


OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 31/01/19	Ref No:	
Type of Operational Decision:		
Executive Decision	<input checked="" type="checkbox"/>	Council Decision
Status:		
Title/Subject matter: Refurbishment of the Town Hall Kitchens due to the closure of the Central Production Unit		
Budget/Strategy/Policy/Compliance – Is the decision:		
(i) within an Approved Budget	X	
(ii) not in conflict with Council Policy	X	
(iii) not raising new issues of Policy	X	
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No	
Details of Operational Decision Taken [with reasons]: Due to the closure of the CPU, the civic hall catering operation must be relocated to the town hall to ensure that the catering operation continues, which is integral to the income generation of the civic halls.		
Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer		31/1/19
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 a Chief Officer 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.		