

BRENTWOOD BOROUGH COUNCIL

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

Name:

Phil Ruck

Post: Head of Paid Service

<u>Source of Delegated Authority (incl. ref.)</u>	Under the Constitution Appendix A ('Delegations to Staff, Emergency Powers & Action EM2/1 Urgent Action – Standing Orders, there is delegated authority for the urgent exercise of council's powers by an Officer (SO 40). Any officer, where the exercise of such powers has been sanctioned orally or in writing by the Chair or in her absence the Vice chair of the Policy, Finance & Resources Committee...together with the Mayor of the Borough and Leader of the Council (or in their absence the Deputy Mayor and deputy Leader respectively).
<u>Record of Decision itself Made</u>	To grant a new lease at Hutton Poplars Pavilion, Hutton, Brentwood to the existing tenant which trades as Kazen Kai Karate Club
<u>Date of Decision</u>	16 June 2016
<u>Reasons for decision</u>	To generate revenue for the Council from the rental income.
<u>Any alternative options (if any) considered and rejected</u>	None that are relevant
<u>Where express specific delegated authorization exercised, any declaration of interest by a Member</u>	We are not aware of any expressions of interest nor have any been received
<u>Date of Record Completed</u>	16 June 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.

Signature:



Valid as at 18/11/14

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 BUT (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).