

Decision Schedule

Decision made by	Chief Executive
Decision made on	03 February 2021
Date decisions published	09 February 2021

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
	Change of Establishment - Land Charges Resource	Chief Executive	To increase the establishment within the Land Charges Team by 1 FTE, by creating an additional Land Charges Assistant post. This will initially be for a fixed term period of one year with the option for it to transfer to a permanent post if it can be funded through existing budgets for subsequent years, or approved by way a of a growth item as part of the budget setting process for 2022/23.	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.