

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

Publication Date 17/06/2022	Decision Reference Number 4652
Decision Title	
Recruitment of Interim Treasury Manager	
Decision Value	
Up to £60,000	
Revenue or Capital Spend?	
Revenue	
Department	
Finance	
Contact Officer (Name, job title, and contact details)	
Debbie Middleton – Interim Director of Finance (deputy s151 officer) Debbie.middleton@nottinghamcity.gov.uk	
Decision Taken	
To recruit an interim Treasury Manager to fill a business critical role pending permanent recruitment.	
Reasons for Decision and Background Information	
<p>The postholder of the permanent position of Senior Accountant – Treasury Management resigned their position with the authority and left its employment on 1 June 2022. Whilst an external recruitment process for a number of positions in Finance is underway, there is only one application for this role and its not certain that they will be appointable. The recruitment process is expected to conclude with interviews of shortlisted candidates during the last week in June and:</p> <ul style="list-style-type: none">- in the event of a successful appointment, there will be a lead in time of between 2-3 months before the successful candidate could take up their role.- In the event that a successful candidate is not appointed, the role will be vacant for a prolonged period. <p>Treasury Management is a business critical function and involves daily cashflow management and more strategic decision taking regarding short and long term investment and borrowing decisions on a periodic basis. It is inadvisable to operate without suitably qualified and experienced Treasury Management staff as this exposes the Council to increased risk operational and financial risk in terms of</p>	

sub-optimal cashflow management and potentially poor investment and borrowing decisions.

Given the critical nature of the role, a business continuity plan was agreed to cover the vacancy for a limited period. It is anticipated that the maximum period that this could run would be to early August before more substantive Treasury decisions will be required to be made based upon the forecast cashflow

The plan is agreed between the Interim Director of Finance, the Finance Team Leader (technical accounting) and the Senior Accountant – Treasury Management before he left the authority's employment. This plan involves:

- An agreed approach to daily cash management with increased use of the low risk, high liquidity facility for investments offered by the Debt Management Office (HM Government) for the short term investment of any unanticipated cash receipts
- No external borrowing is planned during the financial year.
- Treasury Management accountants within the technical team will undertake the daily cash flow management under the direct supervision of the Finance Team Leader – technical accounting (until 30 June when this post holder retires and, will be replaced with an interim Finance Team Leader – subject to approval).
- All significant investment decisions are routinely referred through the TM Panel consisting of the s151 Officer, Deputy s151 Officer, Finance Team Leader – Technical and Finance Team Leader Strategic Finance. This process will continue in order to manage any risk in relation to more significant investments that may be required.
- Specialist advice and support is available via the Council's external Treasury Management Advisers – Link Asset Services if required.

Whilst the immediate issues are addressed by the above plan, it is recommended that an interim Treasury Manager of suitable experience and knowledge be sourced to cover the role as soon as possible. Noting that the specialist nature of the role means that it is often hard to fill and this will affect the availability and cost of a suitable interim as well as the prospect of recruiting on a permanent basis.

Other Options Considered and why these were rejected

Options:

Do nothing – leave the post vacant pending permanent recruitment. This is rejected due to the risks and issues outlined above. This is a business critical role and needs to be filled with suitably qualified staff in order to ensure the effective operation of the Councils cash management and investment / borrowing activity.

Offer internal secondment or acting up arrangement to existing staff. This is rejected as is it considered that there are no staff within the Council's finance team with the suitable relevant knowledge and experience to act up.

Fill on an interim basis up to 22 weeks pending outcome of the permanent recruitment process. Estimated cost c£600 per day inclusive of agency margin, exclusive of VAT. Estimated total cost for 22 weeks = £66,000.

There is currently a forecast underspend on the Finance budget for the 22/23 financial year of £123,500. Therefore, this decision can be taken within the approved Finance Budget for 2022/23. It is intended to utilise the LGRP framework in order to source suitable candidates from specialist agencies for this business requirement. Advice has been sought from both HR and Procurement colleagues in relation to the approach.

Reasons why this decision is classified as operational

This decision is classed as operational as it is necessary to appropriately resource the day to day operations of the Council's Treasury Management Function. The value of the decision is below £150,000.

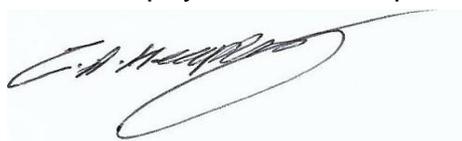
Additional Information

You should consider:

- obtaining and recording advice if necessary from legal, finance or other colleagues
- informing relevant ward councillors if a decision particularly affects their ward
- whether an EIA, DPIA, Carbon Impact assessment or consultation exercise is required for this decision
- for capital spend, confirmation that the decision has been through the appropriate capital approval processes
- referring to any related previous decisions
- risks of the decision and any mitigation of those risks
- if the decision is approving capital spend, please include confirmation that the Chief Finance Officer has agreed to it.

Decision Maker (Name and Job Title)

Clive Heaphy – Interim Corporate Director of Finance & Resources (s151 Officer)



Scheme of Delegation Reference Number

1

Date Decision Taken

09/06/2022