

Decision Schedule

Decision made by	Chief Executive
Decision made on	22 November 2023
Date decisions published	23 November 2023

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
	Change of Establishment: Governance & Democracy - changes to staffing structure	Alison McKane Interim Assistant Director for Governance & Democracy	<p>1. To approve the changes to the Governance & Democracy staffing establishment and structure as set out at para 8 below, ie</p> <p>(i) Delete one of the career graded Senior Lawyer posts (up to band 13) and create a new Legal Services Manager post (Band 14, subject to evaluation) to manage the legal service;</p> <p>(ii) To replace the Democratic Services Manager post and create a new Lawyer, Governance role, to provide specialist governance advice, manage the Democratic Services function and to act as Deputy Monitoring Officer.</p> <p>(iii) To amend the Admin Officer post from a .8</p>	Non-Key	N/A

			<p>FTE to a full-time post to increase resilience and support for the Governance & Democracy Team;</p> <p>(iv) To delete the existing Information Governance Officer role (Band 8) and replace with a new part-time 0.6 fte Information Governance Lawyer Role (up to Band 11);</p> <p>2. To agree to the additional cost of £4510.00 to be added to the Governance & Democracy staffing budget to fund the cost of the changes to the establishment.</p>		
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Call in

***What is a Key Decision?**

A Key Decision is an [executive decision](#) likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

****What happens once a Key Decision has been made?**

When a [Key Decision](#) is made the decision shall be published within two clear working days of being made.

Copies of the notice of decision shall be published;

- In hard copy (upon request) at the main offices of the Council.
- By email which will be provided to all members.
- On the website.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

How can scrutiny members call in a Key Decision?

The call-in request shall be on a completed [call-in request form](#) and include the names and signatures of six members excluding Cabinet Members, the decision making principles it is believed have been breached and also the reasons for this.