

WEST CREWKERNE PARISH COUNCIL

Incorporating Clapton, Hewish, Woolminstone, Roundham, Henley Manor

RECORDING OF DECISIONS MADE BY OFFICERS POLICY

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 on filming, recording and reporting of Council 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. This includes decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council).

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;
- decisions 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 routine operational matters up to £500 (£1,000 for health and safety expenditure). The Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Parish Council. Expenditure in excess of this limit must be authorised by Full Council and the decision will be recorded in the minutes.
5. The Parish Council will take into account the exemptions set out in the [Open-and-accountable-local-government-plain-English-guide](#) in respect of decisions taken by the Council's Proper Officer/Responsible Financial Officer.

6. 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 in the same way as minutes of a Council meeting.
8. The Parish Council will review this policy every two years.

Reviewed and adopted by West Crewkerne Parish Council on: 26th March 2026 - Minute No: 384

Signed:

Julia Borland

Chair