

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 (to be added by Governance Services)	Decision Reference Number (to be added by Governance Services)
Decision Title	
CPA for Elmhurst Energy	
Decision Value	
£35,000	
Revenue or Capital Spend?	
Revenue	
Department	
Carbon Reduction, Energy and Sustainability	
Contact Officer (Name, job title, and contact details)	
Gina Clark	
Decision Taken	
To approve the spend of the value of £35,000 to Elmhurst Energy to allow for services to not be interrupted while the CRES service area undertakes a full procurement exercise to appoint an accreditation body.	
Reasons for Decision and Background Information	
<p>Carbon Reduction Energy and Sustainability utilise Elmhurst Energy as its accreditation body and has such for the past 4 years since inception, prior to this the council utilised the same accreditation body via its housing teams. Due to current contractual commitments and grant funding programmes of significant value we require the ability to continue to utilise the same accreditation body while we undertake a full procurement process to appoint an accreditation body for a 3 year period.</p> <p>All assessors accreditations are linked with the provider so we need to continue this to allow for delivery of large scale grant funding programmes and contracts in place with internal and external clients. Once a full tender exercise has been undertaken we will either continue with the existing supplier if they are successful or move accounts to another supplier with a small break in service delivery.</p> <p>Required exemption documents from financial regulations to allow a CPA to be completed have been undertaken and this decision seeks the approval to spend the money with the accreditation body via the CPA.</p>	
Other Options Considered and why these were rejected	

- Doing nothing would lead to significant financial loss for the council
- Moving to another accreditation would not resolve the issue as spend difference would be marginal and a CPA of similar value would be required

Reasons why this decision is classified as operational

Relates to the operational decision of appointed accreditation body while a full tender exercise is undertaken to appoint a body for a longer term period.

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)

Wayne Bexton



Scheme of Delegation Reference Number

Date Decision Taken

10.05.2022

Approved by



Sajeeda Rose (Corporate Director Growth & City Development)
17 June 22