

## Delegated Decision Notice (DDN)

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 type="checkbox"/> £100,000 to £500,000 <input checked="" 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 Communities & Environment		
<b>Contact person:</b>	John Woolmer, Chief Officer (Acting) Environmental Services		Telephone number:
<b>Subject<sup>2</sup>:</b>	Environmental Services Restructure following Service Review		
<b>Decision details<sup>3</sup>:</b>	<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>The Director of Communities and Environment approved the proposals set out in this report with effect from 1st February 2021 where applicable.</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 review was undertaken both to create more flexible and joined up working across different service areas, and to make a significant savings contribution towards the council's projected budget shortfall. Decisions have already been made to allow a number of staff to leave through the ELI scheme, and this restructure/reorganisation of the service will enable these reductions to be managed together with the deletion of number of vacant posts. The decision will allow the agreed savings to be made whilst at the same time protecting front line staffing numbers.</p>		


<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.

	<p>The decision follows detailed work and support from colleagues in Finance and HR to ensure the costings are accurate and the proposals follow corporate processes and policies. The ELI Panel has approved the related business cases.</p> <p>Consultation on the restructure proposals has involved Trade Unions (GMB, Unison and Unite) and included a 3 week staff consultation period.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The proposals sit alongside several other cost saving proposals put forward as part of the budget planning process for 2021/22 and to find in-year savings during 2020/21 where possible. The decision to go ahead with the level of cost savings attached to this decision was made at Executive Board in September 2020, as part of a number of “business as usual” proposals.</p>
<b>Affected wards:</b>	n/a
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member Cllr Mohammed Rafique</p> <p>Ward Councillors n/a</p> <p>Others GMB, Unison and Unite Trade Unions and staff</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>John Woolmer (Acting Chief Officer) will be accountable for the implementation of the proposals. The new structure will be effective from 1<sup>st</sup> February 2021. There will be a transitional period for elements of the restructure though, for example to reorganise the Cleaner Neighbourhood Team to operate within its new management and supervisory capacity. That is likely to take to May 2021 to fully implement.</p>
<b>List of</b>	Date Added to List:-

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

<b>Forthcoming Key Decisions<sup>5</sup></b>	<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 checked="" 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:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> James Rogers, Director of Communities and Environment	
	Signature 	Date 8 <sup>th</sup> February 2021

<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.

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