

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER




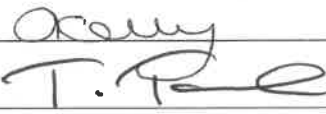
Date: 26 th November 2018	Ref No: 1689
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Creation of new post (temp) – Supporting Communities Improving Lives (SCIL)	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	✓
(ii) not in conflict with Council Policy	✓
(iii) not raising new issues of Policy	✓
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]:

Kimberley Whittle is employed as a Family Co-ordinator within the Inclusion service, in the SCIL team. Kim was asked to undertake additional duties as a Senior family Co-ordinator and it was agreed that she would receive an honoraria payment based on the difference between her grade (9) and a grade 10.

From January 2017, this arrangement was expanded to take account of covering "team leader" duties, again via an honoraria payment (difference between grade 9 and grade 12). This function had previously been carried out via a joint working relationship with GMP.

The SCIL team, including this post, is funded via temporary government funding until March 2020, at which point it will be re-assessed. It is therefore proposed to formalise this arrangement by establishing the post of Team Leader and slotting Kim Whittle into the post on a fixed term temporary contract basis, in line with the existing temporary funding arrangements, at no additional cost to the Council, ensuring that the team receives the required on-going support and leadership.

Decision taken by:	Signature:	Date:
Interim Executive Director – Resources and Regulation		14/1/19
Interim Executive Director - Communities & Wellbeing		21/1/2019
Head of Workforce – Communities & Wellbeing		5.12.18
Members Consulted [see note 1 below]		
Cabinet Member/Chair		5.2.19. 23/01/19
Lead Member		
Opposition Spokesperson		

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.**