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| Subject: | Constitution Review | | Status: | For Publication | |
| Report to: | Governance Working Group Council | | Date: | 2 nd October 2014 17 th December 2014 | |
| Report of: | Chief Executive | | Portfolio Holder: | Leader of the Council | |
| Key Decision: | No - reserved for Council | Forward Plan <input type="checkbox"/> | General Exception <input type="checkbox"/> | Special Urgency <input type="checkbox"/> | |
| Equality Impact Assessment: | Required: | No | Attached: | No | |
| Biodiversity Impact Assessment | Required: | No | Attached: | No | |
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| 1. | RECOMMENDATIONS |
| 1.1 | That Council agrees the following addition to the Council Procedure Rules in paragraph 2 part 4 of the Constitution: <i>xii) to receive an announcement on the names of people/groups who the Council considers proud of their achievements (Roll of Honour – to be added to the agenda as/when required and nominations will be made in agreement with the Group Leaders and the Chief Executive.</i> |
| 1.2 | That Council agrees the amended wording and inclusion of the Appeals Hearing Procedure in the Council's Constitution in Part 4 Section 10 (Employment Procedure Rules) as detailed in Appendix B. |
| 1.3 | That Council agrees the amended wording in the Council's Constitution to comply with The Openness of Local Government Bodies Regulations 2014 as detailed in Appendix C. |

2. PURPOSE OF REPORT

2.1 To consider changes to the Constitution as detailed in 1.1-1.3 and section 5.

3. CORPORATE PRIORITIES

3.1 The matters discussed in this report impact directly on the following of the Council's corporate priorities:

- Responsive Value for Money Services: This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.

4. RISK ASSESSMENT IMPLICATIONS

4.1 All the issues raised and the recommendation in this report involve risk considerations as set out below:

- Failure to maintain and follow an up-to-date Constitution risks legal proceedings being taken against the Council, and risks members of the community being dissatisfied with the action of the Council.

5. BACKGROUND AND OPTIONS

Roll of Honour at Council Meetings

5.1 At the Council meeting held on 16th July, the Leader of the Council announced that she had

been having discussions with the Chief Executive regarding the possibility of having a Roll of Honour at each Council meeting, where the Chief Executive would inform of individual people or groups who had been nominated to be recognised by the Council.

- 5.2 It is proposed to add this as a standing agenda item, which will be placed on the agenda whenever a person/group is nominated.
- 5.3 Councillors will be able to nominate individuals/groups detailing why they should be recognised at this section of the meeting. The nominating councillor will be able to invite the individual or group to the Council meeting to witness their name being called under this section of the meeting.
- 5.4 Nominations will be made in agreement with the Group Leaders and the Chief Executive.
- 5.5 Members are asked to include the wording at 1.1 in paragraph 2 part 4 of the Constitution on page 86-87 (see Appendix A).

Appeal Hearing Procedures

- 5.6 The Employment Procedure Rules are set out in part 4 of the Council's Constitution. The current procedure rules do not identify how appeal hearings will be dealt with, and the changes proposed identify dismissal appeal hearing procedures for the following policies:
- Redundancy Appeal
 - Disciplinary Dismissal Appeal
 - Sickness Absence Dismissal Appeal
 - Capability Dismissal Appeal
- 5.7 Appendix B sets out the Appeal Hearing Procedure which has been agreed in consultation with the Trade Union.
- 5.8 Members are asked to approve the amended wording and inclusion of the Appeal Hearing Procedures in Part 4 of the Constitution pages 201-202 under the Employment Procedure Rules section (as detailed in Appendix B).

Openness of Local Government Bodies Regulations 2014

5.10 Reporting on Public Meetings

These new regulations aim to extend the previously implemented regulations: The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The council has already implemented changes in relation to these regulations, however further minor changes are required.

- 5.11 The new regulations extend the previous legislation further by allowing any member of the public to report on a meeting open to the public via social media, take photos, audio record, or film **without prior permission** (however, it is recognised that it is advisable to let the Council know before hand to enable any necessary arrangements to be made). Exemptions still apply, e.g. if the meeting moves into private session, or if there is disruption.
- 5.12 If a Council's current Standing Orders do not comply with these new regulations, current provisions should be waived in order to comply with the new regulations.
- 5.13 Members are asked to agree the revisions identified in Appendix C for Part 2 pages 9-10 and Part 3 page 79 of the Constitution.

