

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: 28th May 2003
PORTFOLIO AREA: Corporate
SUBJECT TITLE: 2nd Annual Assembly of Standard Committees

This record relates to the report appearing as item on the agenda for the Decision-Taking Meeting (referred to in this Notice as "the report").

Decision Reference 1/2003

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

Andrew Purr – Committee Manager

Mick Mundy – Head of Legal

SECTION B – IDENTITY OF THE "DECISION-MAKER"

An individual Executive Member: Councillor I.R. Carr (Leader)

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:

(Take in Decision)

That Mr W A Lees be authorised to attend the Second Annual Assembly of Standards Committees on behalf of the Borough Council and that all delegate fees, travel and accommodation expenses be paid on his behalf.

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:  Dated: 28/05/03
Officer present:  Dated: 28/05/03

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 ()