

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 8 April 2022	Ref No: 2104
Responsible Officer: Heather Moore, Head of Business and Executive Support	
Type of Decision (please refer to MO Guidance):	
Key <input type="checkbox"/>	Non-Key <input checked="" type="checkbox"/>
Freedom of Information Status: <i>(can the report go in the public domain)</i> For publication	
Title/Subject matter: Business Support capacity in Adult Social Care	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	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

Summary:

A request has been received for business support to provide ongoing support to Adult Safeguarding meetings, specifically Multi Agency Risk Management Framework (MARM) meetings, which bring together professionals from health, social care, the police, housing and other agencies/organisations at a senior level to support and protect adults at risk.

There are currently 2 FTE Grade 7 Business Support Officers allocated to providing meetings support within Adult Safeguarding. An additional 1 FTE Grade 7 Business Support Officer is required to provide resilience and support within this area, and Director of Adult Social Services and Community Commissioning has agreed to fund this post, which will be managed within the Business and Executive Support Service. The cost of this is c£29k and will be transferred from the Adult Safeguarding Operational Budget (SX40004).




Wards affected: None

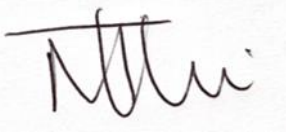
Consultations: Director of Adult Social Services and Community Commissioning and the Principal Social Worker in Adult Social Care

Scrutiny & Review Committee Interest: No.

Options considered: It is appropriate to consider the business support requirements to ensure that minutes of Adult Safeguarding meetings are produced in accordance with statutory timescales.

Decision To establish a Grade 7 Business Support Officer within the Business and Executive Support Service to be allocated to provide support to Adult Safeguarding.

Decision made by:	Signature:	Date:
Director of Adult Social Services and Community Commissioning		12/4/22
Executive Director Finance		12/4/22
Director of People and Inclusion		26.04.22

Members Consulted [see note 1 below]		
Cabinet Member for HR and Corporate Affairs		26.04.22
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet 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 if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.