5.14 Cabinet/Executive Decisions

In addition to the above, the legislation also requires the following:

- Background papers for Cabinet meetings must be published at least 5 clear working days prior to the meeting (unless exemptions apply or if it is in relation to an urgent decision, special urgency or being taken under general exception rules).
- If a non-key decision is made by Cabinet but Overview and Scrutiny decides that it was a key decision, Overview and Scrutiny can request the Cabinet to provide a report to Council.
- The regulations extend the record of decisions from Cabinet meetings to include that following **any executive decision made** a written record must be made publicly available (unless exemptions apply) of the following (this includes decisions made by individual members or officers as delegated executive decisions):
 - Details of the decision and the date it was made
 - Reasons for the decision
 - Any other options considered and why they were rejected
 - Details of any conflict of interest of a Cabinet member.
 - Note of any dispensation granted by the Head of Paid Service in respect of any declared interest.
- Copies of any documents relating to executive decisions must be publicly available if requested (unless exemptions apply).
- All councillors have the right to view background documents in relation to confidential business within 24 hours of an executive decision being made.
- Overview and Scrutiny members are entitled to a copy of any document containing material relating to:
 - business transacted at a Cabinet meeting
 - any decision made by a Cabinet member or officer in accordance with executive arrangements.

The relevant document must be provided within 10 clear days of receiving the request and where the whole or part of the document cannot be released, a written explanation must be provided.

5.15 The Council already has much of this in place with regards to Cabinet/Executive decisions, however, in order to comply with the new legislation members are asked to approve the changes identified in Appendix C for Part 4 pages 87, 184 and 190-191 of the Constitution.

5.16 Council Decisions

The new legislation also requires that:

- A written record must be made publicly available of all decisions taken by officers acting under delegated powers from the council (unless exemptions apply). It should include:
 - Details of the decision and the date it was made
 - Reasons for the decision
 - Alternative options considered/rejected, and
 - Any other background documents

(In relation to the above: The requirement to record applies only to decisions to “grant a permission or licence”; that “affect the rights of an individual”; or to “award a contract or incur expenditure which, in either case, materially affects that relevant local government body’s financial position”. 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.)

5.17 This is a new requirement which the Council will need to put in place and in order to comply with the new legislation, members are asked to approve the changes identified in Appendix C for Part 3 page 59 and Part 4 Page 190 of the Constitution.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 There are no material financial implications arising from the report.

7. MONITORING OFFICER

7.1 All legal implications are commented upon in the body of the report.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 Changes will be made to the relevant HR policies as required.

8.2 Consultation with Statutory Officers, Legal Officers, Council, JCC, Trade Union, Governance Working Group and Committee and Member Services.

9. CONCLUSION

9.1 The Council is required by law to implement a Constitution and it is in the interests of the Council to regularly review and update the document.

Background Papers

| Document | Place of Inspection |
|---|---|
| The Constitution of the Council | www.rossendale.gov.uk/constitution |
| Openness of Local Government Bodies Regulations 2014 | http://www.legislation.gov.uk/uksi/2014/2095/contents/made |
| Open and Accountable Local Government – DCLG Guidance | https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf |

Part 4 paragraph 2 page 86-87 Council Procedure Rules

2. ORDINARY MEETINGS

Ordinary meetings of the Council will take place in accordance with a programme of meetings decided by the Council. The agenda for Ordinary meetings will take the following form:

- i) apologies and notification of substitutes;
- ii) approve the Minutes of the previous meeting(s);
- iii) receive any declarations of interest from Members;
- iv) receive any announcements or communications from the Mayor, Leader or the Head of Paid Service;
- v) Public Question Time in accordance with the Council's procedure etc;
- vi) deal with any outstanding business from the last Council;
- vii) to receive reports, and recommendations of the Cabinet and Committees;
- viii) deal with public questions;
- ix) consider Members questions and Members notices of motion if any; and
- x) consider any other business specified in the summons to the meeting;
- xi) to consider reports from Members of Outside Bodies to report back to Council.
- xii) to receive an announcement on the names of people/groups who the Council considers proud of their achievements (Roll of Honour – to be added to the agenda as/when required and nominations will be made in agreement with the Group Leaders and the Chief Executive).

