

**OFFICER DELEGATION SCHEME  
RECORD OF OPERATIONAL DECISION**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 30 <sup>th</sup> June 2020		<b>Ref No:</b> BGI0034	
<b>Type of Operational Decision:</b>			
<b>Executive Decision</b>	✓	<b>Council Decision</b>	
<b>Status:</b> For Publication			
<b>Title/Subject matter:</b> To approve supplementary quotation from Campbell Tickell.			
<b>Budget/Strategy/Policy/Compliance</b> – Is the decision:			
(i) within an Approved Budget		✓	
(ii) in accordance with Council Policy		✓	
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]		No	
<b>Details of Operational Decision Taken</b> <i>[with reasons]:</i> Campbell Tickell have been asked to facilitate extra consultation workshops in relation to their contract for the provision of a Housing Needs and Demand Assessment and Subsequent Housing Strategy. The cost for these workshops is <b>£11,850 +VAT</b> .			
<b>Decision taken by:</b>		<b>Signature:</b>	<b>Date:</b>
Interim Housing Director			30 <sup>th</sup> June 2020
Executive Director or Chief/Senior Officer			14.07.2020
<b>Members Consulted</b> <i>[see note 1 below]</i>			
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.

