



ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are not designated as 'Key Decisions' – or in other words those decisions which are not included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Approval to update the 2016/17 HRA Budget for the Together Better Project Budget. Carry forward of £13.5k and virement of £10k.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

DCE 07/2016/17

3. Decision Taken:

Approval to give the Better Together Project a budget in the Housing Revenue Account (HRA) of £23.5k for 2016/17. This is comprised of:-

1. A carry forward of £13.5k from the Housing Options Consultancy budget from 2015/16 that was unspent (Fin Reg A.25).
2. A virement of £10k from Council Tax (Fin Reg B.11).

4. Reasons for the Decision:

On 14th April 2016, the Council approved the decision to serve notice on Ashfield Homes Ltd (AHL) to terminate the management agreement and for Ashfield District Council (ADC) to directly deliver the housing management function in house (C.91a). The Better Together Project has been established to implement the transfer.

The establishment of a project budget of £30k to be funded by the HRA was also approved at this meeting (C.91f) and this decision is to implement part of this budget in accordance with Financial Regulations. The carry forward of £13.5k from 2015/16 and the virement of £10k in 2016/17 can be actioned without further approval from Cabinet. This will increase the 2016/17 HRA budget by £13.5k.

Formal approval of the final £6.5k will be sought to bring the total budget for 2016/17 up to £30k as per Council approval.

5. Alternative Options Considered / Rejected:

None, the budget in the HRA is required to fund the Better Together Project in 2016/17.

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Diversity/Equality Implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

(a) Legal – None.

(b) Financial – £13.5k is a carry forward from 2015/16 and £10k is a virement within the 2016/17 budget, therefore there is £13.5k growth to the 2016/17 budget. Further approval will be sought from Cabinet for the remaining £6.5k budget.

(c) Diversity/Equality – None.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Date:

10/8/16

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

MRS JACQUELINE JAMES

ROSEMARY HOLLER
CORPORATE SERVICES

(This decision is not subject to call-in and is circulated for information only). If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.

Date:

10/8/16

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to any member of the Democratic Services Team:

- Alan Maher [email: a.maher@ashfield-dc.gov.uk]
- Lynn Cain [email: l.cain@ashfield-dc.gov.uk]
- Julie Robinson [email: j.robinson@ashfield-dc.gov.uk]

They will arrange for it to be published on the Council's web site.

For further support or guidance please contact Ruth Dennis (Assistant Chief Executive – Governance [email: r.dennis@ashfield-dc.gov.uk] or any member of the Democratic Services Team.