**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | To fly the Windrush Flag from the 1930s extension flagpole from 22-25 June 2023. |
| **Decision date:** | Monday 17 April 2023 |
| **Source of delegation:** | The City Executive Board (now Cabinet) delegated responsibility to the Head of Law and Governance on 13 March 2019 for the operation of the Flag Flying Protocol, including the arrangements for considering one-off requests and for holding and maintaining the List of Annual Flag Flying Commitments and the List of Annual Bell Ringing Commitments.  The Head of Law and Governance delegated responsibility to deal with any Flag Flying responsibilities in accordance with the Flag Flying Protocol to the Committee and Member Services Manager. |
| **What decision was made?** | To fly the Windrush Flag from the 1930s extension flagpole from 22-25 June 2023. |
| **Purpose:** | To fly the Windrush Flag from the 1930s extension flagpole from 22-25 June 2023. |
| **Reasons:** | To mark the 75th anniversary of the arrival of passengers on HMT Empire Windrush at Tilbury Docks in Essex. |
| **Decision made by:** | Alice Courtney, Committee and Member Services Manager (Interim Acting) |
| **Other options considered:** | Not to fly the Windrush Flag from the 1930s extension flagpole. This option was rejected due to the importance of marking the 75th anniversary of the arrival of passengers – the flying of the flag coincides with a weekend of activity to mark the occasion. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not Key |
| **Wards significantly affected:** | None |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Alice Courtney  Committee and Member Services Manager (Interim Acting)  17 April 2023 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Alice Courtney, Committee and Member Services Manager (Interim Acting) | 17/04/2023 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Cabinet Member** | Councillor Susan Brown, Leader of the Council | 17/04/2023 |