

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Resources & Housing		
Contact person:	Victoria Bradshaw		Telephone number: 0113 3788540
Subject²:	Financial Management Review		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>a) The Director of Resources & Housing approved the operating model and structure as set out within this report.</p> <p>b) This decision is exempted from call-in for the reasons set out in para. 8.2 of the report.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The new structure will deliver a sustainable financial management service, well equipped to support delivery of the Council's Finance Strategy 2020 – 2025 and will deliver a saving in staff costs of £1.00m in a full financial year.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

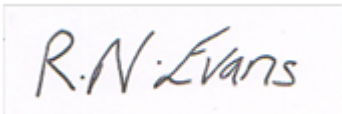
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member Councillor James Lewis
	Ward Councillors N/A
	Others
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁵	Date Added to List:- 26/11/2020
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>By 31/12/20 a total of 14 FTE financial management staff will have retired from the service as part of the measures being taken to bridge the Council's budget gap. It is therefore imperative that the service restructure is implemented without delay, commencing early December 2020, to enable the service to standardise and automate core processes at pace over the forthcoming weeks.</p>
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁷ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: Any delay would seriously impact the Council's capacity to deliver substantial savings in the forthcoming financial year	
Approval of Decision	Authorised decision maker ⁸ Neil Evans – Director of Resources & Housing	
	Signature 	Date 1 st December 2020

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.