


**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 20/5/20	Ref No: 152
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Award of Contract for Asbestos removal to Town Hall roof space and risers.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) in accordance with Council Policy	Yes
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>	
Award of Contract for Asbestos removal to Town Hall roof space and risers. This is urgently required to enable health and safety works to continue.	
Contractor: A A Woods Ltd Cost of works: £74,625 (Capital funding) Contract period: 8 weeks Procurement method: Open tender on the CHEST All work carried out in accordance with appropriate risk assessment, method statements, plan of works, HSE notification and the latest COVID 19 Guidelines.	

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer		21/05/2020
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.**