



ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are not designated as 'Key Decisions' – or in other words those decisions which are not included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

To consider an application for discretionary relief from National Non-Domestic Rates (NNDR) due to part occupation of business premises.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

DCE 11/2016/17

3. Decision Taken:

Try to briefly summarise what you have actually decided to do. For instance, to purchase a specific piece of equipment for a specific cost, to be paid for from which budget heading etc. Don't include any exempt information in your summary that you would not want to be published.

To agree to the apportionment of the property's rateable value in respect of the applicant, RACL.

4. Reasons for the Decision:

Again, briefly explain why you thought this was the right decision

This relief will assist the ratepayer with their phased vacation and conversion of the premises.

This will meet with Corporate Plan objectives of encouraging owners to improve their properties and increasing the overall supply of affordable homes.

5. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

Not to agree to the request of the applicant – this would not meet any Corporate Plan objectives.

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Diversity/Equality implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

- a) Legal: Issues are outlined in the report.
- b) Financial: Issues are outlined in the report.
- c) Diversity/Equality: There are no adverse equality/diversity implications contained in the report

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Date:

10/8/16

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

Acqueline Jones

Corporate Services

(This decision is not subject to call-in and is circulated for information only). If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.

Date:

16/8/16

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to any member of the Democratic Services Team:

- Alan Maher [email: a.maher@ashfield-dc.gov.uk]
- Lynn Cain [email: l.cain@ashfield-dc.gov.uk]
- Julie Robinson [email: j.robinson@ashfield-dc.gov.uk]

They will arrange for it to be published on the Council's web site.