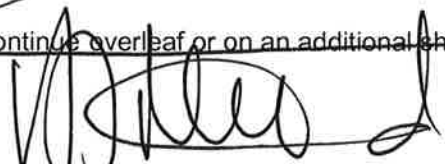


ED2. EXECUTIVE DECISIONS BY A CABINET MEMBER OR AN OFFICER

A. Report Title: Devonshire Road – Revocation of 7.5t Weight Restriction	
B. Report Author(s): Julie Nelder	Tel: 3366 E-mail: jnelder@thurrock.gov.uk
C. Decision Maker: Andy Millard	
D. Position held: Head of Planning and Transportation	
E. Key decision: YES/NO NO	F. Delegation ref:
G. Is the decision urgent? YES/NO NO	
H. If yes, state why.	

I. DECISION (strike out whichever does not apply) :	
1. I agree the recommendations in the attached report for the reasons given in the report; OR	
2. *My decision is:	
*The reason for my decision is:	
* Continue overleaf or on an additional sheet if necessary.	
Signed: 	Date: 3 . 9 . 12

URGENCY

Democratic Services will arrange for the completion of the following:	
J. I confirm that in my opinion a decision on this matter is urgent and cannot reasonably be delayed:	
Signed:	Date:

To be completed by Democratic Services

Date decision received by Dem. Services:	Date decision published:
Implementation date:	

Relevant O & S Committee:

A GUIDE TO THE PROCEDURE FOR MAKING AND RECORDING DECISIONS BY A CABINET MEMBER OR AN OFFICER

INTRODUCTION

The essential principle is that a decision by a Cabinet Member or an Officer takes the place of a conventional decision taken by full Cabinet. It must therefore be based upon an **Officer report** following the usual requirements for both content and consultation with other Heads of Services, including the Legal and Finance teams.

The report should contain a clear recommendation in the form of a resolution or minute.

The correct template should be used and is accessible through
J:\Thurrock\Corporate Templates - Delegated Decision Proforma.

A and B. TITLE AND AUTHORS OF THE REPORT

These should be the same as in the accompanying report and the Officer's contact details included.

C. NAME OF DECISION TAKER

Name and initial

D. POSITION AND RESPONSIBILITY HELD

This will be the area of responsibility for a Cabinet Member or the job title of an officer.

E. KEY DECISION

There are procedures for Key Decisions. If in doubt, consult the Legal Section.

F. DELEGATION REFERENCE

If the decision is being made by a Cabinet Member, the delegation will appear under the name/title of the Cabinet Member in Part 3.8 of the Constitution, eg "the Leader: Delegation (m)".

If the decision is to be made by an Officer, quote the relevant number in the Officer Delegation Scheme in Part 3.9 of the Constitution, eg 12.3.68.

G and H. URGENCY

Yes or No should be deleted as appropriate.

A "No" indicates that the normal call in rules will apply and the decision, once made, cannot be implemented for 5 working days.

If "Yes" is indicated the reason for the urgency must be stated. Democratic Services will contact the Chairman of the relevant Overview and Scrutiny