



If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@worthing.gov.uk

Record of Decision: Scanning of Retention Files/Electronic Documents			
Decision taken by: Cabinet Member for Customer Services			
Declaration of Disclosable Pecuniary Interests: I hereby confirm that I do not have any disclosable pecuniary interest in this item.			
Decision: To approve the virement as detailed in 3.3 of the report.			
Key Decision: Yes / No			
Reasons for the Decision: To ensure existing files held by Adur Homes are available electronically. The work is essential to accommodate new ways of working.			
Alternative Options Considered: None			
Other Matters Considered:			
Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health and Safety Issues	x		
Consultation: This report was circulated to Councillors, and published on the Councils' website on 14 February 2013. The following consultation responses were noted by the decision maker: None			
Background Papers: None			

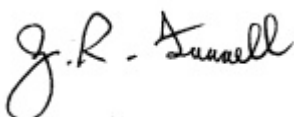
Lead Officers:

David Pannell

Executive Head of Adur Homes

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david.pannell@adur-worthing.gov.uk**Call-in:** The call in deadline for this decision will be 5:00pm on Monday 4 March 2013.**Signed:****Date:** 25 February 2013**Name:** Councillor Jim Funnell**Decision Ref No:** CSE/018/12-13