

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Communities & Environment	
Contact person:	Mark Jefford	Telephone number: 378 9751
Subject²:	Suspension of Parking Charges in Otley	
Decision details:	What decision has been taken? ³ To suspend parking charges in Otley from 4 July 2020 on a temporary basis	
	A brief statement of the reasons for the decision ⁴ Free parking in Otley will help support the town in its economic recovery following lockdown, this is a temporary measure for up to 2 months	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision The resumption of charges could be done, however this would be inappropriate as the town is trying to encourage visitors and footfall is down significantly	
Affected wards:	Otley & Yeadon	
Details of consultation undertaken⁵:	Executive Member for Environment & Active Lifestyles on 26 June 2020	
	Ward Members for Otley & Yeadon during June 2020	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Parking Manager. Parking charges are already suspended from 26 March due to COVID.	


¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

List of Forthcoming Key Decisions⁶	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s)
	Signature _____ Date _____
Call In	Is the decision available ⁷ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:
Approval of Decision	Authorised decision maker ⁸ Chief Officer Elections and Regulatory
	Signature  Date 8 July 2020

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.