

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.


Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Contact person:	Mike Kinnaird	Telephone number: 0113 3786002
Subject¹:	Crematoria Chapels	
Decision details:	What decision has been taken? ² To reopen crematoria chapels including all burial chapels for funeral services with a maximum number of 10 mourners.	
	A brief statement of the reasons for the decision ³ Following a review of the number of cremations taking place which while still remaining high, have reduced to a level which can ensure that steps can now be put in place to protect the health and wellbeing of mourners, council staff and partners, whilst services are taking place in chapels.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision N/A	
Affected wards:	All	
Details of consultation undertaken⁴:	Executive Member Environment and Active Lifestyles	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	

¹ If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

² Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

³ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	To reopen from Monday 8 th June 2020.	
List of Forthcoming Key Decisions⁵	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s)	
	Signature	Date
Call In	Is the decision available ⁶ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁷ Chief Officer Parks and Countryside	
	Signature  Sean Flesher, Chief Officer Parks and COuntryside	Date 26 th May 2020

⁵ Complete this section for key decisions only

⁶ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁷ Give the post title and name of the officer with appropriate delegated authority to take the decision.