

## Appendix C - Amendments to Access to Information Procedure Rules

Two amendments to the 'Records of individual decisions by Executive Members and inspection of documents by the public' section of the Access to Information Procedure Rules are proposed:

- a) to address an inconsistency in the recording of a conflict of interest declared by a councillor who is consulted by a councillor who is taking a decision but not interests declared by the councillor who is making the decision; and
- b) to reflect that, in accordance with the Localism Act 2011, Council has delegated the granting of dispensations to the Standards Committee.

The proposed amendments are below:

### 18.2 *Records of individual decisions by Executive members and inspection of documents by the public*

*As soon as reasonably practicable after an Executive decision has been taken by an individual member of the Executive s/he will prepare, or instruct the proper officer to prepare, a record of the decision. The record will include:*

*(i) a record of the decision made and the date it was made;*

*(ii) the reasons for the decision;*

*(iii) details of any alternative options considered and rejected by the member when making the decision;*

*(iv) a record of any conflict of interest declared by ~~any~~ **the** executive member **within whose remit the decision falls** ~~who is consulted by the member which relates to the decision;~~ and*

*(v) in respect of any **decisions taken by an executive member who has declared a conflict of interest**, a note of dispensation granted by the **Standards Committee** ~~Head of Paid Service~~.*