

ACTION TAKEN UNDER DELEGATED POWERS

SUMMARY REPORT – 2020

**Chief Officer: Early Intervention & Prevention Assistant Director / Head of Service
Commissioning and Business Improvement**

**Subject: Creation of 1 fte Support Officer in the Business Support Team in the Children's
Service**

Delegated Powers reporting requirement

The Constitution, Responsibility for Functions, 7.1 states that Chief Officers can take decisions without consultation with the Cabinet Member concerned where it is in respect of operational matters within the chief officers sphere of managerial or professional responsibility. Section 7.3 provides that Chief Officers may use whatever means they consider appropriate to discharge the functions allocated to them including engaging and deploying staff.

The Constitution, Responsibility for Function, 7.7 states that recording/ publishing of most decisions will be in summary form and will set out the principal matters that are relevant to the decision. Detailed reporting/publishing of individual decisions (Delegated Powers Report) will be by way of exception and only when there is a clear need to do so.

Background information

Delegated Powers Report '*People Changes for Children's Directorate*' to be published April 2013 established a Business Support Team in the Children's Service consisting of 1 x Support Co-ordinator and 3.65 x Support Officers.

Subsequently, a post that had previously been transferred from the Business Support function in the Children's Service to the Director's hub was de-delegated back to the Service areas, split between Adults & Communities Service and Children's Service.

The proposal is to create 1 fte Support Officer from the part-time 0.65 fte post and extra resource from the de-delegated post, meaning that the Business Support team in the Children's Service will consist of 1 x Support Co-ordinator and 4 x Support Officers.

There are sufficient funds to cover this post (at SCP 19 - 22) until at least 31 March 2014. The extra funds to create the additional part 0.35 fte post will transfer from Head of Prevention and Wellbeing in Adults & Communities Service. Should there be any shortfall, then there is sufficient reserve in the Head of Service Commissioning and Business Improvement budget to cover all costs.

I authorise the following action:

Creation of 1 fte Support Officer in the Business Support Team in the Children's Service

Signed..... Date.. 23 April 2013
**Assistant Director, Early Intervention & Prevention / Head of Service Commissioning and
Business Improvement**