

This form is incorporated in the "portfolio holder decision report template" and should only be used on its own if:

- (a) it records a key decision taken by an officer (although it should for preference be used in association with a report); or
- (b) A decision is urgent and there is not time to write a report.

RECORD OF DECISION

The law says that this form (or an equivalent) must be used in the following situations:

- any decision taken by an individual councillor
- a key decision taken by a council officer.

These types of decision are normally subject to call in. If you wish to exempt your decision from call-in on the grounds of urgency, then paragraph 8 must be completed. If the decision is not urgent then paragraph 8 should be deleted.

1. List of documents considered.

Portfolio Holder report attached.

2. Summary of any other consultation

It's not necessary to include any consultation referred to in documents listed in 1.

None

3. Date of decision

26 February 2025

4. Decision

To authorise the Assistant Director of Place, in consultation with the Heads of Legal and Procurement, to award a contract for the works required to St Lawrence Church to the contractor listed as CM1 in Exempt Appendix 1 of the report.

5. Reasons for decision

To enable the works required to St Lawrence Church to be carried out.

6. Alternatives considered and rejected

As set out in Section 4 of the PH decision report.

7. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (if yes give details and date of dispensation)
None		

8. Exemption from call in

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

N/A

Signed



Councillor Neil MacDonald
Leader of the Council

FOR COUNCILLOR SERVICES USE:

Reference:

PH/24/13

Title:

St Lawrence Church – Main Contractor

This decision is

FOR PUBLICATION

Date of publication/Circulation to Councillors:

26/02/2025