

Section: 17
Appendix: A
Delegated Powers of Barnet Homes Officers

Recording of Delegated Powers – Keeping Summary records

Where indicated on the attached table, managers will be responsible for maintaining appropriate summary records of all delegated actions they have authorised.

This should take the form of a separate schedule or register recording brief details of the decision, including the following information:

- 1) Delegated Power Reference No. (e.g. BH1, 1.2).
- 2) Brief details of decision (e.g. for BH 1, 1.2 this would include resident's name, property address, amount claimed, brief details of the outstanding repair and reasons for agreeing payment).
- 3) Date decision was made.
- 4) Name and job title of officer making the decision.
- 5) Any other details considered relevant.

This information should be recorded in a separate file/ folder held in the service area (or electronically on the shared drive) and should be held available for inspection/ scrutiny as and when required.

Unless otherwise indicated, a summary record should be kept for all delegated powers indicated on the attached Delegated Powers list.

Regular returns of decisions taken will not be required to be made unless indicated on the schedule. The onus is therefore on managers to ensure that they are keeping appropriate records as needed and Heads of Service have responsibility for ensuring that this is done in their service areas.

From time to time audit checks will be carried out to ensure that relevant information is being recorded and kept up-to-date.