



OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 17 February 2020	Ref No:
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For publication	
Title/Subject matter: Flag flying.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	N/A
(ii) not in conflict with Council Policy	No
(iii) not raising new issues of Policy	No
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 <i>[with reasons]</i> : The Assistant Director of Legal and Democratic Services has responsibility for the protocol in relation to flag flying. The Union Flag is flown daily at the Town Hall and the protocol sets out specific days on which the Union Flag is to be flown, particularly in relation to the flags across other parts of the Borough. Whilst the flag will remain flying outside the Town Hall on 19 th February, it is proposed not to specifically raise the other flags across the Borough to recognise the birthday of the Duke of York, in light of the Duke of York stepping back from public duties.	
Decision taken by:	Signature:
	Date:

Assistant Director of Legal and Democratic Services- Jayne Hammond		18 February 2020
Members Consulted [see note 1 below]		
Leader of the Council – Councillor David Jones		18 February 2020
Lead Member		
Opposition Spokesperson		
Notes		
<ol style="list-style-type: none"> 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. 		