

BRENTWOOD BOROUGH COUNCIL

Record of Delegated Decision by Officer (The Openness of Local Government Bodies Regulations 2014)

Name: HELEN GREGORY

Post: INTERIM HEAD OF HOUSING & REVENUES

<u>Source of Delegated Authority (incl. ref.)</u>	PURSUIT TO THE POWERS UNDER CO1/3 (1) OF THE CONSTITUTION AND IS DELGATED TO SAM
<u>Record of Decision itself Made</u>	LEASE AGREEMENTS TO BE RENEWED FROM APRIL 2016 OR EXPIRE OF PREVIOUS LEASE FROM TIME EXPIRED UP TO APRIL 2016 AND A FURTHER TERM OF 3 YEARS
<u>Date of Decision</u>	20 April 2016
<u>Reasons for decision</u>	<p>RENEWAL OF LEASE AGREEMENTS FOR 30 MAYFLOWER HOUSE , BRENTWOOD, CM133BG TO BE AGREED FOR FURTHER 3 YEARS FROM SEPTEMBER 16TH AT THE RATE OF £600 PER CALENDAR MONTH INCREASED FROM £525.</p> <p>FROM ANNIVERSARY DATE IN APRIL 16:-</p> <p>158 KNIGHTS WAY, CM13 2SD FOR FURTHER 3 YEARS FROM APRIL 16TH 2016 AT RATE OF £700 PER CALENDER MONTH INCREASED FROM £650.</p> <p>17 BOLEYN GARDENS, CM13 2EP FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 29TH APRIL 2016 INCREASED FROM £650.</p> <p>100A DODDINGHURST ROAD CM15 9EU FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 1ST APRIL 2016 INCREASED FROM £680.</p> <p>133 GREENSHAW CM14 4YP FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 16TH APRIL 2016 INCREASED FROM £680.</p> <p>FLAT 2 126 LONDON RD, CM14 4NS FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 13TH APRIL 2016 INCREASED FROM £650.</p> <p>24 NORMAN CRESCENT, CM132BZ FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 15TH APRIL 2016 INCREASED FROM £650.</p> <p>138 WHITTINGTON RD, CM13 1JZ, FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 4TH APRIL 2016 INCREASED FROM £650.</p> <p>18 WINGRAVE COURT CM14 5PB, FOR FURTHER 3 YEARS AT RATE OF £700 PER CALENDER MONTH FROM 1ST</p>

	<p>APRIL 2016 INCREASED FROM £650. 10 PEONY CLOSE, CM15 9PT FOR FURTHER 3 YEARS AT RATE OF £800 PER CALENDER MONTH FROM 6TH APRIL 2016 INCREASED FROM £750. 5 PARK VALE COURT, CM14 4UR FOR FURTHER 3 YEARS AT RATE OF £775 PER CALENDER MONTH. (WAS INCREASED TO THIS FROM 4TH JULY 2015)</p> <p>ALL ABOVE PROPERTIES REQUIRED FOR CONTINUED USE OF TEMPORARY ACCOMMODATION FOR HOMELESS PROVISIONS.</p>
<u>Any alternative options (if any) considered and rejected</u>	None
<u>Where express specific delegated authorization exercised, any declaration of interest by a Member</u>	None
<u>Date of Record Completed</u>	20 April 2016

I confirm that arrangements have been made by me for this information to be published on the website as required by law and to be made available for public inspection at the Town Hall. Please send this record when completed to Democratic Services (FAO Zoey Foakes).

Signature:



C. LESLIE 20.6.16.



P. V. RUCK 05/07/16.

What decisions must be recorded?

Certain decisions under delegated power are required to be recorded in writing by the officer exercising delegated power.

- Those decisions made 'under a specific express authorisation'

- Those decisions made 'under a general authorisation to officers to take such decisions and, the effect of the decision is to –
 - (i) grant a permission or licence;
 - (ii) affect the rights of an individual; or
 - (iii) award a contract or incur expenditure which, in either case, materially affects the Borough Council's financial position'

When must the written record be produced and what is it required to contain?

As soon as 'reasonably practicable' after the decision has been made.

The written record must contain:-

- (1) the decision date,
- (2) the decision reasons,
- (3) the record of the decision itself,
- (4) any alternative options (if any) considered and rejected, and
- (5) any declaration of conflict of interest by a member of the Council (where specific express authorisation being exercised).

If (1), (2) & (3) above is already being done, it does not have to be repeated BJT (4) & (5) are still required to be added to that written record AND the written record must be published on the website and made available for public inspection at the Council's offices (subject to exceptions if confidential/exempt information).