

Decision Schedule

Decision made by	Director for Housing and Communities
Made on	9 February 2021
Date decisions published	11 February 2021

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
	Annual Billing Print Contract - Contract Exemption	Nick Sach Revenue & Benefits Manager	<ol style="list-style-type: none"> 1. Authority to use a Contract Exemption as detailed in the decision notice; 2. Authority to award the contract to CFH docmail Ltd for annual billing for the period 2021/22; 3. Authority to enter into any necessary agreements with the Contractor. 	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.