

Record of officer decision

Decision title:	To grant a licence to occupy workspace at Herefordshire Archive & Records Centre (HARC) for 2 days per week April to July 2019 for conservation & preservation project
Date of decision:	8 th April 2019
Decision maker:	Acting Assistant Director for Technical Services
Authority for delegated decision:	Herefordshire Council's constitution - Scheme of Delegation Part 3 Functions Scheme, Section 7 Officer Functions 1. 3.7.6 Delegation to Chief Executive 2. 3.7.13 Sub delegation from Chief Exec to officers Appendix 1 Chief Executive's Scheme of Delegation to Officers – Specific sub-delegation to Director for Economies Communities & Corporate (version 31 st March 2017)
Ward:	Dinedor Hill
Consultation:	None
Decision made:	To grant a licence to occupy workspace at Herefordshire Archive & Records Centre (HARC) for 2 days per week April to July 2019 for conservation & preservation project
Reasons for decision:	<ul style="list-style-type: none"> • Temporary use of workspace and storage to assist local conservation and preservation project
Highlight any associated risks/finance/legal/equality considerations:	<ul style="list-style-type: none"> • Fee payable £30 per week inclusive of outgoings • Licensee Kaori Takahashi Hilton • April 1st to July 31st 2019 but may be determined by either party on one month's notice • Office use for conservation & preservation project
Details of any alternative options considered and rejected:	No suitable alternatives were proposed
Details of any declarations of interest made:	None

Signed..... Date:

CHRIS JENNER