

RECORD OF DECISION TAKEN BY AN OFFICER

<p>This form must be completed by or on behalf of the relevant Officer in respect of any delegated decision made by them and a copy provided to the Governance Team for recording and publication in accordance with statutory requirements under Regulation 9 of the Openness of Local Government Bodies Regulations 2014 (“the Regulations”). Please refer to the notes at the end of the form for guidance on when this form should be completed.</p>	
<p>Summary of Matter or Issue Requiring Decision</p>	<p>Appointment of member to South Downs National Park Trust</p>
<p>Date Decision Taken</p>	<p>03/9/2020</p>
<p>Decision Taken by</p>	<p>Chief Executive</p>
<p>Decision Taken (i.e.: approved/not approved/details of any conditions or limitations)</p>	<p>To appoint Richard Waring as a SDNPA representative to the South Downs National Park Trust</p>
<p>Summary of Reason(s) for Decision Taken (alternatively, attach copy of any report or other document setting out reasons)</p>	<p>In accordance with SO26 , authority is delegated to the Chief executive in consultation with the Chair to make appointments to outside bodies where these cannot wait to the next AGM.</p> <p>The appropriate conditions applied to enable the Chief executive to make this decision</p>
<p>Summary of Alternatives or Options considered and rejected (alternatively, attach copy of any report/other document setting out alternatives/options)</p>	<p>All members considered for position/ decision made following chairs discussion with members.</p>
<p>Details of any personal interest or conflict of interest and dispensation granted to the Officer involved in or consulted upon this decision. (This must include any declarations made by Members).</p>	<p>None</p>
<p>Link to background papers and/or supporting information</p>	<p>Authority standing orders</p>
<p>Contact for enquiries/further information</p>	<p>Robin.parr@southdowns.gov.uk</p>
<p>A summary of this decision will be reported to the Authority or relevant Committee, made available on the Authority’s website at http://www.Southdowns.gov.uk and made available for public inspection (when permissible) at the South Downs Centre together with any background papers relevant to the matter.</p>	

Signature of Officer:

T. B. Roberts

Date: 03/09/20

GUIDANCE NOTES

This form must be used to ensure that the South Downs National Park Authority is acting in accordance with the Regulations, which state that any decision delegated to an Officer must be recorded on this form, where it is taken:

- a) under a specific express authorisation from Members; or
- b) under a general authorisation to officers to take such decisions (e.g. the Scheme of Delegation, as set out in the SDNPA Standing Orders) and the effect of the decision is to:
 - i. grant a permission or licence;
 - ii. affect the rights of an individual; or
 - iii. award a contract or incur expenditure which, in either case, would materially affect the Authority's financial position.

(Please note that there is a separate process for the recording of decisions taken with regard to planning matters)

This means that the form is to be used to record any such decision taken by an Officer that would otherwise have to be taken by Members in a meeting of the Authority or its committees and sub-committees.

NB. For the purposes of the Regulations it is advised that:

- Category (i) – a form should be completed for every decision to **grant, refuse or vary** any permission, consent, licence or authorisation
- Category (ii) - many decisions affect individuals in some way, but not all affect **the rights of** individuals
- Category (iii) – material affect should be taken to mean **more than £100,000**; It is not necessary to record every 'administrative decision' (such as the purchase of stationery)

This form **must** be completed by the relevant Officer, and a copy, along with any associated background papers must be made available for public inspection through the Authority's website and at all reasonable hours at the Authority's offices, as soon as reasonably practicable after the decision has been taken.

Please note that the Regulation does not require the publication of information which is confidential and exempt from publication.

If in doubt as to whether it is necessary for this form to be completed, or whether it may lead to the publication of confidential information, please consult the Governance team.