

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	17/7/19
Decision Maker (Officer):	Deputy Chief Executive/Corporate Director for Corporate Resources
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).</p> <p>The Corporate Director for Corporate Resources has delegated operational matters relating to the communications operations.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	None
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To adopt a Drone Policy for Tendring District Council
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	(See attached report to Management Team). The policy applies to Tendring District Council's internal use of drone technology for communications and promotional purposes, and as such is an operational policy.

<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>Finance and other resources No financial cost to introduce the policy. Ongoing operational costs for the drone are within an agreed budget.</p> <p>Risk Risk of reputational damage through incorrect use of the drone is mitigated by this policy. Work is underway to build resilience by training up a second staff member in use of the drone.</p> <p>Legal The proposal is not to use a drone for any surveillance purposes across the Council. There are a few Councils that have used drones for surveillance purposes (eg. for planning application processes) and they have received a certain amount of criticism and are reviewing current practices.</p> <p>Processes in place allow for promotional and communications use only.</p> <p>Drone operation in the UK requires both permission for commercial operations from the Civil Aviation Authority, and the operator themselves must be licensed. Tendring District Council has permission, and currently one member has a licence (see above in 'risk' with regards to resilience).</p> <p>Equality There are no equality considerations, this policy is about proper use of drone technology by council staff as one tool for the communications team.</p>
<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>Not having a drone policy – this would potentially permit mis-use of a drone by council staff with no recourse to proper procedures.</p>
<p>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</p> <p>If relevant, a note of the dispensation granted by the Monitoring Officer:</p>	<p>N/A</p>

<p>Reason Decision, or supporting Report, is not published:</p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><u>and</u></p> <p><i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i></p>	X	Not applicable – Decision [and report] to be published
		If Report is not to be published – tick one of the following boxes:
		The report supporting the Decision contains confidential information
		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
		<ul style="list-style-type: none"> • Relates to an individual
		<ul style="list-style-type: none"> • Likely to reveal the identity of an individual
		<ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation
		<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
		<ul style="list-style-type: none"> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		<ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
		<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons:</p>

Officers

Signed: Martyn Knappett

Title: Deputy Chief Executive

Dated: 16/7/19