

South Yorkshire Mayoral Combined Authority
Officer Scheme of Delegation
Record of Officer Decision Form

(Regulation 7 of The Openness of Local Government Bodies Regulations 2014)

Please send this completed form to: SYMCAMeetings@southyorkshire-ca.gov.uk

1	Subject of decision/report title:	Project Coordinator for Concession End Programme
2	Decision Date:	19 April 2024
3	Background/reason for decision/purpose of report:	<p>Appoint Jenny Galbraith (via Business Leadership Group) in the role of Project Co-ordinator for Concession End Programme at a cost of £66,700.</p> <p>Following the departure of two of our three admin support staff and a strong need to have excellent project coordination support to deliver the 100-day plan, we need to act quickly and add the right fit to the team.</p>
4	Options considered:	<p>We also considered a new temporary resource from the existing agencies; Hays who were used for the admin roles and Elevation who were used for the recruitment of the finance roles in SYFTL, alongside available rail resources who are instantly available on a day rate.</p> <p>We had one other CV of interest whose experience was not as operationally based as Jenny and was not immediately available. Their rate was also £700 (although they were willing to reduce this to £650). Jenny Galbraith was immediately available and slightly cheaper at £580.</p> <p>Our requirement in the 100 day plan is quite specific for this project in driving the update of operational procedures to ensure legal and regulatory compliance.</p> <p>Jenny is currently working for Neil Driscoll who has become a little stretched in his wider deliverables. Jenny has done this as part of reviewing train operators' contract and compliance arrangements on behalf of a business called DOHL which is part of DfT.</p>
5	Decision:	To agree to obtain the services of Jenny Galbraith (BUSINESS LEADERSHIP GROUP) as Project Coordinator for the delivery of the 100-day plan at an anticipated cost of £66,700.

6	Background documents:	N/A
7	Type of decision Key/Non-Key:	Non-Key
8	Officer making decision: (Director or Statutory Officer)	Pat Beijer, Director of Public Transport Development
9	Contact details (telephone number or email):	Frank.slangen@southyorkshire-ca.gov.uk
10	Does the decision maker have a conflict of interest?	No
11	Consultations (where appropriate):	N/A
	i. If a Key Decision have you consulted Portfolio Lead Member?	i.
	ii. Other	ii.
12	Any Legal, Financial, or Equality Implications considered:	N/A
13	Have Finance Team confirmed budget availability	Yes The anticipated costs for this contractor are £66,700 – Finance are aware of this. Budget code: -SIGNATURE REDACTED-
14	Signature (Stat Officer or Director) and Date:	-SIGNATURE REDACTED- 19 April 2024

For Democratic Services Team use only:	
Date received by Governance Team:	25/04/24
Processed by:	Ellen Hinsley
Dem Services Ref No:	2024-038