Decision document

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| **Date:** |  |
| **From:** | CCDM council |
| **To:** | <Ward/unit/directorate/service> |
| **Subject:** | Decision from <FTE calculation/work analysis results/other> |

<This document template is for use when communicating decisions from the CCDM council to staff. It can be used to communicate decisions resulting from

1. Assessments (e.g. standards assessment, partnership assessment)
2. Stocktake findings (e.g. FTE calculation, variance response management, core data set)
3. Reports (e.g. FTE calculations, work analysis)

**For example>**

The following recommendations have been **accepted** for implementation by the CCDM council. These should be actioned by the <ward/directorate/service> and progress reported to the CCDM council on a quarterly basis.

<List recommendations from the report that have been accepted. E.g.

* Increase the budgeted FTE by 1.54 FTE.
* Implement the recommended roster model with an increase in HCA resource on night shifts.
* Use swing shifts to straddle the AM and PM in support of peak periods of activity identified in the Work Analysis.
* Implement a core data set to monitor the impact over time of any changes implimented.
* Repeat the FTE calculation annually using the CCDM methodology.

In addition to the recommendations from the report, the CCDM council have agreed the following actions:

The following have **not been** accepted for implementation by the CCDM council. The reason for this is <provide rationale>.

For full details please refer to the <FTE calculation report/work analysis report for ward/unit/other>. If you have any queries about the decisions outlined in this document please contact <name and contact details>.

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| <Signature> | <Signature> |
| <Name> | <Name> |
| <Co-Chair CCDM council> | <Co-Chair CCDM council> |