Part 4 page 200 -202 Employment Procedure Rules

6. Other appointments, dismissals and disciplinary action

(a) Other officers

Appointment, dismissals and disciplinary action in respect of all other officers is the responsibility of the Head of Paid Service or his/her nominee. Councillors may not make such decisions, with the exception of dismissal appeal hearings referred to the Appointments and Appeals Panel (see 9. Appeal Hearing Procedure).

9. Appeal Hearing Procedure

1.0 An employee may appeal against dismissal or any other sanction imposed against him/her within the following procedures.

- Redundancy Appeal
- Disciplinary Dismissal Appeal
- Sickness Absence Dismissal Appeal
- Capability Dismissal Appeal

1.1 An appeal shall be made in writing, stating the full grounds of the appeal to the People and Policy Team within 10 working days of the receipt of the letter advising of the dismissal or sanction.

1.2 An appeal against a sanction other than a dismissal, will be heard by a senior manager who has not been involved in the decision to impose the sanction.

1.3 For the purpose of hearing and determining any dismissal appeals, the Council shall establish a panel. The Appeal Panel shall consist of three Council Members (politically balanced).

1.4 At the appeal a representative from the People and Policy Team, the Legal Team or an external legal advisor may be present throughout to act as an advisor to the Appeal Panel.

1.5 The Chair of the original hearing should be the presenting manager (unless another manager is nominated in exceptional circumstances) and the presenting officer at the original hearing may be called as a witness for either party. In a Redundancy Appeal it will be the manager who made the decision for redundancy, who will be the presenting manager (unless another manager is nominated in exceptional circumstances).

1.6 Where practical, the Appeals Panel shall hear the appeal no later than 20 working days after the receipt of the notice of appeal from the employee, although a later date for the hearing may be mutually agreed.

1.7 The employee shall be given at least 7 working days' notice of the hearing, in writing, stating the date, time and location of the hearing.

- 1.8 Where either party intends to produce documentary evidence or call witnesses at the Appeal Hearing, details should be given to the other party at least 5 working days in advance of the hearing. Any new matters raised may delay an appeal meeting if further investigation is required.
- 1.9 It will be at the Chair of the Appeal Panel's discretion whether or not to consider any late evidence or other notification of witnesses.
- 1.10 Witness(es) can only give evidence relating to the grounds of the appeal and not be used for character representations. Each witness will make themselves available throughout the duration of the hearing and will be expected to leave the proceedings after questioning.
- 1.11 The employee shall be in attendance at the hearing when the appeal is being heard and he/she may be represented by a work colleague, Trade Union representative, or an official employed by a Trade Union. The employee shall confirm to the People and Policy Team who the representative will be (if any) at least 5 working days in advance of the meeting. This will enable the representative to receive a copy of the agenda/reports in advance of the meeting. Please note that it is the employee's responsibility to make arrangements in this respect.
- 1.12 If the employee fails to attend, the Appeals Panel may, dependent on the circumstances, dismiss the appeal, consider it in their absence, or defer the hearing to an alternative date. The employee may alternatively choose a representative as detailed at 1.10 to attend in their absence, however the representative can only present the case and ask questions on behalf of employee, but cannot answer questions on the employees' behalf.
- 1.13 The Chair will explain the purpose of the hearing and the procedure to be followed. The appeal will be a review of the original decision. The procedure to be followed at the appeal hearing is documented in the Appeal Hearing Agenda.
- 1.14 When the Appeals Panel has reached a decision the parties will return to the hearing and the Chair will convey the decision, which will be confirmed in writing within 10 working days.

Additional notes in relation to Redundancy Appeals

- 2.0 The grounds for a redundancy appeal will concern the application of procedures, consultation and the fairness of selection. The decision of the Council to declare redundancies will not be grounds for appeal.
- 2.1 A member of the Appeals Panel shall not sit on any appeal that is to consider a decision on which he/she has had prior involvement.
- 2.2 Prior involvement means having a direct involvement in the selection of the employees to be made redundant including the agreement of the selection

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criteria, the application of that criteria and the resulting decision on which employee/s the redundancy will fall.

