compliance - Is the decision:</b>	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> - complete EIA and summarise issues identified and recommendations - forward EIA to Corporate HR]	No
<b>Details of Operational Decision Taken [with reasons]:</b>	
<p>To establish a new permanent post of Project Management Officer within the Children &amp; Young People Directorate.</p> <p>The post will report to the Executive Director, and support the Directorate Management team. It will provide the necessary capacity to ensure the Directorate is properly prepared to be inspected, and respond in an effective and timely way to outcomes from inspections and reviews.</p> <p>The post will also be instrumental in leading on a range of key projects and work programmes across the Directorate aimed at ensuring the best possible outcomes for vulnerable and disadvantaged families.</p> <p>The post will also support with the management of serious complaints escalated to Executive Director Level and regulatory bodies, ensuring risks to the Council are managed.</p> <p>The post is Grade 13 (£38,052 plus on costs), which will be met from within existing Directorate budgets.</p>	

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	<i>Raven Dorden</i>	13/2/19
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member/Chair	<i>Sharon Briggs</i>	13/2/19.
Lead Member		
Opposition Spokesperson	<i>Michael Kenby</i>	20/02/19
<b>Notes</b> 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. <b>This form must not be used for urgent decisions.</b>		

**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**