OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION

TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: October 9th 20	**Ref No:** LR068

Type of Operational Decision:

Executive Decision	x	**Council Decision**	

Status:
Publication

Title/Subject matter:
Arrangements to cover Curriculum Quality Leader/Business Development ICT post

Budget – 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]	no

Details of Operational Decision Taken *[with reasons]*
The ICT/Bespoke Curriculum Quality Leader (CQL) left the service at the end of March. There was a delay in recruiting to the post due to the circumstances surrounding Covid 19. The post was advertised in July and interviews held. Three applicants were invited back for a second interview but it was not possible to appoint. The post was advertised again in September and all the three new applicants were rejected at shortlisting stage. This has left a significant gap in the management of the ICT/Bespoke programme which has been covered during lockdown by the Senior Adult Learning Manager (SALM) with overall responsibility for all curriculum areas across the service. As Adult Learning returns to the classroom together with the critical period of writing the annual Self-Assessment Report, Observations of Teaching and Learning etc., it is vital that arrangements are put in place to manage this work. Thought has been given in the interim to separate the two areas of work within this role. The Business Development work can in the medium term be supported by other team members however the management of the ICT area is key.
The request is that the newly appointed Senior Adult Learning Manager for Quality who has a 3 day post with the Service, takes on the role of managing the ICT team and curriculum at the CQL grade for a period of 6 months, 2 days per week, allowing the service to rethink this post as it currently stands. (The SALM Quality Improvement was also an interviewee for the CQL and was one of the 3 candidates called back for a second interview after the first recruitment

exercise but withdrew as he was offered the Quality post) He is qualified and has the skills to take on this role for 6 months in the first instance until a long term decision is taken.
The CQL/Business Development post (28 hours) was approved by JET in February of this year and so there will be a temporary saving of 13 hours for a 6 month period (potential long term) until review of the post.

Director or Chief/Senior Officer	*L.Rickdale*	12.10.20
Members Consulted *[see note 1 below]*		
Cabinet Member/Chair		
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.**