

## **Publication of Decisions taken by ECC Officers**

11 August 2016

The Council is required to publish most decisions taken by officers on its website.

### **Executive Director Decisions**

Non-key decisions with financial implications with a value of between £500,000 and £2m can only be taken by an Executive Director. They must consider a written report with legal and financial advice and they must consult the Cabinet Member before taking a decision. The report and decision has to be published on the Council's website. The report must be on the Council's standard report template and needs legal and financial approval.

### **Other Officer Decisions**

Non-key Decisions with financial implications of less than £500,000 can be taken by an Executive Director. Executive Directors have authorised other officers to take decisions with a value of under £500,000. These delegations are set out in a list maintained by the Monitoring Officer. Decisions must be published.

Accordingly, each function needs have in place appropriate arrangements for the recording of officer decisions made in their areas. This is a significant task so to make matters more manageable we have agreed a set of parameters to help officers decide which decisions will need to be captured by these rules. There are no exemptions in law but these rules are designed to help officers implement what would otherwise be an even more burdensome task. Accordingly, a record will need to be kept of the following decisions as a minimum:

1. A decision relating to expenditure above £50k in aggregate in either revenue or capital.
2. A decision to make a statutory order or issue a statutory notice.
3. A decision to enter into a contract or legal agreement.
4. A non-key decision to close or significantly reduce levels of service at a public facing service or facility.
5. A decision to open a new service or facility or to significantly increase the level of service offered.

6. A decision to go out to tender for a particular service, product or set of works or to award a contract therefor or to terminate a contract.
7. A decision to enter into any type of agreement relating to land or buildings such as a license, lease or easement or to enter any land or building on any sort of register which might affect its use or value.
8. A decision to issue legal proceedings or decide a court settlement.

The record must be kept in the following form set out in the Appendix (below).

The record should be kept by each Executive Support Officer on behalf of their Executive Director's function and should include decisions made by officers within the function including Directors, Heads of Service and other Managers.

The record itself should be sent to Democratic Services periodically so they can be loaded onto the Council's website. The record(s) should be sent to:

[Executive.Decisions@essex.gov.uk](mailto:Executive.Decisions@essex.gov.uk)

This is the only corporate requirement for recording decisions taken by officers below £500k. There is no corporate requirement for a detailed report for these decisions. However, if the decision is controversial or sensitive then it would be good practice to record the decision and the reasons behind it in more detail.

If there are any conflicts of interest, as required by the form, please consult with the Monitoring Officer.

You do not need to include the following types of decision:

1. Administrative, operational and day-to-day matters.
2. Decisions on individual care packages, where services are being selected from an existing contract or framework.
3. Decisions relating to staffing.
4. Decisions relating to planning consents or licenses granted under licensing legislation where these are published elsewhere.

## List of Decisions taken by Officers in Development Management and Design Functional Area

*To be kept by every Executive Support Officer on behalf of each function. Decisions taken with a value of over £500,000 do not have to be listed here as they can only be taken by an Executive Director and must be the subject of a published report.*

<b>Date</b>	<b>Name and Job Title of the Officer taking the decision</b>	<b>Decision taken</b>	<b>Reasons for decision</b> <i>NB: If there is a report which sets out the reasons then please refer to the report i.e. date, title, author</i>	<b>Options considered</b> <i>NB: If there is a report which sets out the reasons then please refer to the report i.e. date, title, author</i>	<b>Any conflict of interests and details of any dispensation granted</b>
10.08.20	Olive Porter Network Assurance Officer	Authority under Section 50 of the New Roads and Street Works Act 1991 to grant a licence for a gas connection and manhole at Kings Road, Canvey Island	N/A	N/A	N/A
11.08.20	Olive Porter Network Assurance Officer	Authority under Section 143 of the Highways Act 1980 to provide a licence to Mrs Mel Jackson-Bridge subject to the below conditions for the planting and maintenance of a mixture of wildflower mixes for clay and dry soils, including species found in traditional meadows and grassland (schedule of plants attached) in the verge, which is to the front of the property 165 Perry Street, Billericay, CM12 0NU	N/A	N/A	N/A

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11.08.20	Olive Porter Network Assurance Officer	Authority under Section 42 of the Public Health Amendments Act 1890 to consent to Maldon District Council to consent to Steeple Parish Council erecting an ornate sign at in the verge which is opposite Peculiars Chapel, Maldon Road, Steeple	N/A	N/A	N/A
13.08.20	Olive Porter Network Assurance Officer	Authority under Section 115 A-K of the Highways Act 1980 to consent to Ramsden Crays Parish Council providing a Notice Board approximately 15 metres from the junction of London Road on the western side of the carriageway.	N/A	N/A	N/A
14.08.20	Olive Porter Network Assurance Officer	Authority under Section 115b of the Highways Act 1980 to consent to Basildon Borough Council providing planters at various locations in Basildon	N/A	N/A	N/A

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18.08.20	Olive Porter Network Assurance Officer	Authority under Section 50 of the New Roads and Street Works Act 1991 to grant a licence for a gas connection at Axial Way, Myland	N/A	N/A	N/A
18.08.20	Olive Porter Network Assurance Officer	Authority under Section 115B of the Highways Act 1980 to consent to Canvey Island Town Council providing two Wayfinder signs and posts which will be located outside the library and outside 95/97 Furtherwick Road, Canvey Island	N/A	N/A	N/A
21.08.20	Olive Porter Network Assurance Officer	Authority under Section 50 of the New Roads and Street Works Act 1991 to grant a licence for an electricity connection at Colchester Road and Cycle Track that leads to Springfield Lyons Approach, Springfield	N/A	N/A	N/A
28.08.20	Olive Porter Network Assurance Officer	Authority under Section 96 of the Highways Act 1980 to consent to Myland Community/Parish Council to for the planting and	N/A	N/A	N/A

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			N/A	N/A	N/A
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			N/A	N/A	N/A
			N/A	N/A	N/A
			N/A	N/A	N/A

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