

## Delegated Decision Notice

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input 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 checked="" 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
<b>Director<sup>1</sup></b>	Director of Resources & Housing		
<b>Contact person:</b>	Mariana Pexton	Telephone number: 07787 403389	
<b>Subject<sup>2</sup>:</b>	Senior changes in Strategy and Improvement		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  The Director of Resources & Housing approved the deletion of two posts (Head of Communications and Marketing post – temporarily - and Emergency Planning Manager), the arrangements set out below for covering the posts, and that the service retains a very small amount of funding required to support the proposed arrangements to ensure business continuity. This includes (with JDs and manager checklists in relevant annexes): <ul style="list-style-type: none"> <li>- a regrade for the principal officer in CXs unit, backdated to the relevant ELI date (annex 1);</li> <li>- continued temporary honoraria for the shared cover for communications and marketing functions, backdated to the relevant ELI date (annex 2);</li> <li>- two temporary honoraria posts in CXs office to provide management support for functions to make the organisational design principles work (annex 3 &amp; 4);</li> <li>- also, that the post/postholder of Head of Business Planning and Risk transfers to Finance, but that the savings are attributed to Strategy and Improvement as agreed with the CO Finance.</li> </ul>		
	A brief statement of the reasons for the decision As a result of staff leaving due to the Early Leavers Initiative, there is a need to reconfigure the leadership arrangements for the Strategy and Improvement service. It affords an opportunity for further alignment of related services areas to improve performance and some shifts in responsibility to help with integration. It affords some development opportunities for people. Timetable and approach to making these changes complies with the corporate guidance on timing and approach to short and medium term changes.		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision n/a		
<b>Affected wards:</b>	n/a		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Ward Councillors		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation		
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		

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

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

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

<sup>7</sup> 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.

<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Neil Evans, Director of Resources & Housing	
	Signature 	Date: 29/01/21

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