

## Delegated Decision Notice (DDN)

This form is used to record any delegated decision which has been taken by officers under delegated authority.

Decision title	Productivity Plan Approval
Decision date	29 July 2024
Decision maker	Chief Executive Officer
Source of delegation (resolution or Constitution – please reference)	<p>Part D8 of the Constitution authorises the Chief Executive to take any actions necessary in the interests of the Council:</p> <p>The Council’s Chief Executive has delegated authority to take any action they consider necessary in the interests of the Council in cases of urgency. They must only act after consultation with the Leader of the Council, the Chair of the Council or the appropriate Committee and the relevant Ward Member(s), if any. Any action taken in this way shall be reported to the first available meeting of the Council, Cabinet or relevant Committee, as appropriate.</p>
Decision taken	To approve the Productivity Plan for submission to the Ministry of Housing, Communities and Local Government (MHCLG).
Reasons for the decision	<p>Local Government Authorities are required to submit Productivity Plans to MHCLG under the 2024 Local Government Finance Settlement. These plans needed to be produced and returned by 19 July 2024. In light of the General Election being called for 4 July 2024, the meeting of Cabinet for July was moved to 25 July 2024. As the plans require member oversight and endorsement, the change of meeting dates has made this impossible to achieve without holding a Cabinet meeting during the pre-election period which was considered to be impractical and undesirable. The deadline for submission was extended to 29 July 2024 but this still did not allow for the necessary decision-making processes to be completed. Therefore, the Chief Executive Officer, in consultation with lead members, took an urgent officer decision to submit the plan on behalf of the Council.</p>
Alternative options considered	Options were considered for Cabinet to approve the plan later in July but were deemed to not be appropriate given the stated deadline by the UK Government.
Key or non-key?	Non-Key
Subject to urgency rules?	Yes
Affected wards	None



Details of consultation undertaken	Leader of the Council, Deputy Leader of the Council, Deputy Chief Executive, Director of Governance, Business Manager for Democratic Service.
Lead officer	Robert Weaver, Chief Executive Officer <a href="mailto:robert.weaver@cotswold.gov.uk">robert.weaver@cotswold.gov.uk</a>
List of documents considered	Annex A - Productivity Plan