

# 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 £300,000
- are taken within agreed policies and within the overall agreed budget controlled by the officer taking the decision
- bid for and accept grant funding to implement agreed policies, up to the value of £300,000.

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 £100,000 do not require this form to be completed.

## The Appropriate Decision Maker

Regardless of the financial threshold, consideration will need to be given to ensuring decisions are taken by the appropriate decision maker. This is not always dictated by value. There may be some decisions with a value of under £300,000 which would be most appropriately taken by a Portfolio Holder or Executive Committee.

**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 27 September 2024	Decision Reference Number 5176
<b>Decision Title</b>	
Interim Staff Strategic Asset Management – Strategic Assets & Property	
<b>Decision Value</b>	
£172K	
<b>Revenue or Capital Spend?</b>	
Revenue	
<b>Spend Control Approval</b>	
Has the spend been approved by Spend Control Board? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a Spend Control Board approval reference number: 5370	
<b>Department</b>	
Strategic Assets & Property	
<b>Contact Officer (Name, job title, and contact details)</b>	
Beverley Gouveia – Head of Property	
<b>Decision Taken</b>	
To approve expenditure on the continued appointment of interim staff to support the Strategic Asset Management Team within Strategic Assets & Property for the period 1 <sup>st</sup> October 2024 to 31 <sup>st</sup> March 2025.	
<b>Reasons for Decision and Background Information</b>	
<p>Approval was obtained in February 2024 for the extension of interim contracts between the period 1<sup>st</sup> March 2024 and 30<sup>th</sup> September 2024. Spend control for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 was also obtained.</p> <p>Approval for the second half of 2024/25 is now required to approve the expenditure on interim staffing within the Strategic Asset Management Team. The Strategic Asset management team are responsible for co-ordinating and advising on the Council's asset strategy which largely focuses on operational assets. This is a key area of transformation for the Council and the focus of the Corporate Landlord work which has recently been implemented. The Council has been unable to recruit to permanent posts within the team which has led to the requirement to appoint interim resource.</p> <p>Strategic Assets &amp; Property are working with HR on a recruitment plan with an aim to appoint on a permanent basis which will reduce costs.</p>	

Forecast expenditure remains in line with the spend control referenced above.

### **Other Options Considered and why these were rejected**

- To not recruit interim resource - would result in the lack of ability to actively review the Council's portfolio and undertake identified disposals. A lack of capital receipts would leave the council in a very difficult financial position. The review and streamlining of the Council's assets are a significant part of its transformation process.
- Recruit permanently - the council has already attempted this on several occasions, most recently in October 23. Further consideration needs to be given as to how we might improve the prospects of permanent recruitment before we yet again return to the recruitment market.
- To outsource further work - A reasonable level of professional work is already commissioned out where the council does not have the internal capacity or skills to deal with it. We do not have the internal capacity to commission/manage further work in the short term.

### **Reasons why this decision is classified as operational**

The matter relates to the day-to-day management of adequate levels of staffing resource/work programmes for which there is existing budget provision. Spending control approval has been given.

### **Additional Information**

#### **Finance Comments:**

The interim staff who are the subject of this decision are fully accounted for within the current year's monitoring and forecasting. The additional costs of using interim staff is partly met through vacancies from the posts filled and partly met through additional fee income received through disposals.

Sarah Baker, Senior Commercial Business Partner (Corporate Landlord)

**HR Comments:** This decision is to extend the existing arrangement that has been in place and fully approved. Spend Board approval is in place for spend up to end of March 2025, and current spend is forecast not to go above the agreed amount. Therefore, as the other alternatives have been investigated but not appropriate and as recruitment activity has been unsuccessful with the tight timescales for the work this seems a logical approach until a suitable recruitment strategy can be put in place. Carolyn Owen HR Consultant

### **Decision Maker (Name and Job Title)**

Nicki Jenkins, Corporate Director of Growth and City Development

### **Scheme of Delegation Reference Number**

1

### **Date Decision Taken**

16.09.24