

published 20/3/15

BRENTWOOD BOROUGH COUNCIL

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

Name: John R Parling Post: Strategic Asset Manager

<u>Source of Delegated Authority (incl. ref.)</u>	<u>Scheme of Delegation to Officers: 4.8.1</u>
<u>Record of Decision itself Made</u>	<u>Instruction to Legal Services to complete a variation to a lease between Brentwood Borough Council and Brentwood Leisure Trust, dated 6th June 2011 and relating to Hutton Poplars Hall, Poplar Drive, Brentwood, Essex. The variation to the lease includes substituting the plan referred to in 1.9 of the lease and adding a further clause to the Second Schedule, Part A, clause 4 of the lease:</u> <u>" The right in common with the Council and all other persons entitled to a similar right to park in the designated parking areas within the area shown edged green on the plan Provided That such right does not guarantee availability of such spaces"</u>
<u>Date of Decision</u>	<u>20/03/2015</u>
<u>Reasons for decision</u>	<u>To enable public parking on the area edged green</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>N/A</u>
<u>Date of Record Completed</u>	<u>20/03/2015</u>

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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