

## Morval Parish Council

### Policy for the Registering of the Proper Officers' Delegated Decisions

This record will be completed so that compliance of The Openness of Local Government Bodies Regulations 2014, issued under s.43 (2) of the Local Audit and Accountability Act 2014, by the Parish Council is achieved.

Decisions made as a result of delegation of a specific express authorisation or under a general authorisation whereby:

- permission or a licence is granted
- the legal rights of an individual is affected
- a contract is awarded or expenditure is incurred, either of which materially affects the council's financial position

shall be recorded within this register.

Administrative and some operational decisions will not be recorded within the register or made available for public inspection such as the booking of a room for a council meeting.

This written record and any background papers will be made available for public inspection as soon as is reasonably practicable after the record is made and upon request.

The register will remain available for public inspection and retained by the council for a period of six years from the date that the decision was made. Background papers relating to any decision will be made available for public inspection and retained by the council for a period of four years from the date that the decision was made.

Documents or part documents containing information that is considered confidential will not be made available for public inspection as governed by Regulation 9 of the 2014 Regulations. Confidential information is defined as:

- Information provided to the council by a government department where public disclosure is forbidden.
- Information which cannot be disclosed to the public because disclosure is prohibited by a court order or legislation, e.g. personal data about an individual or communications between the council and its professional legal advisors.

The register will contain the following information surrounding any decision taken by the Proper Officer:

- The date the decision was taken
- A record of the decision taken with reasons for the decision
- Details of alternative options, if any, considered and rejected
- Where the decision was delegated to the Proper Officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest in relation to the decision.

12<sup>th</sup> November 2014 - adopted by the council  
3<sup>rd</sup> February 2016 – reviewed by the council