- 2.3 Prior involvement does not mean having an involvement in identifying savings targets and decisions on which services will be reduced or no longer supported.
- 2.4 Similarly, any other officer with prior involvement in the redundancy selection process shall have no role in advising the Appeals Panel.
- 2.5 For appeals involving the Chief Executive or Chief Officers (Head of Paid Service, S151 Officer, Monitoring Officer) a Designated Independent Person will advise the Appeals Panel.
- 2.6 In delivering its decision the Chair shall address each of the selection criteria used and advise whether the panel are satisfied that each has been applied fairly and consistently.
- 2.7 The Appeals Panel shall have the right to allow the appeal or to confirm or alter the decision against which the appeal is made.
- 2.8 In circumstances where the Appeals Panel:
 - a) upholds the employee's appeal, for example on the grounds of the incorrect application of procedures, a lack of consultation or flaws or apparent unfairness in the application of selection criteria, the matter will be referred back to the service unit who will make arrangements for a nominated senior officer, who has not been involved in the process so far, to undertake a review. If the review results in the original employee no longer being at risk of redundancy, the redundancy notice will be withdrawn, or
 - b) rejects the employee's appeal, then the original redundancy notice will continue to apply and there will be no further right of appeal with the Council.

Additional notes in relation to Dismissal Appeals

- 3.1 The Appeal Panel has the power to overturn or reduce a decision.
- 3.2 Following an appeal the original decision may be confirmed, revoked or replaced with a different decision. There will be no further right of appeal with the Council.
- 3.3 In the event that the Appeal Panel upholds the employee's appeal, the Appeal Panel shall allow the appeal and will remove all records of any related sanctions from the employee's record.
- 3.4 Where an appeal against dismissal is not upheld by the Appeal Panel, and the Dismissing Officer's decision was to dismiss the employee summarily without notice, the Council will be under no obligation to pay the employee for any period between the date of the original Dismissal Hearing and the date of the

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Appeal Hearing. The original date of termination will stand and the decision of the Appeal Panel is final, with no further right of appeal with the Council.

Appeal Hearing Agenda

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| 1. | Introductions <ul style="list-style-type: none"> ▪ All parties present are introduced, and their role in the hearing explained to all parties. ▪ Employee asked to confirm that they are aware of their right to representation by a work colleague, Trade Union representative, or an official employed by a Trade Union ▪ Confirm the role of the representative, that is, can present case/ask questions on behalf of employee, but shall not answer questions on behalf of employee. ▪ Check if there are any other housekeeping matters before proceeding. | Chair |
| 2. | Purpose of Meeting <ul style="list-style-type: none"> ▪ Explanation given to all parties of the purpose of the meeting and confirm everyone is in agreement with the format. ▪ Provide an outline of the agenda to all parties. ▪ Confirm all parties have the relevant documents. ▪ Confirm that a short adjournment may be requested at any time if required. ▪ Any questions at this time? If no proceed. | Chair |
| 3. | Employee to state their reasons for appeal <ul style="list-style-type: none"> ▪ If appropriate selection matrix scores to be discussed. | Employee/ Representative |
| 4. | Questions <ul style="list-style-type: none"> ▪ Questions from Management to Employee. ▪ Questions from Chair/HR to Employee. | Manager and Chair/HR |
| 5. | Witness(es) <ul style="list-style-type: none"> ▪ On behalf of the employee will add any supporting information to employee's case. | Witness(es) |
| 6. | Questions to Witness(es) <ul style="list-style-type: none"> ▪ Questions from Management to Witness(es). ▪ Questions from Chair/HR to Witness(es). | Manager and Employee/ Representative |
| 7. | Manager will present the management case <ul style="list-style-type: none"> ▪ Will confirm reasons for original decision. | Manager |
| 8. | Questions <ul style="list-style-type: none"> ▪ Questions from Employee to Management. ▪ Questions from Chair/HR to Management. | Employee and Chair/HR |
| 9. | Witness(es) (if applicable) <ul style="list-style-type: none"> ▪ Will add any supporting information on behalf of the management case. | Witness(es) |
| 10. | Questions to Witness(es) <ul style="list-style-type: none"> ▪ Questions from Employee to Witness(es). ▪ Questions from Chair/HR to Witness(es). | Employee and Chair/HR |
| 11. | Summing up and any further matters – introducing no new evidence <ul style="list-style-type: none"> ▪ Employee case summary. ▪ Management case summary. | Manager and Employee/ Representative |
| 12. | Adjournment – both parties will leave whilst the panel deliberates <ul style="list-style-type: none"> ▪ Chair to consider all facts presented. | Chair |

