

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



Date: 12-03-19	Ref No: CS571
Type of Operational Decision:	
Executive Decision <input type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Establishment of Fixed Term Post of SEN Plan Writer	
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]:	
<p>To establish a post of SEN Plan Writer (Grade 9) within the SEN Team for a fixed term period of one year.</p> <p>This is a temporary post to take responsibility in the SEN team of enabling the Local Authority to respond to the backlog of amendments to Education Health and Care Plans. The SEN Team currently have approximately one third of EHC plans (approximately 500) of EHC plans that need to be amended and issued to schools and parents. This post will provide the capacity to deliver on this task at this time and to ensure that the LA can meet its statutory duties in relation to the timely amendment of EHC plans.</p> <p>The post will also draft new EHC plans and attend any meetings as part of the new assessment process. The LA has seen a significant rise in the number of new EHC assessments it is carrying out and the drafting of new EHC plans is a more time consuming process. The current team has not had the capacity to meet the increase in demand and currently new EHC plans are being written by an external plan writer, which has been funded by the new burdens funding from the DFE. The creation of this temporary post will enable this work to be done within the team, which would improve the quality assurance of new</p>	

plans and enable there to be a greater capacity to ensure that parents and schools are involved in co-producing these plans.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	<i>Kevin Dorton</i>	21/03/19
Members Consulted [see note 1 below]		
Cabinet Member/Chair	<i>Sharon Briggs</i>	21/3/19
Lead Member		
Opposition Spokesperson	<i>Michael Ranky</i>	17/04/19
Notes		
<p>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.</p> <p>2. This form must not be used for urgent decisions.</p>		

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