

Record of officer decision

Decision title:	To provide transparency for the number of “free” rooms for the Mayor of the City Council and the Chairman of the Council.
Date of decision:	17/01/2018
Decision maker:	Director for economy, communities and corporate.
Authority for delegated decision:	Financial procedure rules paragraph 4.7.148 (and in particular sub paragraph j)
Ward:	City
Consultation:	Legal Department & Chairman’s Office
Decision made:	The Mayor of Hereford City Council and Chairman of Herefordshire Council to have non chargeable use of rooms (six times a year each) at Shire Hall or Town Hall.
Reasons for decision:	<p>The number of free usage to the Mayor of the City Council and the Chairman of the Council have become muddled & created confusion over the years.</p> <p>To confirm and clarify number of non-chargeable rooms (six times a year each).</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Finance</p> <p>If rooms are used outside of opening hours for the Mayor and the Chairman they will incur costs.</p>
Details of any alternative options considered and rejected:	N/A

Details of any declarations of interest made:	None.

Signed..... Date: