




**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 4 May 2022	Ref No: 2102
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Establishment of SEND Engagement and Communication Officer Post	
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]	Not Applicable
Details of Operational Decision Taken <i>[with reasons]:</i>	
<p>To establish the post of SEND Communications and Engagement Officer (grade 8) as a permanent post on the staffing structure. The key responsibilities are in the area/s for: engagement with parents/carers of children and young people with SEND; signposting parents/carers to SEND services; promoting and supporting positive communication about SEND to parents, stakeholders, staff etc. This is a requirement in the SEND Code of Practice 2014.</p> <p>This was initially a temporary post in order to evaluate the impact. The current postholder has had since their appointment a tangible impact on parental engagement in the borough over the last 6 months and has built up confidence in relationships between parents, the Council and CCG and is actively promoting the Bury local offer.</p> <p>The post sits within the children’s commissioning team within the health and social care directorate. This ensures that parental engagement is system wide and that there are strengthened communication mechanisms across CCG and Council education, social care and health services, and that parents are strategically involved by commissioners/service managers in the coproduction of services for SEND.</p> <p>Budget: Actual cost to the budget (Grade 8): £22,571 - £24,920 plus on costs Budget includes on costs at £29,568 - £32,644.</p> <p>The budget is established on a permanent basis on the CYP establishment within Project Code TTG7000</p> <p>Reporting line: Children’s Commissioning Lead, Secondary Care Pillar, Health and Social Care Directorate</p>	
Decision taken by:	Signature:
	Date:

Will Blandamer, Executive Director of Strategic Commissioning		.2022
Section 151 Officer		31/5/22
Director of People Executive Member for Resource		07.06.22
Cabinet Member for Corporate Affairs and HR		07.06.22

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.**