

Published 31/03/11.

BRENTWOOD BOROUGH COUNCIL

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

Name: Chris Leslie

Post: Section 151 Officer

<u>Source of Delegated Authority (incl. ref.)</u>	Finance and Resources Committee, 11th February 2015. Item 453.
<u>Record of Decision itself Made</u>	Delegated authority given to the Section 151 Officer to sign the Revenues & Benefits Shared Services Partnership Agreement between Brentwood Borough Council and Basildon Borough Council.
<u>Date of Decision</u>	24 March 2015
<u>Reasons for decision</u>	The shared service could engender both savings and improved service delivery.
<u>Any alternative options (if any) considered and rejected</u>	N/A
<u>Where express specific delegated authorisation exercised, any declaration of Interest by a Member</u>	N/A
<u>Date of Record Completed</u>	30 March 2015

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: 

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).