



OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 14-9-2020	Ref No: 258
Type of Operational Decision:	
Executive Decision <input checked="checked" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: Decision Required	
Title/Subject matter: Approval to set up Catering Hubs as a contingency plan for critical staffing levels in kitchens due to self-isolation or increased sickness levels.	
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 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]	None required
Details of Operational Decision Taken [with reasons]: <p>Self-isolation and COVID testing guidelines from the Government has increased level of staff absenteeism due to Self-Isolation and COVID testing. This could cause some of the schools kitchen's workforce to drop below critical levels and result in the kitchen not being able to open.</p> <p>As a contingency plan, it is proposed that in that instance, the remaining staff (if any) are redeployed to another kitchen for them to produce packed lunches for the kitchen that is subsequently closed. The packed lunches produced at the open school kitchen will then be transported to the closed kitchen by the Catering Mobile Kitchen Support Officers to then be distributed by the school staff.</p> <p>Once approved, a communication to the Head Teachers and Business Managers will be sent by the head of service to ensure that each school is aware of the contingency plan. The Schools Catering Administration Manager will communicate the plan to the schools catering managers.</p> <p>Funding for the Catering hub will be covered by the income generated by the continued service to the required school which will cover the cost of ingredients, with staffing, including Mobile Kitchen Support Officers, being funded by the current budget for catering staff.</p>	

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		16/09/2020
Assistant Director Operations – Neil Long		15/09/2020
Joint Chief Financial Officer (CCG & LA)		
Head of Workforce – Simon Bagley		
Members Consulted [see note 1 below]		
Cabinet Member, Environment – Alan Quinn		
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 Executive 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.**