# RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER

<table>
<thead>
<tr>
<th>DATE OF DECISION</th>
<th>8/7/2013</th>
<th>DECISION MAKER</th>
</tr>
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<tbody>
<tr>
<td>REFERENCE</td>
<td>SD/2/2013</td>
<td>(Name and Job Title) Alan Franks – Managing Director</td>
</tr>
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## RECORD OF THE DECISION

a) The issue: To be an Employer Partner in the Cipfa Apprenticeship Scheme. This will involve taking an apprentice for 12 months with the option of employing permanently at the end of the term. Cipfa will hold the contract of employment and we will pay Cipfa a fixed sum to cover the salary and training.

b) The Decision: The proposal was approved.

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## REASON FOR THE DECISION

To improve resources, capacity and skills of the Accountancy section within Finance and Procurement to ensure the team can support the authority in meeting the financial challenges ahead.

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## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

1) To approve the proposal  
2) Not to approve the proposal

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## Ward RELEVANCE

None directly.

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## FINANCIAL AND BUDGET IMPLICATIONS

The costs are in the region of £22k (to be split GF and HRA). This can be met from existing staffing budgets due to vacancies across the section.

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## CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Consultation has been carried out with the Portfolio Holder and Trade Unions

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## IMPLICATIONS OF DECISION (eg LEGAL, RISK MANAGEMENT, HUMAN RESOURCES, ENVIRONMENTAL, EQUAL OPPORTUNITIES)

None directly. We will not hold the employment contract but will be responsible for ensuring annual leave, sickness etc is managed.

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## ANY OTHER COMMENTS

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# RETURN TO HEAD OF LEGAL SERVICES AS SOON AS A DECISION IS MADE  
OR AS REASONABLY PRACTICABLE THEREAFTER