

RUSHMOOR BOROUGH COUNCIL RECORD OF EXECUTIVE DECISION



Decision taken by an officer in consultation with a Cabinet member

(All sections must be completed (mark "N/A" as applicable))

DECISION MAKER *(Name and designation)*

Lee McQuade on behalf of Tim Mills, Head of Property and Growth

DECISION AND THE REASON(S) FOR IT

The AMR (Authority Monitoring Report) is prepared in accordance with Regulation 34 of the Town and Country Planning (Local Development) (England) Regulations 2012 which requires local authorities to publish information at least annually that shows progress with local plan preparation, reports any activity relating to the Duty to Cooperate as well as how the implementation of local plan policies is progressing.

This decision approves the publication of the Authority Monitoring Report for the period 1st April 2024 to 31st March 2025.

DATE DECISION TAKEN

20th October 2025

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

(Those examined by officers and generated by consultation, etc)

None

ANY CONFLICTS OF INTERESTS DECLARED

(conflict of interests of any executive member who is consulted by the officer which relates to the decision. A note of dispensation should be attached).

N/A

Signed

A solid black rectangular box used to redact the signature of the decision maker.

PP Tim Mills

(Decision maker)

Designation: Head of Property and Growth.

Guidance notes for using this form

Recording executive decisions

New regulations¹ came into effect on 10 September 2012, under which Council officers and Cabinet members are required to record every decision they take which is connected to the discharge of a function which is the responsibility of the Executive (Cabinet). This applies whether the decision is taken by an officer or an individual Cabinet member. This record must be published on the Council's website.

Which executive decisions must be recorded?

The regulations state that any decision connected to the discharge of a function, which is the responsibility of the Cabinet, must be recorded and published. However, at Rushmoor we are restricting the recording requirement to those decisions that are 'closely' (rather than remotely) connected with the discharge of a function of the Cabinet. For guidance, this includes any decision that is either:

- A 'key decision'; or
- Delegated to an officer(s)/Cabinet member at a Cabinet meeting; or
- Delegated to an officer in consultation with a Cabinet member (within the scheme of delegation or authorised at Cabinet); or
- Any executive decision, whether or not it is in the Cabinet Scheme of Delegation, where there is a reasonable expectation of public interest in the matter being decided because it may have an impact on a community living or working in Rushmoor; or
- The subject of urgent action outside the Scheme of Delegation

Decisions which are administrative in nature – for example, purchasing low value items or are otherwise minor or routine, need not be recorded.

In addition, some decisions would be considered exempt from publication because, for example, they affect particular individuals rather than the public in general or concern the business affairs of any person (including the Council) where the information could be claimed to be commercially sensitive.

What are key decisions?

Key decisions are not usually taken by individual Cabinet members or officers, unless specifically delegated by the Cabinet.

A key decision is one which is likely to:

- result in the Council incurring expenditure or making savings which are significant in as much as they will have a material effect on the level of Council tax or balances or contingencies in relation to the Council's overall budget¹; or
- be significant in terms of its effects on communities living or working in an area comprising two or more wards within the Borough

¹ The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012