

2024

Deddington Parish Council

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DELEGATED POWERS

Author:	Clerk
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Delegated Decisions

Purpose of report:

The Openness of Local Government Bodies Regulations 2014 require most decisions made under delegated powers to be reported to the council. This report describes the regulation and proposes a process for compliance.

Background:

The openness of local Government regulations 2014 came into force on 6 August 2014.

Under Recording of Decisions, it says:

7.-(1) The decision-making officer must produce a written record of any decision which falls within paragraph (2)

Paragraph (2) says:

A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates but it has been delegated to an officer of that body to:

- (i) Grant a permission or licence (e.g. for a fun run at Castle Grounds)*
- (ii) Affect the legal rights of an individual (e.g. the termination of an allotment garden tenancy)*
- (iii) Award a contract to incur expenditure which, in either case, **materially affects** the Council's financial position.*

When it comes to financial recording the Parish Clerk should report decisions taken under delegated authority that *materially affect* the Council's finances.

The Council has a direct debit card drawn on the Imprest Account. This can be used by the RFO for urgent or otherwise appropriate payments up to £500 in any one case, with a monthly maximum of £600. Any such payment or use of the card must be promptly reported to the Chair or Vice Chair.

Recommendation:

That the Council notes this report and instructs the clerk to report to Council any delegated decisions taken during the previous month that must be reported using the attached pro forma for this purpose.

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Openness and Transparency Regulations

Record of Officer decision taken under delegated powers

Title of officer taking the decision	Parish Clerk
Nature of the decision	e.g. to evict a tenant from Satin Lane allotments due to non-payment of rent
Date of decision	dd/mm/yyyy
Details of alternative options considered and rejected	None
Record of any conflict of interest declared by a member consulted on the decision	None
Details of any report or background papers considered in reaching the decision	e.g. the Clerk has complied with the allotment agreement, sent reminder notice and issued a letter of intent prior to taking this action