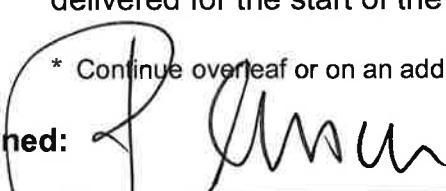


ED2. EXECUTIVE DECISIONS BY A CABINET MEMBER OR AN OFFICER

A. Report Title: Manor Primary Scheme	
B. Report Author(s): Janet Clark, Strategic Lead Operational, Resources and Libraries Unit	Tel: 01375 652084 E-mail: JClark@thurrock.gov.uk
C. Decision Maker: Jo Olsson	
D. Position held: Director of Peoples Services	
E. Key decision: Key	F. Delegation ref: 01104149, 14 th November 2012
G. Is the decision urgent? The decision is being taken in line with the delegation given by Cabinet on 14 November 2012	
H. If yes, state why.	

<p>I. DECISION (strike out whichever does not apply) :</p> <p>1. I agree the recommendations in the attached report for the reasons given in the report; OR</p> <p>2. *My decision is:</p> <p>3. Further to the decision of the Cabinet on 14 November 2012 where approval was given to tender for the procurement of contractors for the Manor School Scheme and for the Director of Peoples Services, in consultation with the Portfolio Holder for Education and Children's Social Care, to award the contract for the Delivery of the Manor School Scheme, my decision is to award the contract to Hutton Group.</p> <p>*The reason for my decision is to ensure the agreed Manor School Scheme is delivered for the start of the 2013 academic year.</p> <p>* Continue over leaf or on an additional sheet if necessary.</p> <p>Signed:  Date: 8. 2. 13</p>
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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:

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 the Cabinet. It must therefore be based upon an **Officer report** following the usual requirements for both content and consultation with the relevant Head of Service and Director, together with implications having been completed by the Diversity, Finance and Legal teams. The report should contain a clear recommendation in the form of a resolution.

The report template must be used and this can be found at:

J:\Thurrock\Corporate Templates.

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

Please include the full name of the person making the decision

D. POSITION AND RESPONSIBILITY HELD

This will be the title of the portfolio held by a Cabinet Member or the job title of an officer.

E. KEY DECISION

The definition of a key decision is contained in Chapter 1, Part 2, Article 1 of the Council's Constitution. If a Key decision is to be taken, this should be done in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

At least 28 clear days notice is required of the intention to take a Key Decision, and a corresponding period of notice is required if the decision is to be taken in a private meeting.

Different procedures apply if compliance with the above Regulations is impracticable, for example, in the case of an urgent or very urgent decision needing to be taken.

If in doubt, please consult Legal & Democratic Services.

On receiving a signed decision from the decision-maker, Democratic Services will publish it. The implementation date (subject to call-in) will then be a further 5 working days later. The Officer seeking the decision will be notified as soon as the decision is cleared for implementation.

Please note that taking a delegated decision should always be done in consultation with Legal & Democratic Services – no delegated decision should be taken without their advice.

(Form ED2 can be found in J:\Thurrock\Corporate Templates)