



## Decision by officer following Specific Delegation from Council/Committee

<b>1</b>	Committee delegating decision	Policy and Resources Committee
<b>2</b>	Date of meeting	3 September 2018
<b>3</b>	What decision was delegated: <i>(from decision notice/minutes)</i>	<u>Administrative Changes to Policies</u>  To delegate the approval of minor and/or administrative changes to policies and strategies to the Monitoring Officer, in consultation with the Chairman or Vice Chairman of the Policy and Resources Committee.
<b>4</b>	Minute number	165
<b>5</b>	Any declarations of interest made by Councillors at the Committee in relation to this decision.	None
<b>6</b>	Date delegated decision made:	19/9/18
<b>7</b>	Officer making the decision:	Sharn Matthews, Monitoring Officer
<b>8</b>	What decision was made under the delegation?	To approve minor amendments as appended to the Consultation and Engagement Policy after consultation with Cllr R Lewis as Chair of P&R
<b>9</b>	Reason(s) for the decision taken:	These changes are necessary to keep the policy up to date.
<b>10</b>	Were any other options considered and why were they rejected?	Not to make these changes – not considered acceptable

11	Documents that were considered when making this decision: <i>(The documents must be kept for 4 years from the date of decision )</i>	Draft changes as appended.
12	Any reasons why part or all of this report should be redacted before publication	No

Notes for completion:

1. Boxes in grey will be completed by Democratic Services and emailed to the relevant officer for report completion.
2. When the decision has been made, the relevant officer should complete the report within 14 days and send it to Democratic services for publication on the council's website in line with the Openness of Local Government Regulations 2014.