

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



Date: 18/9/20		Ref No: CS 639	
Type of Operational Decision:			
Executive Decision	<input type="checkbox"/> Yes	Council Decision	<input type="checkbox"/>
Status:			
Title/Subject matter: Recruitment assistant post – 12 months fixed term contract			
Budget/Strategy/Policy/Compliance – Is the decision:			
(i) within an Approved Budget	Yes- Transformation Fund		
(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.]		No	
Details of Operational Decision Taken [with reasons]: A meeting has been held with Sue Harris, Emma Appleby and Lorraine Jones to discuss the funding that is being utilised in Fostering from the Transformation Fund. An agency Marketing manager is currently being paid out of this fund. Following a review of the Fostering Service it is now felt that the next stage of the recruitment and marketing strategy to recruit new foster carers would be to employ a level 6 recruitment assistant to support the recruitment officer currently in post. This would be cost effective and assist the service in promoting fostering in Bury. An apprentice who is currently working for Bury and has been interviewed as part of admin recruitment has been identified as a potential candidate for the role. We are therefore seeking permission to establish a recruitment officer post on a fixed term contract for 1 year. This would not be at any additional cost to the council.			
Decision taken by:		Signature:	Date:
Director or Chief/Senior Officer		<i>Karen Dalton</i>	18/09/2020

Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member	Agreed by Cll Tariq in Lead Members briefing 29/9/20	29/09/20
Opposition Spokesperson		
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>		

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES