

## 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:	15/2/23
Decision Maker (Officer):	Lisa Hastings, Deputy Chief Executive
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 Deputy Chief Executive has delegated authority for the implementation of protocols, management agreements and/or Service Level Agreements, including approving grant applications and schemes relevant to service areas.</p> <p>Further, they also have delegated authority relating to the Council's internal information communication processes (including IT and telecommunications), and external press and public relations.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	<p>Cllr Carlo Guglielmi, Portfolio Holder for Corporate Finance and Governance.</p> <p><i>I am very happy to proceed with this and for you to add my signature on the Officer Decision Form; the only query I have is around costs and budget.</i></p> <p>Cllr Jeff Bray, Portfolio Holder for Planning.</p> <p><i>I am very happy with this and have no objection whatsoever. Please therefore accept this email as confirmation of my agreement.</i></p>
Ward Member(s) consulted?	N/A

<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	No
<b>Decision Made:</b>	<p>To renew the Council's Operator ID licence with the Civil Aviation Authority (CAA) for drone operations.</p> <p>To update the Council's Drone Policy.</p> <p>To adopt a Drone Usage Protocol to govern use of the drone to support the Planning Committee.</p>
<b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b>	<p>These decisions support expanded use of the Council's drone, allowing for further benefits to be realised and explored.</p> <p>See attached report for further information.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>Finance: Renewal of the CAA incurs a small cost, while continued use of a drone incurs some operational costs. More information on the financial considerations are set out in the attached MT Briefing Note. MT agreed that services using the drone will contribute from their budgets to increase costs.</p> <p>Legal: A CAA Operator ID allows use of a drone beyond personal use, and ensures best practice is followed.</p> <p>Equality: No equality impacts identified. The use of the drone, will mainly be recording of buildings and places, rather than individuals. For events where individuals may be recorded a separate EIA will be required for the event.</p>
<b>Details of any Alternative Options Considered and rejected (together with reasons):</b>	<p>Not renew the CAA licence; this would mean drone use would have to cease and the opportunities lost, plus the council would hold a redundant asset.</p> <p>Not revise the Drone Policy; this would restrict use to only communications purposes and not allow exploration of new opportunities.</p> <p>Not adopt a Planning Committee Protocol; this could lead to too many requests for drone use being received, incurring risks of excessive and unnecessary footage being recorded, and placing disproportionate strain on staff capacity/resource.</p>
<b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman</b>	N/A

<p>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><b>Reason Decision, or supporting Report, is not published:</b></p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><b><u>and</u></b></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>	<table border="1"> <tr> <td data-bbox="576 506 635 577">X</td> <td data-bbox="635 506 1380 577">Not applicable – Decision [and report] to be published</td> </tr> <tr> <td colspan="2" data-bbox="576 577 1380 656"><b>If Report is not to be published – tick one of the following boxes:</b></td> </tr> <tr> <td data-bbox="576 656 635 728"></td> <td data-bbox="635 656 1380 728">The report supporting the Decision contains confidential information</td> </tr> <tr> <td data-bbox="576 728 635 840"></td> <td data-bbox="635 728 1380 840">The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td> </tr> <tr> <td data-bbox="576 840 635 880"></td> <td data-bbox="635 840 1380 880"> <ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul> </td> </tr> <tr> <td data-bbox="576 880 635 920"></td> <td data-bbox="635 880 1380 920"> <ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul> </td> </tr> <tr> <td data-bbox="576 920 635 1032"></td> <td data-bbox="635 920 1380 1032"> <ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul> </td> </tr> <tr> <td data-bbox="576 1032 635 1144"></td> <td data-bbox="635 1032 1380 1144"> <ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul> </td> </tr> <tr> <td data-bbox="576 1144 635 1368"></td> <td data-bbox="635 1144 1380 1368"> <ul style="list-style-type: none"> <li>• 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</li> </ul> </td> </tr> <tr> <td data-bbox="576 1368 635 1518"></td> <td data-bbox="635 1368 1380 1518"> <ul style="list-style-type: none"> <li>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul> </td> </tr> <tr> <td colspan="2" data-bbox="576 1518 1380 1702"> <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> </td> </tr> </table>	X	Not applicable – Decision [and report] to be published	<b>If Report is not to be published – tick one of the following boxes:</b>			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"> <li>• Relates to an individual</li> </ul>		<ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul>		<ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul>		<ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul>		<ul style="list-style-type: none"> <li>• 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</li> </ul>		<ul style="list-style-type: none"> <li>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>	<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>	
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**Officers** Signed: LISA HASTINGS Title: Deputy Chief Executive

Signed: WILLIAM LODGE Title: Communications Manager

**In consultation with:**

Signed: CLLR. G. GUGLIELMI **Portfolio Holder For Corporate Finance and Governance**

Signed: CLLR J. BRAY

**Portfolio Holder for Planning**

**Dated: 15/2/23**