

DECISION TAKEN BY STRATEGIC CELL UNDER DELEGATED AUTHORITY THROUGH MAJOR INCIDENT

**Ref #: COMPLETED BY CORPORATE FINANCE**

Reports should be submitted to [financial.planning@birmingham.gov.uk](mailto:financial.planning@birmingham.gov.uk).

**SUBJECT**

**State whether based on business continuity report, recommendation from Business Continuity Cell or Proposal from Corporate Director**

**1. Name and Title of Officer proposing the Decision**

**2.a. Outline of the Proposal**

Delegate authority to enact business continuity and report back costs

Proposal from Cell – what it is and why this will result in the base budget allocation being exceeded

Complete as concisely as possible

**2.b. Nature of Decision** (Please indicate whether this is an unavoidable pressure – e.g. due to increased demand within current policies or unachievable income, or where the Command Team has some discretion over whether to proceed or not.)

**3. What legislation gives the Council the power to take this decision?**

**4 Public or Private** (if private please state why private)

(eg commercially sensitive information for the Council or a 3rd party)

**5. Cost Implication and Budget or funding to be met from:**

Capital –

Revenue– please state whether one-off or ongoing implications

Cashflow – please state what the short term cashflow consequences are until further funding is received

### **6. Compliance with Public Sector Equality Duty**

### (indicate what Equality Assessment has been undertaken and any issues )

**7.** **Compliance with Data Protection**

Does this decision involve the processing, management or sharing of personal data?

If no, then include this statement – the decision has no data protection implications.

If yes, ensure that any Data Processing / Data Sharing Agreements or other actions are undertaken in liaison with the information and Privacy Legal Officers; and the following statement should also be included in this form.

**Data Protection**

The requirements of the Data Protection Act 2018 and Human Rights Act 1998 have been taken into consideration in terms of the processing, management and sharing of data involved in these proposals. Indicate the action taken, e.g. A PIA (Privacy Impact Assessment) has been completed and in line with the Data Protection Act 2018, a Data Processing/Sharing Agreement has been created for the purposes of sharing the personal data to a 3rd party organisation.

**8.** **Background / Additional Information**

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| **SUBJECT**  **Signed by the named**  **Authorised Officer taking the decision:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_    **Above Signatory – please print name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    In signing this confirms consultation has taken place with the Leader  NB This decision form must be signed by the Authorised Officer and not per pro another officer except where:  Signed by a Director deputising for the Strategic Cell – **Yes / No** . |

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| --- | --- |
| **CONSULTATION** | **Names and dates to be inserted** |
|  |  |
| Has consultation on the report been carried out with: | ……………………………..  Date……………………………………………… |
| (a) Relevant Cabinet Member(s)    **OR** |
| **COMPLIANCE ISSUES** |  |
| (c) Has the report been cleared with relevant Corporate Director? | |  |  | | --- | --- | | Cleared by: |  | | Date: |  | |
| (d) Has report been cleared with the relevant Finance Officer? | |  |  | | --- | --- | | Cleared by: |  | | Date: |  | |
| (e) Has report been cleared with the relevant Directorate Legal Officer? | |  |  | | --- | --- | | Cleared by: |  | | Date: |  | |
| (f) Has the report been cleared with the relevant Corporate Procurement Officer? | |  |  | | --- | --- | | Cleared by: |  | | Date: |  | |
| (f) Has the report been cleared with the relevant HR Officer? | |  |  | | --- | --- | | Cleared by: |  | | Date: |  | |
|  |  |
| **MEDIA CONSIDERATIONS** |  |
| (f) Has relevant Media officer been made aware of report and agreed draft press release/statement? |  |
| Any significant comments for the attention of the Strategic Command Team? |  |