Decision Schedule

Decision made by	Chief Executive
Decision made on	19 June 2024
Date decisions published	03 July 2024

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
	Change of Establishment: Income Recovery Officer	David Scott Assistant Director for Resources	1. To approve the changes to the Revenues and Benefits Service and the Corporate Services (finance team) staffing establishment as set out at para 8 below, Specifically (i) Delete 0.54FTE Admin Support Central Services post (Band 5) within the Corporate Services team. (ii) To create an additional 0.5FTE Income Recovery officer (Band 6) to sit within the Revenues and Benefits team.	Non-Key	N/A

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.