
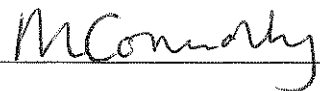


**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 11 December 2014	Ref No:
Type of Operational Decision:	
Executive Decision <input type="checkbox"/> Yes	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: PETITIONS PROCEDURE To approve the attached revised Petitions Procedure.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	No
(iii) not raising new issues of Policy	No
Equality Analysis [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].	N/A

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer		15 December 2014
Members Consulted [see note 1 below]		
Cabinet Member/Chair		15/12/14
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.**