

# OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



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

|   |  |                           |              |                         |  |
|---|--|---------------------------|--------------|-------------------------|--|
| <b>Date:</b> 10/09/2020   | <b>Ref No:</b> 255   |                           |              |                         |  |
| <b>Type of Operational Decision:</b><br><table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"><b>Executive Decision</b></td> <td style="width: 10%; text-align: center; padding: 5px;">✓</td> <td style="width: 50%; padding: 5px;"><b>Council Decision</b></td> <td style="width: 10%;"></td> </tr> </table>                           |  | <b>Executive Decision</b> | ✓            | <b>Council Decision</b> |  |
| <b>Executive Decision</b>   | ✓  | <b>Council Decision</b>   |              |                         |  |
| <b>Status:</b> For Publication.   |  |                           |              |                         |  |
| <b>Title/Subject matter:</b><br>Extension of employment of GIS/LLPG Custodian Officer   |  |                           |              |                         |  |
| <b>Budget/Strategy/Policy/Compliance</b> – Is the decision:   |  |                           |              |                         |  |
| (i) within an Approved Budget   | Yes  |                           |              |                         |  |
| (ii) in accordance with Council Policy  | Yes  |                           |              |                         |  |
| <b>Equality Impact Assessment</b><br>[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><br><p>To extend the employment of a consultant to fill the role of the GIS officer/LLPG Custodian until 31<sup>st</sup> March 2021.</p> <p>Costs to be covered via existing budgets - forecasts have factored this in to the end of the financial year. Cost to be circa £18,700.</p> |  |                           |              |                         |  |
| <b>Decision taken by:</b>   | <table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"><b>Signature:</b></td> <td style="width: 50%; padding: 5px;"><b>Date:</b></td> </tr> </table>                      | <b>Signature:</b>         | <b>Date:</b> |                         |  |
| <b>Signature:</b>   | <b>Date:</b>   |                           |              |                         |  |
| Donna Ball<br>Executive Director Operations   | <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"></td> <td style="width: 50%; text-align: center; padding: 5px;">14/09/2020</td> </tr> </table> |                           | 14/09/2020   |                         |  |
|   | 14/09/2020   |                           |              |                         |  |
| <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.**