

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 8 January 2019	Ref No: 3219			
Type of Operational Decision:				
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>			
Status: For Publication				
Title/Subject matter: Macmillian Cancer Information Bus Kay Gardens Display Area 27 February 2019				
Budget/Strategy/Policy/Compliance - Is the decision:				
(i) within an Approved Budget	✓			
(ii) not in conflict with Council Policy	✓			
(iii) not raising new issues of Policy	✓			
Equality Analysis [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].	No			
	<table border="1"> <tr> <td>Signed: (By EA Officer)</td> <td>Date:</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Signed: (By EA Officer)	Date:	
Signed: (By EA Officer)	Date:			
Details of Operational Decision Taken [with reasons]: Establishment of a free mobile information service. On board the bus are a team of cancer information specialists who offer Information and support to anyone with a concern or question relating to cancer. No appointments are required and anyone is welcome either to just pick up leaflets or for a face to face conversation. All information is free and confidential. vehicle dimensions are: Weight: 4.5tonnes Height: 3m Length: Open - 9.6m / Closed - 7.6m (open refers to when the wings are open, but the bus can fully operate closed) Width: Open - 4.5m / Closed - 2.41 + Mirrors				
Decision taken by:	Signature:			
Head of Engineering				
	Date:			
	09/01/19			

Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where an Executive Director considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**