



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 taken by an officer under delegated authority where the effect is:

- a) to grant permissions or licenses.
- b) to affect the rights of individuals.
- c) to award contract or incur expenditure which materially affects the financial position of the Town Council.

2. Material Expenditure

The Town Clerk has delegated authority to incur expenditure up to £2,500 in accordance with the Council's Financial Regulations. Expenditure exceeding £2,500 and up to £10,000 must be approved by the relevant Committee. Expenditure exceeding £10,000 must be approved by Full Council. Such decisions will be recorded in the appropriate meeting minutes and, where required under the Openness of Local Government Bodies Regulations 2014, a written officer decision record will be maintained.

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 the delegated financial limit.
- 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 decision already recorded and published under other legislation, provided the record includes the date the decision was taken and the reasons for the decision.
- f) Any decision that is exempt or confidential in accordance with legislation.

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 retained for a minimum of four years.