

# Decision Schedule

<b>Decision made by</b>	<b>Chief Executive</b>
<b>Decision made on</b>	<b>27 March 2025</b>
<b>Date decisions published</b>	<b>28 March 2025</b>

<b>Item no.</b>	<b>Agenda item</b>	<b>Contact Officer</b>	<b>Decision</b>	<b>*Key/ Non Key</b>	<b>**Last date for call in</b>
	CEX520 - Change of Establishment for Housing Services Structure	Chris Flannery, Assistant Director for Housing Quality, Development and Landlord Services	<p>1) Following a housing services structure review, the following permanent additional posts will be added to the establishment, effective from 1 April 2025:</p> <ul style="list-style-type: none"> <li>• 1 FTE Housing Officer (Band 8)</li> <li>• 1 FTE Income Assistant (Band 6)</li> <li>• 0.5 FTE Former Tenant Arrears and Leaseholder Officer (To be job evaluated)</li> </ul> <p>2) Following a housing services structure review, the following temporary additions are to be made to the establishment, effective from 1 April 2025:</p> <ul style="list-style-type: none"> <li>• 0.6 FTE Senior Income</li> </ul>	Non-Key	N/A

			<p>Officer (Fixed term 2 years) (Band 11)</p> <ul style="list-style-type: none"><li>• 1 FTE Project Engagement Officer (Fixed term 2 years) (Band 6)</li></ul>		
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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.