

OFFICER / CABINET MEMBER DECISION REPORT FORM

(NB. all decisions should comply with Article 13.2 of the constitution)

1. Decision made

To vary the desk license between Cheltenham Borough Council and Publica, this will allow us to vary the fees and desk reviews from the 1st November annually to the 1st April annually.

2. Identity of the Decision Maker

Paul Jones – Executive Director Finance and Assets

3. Date of Decision

29th January 2021

4. Reasons for Decision

To simplify the accounting arrangements and align to the financial year.

5. Alternative options considered and rejected

To continue the current license and dates. This would be out of line with other Publica clients.

6. Background documents

7. Any Consultation undertaken

Email exchanges have been had with the surveyor for the other Councils

8. Results of consultation (where undertaken)

They have confirmed that the other councils are varying their licenses to help support Publica

9. Any Conflict of Interest declared by an Executive Member who is consulted on the decision

10. Dispensation

Was a dispensation given by the Head of Paid Service (Chief Executive) to Cabinet Members to participate in consultation on officer (or Cabinet Member) executive decisions where they have a conflict of interest in respect of any declaration of interest listed at 9 ?

Yes

N/A

Date of dispensation

11. Supporting Report

Final report attached ?

Yes

No

12. Confidential or Exempt Information

Confidential or Exempt information ?

Yes

No

Name of document(s) which are confidential or exempt...

Signature.....

Date 21/1/21