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| | <ul style="list-style-type: none">▪ Chair can consider whether or not any further information needs to be clarified before making their decision.▪ Chair to confirm how long the adjournment will last and when all parties should return to hear the decision. | |
| 13. | Decision <ul style="list-style-type: none">▪ Chair to convey the decision verbally to all parties.▪ In circumstances, the chair may convey the decision in writing.▪ Confirm to the employee that the decision will be confirmed in writing within 10 workings days. | Chair |
| 14. | Close <ul style="list-style-type: none">▪ Thank all parties for attending today. | Chair |

Part 2 – pages 9-10

d) **Filming, audio recording, taking photographs and reporting via social media at public council meetings**

- i) Filming, audio recording, taking photographs and reporting via social media at formal public meetings is permitted as long as there is no disruption or disturbance to the proceedings or good conduct of the meeting. Flash photography is not permitted during public meetings.
- ii) Anyone wanting to film report in this way is ~~required~~ advised to inform Committee and Member Services on 01706 252422 or by email to democracy@rossendalebc.gov.uk by 5.00pm at least one day prior to the meeting, ~~if they intend to film~~. This will enable the chair to inform anyone in attendance at the meeting that it is being filmed and to allow any other necessary arrangements to be made.
- iii) Anyone filming or taking photographs at the meeting is requested to only film /photograph elected councillors and officers involved in the meeting and not to film members of the public without their specific consent. It is the responsibility of the person filming/taking photographs to obtain consent from members of the public prior to the meeting, if they intend to film them, or take their photograph.
- iv) Filming, audio recording, taking photographs and reporting via social media is not permitted for any meeting or during any section of a meeting where a resolution is passed to exclude the public and press and hold the business in private, and any associated equipment must be removed from the room before the meeting moves into private session.
- v) The chair of the meeting has the discretion to stop or refuse any activity if it is thought to be causing disruption to the meeting (e.g. to the good conduct of the meeting, through noise made, or through intrusive camera equipment) and the chair's decision is final.
- ~~vi) Elected members of the meeting are not permitted to use social media as their full attention is required at all times (unless they are attending only and not part of that particular committee meeting).~~
- vii)vi) The use of social media is not permitted for any meeting or sections of a meeting where a resolution is passed to exclude the public and press and hold the business in private, in these instances elected members are also not permitted to disclose the content under discussion.

~~e) **Taking photographs at meetings**~~

- ~~i) Taking photographs of formal public meetings is permitted as long as there is no disruption or disturbance to the proceedings or good conduct of the meeting. Flash photography is not permitted during public meetings.~~
- ~~ii) Anyone wanting to take photographs is required to inform Committee and Member Services on 01706 252422 or by email to democracy@rossendalebc.gov.uk by 5.00pm at least one day prior to the meeting, if they intend to take photographs. This will enable to chair to inform anyone in attendance at the meeting that photographs may be taken and to allow any other necessary arrangements to be made.~~

~~iii) Anyone taking photographs at the meeting is requested to only take photographs of elected councillors and officers involved in the meeting and not to take photographs of members of the public without their specific consent. It is the responsibility of the photographer to obtain consent from members of the public prior to the meeting, if they intend to take photographs of them.~~

~~iv)i) Taking photographs is not permitted for any meeting or during any section of a meeting where a resolution is passed to exclude the public and press and hold the business in private.~~

~~v) The chair of the meeting has the discretion to stop or refuse any activity if it is thought to be causing disruption to the meeting (e.g. to the good conduct of the meeting, or through intrusive camera equipment) and the chair's decision is final.~~

~~f) **Use of social media**~~

~~i) Members of the public and press are permitted to use social media during formal public meetings (such as Facebook, Blogs or Twitter), as long as there is no disruption or disturbance to the proceedings or the good conduct of the meeting. The chair of the meeting has the discretion to stop or refuse any activity if it is thought to be causing disruption to the meeting and the chair's decision is final.~~

