

CABINET MEMBER DECISION RECORD

This form should be used to record Executive decisions taken by Cabinet Members

<p>Decision Ref. No:</p>
<p>Responsible Officer:</p> <p>Anne Humphries, Joint Service Manager - Specialist Services</p> <p>Lindsay Warren, Personal Budgets and Direct Payments Officer, Bournemouth Borough Council.</p>
<p>Subject:</p> <p>Direct Payment Clients in Bournemouth - to remove the £52 a year assistance costs</p>
<p>Decision taken:</p> <p>To remove the £52 per year assistance costs</p> <p>The decision was supported at the ASC Combined Leadership team in January 2018</p>
<p>Reasons for the decision:</p> <p>All direct payment clients in Bournemouth receive a sundries assistance cost. This is currently £52 per annum (pro rata).</p> <p>This payment is to support clients to manage their direct payment to spend on paper, printer ink, phone calls, stationery and similar sundries.</p> <p>It is proposed that this cost is abolished as the purpose for the cost no longer exists or will soon cease to exist for the majority of clients as they have a managed account service.</p> <p>This allowance applies in Bournemouth and those living in Poole do not receive such an allowance, and this decision will align the two areas.</p>
<p>Call-in and Urgency:</p> <p>This decision is subject to the Council's call-in procedure. It is due to be implemented from the next financial year.</p>
<p>Background:</p> <p>Many clients currently have a managed account service and/or payroll and therefore have no need for sundry expenses - the providers now absorb any costs. In Bournemouth all clients will be on an online card system for payment by March 2019. For those that manage their own direct payments, the only clients that would be impacted would be those that use the £52 to pay for the phone call to manage their account over the phone.</p> <p>Direct payment clients would be written to and informed of the change and told how to</p>

appeal - each case would be reviewed on its own merits.

Next steps:

- Send consultation letter to Bournemouth direct payment clients informing them of the change, and that it will take place from April 2019 (from date of letter). Inform clients how to appeal.
- To be implemented from the next financial year (April 2018), when the next payment of sundries would usually be applied to all accounts

Options - and reasons for rejection:

The other option would be to continue with the current arrangement but this has been rejected as it is considered that it is no longer relevant to the majority of cases and there is a need to align across the area when possible

Consultations undertaken (Summer 2018):

In summary, 438 clients/authorised/nominated persons were contacted (all those in receipt of a continuous DP at the time of consultation).

12 requested a paper version (survey was completed in the main online). 1 requested and translated into Polish, 2 had assistance from the DP team to complete over the phone. 48 responses altogether from a total of 438

Grouped response = 47% agree and 36% disagree with the proposal to remove the £52 annual sundries payment.

= 44% agree (V 27% disagree) that it will not have any impact on the client/family to remove the £52 sundries.

9 clients receive there DP into a specific bank account (legacy) still. They remain this way as their choice and completely compliant with their DP in it's entirety.

Grouped response = 38% agree and 38% disagree with the proposal to remove the £52 annual sundries payment.

= 71% agree (V 29% disagree) that it will not have any impact on the client/family to remove the £52 sundries.

Based on the direct payments September pay run of 468 clients @ £52 each per annum, there is a saving to the Council of **£24,336**

Finance/Resource Implications:

Based on the direct payments September pay run of 468 clients @ £52 each per annum, there is a saving to the Council of **£24,336**

Name: ADAM RICHENS

Signature: (of Chief Finance Officer)

Date:



19.2.19,



Legal implications:

The Council has undertaken consultation on the proposals and has taken the outcome into account in reaching this decision. The Council is acting in accordance with its statutory powers.

Name: TANYA COULTER

Signature: (of Monitoring Officer)

Date: 20/2/19



Risk assessment:

Name:
Date:

Signature: (of Officer completing assessment)

Impact Assessments:

Information for/not for publication:
This decision is for publication

Background papers:

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision

Name of Cabinet Member

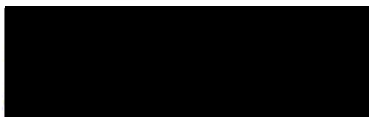
Nature of interest

Details of any dispensation granted by the Monitoring Officer

Yes/No*
(*Delete as appropriate)

Decision taken by:

Signed:



Date of decision:

20th Feb 2019

Date of publication of record of decision: (to be inserted by Democratic Services)

Date decision effective -

-insert date-

APPENDIX 1

Guidance

1.0 Recording the decision

1.1 Upon making an executive decision the Cabinet Member must arrange for the Democratic Services Manager to be provided with

- a signed copy of the completed Record of Decision; and
- a copy of the completed Record of Decision with the signatures redacted¹

within 2 working days of the date of taking the decision together with a copy of any report upon which the decision was made.

1.2 The Democratic Services Manager will maintain a record of all signed decisions referred to in paragraph 1.1, including any report upon which each decision was made and subject to any requirement for confidentiality, will ensure that the redacted version of the decision is published by the Council on its web site. S/he will also ensure that the public has the right to copy or to be provided with a copy of any part of that record upon payment of a reasonable copying and administrative charge.

1.3 It is essential that the contents of the Record of Decision are clear in conveying the decision taken – that is it will not be sufficient to state that the recommendations in a report were agreed. The form and accompanying report must set out:

- a record of the decision;
- the reasons for the decision;
- details of any alternative options considered and rejected;
- a record of any conflict of interest declared by the decision maker; and
- in relation to any such declaration, a note of any dispensation granted by the Monitoring Officer.

1.5 The Delegated Record of Decision template includes a section for the recording of interests by Cabinet Members. It is important that where Cabinet Members involved in making decisions have a registrable interest this is declared on the form to preserve the integrity of the process.

1.6 Before signing the decision notice the Cabinet Member should ensure that the Corporate Communications Manager is informed about the proposed

decision so that consideration can be given to any associated media management issues.

The reason for this is that signatures are considered to be personal data and along with other personal information which is already in the public domain – that is the name of the Councillor and their home address - this would provide sufficient information for some form of identity theft. Whilst the risks of this happening are low, the Council needs to mitigate and remove any potential risks from this happening and safeguard the identity of Councillors.

