

## ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

**1. Title / Subject Matter:**

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Chairman's Charities – Just Giving Pages

**2. Decision Reference No: CEO-CIV/RD-ODR089**

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

**3. Reasons for the Decision:**

Again, briefly explain why you thought this was the right decision

As part of the civic role of Chairman of the Council, it is usual practice for the Chairman to identify and raise funds for nominated charities during their year in office.

The Council has processes and a bank account in place for collecting cash donations, bank transfers and contactless payments in relation to the fundraising activities. The Executive Assistants are responsible for the monitoring and management of the charity funds collected in conjunction with the Chairman of the Council. The fundraising is discussed regularly with the Chairman of the Council.

It is now common for fundraising donations to be made via online "Just Giving Pages". If the fundraising is for a registered charity in the UK, then donations are automatically transferred to the charity through the online giving page.

The decision is to enable the Executive Assistants on behalf of the Chairman of the Council to set up Just Giving Pages for the Chairman's charities where these are

registered charities. Executive Assistants will continue to monitor donations collected via Just Giving Pages.

Pages will not be created for Charities which are not registered and donations for these charities will continue to be administrated through the existing processes and the separate bank account. Donations for registered charities will also continue to be collected and deposited in the bank account and distributed in accordance with the Chairman's instructions to the charities where these are not made online via a Just Giving Page.

The existence of the Just Giving Page will be included in information sent out or publicised on behalf of the Chairman of the Council and by the Chairman personally through their own social media channels when advertising their work as Chairman.

The Council will not set up Just Giving Pages other than for the Chairman of the Council during their term of office.

**5. Alternative Options Considered / Rejected:**

Briefly summarise what other options, if any, you considered and explain why you rejected them.

To not set up Just Giving Pages – this is an option and donations will still be collected. Just Giving Pages are a modern, effective and efficient way for doners to make payments online and so to offer this approach for registered charities nominated by Chairmen seems appropriate. As the payments are received directly by the registered charities, this also reduces the amount of administrative time required of the Executive Assistants.

**6. Implications**

Please ask the respective professional Officers for their assessment of the potential (a) Legal,(b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

Legal – There are no direct legal issues associated with the decision to use Just Giving Pages. Appropriate controls and monitoring would still be required in accordance with the process so ensure transparency and accountability is maintained. [RLD 20/11/2023]

Finance – No financial implications. [PH 21/11/2023].

HR - There are no HR implications contained in the report.

**Name / Title of the officer taking the Decision:**

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Theresa Hodgkinson, Chief Executive Officer



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Date: 01 December 2023

**Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)**

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(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered**

Date:

**Name / Title of the relevant Committee Chairman consulted (if appropriate)**

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(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION**

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.