

# 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](mailto: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<br>16 January 2023   | Decision Reference Number<br>4817 |
| <b>Decision Title</b>   |                                   |
| Extension of Interim Director for Housing   |                                   |
| <b>Decision Value</b>   |                                   |
| Up to £100,000  |                                   |
| <b>Revenue or Capital Spend?</b>  |                                   |
| Revenue   |                                   |
| <b>Department</b>   |                                   |
| Growth & City Development   |                                   |
| <b>Contact Officer (Name, job title, and contact details)</b>   |                                   |
| Sarah Brown, HR Business Lead, 0115 87 63829  |                                   |
| <b>Decision Taken</b>   |                                   |
| To extend the appointment of the Interim Director of Housing up to the end of April 2023  |                                   |
| <b>Reasons for Decision and Background Information</b>  |                                   |
| <p>Following the conclusion of the organisational review a permanent post for a Director of Housing has now been confirmed and that post is out to advert. However, that process is still underway and will take several months to conclude and a permanent candidate in post.</p> <p>Therefore, in the meantime the extension to the current interim Director of Housing will provide continuity and much needed capacity and capability in relation to the councils Housing functions, in particular overseeing the Housing Transition Project relating to the return of housing management back in to the council from the 1<sup>st</sup> of April 2023.</p> |                                   |
| <b>Other Options Considered and why these were rejected</b>   |                                   |
| No other options immediately available given there is no internal capacity to fulfil this role.   |                                   |
| <b>Reasons why this decision is classified as operational</b>   |                                   |
| This is a decision taken within agreed budgets and spending limits and does not involve a change or new policy.   |                                   |

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| <b>Additional Information</b>  |
| The position is fully funded.  |
| <b>Decision Maker (Name and Job Title)</b>                                       |
| Sajeeda Rose, Corporate Director for Growth and City Development (Chief Officer) |
| <b>Scheme of Delegation Reference Number</b>                                     |
| 1  |
| <b>Date Decision Taken</b>   |
| 23 December 2022   |