

BRENTWOOD BOROUGH COUNCIL

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

Name: Nicola Marsh

Post: Housing Manager

<u>Source of Delegated Authority (incl. ref.)</u>	<u>Environment and Housing Management Committee 15th June 2016</u>
<u>Record of Decision itself Made</u>	<u>To give Head of Housing and Benefits and Chair of Environment and Housing Management Committee delegated authority to set pricing for parking permits on housing land that are included in the parking order and number of permits per household that can be issued.</u>
<u>Date of Decision</u>	<u>15th June 2016</u>
<u>Reasons for decision</u>	<u>There is an ongoing issue across these sites due to office workers regularly parking for long periods of time in resident only bays. This means that there are no available bays for Brentwood Council Tenants and Leaseholders to park their cars. The committee was asked to note the request from Members and residents to enforce parking in these three car parks and the prior approval by Members in March 2016 to include the car parks in the order. The committee was asked to note the length of time this problem has been ongoing.</u>
<u>Any alternative options (if any) considered and rejected</u>	<u>N/A</u>
<u>Where express specific delegated authorization exercised, any declaration of interest by a Member</u>	<u>None</u>
<u>Date of Record Completed</u>	<u>31st August 2016</u>

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).



P.L. Ruck 31/08/16.

Signature:

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).

Valid as at 18/11/14