

**BRENTWOOD BOROUGH COUNCIL**

**Record of Delegated Decision by Officer [The Openness of Local Government Bodies Regulations 2014]**

**Name:** Phil Ruck

**Post:** Head of Paid Service

<p><b>Source of Delegated Authority (incl. ref.)</b></p>	<p>Under the Constitution Appendix A ('Delegations to Staff, Emergency Powers &amp; 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 &amp; 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).</p>
<p><b>Record of Decision itself Made</b></p>	<p>.The Brentwood Leisure Trust (Tenant) have requested permission from the Council (Landlord) for consent to upgrade the wet side of the changing rooms at the Brentwood Centre.</p> <p>Plans of the works have been approved by the Councils Director of Finance S151 officer and Building Control.</p> <p>This decision enables the completion of the 'License for Alterations' authorizing the works to take place.</p> <p>7th September 2016</p> <p>To enable completion of the proposed refurbishment works</p> <p>Not Applicable</p> <p>None</p>
<p><b>Date of Decision</b></p>	<p>7th September 2016</p>
<p><b>Reasons for decision</b></p>	<p>To enable completion of the proposed refurbishment works</p>
<p><b>Any alternative options (if any) considered and rejected</b></p>	<p>Not Applicable</p>
<p><b>Where express specific delegated authorization exercised, any declaration of interest by a Member</b></p>	<p>None</p>
<p><b>Date of Record Completed</b></p>	<p>September 2016</p>

I, Philip Ruck, confirm that I have exercised my power, in accordance with the delegated power under the Council's constitution at Appendix A, EM2/1. Councillor Louise McKinlay and the Mayor have been duly consulted prior to my making of this decision in accordance with the above provisions of the Council's constitution and this record is accordingly made in the exercise of such Delegated Power.

**Signature:**



P. R. Ruck 12/09/16

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).