



Appendix 1(vii)



NEW ROMNEY TOWN COUNCIL

POLICY ON RECORDING AND PUBLICATION OF DELEGATED DECISIONS

In accordance with the Openness of Local Government Bodies Regulations 2014 Part 3: Record of Decisions and Access to Documents, New Romney Town Council has set in place, under this policy, procedures for the recording and publication of delegated authorities, as follows:

A written record of any decision that has been delegated to the Clerk / Proper Officer under -

- a) a specific, express authorisation or
- b) under a general authorisation, where the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual; or
 - award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.

The award of any contract or incurring of any expenditure in excess of £500.00 shall be deemed to materially affect the Town Council's financial position for the purpose of the recording of delegated decisions.

The written record of any delegated decision, as detailed above, shall be produced as soon as is reasonably practicable after the decision has been made and shall contain the following information:

- The date the decision was made
- A record of the decision together with reasons for the decision
- Details of alternative options – if any – considered and rejected
- Where the decision has been taken under a specific, express authorisation, the name of any Town Council Member who declared an interest in relation to the relevant matter

The afore-mentioned written records, including any relevant background papers, shall be made available to the public at the Town Council Offices, on its website or by post if so requested and on receipt of payment for copying and postage.

Such records shall be retained by the Town Council for a minimum period of six years from the date on which the decision was made and relevant background papers shall be retained for a minimum of four years from the date on which the decision was made.

Nothing in this Policy shall be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence. Therefore, nothing in this Policy –

- a) authorises or requires the Town Council to disclose or make available to the public any document or part of a document which, in the opinion of the Clerk / Proper Officer, contains or may contain confidential information; or
- b) requires the Town Council to disclose or make available to the public any document or part of a document which, in the opinion of the Clerk / Proper Officer contains or is likely to contain exempt information.