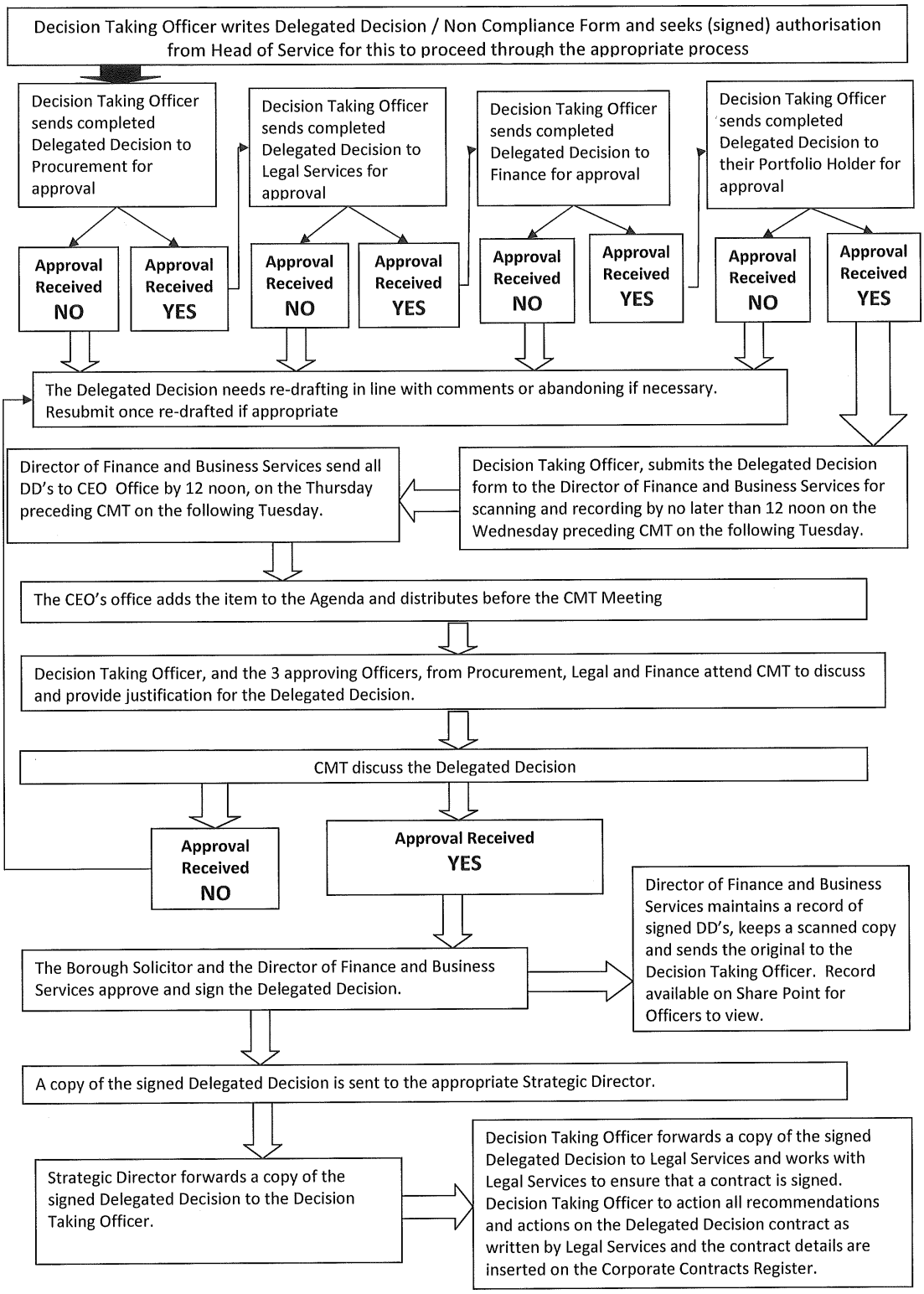
APPENDIX 2


Decision Taking Officer writes Delegated Decision / Non Compliance Form and seeks (signed) authorisation from Head of Service for this to proceed through the appropriate process
Decision Taking Officer sends completed Delegated Decision to Procurement for approval
Decision Taking Officer sends completed Delegated Decision to Legal Services for approval
Decision Taking Officer sends completed Delegated Decision to Finance for approval
Decision Taking Officer sends completed Delegated Decision to their Portfolio Holder for approval
Approval Received NO
Approval Received YES
Approval Received NO
Approval Received YES
Approval Received NO
Approval Received YES
Approval Received NO
Approval Received YES
The Delegated Decision needs re-drafting in line with comments or abandoning if necessary. Resubmit once re-drafted if appropriate
Director of Finance and Business Services send all DD's to CEO Office by 12 noon, on the Thursday preceding CMT on the following Tuesday.
Decision Taking Officer, submits the Delegated Decision form to the Director of Finance and Business Services for scanning and recording by no later than 12 noon on the Wednesday preceding CMT on the following Tuesday.
The CEO's office adds the item to the Agenda and distributes before the CMT Meeting
Decision Taking Officer, and the 3 approving Officers, from Procurement, Legal and Finance attend CMT to discuss and provide justification for the Delegated Decision.
CMT discuss the Delegated Decision
Approval Received NO
Approval Received YES
Director of Finance and Business Services maintains a record of signed DD's, keeps a scanned copy and sends the original to the Decision Taking Officer. Record available on Share Point for Officers to view.
The Borough Solicitor and the Director of Finance and Business Services approve and sign the Delegated Decision.
A copy of the signed Delegated Decision is sent to the appropriate Strategic Director.
Strategic Director forwards a copy of the signed Delegated Decision to the Decision Taking Officer.
Decision Taking Officer forwards a copy of the signed Delegated Decision to Legal Services and works with Legal Services to ensure that a contract is signed. Decision Taking Officer to action all recommendations and actions on the Delegated Decision contract as written by Legal Services and the contract details are inserted on the Corporate Contracts Register.