

BRENTWOOD BOROUGH COUNCIL

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

Name: ANGELA WILLIAMS

Post: INTERIM HEAD OF HOUSING

<u>Source of Delegated Authority (incl. ref.)</u>	DELEGATED DECISION MAKING AUTHORITY WAS GRANTED BY THE HOUSING & ENVIRONMENT MANAGEMENT COMMITTEE ON 17 TH JUNE 2015
<u>Record of Decision itself Made</u>	PURCHASE OF 91 HESELTINE HOUSE (2 BED FLAT WITHIN BBC FREEHOLD BLOCK) AT £255,000.00
<u>Date of Decision</u>	27/04/2017
<u>Reasons for decision</u>	ENSURE THE COUNCIL MEETS ITS CAPITAL RECEIPT EXPENDITURE DEADLINE.
<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>	27/04/2017

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:



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).