

## NOTIFICATION OF EXECUTIVE DECISION

**Purpose of this form:**

1. to add an issue to the Internal Decision List
2. to include the issue for decision on the published Forward Plan. At least 28 clear days' public notice is given for all Key decisions.

<b>1</b>	<b>Title of Report</b> <i>Easy to understand and acronym free</i>	<b>Medium Term Financial Analysis (MTFA) 2022/23 to 2025/26</b>
<b>2</b>	<b>Description</b> <i>Describe the issue; outline the proposal and the reasons for it. This description will be included in the published Forward Plan</i>	<b>Issue</b>  <b>Analysis of the Councils medium term financial position considering latest changes and estimates of risk up to 2025/26</b>
<b>Proposal</b>		
<ol style="list-style-type: none"> <li>1. Note the forecast position;</li> <li>2. Note, as a planning assumption, core Council Tax increases of 2% each year;</li> <li>3. Note the additional pressures caused by the COVID crisis, and in response consider what further transformation savings are required, and lobby Central Government for additional financial support;</li> <li>4. Note that the Council's current level of reserves provides a limited amount of time for action to be taken strategically in response to the COVID crisis and the more general financial position, but that firm actions will be needed, on current projections, to maintain financial stability in the short to medium term. These actions will include further co-operation with other key stakeholders, in particular the NHS; and</li> <li>5. Note that unless firm action is taken to contain pressures, deliver agreed savings, and focus any new spending on a small number of key priorities, the Council's financial position will soon spiral out of control.</li> </ol>		
<b>Reasons for the proposal</b>		

3	<b>Decision Maker</b> (tick ✓ one box) (See note 3. below)	<b>Co-operative Executive</b> <input checked="" type="checkbox"/> <b>Highways Committee</b> <input type="checkbox"/> <b>Leader</b> <input type="checkbox"/> <b>Individual Executive Member*</b> <input type="checkbox"/> <b>Executive Director/Director*</b> <input type="checkbox"/> <small>* Please specify title of Executive Member, Executive Director or Director</small> .....
4	<b>Date of Meeting or date when Individual Decision is proposed to be taken</b>	<b>Proposed Decision Date: 20 / 10 / 2021</b>
5	<b>Is this a Key Decision?</b> (See note 1. below)  (tick ✓ one box)	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>
	<b>If YES, please tick ✓ which box/es apply</b>	<b>Expenditure/savings over £500,000</b> <input checked="" type="checkbox"/> <b>Significantly affects 2 or more wards</b> <input checked="" type="checkbox"/>
6	<b>Is this a matter which also requires approval by full Council?</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>
7	<b>Relevant Scrutiny &amp; Policy Development Committee</b> <i>Decisions are subject to call-in through Scrutiny</i>	<b>Name of Cttee: Overview and Scrutiny (if required)</b>
8	<b>Will the report or appendices contain any confidential or exempt information? If YES, add number of relevant paragraph of Schedule 12A of the Local Government Act 1972, as amended</b>	<b>YES</b> <input type="checkbox"/> Paragraph Number: ..... <b>NO</b> <input checked="" type="checkbox"/>
9	<b>Background documents to be relied upon when taking the decision (See note 2. below)</b>	<b>If any, please specify:</b>
10	<b>Name of Executive Director with whom the issue has been discussed</b>	<b>Name:</b> Eugene Walker  <b>Title:</b> Executive Director of Resource
11	<b>Name of Executive Member with whom the issue has been</b>	<b>Name:</b> Cate McDonald

	<i>discussed</i>	<b>Executive Member Portfolio:</b> Finance and Resources
<b>12</b>	<b>Report Author/ Officer Contact</b>	<b>Name:</b> Ryan Keyworth <b>Tel:</b> 0114 20 57303 <b>Email:</b> Ryan.keyworth@sheffield.gov.uk

1. *A key decision is an executive decision which is likely:-*
  - (i) *to result in the local authority incurring expenditure which is, or the making of savings which are, significant (ie.£500,000+), having regard to the local authority’s budget for the service or function to which the decision relates; or*
  - (ii) *to be significant in terms of its effect on communities living or working in an area comprising two or more wards in the city.*
2. *A background document is something which includes facts or other matters upon which an important part of the report is based. This is a document that a report author has referred to in the process of drafting a recommendation. These do not include related/previous decisions, appendices to the report or legislative requirements e.g. statutory instruments. Copies of these documents must be made available for public inspection should a request be made for them.*
3. *All reports on forthcoming Executive decisions, except those relating to non-key highways or non-key officer decisions, must be submitted to CMT (Corporate Management Team) and EMT prior to the decision being taken. This is a summary of the process:*

**Co-operative Executive Decisions**

1. *Agree concept, approval route and timetable with Executive Director and Co-operative Executive Member*
2. *Complete **Form 1** to add an issue to the Internal List of Decisions and (subject to CMT approval) the published Forward Plan*
3. *Prepare draft report **Form 2***
4. *Submit the final draft report to CMT for review*
5. *Submit the final report to Democratic Services for publication*
6. *Decision taken by the Co-operative Executive*

**Individual Executive Member and Executive Director Decisions**

1. *Agree concept, approval route and timetable with Executive Director and Co-operative Executive Member*
2. *Complete **Form 1** to add an issue to the Internal List of Decisions and (subject to CMT approval) Published Forward Plan*
3. *Prepare draft report **Form2***
4. *Brief Executive Director and Co-operative Executive Member*
5. *Report cleared for publication by Executive Director and Co-operative Executive Member following consultation with the Leader*
6. *Submit the final report to Democratic Services for publication*
7. *Decision taken by the Executive Member. Complete **Form 3** and submit it to Democratic Services for publication of decision*

Please complete the form and send it to democratic services [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk)