
STATUTORY INSTRUMENTS

2000 No. 3272

**The Local Authorities (Executive Arrangements)
(Access to Information) (England) Regulations 2000**

PART II

PROVISIONS FOR AND IN CONNECTION WITH EXECUTIVE DECISIONS

Recording of executive decisions made by individuals

4.—(1) As soon as is reasonably practicable after an individual member has made any executive decision he shall produce, or if he instructs the proper officer to do so, the proper officer shall produce, a written statement in respect of that executive decision which includes the information specified in paragraph (2).

(2) The statement referred to in paragraph (1) must include—

- (a) a record of the decision;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected at the time by the member when he made the decision;
- (d) a record of any conflict of interest declared by any executive member who is consulted by the member, in relation to the decision; and
- (e) in respect of any declared conflict of interest a note of any dispensation granted by the local authority's standards committee.

(3) Executive decisions made by individual members of local authority executives are prescribed decisions for the purposes of section 22(4) of the 2000 Act (duty to keep a written record of decisions made by individual members of local authority executives).

(4) As soon as is reasonably practicable after an officer has made a decision which is a key decision, the officer shall produce a written statement which must include—

- (a) a record of the decision;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the officer at the time when he made the decision;
- (d) a record of any conflict of interest declared, in relation to the decision, by any executive member who was consulted by the officer who made the decision; and
- (e) in respect of any declared conflict of interest in relation to the decision a note of any dispensation granted by the local authority's standards committee.