

Operational Executive Decision-Making Form

Guidance

This form should be used to record operational decisions taken by officers.

Operational decisions are defined as those which:

- have a value below £150,000
- are taken within agreed policies and budgets.

When defining the financial value of a decision the following principles apply:

- the financial value of a decision should reflect the total committed financial impact of that decision to the Council, for example, the full cost of a contract over its lifespan rather than the cost per year
- decisions incurring savings, income (including income from grants), loss of income and expenditure all fall within the definition of financial impact.

Governance Services can provide advice if you are unsure whether your decision is operational.

Please refer to Decision Making Guidance, available on the intranet, for information on how to fill out this form.

Signatures should not be added to this form but it is your responsibility to obtain explicit approval for the decision from the decision maker (usually your Corporate Director).

Publication and Implementation of the Decision

Once complete you must send a copy of this form to constitutional.services@nottinghamcity.gov.uk for publication on the Council's website. If there is a valid reason why any of the information cannot be published please attach it as an exempt appendix. In exceptional circumstances, the whole decision may be exempt from publication. If this is the case, please make this clear on the form. The title of the decision will still be published.

Operational officer decisions are not subject to call-in. Therefore, decisions should be completed and submitted to Governance Services before they are implemented but do not have to be published before implementation.

Operational decisions with a value below £25,000 do not require this form to be completed.

Decisions usually taken by Portfolio Holders

Where specifically delegated, officers can take decisions that would usually be taken by Portfolio Holders, Executive Committees or the Leader. These decisions cannot be recorded on this form. They should be recorded on the electronic Delegated Decisions System and are subject to publication and call-in.

Procurement

Where the decision involves the procurement of goods or services from a third party you must follow the Council's agreed procurement procedures, including arrangements for exemptions from those procedures. Please contact the procurement team for advice.

Operational Decision Record

Date Published: 25/03/2022	Decision Reference Number 4579
Decision Title: HRA Strategic Finance Support	
Decision Value: £104,025	
Revenue or Capital Spend? Revenue	
Department: Finance	
Contact Officer: Lisa Kitto	
Decision Taken:	
To increase strategic finance capacity for the HRA to take forward the strategic aspects of HRA accounting.	
Reasons for Decision and Background Information	
HRA finance capacity is limited following the resignation of the permanent member of staff. Resource is needed to be able to take forward all aspects of HRA accounting and to ensure that the Council can carry out its statutory requirements in relation to finance. More senior capacity has been obtained in recognition of the need to implement the findings of the recent CIPFA review and the S114 notice.	
Other Options Considered and why these were rejected	
No other options are available. The current finance team does not have the capacity, skills and knowledge to take on this work given its specialist nature. Interim support is required. A long-term permanent staffing requirement and structure will be developed and the postholder will support the transition to the permanent solution.	
Reasons why this decision is classified as operational	
This post is needed to support Business As Usual activity.	
Additional Information	
The decision reflects the anticipated additional cost over and above the budgeted establishment.	

Decision Maker (Name and Job Title)
Lisa Kitto, Deputy S151 Officer
Scheme of Delegation Reference Number
1
Date Decision Taken
25 March 2022