



Please leave blank for  
completion by DS  
officers

### EXECUTIVE DECISION RECORD

<b>A1 Service Area</b>	Chief Executive's
<b>A2 Title</b>	Heads of Service Pay Range
<b>A3 Decision Taken By</b>	Leader/Chief Officer
<b>A4 Chief Officer</b>	Please print name: Andy O'Brien  Please sign name: 
<b>A5 Leader</b>	Please print name: Councillor Duncan Goodfellow  Please sign name: 
<b>A6 Date of Decision</b>	9 <sup>th</sup> September 2019

### Confidentiality

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No <i>(please delete as appropriate)</i>
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	n/a

### Scrutiny

<b>A8</b> Which Scrutiny Committee should this decision be submitted to?	<i>(Please tick as appropriate)</i> ✓	
Scrutiny (Audit & Value for Money Council Services) Committee	<input checked="" type="checkbox"/>	
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee	<input type="checkbox"/>	


<b>B1</b> What is the Decision?	To extend the Head of Service pay range by one point, an increment to the value of £5,000 i.e. the current value of the honorarium in place since April 2017.
<b>B2</b> What are the reasons for the Decision?	<p>The value of the extension to the grade is the current value of the honorarium in place since April 2017, which will now be replaced.</p> <p>The honorarium was to recognise the extra pressure and work placed upon the Heads of Service taking on additional responsibilities following the departure of a Head of Service. This role has not been replaced and the additional work and responsibilities continue.</p> <p>Benchmarking of our CIPFA nearest neighbours and some geographical neighbours shows that our CMT size and cost is the second lowest of 22 comparators, and that our Head of Service salary range is appropriate for the size of the management structure at CMT and number of posts above £50,000 <del>below</del></p>
<b>B3</b> What are the contributions to Corporate Priorities?	Value for Money
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	There are no financial issues arising from this decision as the honorariums were included in the budget, and there is no increase in spend.
--	---

Revenue	2019/20	2020/21	2021/22

Capital	2019/20	2020/21	2021/22

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Lisa Turner  Please sign name: 
---	--

### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes ( <i>please delete as appropriate</i> )
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA ( <i>please delete as appropriate</i> )
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes ( <i>please delete as appropriate</i> )
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes ( <i>please delete as appropriate</i> )
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA ( <i>please delete as appropriate</i> )
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes/No ( <i>please delete as appropriate</i> )


### Equalities Implications

<b>B8</b> What are the Equalities implications: nil
<b>B8.1</b> Positive (Opportunities/Benefits): N/a
<b>B8.2</b> Negative (Threats): N/a
<b>B8.3</b> An equality impact assessment is not required.
<b>B8.4</b> [The equality impact assessment identified the following actions to be carried out:] n/a

### Risk Assessment

<b>B9</b> What are the Risk Assessment implications: n/a
<b>B9.1</b> Positive (Opportunities/Benefits): n/a
<b>B9.2</b> Negative (Threats):  n/a
<b>B9.3</b> [The risks are referred to in the Risk Register numbered [ ].] [The risks do not need to be entered in the Risk Register.] Any financial implications to mitigate against these risks are considered above. n/a

### Legal Considerations

<b>B10</b> What are the Legal Considerations:	
<b>B10.1</b> There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Angela Wakefield  Please sign name: 

### Sustainability Implications

<b>B11</b> What are the Sustainability implications: nil
<b>B11.1</b> The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
<b>B11.2</b> Positive (Opportunities/Benefits): n/a
<b>B11.3</b> Negative (Threats): n/a

### Health & Safety Implications

<b>B12</b> What are the Health & Safety implications: nil
<b>B12.1</b> A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
<b>B12.2</b> [The significant hazards and risks have been identified in the Harriett Risk Assessment numbered [ ]. Any financial implications to mitigate against these hazards and risks are considered above.] n/a
<b>B12.3</b> [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below] n/a
<b>B12.3.1</b> Positive (Benefits) n/a
<b>B12.3.2</b> Negative (Threats) n/a

## Key Decision

<b>B13</b> Is this a Key Decision?	No <i>(please delete as appropriate)</i>
<b>Note: A Key Executive Decision is one where:</b> <ol style="list-style-type: none"> <li>1. <b>REVENUE</b> – Any contract or proposal with an annual payment or saving of more than £100,000</li> <li>2. <b>CAPITAL</b> – Any capital project with a value in excess of £150,000</li> <li>3. <b>A decision which significantly affects communities living or working in an area comprising two or more wards.</b></li> </ol>	
<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA <i>(please delete as appropriate)</i>
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA <i>(please delete as appropriate)</i>

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)