

## Recording Officer Decisions Policy

### 1. Introduction

Transparency and openness should be the fundamental principle behind everything councils and other local government bodies do. The Openness of Local Government Bodies Regulations 2014 requires a written record of any decision delegated to an officer under express authorisation or under general authorisation where the effect is:

- a) to grant permission or licenses.
- b) affects the rights of individuals.
- c) awards contract or incurs expenditure which materially affects the financial position of the Town Council.

### 2. Material Expenditure

The Town Clerk currently has authority to incur expenditure up to £2k. Expenditure in excess of this limit must be authorised by the Town Council and the decision will be recorded in the minutes.

### 3. 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 £5,000.
- d) To withdraw or refuse any Council service, e.g., terminating a market trader's agreement.

### 4. Examples of Decisions not to be Recorded

- a) Routine administrative and organisational decisions. e.g., the purchase of office stationery.
- b) To allocate burial plots.
- c) To approve bookings for Council facilities.
- d) To approve works undertaken by a contractor.
- e) Any written decision that is already recorded by a written record and produced by virtue of other legislation, provided the record published includes the date the decision was taken and the reasons for the decision.
- f) Any decision that would be exempt or confidential.

### 5. Procedure for Recording

5.1 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 with hard copies available from 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.

5.2 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.