

2) EXECUTIVE DECISIONS

- a) An “executive decision” is one made in connection with the discharge of a function which is the responsibility of the Executive, ie the Leader and Executive members.
- b) Certain executive decisions are defined in law as “Key Decisions”. The Council’s adopted definition of a Key Decision is one which incurs savings or expenditure of £500,000 or above or which will have a significant impact on one or more wards within the Council’s area.
- c) A Key Decision differs from other kinds of decisions because, where a decision maker intends to make a key decision, they must first publish a document containing publicity requirements about the decision and (subject to certain exception and urgency provisions) they cannot make the decision until the document, known as the “Forward Plan”, has been made available for inspection by the public for at least 28 clear days. Further information on this can be found in the Access to Information Procedure Rules.
- d) Other Executive Decisions taken by Executive, Executive members or an officer are referred to as “Non-Key Decisions”, but they are still to be recorded.
- e) The following Non-Key Decisions must be recorded in a Decision Notice as described in paragraphs 4, 5 and 6:
 - i) A decision that directly relates to the development of the Budget and Policy Framework, comprising:
 - (1) *Decisions to approve a draft document or proposal and to commence formal consultation on that document or proposal; or*
 - (2) *Decisions to recommend to Council the adoption of the Budget or a policy within the Policy Framework following consideration of the outcome of the formal consultation;*
 - ii) A decision taken by the Executive, a committee of the Executive or by the Leader or another individual Executive member;
 - iii) Decisions taken by an officer in specific consultation with the Executive, an Executive Committee or an individual Executive member; and
 - iv) A decision taken by an officer that would otherwise be taken by the Executive, an Executive Committee or an individual Executive member but

has been made under delegated powers from one of those decision-making bodies:

(1) Under a specific express authorisation; or

(2) Under a general authorisation to officers to take such decisions and the effect of the decision is to:

(a) Grant a permission or licence;

(b) Affect the rights of an individual; or

(c) Award a contract or incur expenditure which, in either case, materially affects the Council's financial position, for which purpose is taken to be a financial saving or expenditure of more than £100,000 and less than £500,000.

f) All Key Decisions and those Non-Key Decisions to be taken by Executive, an Executive Committee or an individual Executive member are subject to the Council's call-in process.

g) Many administrative and operational decisions to be taken by officers relate to their general management role in conducting the Council's business and how they deal with their day-to-day work. This may amount to sums greater than that referred to in paragraph 2(e), particularly in relation to decisions taken on expenditure on individual children's or adult social care packages. These decisions are not to be regarded as Executive decisions and, as such, they will not need to be recorded and published in the way described here.