~~ii) Elected members of the meeting are not permitted to use social media as their full attention is required at all times (unless they are attending only and not part of that particular committee meeting).~~

~~iii) The use of social media is not permitted for any meeting or sections of a meeting where a resolution is passed to exclude the public and press and hold the business in private, in these instances elected members are also not permitted to disclose the content under discussion.~~

Part 3 – page 79

To include a reference to the following legislation:

- [The Openness of Local Government Bodies Regulations 2014](#)

Part 4 – page 87

6. NOTICE OF AND SUMMONS TO MEETINGS

The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Head of Paid Service will send a summons signed on his or her behalf to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by reports and documents for consideration (unless special circumstances or exemptions apply). If an item is added to the agenda later, the revised agenda and any reports/documents for consideration, will be open to

inspection from the time the item was added to the agenda. If urgent business is allowed copies of any reports will be made available to the public (unless exemptions apply).
~~such reports as are available.~~

Part 4 – page 184

5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

The Council will make copies of the agenda, ~~and~~ reports and documents for consideration open to the public and available for inspection at least five clear days before the meeting (unless special circumstances or exemptions apply). If an item is added to the agenda later, the revised agenda (where reports are prepared after the summons has been sent out, the Proper Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors) will be open to inspection from the time the item was added to the agenda. If urgent business is allowed copies of any reports will be made available to the public (unless exemptions apply).

Part 4 – Page 190 - 191

20. OVERVIEW AND SCRUTINY COMMITTEES ACCESS TO DOCUMENTS

20.1 Rights to copies

Subject to Rule 21 below, an Overview and Scrutiny Committee or an individual member of an Overview and Scrutiny Committee (including its sub-committees) will be entitled to copies of any document which is in the possession or control of the Cabinet and which contains material relevant to its area of work relating to any business which will be or was transacted at a meeting of the Cabinet or its committees, or delegated to an officer. The relevant document must be provided within 10 days of receiving the request. Where the whole or part of the document cannot be released, a written explanation must be provided.;

Part 4 – Page 191

22. ADDITIONAL RIGHTS OF ACCESS FOR MEMBERS

22.3 Access to Meeting Documents

All members can inspect any document that contains material to be discussed at a meeting at least 5 clear days before a public meeting is held. For private meetings or where a decision has been made by a Cabinet member or officer, documents can be inspected within 24 hours of the conclusion of the meeting or the decision being made.

22.43 Nature of rights

These rights of a member are additional to any other right he or she may have.

Part 3 – Page 59

5.7 Services should maintain a central record of all delegated decisions with copies of the relevant documentation for a ~~four~~-six year period.

Part 4 – Page 190

18. RECORD OF DECISIONS

After any meeting of the Cabinet or any of its Committees, whether held in public or private, the Chief Executive or, where no officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable. The record will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.

18.1 Cabinet Decisions taken by an individual member or officer*

The Council will produce a record of decisions taken by an individual member or officer relating to Cabinet decisions. The record of decisions will include the following:

- Details of the decision and the date it was made.
- Reasons for the decision.
- Any other options considered and why those options were rejected.
- Details of any conflict of interest declared by any Cabinet member relating to the decision or by any Cabinet member consulted on the decision.
- A note of any dispensation granted by the Head of Paid Service in respect of any declared interest.
- Any other background documents.

18.2 Council decisions taken by an officer*

The Council will produce a record of decisions taken by an individual officer relating to Council decisions. The record of decisions will include the following:

- Details of the decision and the date it was taken.
- Reasons for the decision.
- Alternative options considered/rejected.
- Name of anyone who has declared a conflict of interest (where the decision is taken under specific authorisation)
- Any other background documents.

* In relation to 18.1 and 18.2 above there is no requirement to record administrative and operational decisions which are part of an officer's day to day work within the

Council rules, with the exception of decisions taken under general authorisation which the effect of the decision is to either:

- Grant a permission or licence.
- Affect the rights of an individual.
- Award a contract or incur expenditure which materially affects the Council's financial position.

(see The Openness of Local Government Bodies Regulations 2014 for further guidance).