

**WRITTEN RECORD OF A DECISION IN RESPECT OF AN EXECUTIVE FUNCTION TO BE COMPLETED BY THE RELEVANT DECISION-MAKER AND PROPER OFFICER**

**SECTION A**

**DATE OF DECISION:**

25th June 2003

**PORTFOLIO AREA:**

Corporate

**SUBJECT TITLE:**

Student Work Placement

This record relates to the report appearing as item 1 on the agenda for the decision-taking meeting (referred to in this notice as "the report").

Decision reference

3-2003

Name(s) of Officers present when the decision about the report was taken:

Mick Mundy – Head of Legal

Andrew Purr – Committee Manager

**SECTION B – IDENTITY OF THE "DECISION-MAKER"**

**An individual Executive member:**

Councillor J.T. Hall – Corporate Portfolio Holder

Under Delegated Powers as set out in Part 3 of the Constitution, Delegations to the Leader, Deputy Leader and Portfolio Holders

**SECTION C – THE DECISION**

Having read the report, including its recommendations and proposals, and following consideration of all other relevant matters (set out in Section F if not contained in the report), the decision-maker made the following decision:

That Mr J Martin's contract be extended to 28<sup>th</sup> September 2003, pending a further report to Committee.

**SECTION D – REASONS FOR THE DECISION**

The decision-maker's reasons for making the decision recorded in Section C:

1.  Are as set out in the Report previously circulated
2.  Are as set out in the Report but with the following additional reasons:

.....  
.....

**SECTION E – DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

The report accurately records the alternative options (if any) considered and rejected by the decision-maker

The following alternative options were not contained in the report but were considered by the decision-maker and rejected:

.....  
.....

**SECTION F – OTHER RELEVANT MATTERS CONCERNING THE DECISION**

The following relevant matters not contained in the report were considered when taking the decision:

None

.....  
.....

**SECTION G – CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GIVEN**

Tick  ONE only, and complete the details if necessary

\*The decision-maker(s) / \*Any member of the Executive consulted in taking the decision did not declare a personal or prejudicial interest in the matters set out in the report.

\*The decision-maker / \*A member of the Executive taking the decision / \*A member of the Executive consulted in taking the decision declared a personal or prejudicial interest in the Matters set out in the report and as detailed below:

Nature of Interest:

Personal

Prejudicial

Details:

\* Delete as applicable

NB: If an interest is prejudicial and no exceptions apply, the person who has declared such an interest must be recorded as leaving the room and taking no part in the decision.

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record or minute of that decision.

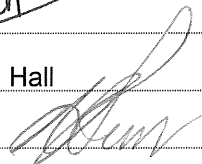
Executive Member:



Councillor J.T. Hall

Dated: 25<sup>th</sup> June 2003

Officer present:



Andrew Purr

Dated: 25<sup>th</sup> June 2003

NOTE: Should any member wish to call in the above decision, please write (or e-mail) to the Head of Administration by noon on the sixth working day of the decision being made -3<sup>rd</sup> July, 2003