



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

Record of Officer Decisions in line with the Openness of Local Government Bodies Regulations 2014

The Council notes that it records in its minutes any decisions which it has delegated to officers. An Authorisation Slip is also held for payments detailing the same. The Council notes if any decisions fall within delegated authority to an officer, and are eligible for record, in line with the Openness of Local Government Bodies Regulations 2014, then the officer responsible will record these decisions as soon as reasonably practical after the decision has been made.

It should be noted that the Government's Guide to the same legislation¹ states not all decisions will be recorded, and "the requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights); or to "award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position".

The Guide goes on to advise "officers take many administrative and operational decisions about how they go about their day to day work within the council's or local body's rules. These decisions will not need to be recorded."

It is further confirmed that members of the public "will not be able to inspect some recorded decisions if the whole or part of the records contains confidential or exempt information. Examples of decisions that should be recorded could include: decisions about awarding contracts above specified individual or total values (the values will vary according to the relevant council or local government body)".

The Guide advises that "decisions that do not need to be recorded might include the following examples:

- i) Routine administrative and organisational decisions such as giving permission to a local society to use the authority's premises;
- ii) decisions on operational matters such as day to day variations in services;

The Guide also confirms "it is for the council or local government body to decide what information should be recorded on the basis of the national rules". The Council's register of officer decision making can be found on the table overleaf.

¹ https://assets.publishing.service.gov.uk/media/5a7cfc8be5274a33be6483d2/140812_Openness_Guide.pdf

Record of Officer Decisions above £5000

Date	Tender	Supplier	Description	Budget Category	Net	Recoverable VAT	Unrecoverable VAT	Total	Reasons for Decision, including details of alternative options, if any, considered and rejected.	Member Declarations
22.6.22	Online	Classic Fireworks	Queen's Jubilee Display	Festivals, Sponsorships and Events Committee	£7,500.00	£1,500.00	£0.00	£9,000.00	The Festivals and Events Committee resolved to delegate the facilitation of events to officers. Three contractors were considered (Riley Fireworks, Fantastic Fireworks and Classic Fireworks). All contractors were able to deliver a display within the same budget. Classic Fireworks were selected as their proposed show most aligned to the theme of the event.	None.
3.11.22	Online	Concert Lights	Mars - rigging / installation of art exhibition in Morecambe Winter Gardens.	Festivals, Sponsorships and Events Committee	£6,398.00	£1,279.60	£0.00	£7,677.60	The Council agreed its budget - https://www.morecambe.gov.uk/wp-content/uploads/2022/06/Minutes-24-March-2022-Full-Council-Meeting.pdf - officers selected best value quote for installation (from a contractor with prior experience of installing the same artwork).	None.
8.3.23	Online	Seton Brady Corp	Equipment - Weed Control Product Storage	Public Realm	£13,831.56	N/A - Refunded	N/A - Refunded	£13,831.56	This purchase was subsequently refunded. The Environment Committee resolved to delegate the initial purchase to officers (to purchase at best value price) - https://www.morecambe.gov.uk/wp-content/uploads/2023/01/Environment-Committee-Minutes-24th-November-2022.pdf - three suppliers were considered (Seton, Manutan, and IDH). The selected supplier was able to supply at best price.	None.
27.4.23	Online	Mower Power	Public Realm Equipment - Weedhex Machine	Public Realm	£5,108.99	£1,021.80	£0.00	£6,130.79	The Environment Committee resolved to delegate the purchase of a Weedhex machine to officers (to purchase at best value price) - https://www.morecambe.gov.uk/wp-content/uploads/2023/01/Environment-Committee-Minutes-21-July-2022.pdf - there was a delay in ordering due to an acquisition of the supplier, and subsequently the product was only offered by one alternative supplier at an increased cost.	None.
7.7.23	Online	Titanium Fireworks	King's Coronation Display	Festivals, Sponsorships and Events	£10,000.00	£2,000.00	£0.00	£12,000.00	The Festivals and Events Committee resolved to delegate the facilitation of events to officers. Three contractors were considered (Firework UK, Northmen Lights Fireworks, and Titanium Fireworks). All contractors were able to deliver a display within the same budget. Titanium Fireworks were selected as their proposed show most aligned to the theme of the event.	None.
20.10.23	Online	Groundwork	Grant Repayment	Neighbourhood Plan	£5,063.00	£0.00	£0.00	£5,063.00	Council accepted grant with conditions that it would expend funds prior to end of financial year (2022-2023). In line with prior agreed terms, unspent funds were returned to grant provider.	None.
13.11.23	Online	Industrial Work Solutions	Contractual workers	Public Realm	£11,748.38	£2,349.68	£0.00	£14,098.06	Contractual temporary workers required due to staff shortages in public realm. Chief Officer delegated authority to maintain operation of public realm service. Supplier able to provide local workers at short notice.	None.