

BRENTWOOD BOROUGH COUNCIL

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

Name: Helen Gregory

Post: Head of Housing and Revenues and Benefits

<u>Source of Delegated Authority (incl. ref.)</u>	Environment and Housing Committee
<u>Record of Decision itself Made</u>	That the Head of Paid Service be delegated authority to acquire such residential units that meet current General Needs requirements to ensure that Right to Buy Capital Receipts are fully expended by March 2016 subject to consultation taking place with the Leader of the Council and the Section 151 Officer before the exercise of such authority. Taken from printed minutes of committee meeting.
<u>Date of Decision</u>	17 th June 2015
<u>Reasons for decision</u>	Members are requested to approve the purchase of 26 Cherry Avenue (1 bed first floor flat) which was originally purchased under the Right to Buy Scheme in March 2012. The agreed price is £178,255 (£190,000 less £11,745) which includes the payment that the vendor has had to make due to the fact that they are selling the property within 5 years of the Right to Buy purchase.
<u>Any alternative options (if any) considered and rejected</u>	This is to ensure the Council spends its HRA capital receipts within the time scale set by DCIG Longer term objective – the Council is setting up a development programme to build affordable homes
<u>Where express specific delegated authorization exercised, any declaration of interest by a Member</u>	n/a
<u>Date of Record Completed</u>	5 th July 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:



S.7.16



6.7.16

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).

Valid as at 18/11/14

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).