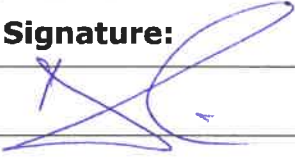


**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 8 March 2019	Ref No: 3253			
Type of Operational Decision:				
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>			
Status: For Publication				
Title/Subject matter: Cancer Research UK Awareness Roadshow Kay Gardens Display Area 25th & 26th June 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 awareness and 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. The roadshow offers a free BMI and Smokerlyzer testing. 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: 3.13m Length: 6.65m Width: 5.55m				

Decision taken by:	Signature:	Date:
D R Giblin - Head of Engineering		14/03/18
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.**