



Procedure for Recording Decisions Made by Officers

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020v1	17.3.2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
2023-03	21.3.2023	130-2023	March 2024	G White
2023-04	19.3.2024	2024-104	March 2025	G White

Procedure for Recording Decisions Made by Officers

1. The Openness of Local Government Bodies Regulations 2014 (2014 SI no. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an Officer of a parish council acting under delegated powers. (The Regulations also contain provision of filming, recording and report of Council and Committee meetings; the Parish Council has a separate policy on this).
2. The decisions are those:
 - Made under a 'specific express authorisation', or
 - Made under a general authorisation where the effect of the decision is to:
 - a. Grant a permission or licence.
 - b. Affect the rights of an individual, or
 - c. Award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.
3. Officers take many administrative and operational decisions on how they go about their day-to-day work within the Council's rules. These decisions will not need to be recorded.

You will not be able to inspect some recorded decisions if the whole or part of the records contain confidential information or any other information where publicity would be prejudicial to the public interest.

Examples of decision that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- Decision to renew a lease to an allotment association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reason for the decision. Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs.
- A decision to sign an allotment tenancy agreement.
- Decisions to allocate burial plots, and
- Decisions to book rooms or sports grounds; and decision to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.

4. The Clerk currently has authority to incur expenditure for all routine operational matters up to £3,000. ***Please refer to the Council's Scheme of Delegation.*** Expenditure in excess of this limit must be authorised by a Committee or by Full Council and the decision will be recorded in the minutes.
5. The Clerk has the power to incur expenditure in an emergency up to £5,000 whether budgeted or not. All emergency expenditure must be reported to the Full Council or Planning/General Purposes and Finance Committee at the meeting following the expenditure.

6. The Parish Council will take into account the exemptions set out in the [‘Plain English’ guide](#) in respect of decisions taken by the Council’s Proper Officer/Responsible Financial Officer.
7. If, exceptionally, a written record is required of an Officer’s decision the record will be published on the Parish Council’s website and made available for inspection by appointment in the same way as minutes of Council/Committee meetings.

Review date: March 2025