



CALNE TOWN COUNCIL

Recording of Delegated Decisions

1. The Openness of Local Government Bodies Regulations 2014 require a written record of any decision delegated to an officer under express authorisation or under general authorisation where the effect:
 - a. grants permission or licences;
 - b. affects the rights of individuals;
 - c. awards contracts or incurs expenditure which materially affects the Council's financial position

2. **Examples of Decisions to be Recorded**
 - a. To award or renew a lease;
 - b. To refuse a request for access to information;
 - c. To award a contract or incur expenditure above the figure quoted in Financial Regulation 11.1.h;
 - d. To withdraw or refuse any council service, e.g. terminating an allotment agreement.

3. **Examples of Decisions not to be Recorded**
 - a. Routine administrative and organisational decisions;
 - b. To sign an allotment tenancy agreement;
 - c. To allocate burial plots;
 - d. To book sports pitches;
 - e. To approve works undertaken by a contractor;
 - f. Any written decision that is already recorded by a written record and produced by virtue of other legislation;
 - g. Any decision that would be exempt or confidential.

4. Procedure for Recording

The decision making officer will produce a written record as soon as practicable after taking the decision, and it will be made available on the Council's website and in hard copy at the Council Offices. The written record will include:

- a. The decision taken and the date the decision was taken;
- b. The reason(s) for the decision;
- c. Any alternative options considered and rejected;
- d. Any other background documents;

The record will be available for a minimum of six years from the date of the decision, with any supporting documentation available for a minimum of four years. ¹

¹ This information will be cross referenced within the Document Retention Policy

OPENNESS AND TRANSPARENCY REGULATIONS 2014

RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TITLE OF OFFICER TAKING DECISION	
NATURE OF DECISION	
DATE ON WHICH DECISION TAKEN	
REASONS FOR DECISION	
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION (Note – any relevant documentation <u>not</u> disclosing confidential information should be attached to the decision notice)	