

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure ([Part 4 of the Council's Constitution](#))

Subject: Voluntary & Community Organisation (VCO) Garages

Staff Contact: Clare Fletcher
Tel: 01438 242933

Executive Member: Joan Lloyd
Portfolio: Resources

1. **Decision**

That the proposed means testing criteria for VCO garages applications and existing licenses is implemented.

2. **Reasons for the decision**

As discussed with Members at the March meeting of the Commercial and Investment Working Group, the Council is proposing the application of a new means tested scoring system with effect from the new financial year. This will apply to new VCOs applying for a garage and will also be retrospectively applied for existing VCOs, who will be given 2 months advanced notice that the changes are coming into force. The aim is to provide an enhanced assessment of the eligibility of the VCOs in possession of and applying for a Council owned garage, by verifying their financial status and ability to pay as well as their impact on the local community, in line with the means testing elements of the concessions policy.

3. **Alternative options considered and rejected ²**

No alternative options were considered or rejected.

4. **Consultation**

(a) Comments of Executive Member ^{3 4} (Cllr Joan Lloyd)

I fully endorse the decision for the application of the means testing criteria for VCO garages to ensure that the concession is applied fairly.

(b) Comments of other consultees ⁵ (Cllr Rob Broom)

I recognise that in relation to the VCO garages there is not a clear policy in place and I recognise the need to be clear to organisations going forwards, about what they can expect in terms of charges.

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: SIGNATURE REDACTED

Title: Strategic Director

Date: 04/05/22

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases, it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.