

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2243
Author:	Wendy Griffiths
Department:	Children and Families
Contact:	Wendy Griffiths (Job Title: Head of Commercialisation, Sales and Performance, Email: wendy.griffiths2@nottinghamcity.gov.uk, Phone: 01158763505)
Subject:	Adult Provision and Health Integration, Catering Post
Total Value:	£10,113 (Type: Revenue)
Decision Being Taken:	<p>For the Portfolio Holder to authorise the use of £8,442.50 additional meals income generated through creating a fixed price of £4.35 across all day centres applicable from 5 October 2015, and £1,670.50 of the catering review establishment savings, to fund one 25 hour, 38 week term time only, Grade D, Cook post to sustain and improve the quality of the in-house services provided (executive decision).</p> <p>For the Corporate Director to authorise the establishment of the above post under delegation 16 of the Scheme of Delegation (non-executive decision).</p>
Reasons for the Decision(s)	<p>The catering service has been reviewed to generate efficiencies within the service area in order to deliver savings as part of the Big Ticket process. The savings are on target to be achieved as a result of an increase in the take up of meals being delivered to day care centres across the City due to an improvement in quality.</p> <p>The following gaps have been identified within the service area impacting on the ability to provide catering cover, quality monitor and absence management support. As such this proposal seeks the authorisation to create and fund the following post:</p> <p>One 25 hour, 38 week term time only Cook post, Grade D, to enable the service to provide a peripatetic Cook role that will cover services in the event of annual leave, sickness and training days being attended. This will enable the service area to maintain a high quality standard and consistency of meals provision across all sites.</p>

**Other Options Considered:**

**Do nothing - This is not an option.**

**At present the Council relies heavily on agency staff to cover when absences occur within the catering team which impacts considerably on quality of provision. The use of agency staff results in the service area overspending because no contingency had been built into the previous catering budgets to cover in the event of annual leave, sickness absence and training.**

**This is not a sustainable option as the existing team does not have the capacity to cover all of the regulated services. A part time, term time only post is required to ensure that all services continue to receive a fresh hot meal and compliant.**

**Options considered include using existing team resources - the team does not have the capacity to absorb the cover due to no contingency being built in to previous budgets. Quite possibly other activities would cease without the appointment being made and the income that is to be generated which has created efficiency savings may not be achieved. This would have a big implication on the existing catering process.**

**Create permanent new post - This will give us the ability to efficiently and effectively provide catering provision and cover, quality monitor and deliver a high quality meals provision in the event of planned and unplanned absences. This will ensure that the service can be managed within the agreed operating procedure. Preferred Option**

**Background Papers:**

**N/A**

**Published Works:**

**N/A**

**Affected Wards:**

**Citywide**

**Colleague / Councillor Interests:**

**Consultations:**

**Those not consulted are not directly affected by the decision.**

**Crime and Disorder Implications:**

**N/A**

**Equality:**

**EIA not required. Reasons: Not applicable as increase in establishment. Due regard will be given to the corporate recruitment processes.**

<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>20/11/2015</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Human Resources</b>
<b>Legal Advice:</b>	<b>This report does not raise any significant legal issues on the basis that the executive decision taken in this report is to allocate the funding for a catering post (the creation of the post being a non-executive matter). Advice provided by Andrew James (Team Leader Contracts and Commercial) on 21/09/2015.</b>
<b>Finance Advice:</b>	<b>The cost of this decision is £10,113 per year. It is proposed that the cost will be met from a mix of increased income and reduced expenditure. In addition it should be noted that the support service review of catering, grounds maintenance and caretaking is expected to make savings of £100,000 per year. The managers of the service maintain that they are on track to make the net savings total of £110,113. Advice provided by Ian Greatorex (Finance Project Officer) on 20/10/2015.</b>
<b>HR Advice:</b>	<b>Management are proposing to establish an additional Cook (Grade D) post within the Directorate, a job description exists for this role. An additional peripatetic post will provide for consistency in service provision and provide value for money as a solution to the current reliance on agency workers to cover for other staff's absences. Recruitment should be undertaken within agreed City Council processes including Project People where appropriate. Advice provided by Joanne Hill (Service Redesign Consultant) on 30/10/2015.</b>
<b>Signatures</b>	<b>Alex Norris (PH for Adults, Health and Community Sector)</b>
	<b>SIGNED and Dated: 13/11/2015</b>
	<b>Alison Michalska (Corporate Director for Children and Adults)</b>
	<b>SIGNED and Dated: 13/11/2015</b>