

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



Date: 21.06.19 **Ref No:** CS 579

Type of Operational Decision:
Executive Decision **Council Decision**

Status:

Title/Subject matter:

To create a fixed term part time Early Years Quality Officer. The role would specifically support the Locality Early Outcomes Fund project lead (3 days) and add capacity to the Early Years Advisors team whilst the Lead Officer is on Maternity leave.


This post has been created by a successful GM bid to the DFE each LA will receive 25k funding to develop a part time Project Officer post. This will fund the 3 days of the post (cost including on costs: £21,000)

The post holder will be responsible for:

- The locality implementation plan and associated actions.
- To act as the EOF project lead
- Coordinating the EOF activity and within their locality
- Liaising with community and voluntary sector groups.
- Support the review and evaluation of the GM Speech Language and Communication Pathway.

This role will be appointed to the Early Years Quality Officer Grade 9.

Post will be fixed term for one year (01.07.19 -31.08.19)

 Early Years Quality Officer JD...

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]		
Details of Operational Decision Taken <i>[with reasons]:</i>		
Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	Karen Barton	25/6/19
Members Consulted <i>[see note 1 below]</i>		
Cabinet Member/Chair	T. T. E.	02/07/19
Lead Member		
Opposition Spokesperson	W. P. C.	10/09/19
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.		

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