

**OFFICER DELEGATION SCHEME  
RECORD OF OPERATIONAL DECISION**



**TO BE UPLOADED TO THE E-MEETINGS MANAGER**

<b>Date:</b> 29 January 2020	<b>Ref No:</b> 023	
<b>Type of Operational Decision:</b>		
<b>Executive Decision</b>	<input checked="" type="checkbox"/>	<b>Council Decision</b>
<b>Status:</b> For Publication		
<b>Title/Subject matter:</b> Blue Arrow / Capita Call Centre Recruitment Event Kay Gardens Display Area <b>12 February 2020</b>		
<b>Budget/Strategy/Policy/Compliance</b> - Is the decision:		
(i) within an Approved Budget	✓	
(ii) not in conflict with Council Policy	✓	
(iii) not raising new issues of Policy	✓	
<b>Equality Analysis</b> [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	
	<b>Signed: (By EA Officer)</b>	<b>Date:</b>
<b>Details of Operational Decision Taken [with reasons]:</b>  Recruitment event for Capita, who have secured a TV Licensing call centre contract, consisting of 320 jobs located in Bury.  The recruitment bus will facilitate the onsite assessments and interviews, which are directly linked to the live 320 vacancies. The bus has 4 stations to do the assessments and interviews which will take place on the day.  Vehicle Details: - Weight approx. 4.5 tonnes - Height 3100mm - Width 2500mm - Length 9000mm		
<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
D R Giblin - Head of Engineering		31/01/20

<b>Members Consulted [see note 1 below]</b>		
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.**