

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u> Procurement of a Special Projects Officer	
<u>DECISION REFERENCE</u> DO/26/2026 (LH)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc). CB24 Special Projects Resource (15 th July 2026). Council – 25 th February 2026 – CL70 vi) General Fund Revenue Budget 2026/27 Assistant Director for Planning’s General Delegations- 3D.2 Financial Resources a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions. b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
<u>DATE OF DECISION</u> 22 nd July 2026	<u>DECISION MAKER (Name and Job Title)</u>  Louise Hryniw Assistant Director for Planning

RECORD OF THE DECISION

a) The issue

A number of planning applications on strategic sites have been given planning permission and some have a number of legacy issues that need to be addressed and resolved. Support is also required on project work such as the roll out of new fees and charges and services in the Development Control team and review of the Council's duties in respect of mandatory requirements.

b) The Decision

To procure a Special Projects Officer.

REASON FOR THE DECISION

The department does not have capacity to deal with this work and therefore requires an officer to deal with such work and issues. This will ensure that mandatory requirements are met and to ensure that issues relating to a number of planning permissions and strategic sites are dealt with.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Not having such a post but this was rejected as the department does not have the capacity to carry out the work which would mean the Council would not meet its statutory requirements.

WARD RELEVANCE

All.

FINANCIAL AND BUDGET IMPLICATIONS

To be funded by:

- Salary savings
- Reserves
- Income generation

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

- Cabinet on 15th July 2026
- Assistant Director for Planning.
- Strategic Director- Public Services

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

N/A.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

N/A.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

The successful supplier would be expected to comply with the Equality Act (2010).

HUMAN RESOURCES IMPLICATIONS

There is currently no capacity within the Planning team to deal with matters such as resolving legacy issues on strategic sites or to carry forward project work such as income generation and this post would pick up such work and ease work pressures within the Planning team.

FINANCIAL IMPLICATIONS

Covered under financial and budget implications.

HEALTH EQUALITIES IMPLICATIONS

None.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None.

RISK MANAGEMENT IMPLICATIONS

The department does not have capacity to deal with this work and therefore requires an officer to deal with such work and issues. If not, it would mean that mandatory requirements are met.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

The required contract is SME friendly.

ENVIRONMENTAL IMPLICATIONS

The Specification outlines environmental requirements that the contractor is expected to support.

LEGAL IMPLICATIONS

Compliance with the Contract Procedure Rules.

ANY OTHER COMMENTS

N/A.

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER