

## Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR <sup>i</sup> :	Director of Communities and Environment
SUBJECT <sup>ii</sup> :	Creation and implementation of Crew Chargehand roles in Refuse Services
DECISION DETAILS <sup>iii</sup> :	<p>The Director of Communities and Environment:</p> <p>a. agreed to the introduction of the new Chargehand role in line with the Review of Refuse Operations.</p> <p>b. agreed that the protocol on recruitment to the new role agreed with the Trade Unions and appended to the Review of Refuse Operations interim progress report of May 2019 be followed.</p> <p>c. noted that implementation of the proposals is ultimately subject to a sufficient number (75%) of current Refuse Drivers applying to move to the new Chargehand role so as to become operationally viable (an indicative expression on interest exercise undertaken indicates that 94% of drivers want to become a Crew Chargehand).</p>
TYPE OF DECISION:	<input checked="" type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? <sup>iv</sup> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication or call-in)
NOTICE <sup>viii</sup> / CALL-IN (KEY DECISIONS ONLY):	<p>Date the decision was published in the List of Forthcoming Key Decisions: 14<sup>th</sup> May 2019</p> <p>If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- n/a</p> <p>If the intention to make a Key Decision was not published with 5 working days notice, the reason why:</p> <p>The intention to make a key decision was published with four working days notice. The final negotiations and payroll deadlines meant that the publication of</p>

	<p>the intention to make a Key Decision had to be reduced by one day. The call-in period is unaffected by this.</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:- n/a</p>									
<p>AFFECTED WARDS:</p>	<p>All</p>									
<p>DETAILS OF CONSULTATION UNDERTAKEN:</p>	<table border="1"> <tr> <td data-bbox="434 656 730 1055"> <p>Executive Member</p> </td> <td data-bbox="730 656 1027 1055"> <p>Date consulted: Throughout the process and on 1/7/19 in relation to the loss of 1 day of publication of the notice of intention to make a key decision.</p> </td> <td data-bbox="1027 656 1490 1055"> <p>Interest disclosed?<sup>x</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="434 1055 730 1207"> <p>Ward Councillor</p> </td> <td data-bbox="730 1055 1027 1207"> <p>Date consulted:</p> </td> <td data-bbox="1027 1055 1490 1207"> <p>Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="434 1207 730 1702"> <p>Others<sup>x</sup> (please specify: ) Extensive negotiation, consultation and engagement sessions has been held with the Trade Union Convenors and Stewards</p> </td> <td data-bbox="730 1207 1027 1702"> <p>Date consulted:</p> </td> <td data-bbox="1027 1207 1490 1702"> <p>Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p> </td> </tr> </table>	<p>Executive Member</p>	<p>Date consulted: Throughout the process and on 1/7/19 in relation to the loss of 1 day of publication of the notice of intention to make a key decision.</p>	<p>Interest disclosed?<sup>x</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p>	<p>Ward Councillor</p>	<p>Date consulted:</p>	<p>Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p>	<p>Others<sup>x</sup> (please specify: ) Extensive negotiation, consultation and engagement sessions has been held with the Trade Union Convenors and Stewards</p>	<p>Date consulted:</p>	<p>Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</p>
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<p>CAPITAL INJECTION APPROVAL REQUIRED:</p>	<p>Injection approval required?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)</p>									

CAPITAL INJECTION APPROVAL	(Name: ) (Title: )	Capital Scheme Number: XXXXX / XXX / XXX Date:
CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title
		Supplier
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Deputy Chief Officer (Waste Management Services)  Timescales for implementation <sup>xi</sup> Subject to there being no call-in, the key decision will be implemented on 15th July 2019.	
CONTACT PERSON:	John Woolmer	Telephone number <sup>xii</sup> :
DECISION MAKER / AUTHORISED SIGNATORY <sup>xiii</sup> :	 James Rogers, Director of Resources & Housing	Date: 01/07/19

<sup>i</sup> The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

<sup>ii</sup> A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

<sup>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

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- v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.
- vi If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).
- vii Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.
- viii All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
- ix No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
- x This may include other elected Members, officers, stakeholders and the local community.
- xi Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- xii Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.
- xiii The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.