

NOT FOR PUBLICATION

By virtue of paragraph 12 of Part 4 Schedule 12A of the Local Government Act 1972.

Local Government Act 1972-Confidential Restricted Access

OFFICER DECISION RECORD (ODR1)

This form records an officer decision and is published in accordance with the Openness of Local Government Bodies Regulations 2014

Date of Decision	18 November 2025	
Decision Taker	Mr Kevin O'Keefe, the Council's Interim Director of Governance and Law, Monitoring Officer	
Specific Delegation	<p>Chapter 2-Part 5, pg 77, paragraph 62 of the Council's Constitution empowers the Monitoring Officer to nominate officers to act in the stead of officers identified in the Council's scheme of delegation, where such officers are absent or unable to act:</p> <p><i>"62 In the event of any officer (and their substitute) identified in the Scheme of Delegation to Officers or in the table below being for any reason absent or unable to act and the officer/substitute has not made any other arrangements for the exercise of the relevant duties, the Monitoring Officer shall nominate an officer to act in their stead".</i></p>	
Type of Decision taken	Granting a permission or licence	No
	Affecting the rights of an individual	Yes
	Awarding a contract or incurring expenditure which, materially affects the Council's financial position	No
Brief Description of Decision	Under the powers delegated to him by the Council's Constitution, the nomination of [REDACTED] to act in the stead of [REDACTED] as [REDACTED] absent from work and has not made any other arrangements for the exercise of relevant duties.	
Reasons for the Decision and alternatives considered	[REDACTED] is absent from work due to illness, is identified in the Council's Scheme of Delegation, and has not made any other arrangements for the exercise of relevant duties.	

	<p>In these circumstances, the Monitoring Officer has the power to nominate an officer to act in their stead, as detailed above.</p> <p>[REDACTED]</p> <p>Therefore, there is no alternative course of action to that which this decision record documents.</p>
Member consultation and interests declared	The Leader and Deputy Leader were consulted but had no interests to declare.
Significant Decision	NO
Legal Implications	The legal implications are set out within the body of this decision record
Financial Implications	There are relatively minimal financial implications associated with the nominated officer "acting up" into a more senior position.
Confidential/Exempt Information	This decision is not for publication by virtue of paragraph 12 of Part 4 Schedule 12A of the Local Government Act 1972 and, under the Local Government Act 1972 is subject to Confidential Restricted Access
Background Papers	The Council's Constitution

Signed:



Dated: 18 November 2025

Footnote: the highlighted wording in this document will be redacted from the published version