

**WRITTEN RECORD OF A DECISION BY THE LEADER TO BE COMPLETED BY THE  
LEADER AND PROPER OFFICER**

**SECTION A**

**DATE OF DECISION:**

13.02.2020.

**PORTFOLIO AREA:**

Leader

**SUBJECT TITLE:**

Appointment of Portfolio Holder

**SECTION B – IDENTITY OF THE “DECISION-MAKER”**

**An individual Cabinet member:**

Councillor P North the Leader of Council

Under Delegated Powers as set out in Part 3 of the Constitution, Delegations to the Leader, Deputy Leader and Portfolio Holders.

**SECTION C – THE DECISION**

Councillor Ian Jeffrey is appointed to the Cabinet as Community and Leisure Portfolio Holder.

**SECTION D – REASONS FOR THE DECISION**

The decision-maker's reasons for making the decision recorded in Section C:

Test Valley Borough Council operates a Leader and Cabinet Executive. The Cabinet comprises eight members and portfolio holders. Following the standing down of the Portfolio Holder for Community and Leisure, that position has become vacant. It is necessary to appoint to that position to maintain a full Cabinet and in order that the Community and Leisure Service continues to have a Portfolio Holder.

Authority is delegated to the Leader of the Council to appoint and remove Portfolio Holders. Councillor Ian Jeffrey has the requisite skills and attributes to be appointed as Portfolio Holder.

**SECTION E – DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

The option of not appointing a replacement Cabinet Member and Portfolio Holder has been considered and rejected a full Cabinet is required.

**SECTION F – OTHER RELEVANT MATTERS CONCERNING THE DECISION**

The following relevant matters not contained in the report were considered when taking the decision: None

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## SECTION G – CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GIVEN

Tick ONE only, and complete the details if necessary

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\*The decision-maker(s) / \*Any member of the Cabinet consulted in taking the decision did not declare a personal or prejudicial interest in the matters set out in the report.

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\*The decision-maker / \*A member of the Cabinet taking the decision / \*A member of the Executive consulted in taking the decision declared a personal or prejudicial interest in the Matters set out in the report and as detailed below:

Nature of Interest:

☐

Personal

☐

Prejudicial

Details:

\* Delete as applicable

NB: If an interest is prejudicial and no exceptions apply, the person who has declared such an interest must be recorded as leaving the room and taking no part in the decision.

Cabinet Member:

Cllr North

Dated:



13/02/2020