

## 5) INDIVIDUAL EXECUTIVE MEMBER DECISION MAKING

- a) The Leader of the Council has allocated a Portfolio of responsibility to each Executive member, which is set out in Appendix 1. An individual Executive Member may take executive decisions within the scope of their portfolio subject to the conditions set out in this Scheme of Delegation and related procedures as detailed below.
- b) An Executive member may then take a decision only:
  - i) On the basis of a written report prepared in accordance with paragraph 5(d) below;
  - ii) At a time and a place that will be agreed with the relevant Director (or nominee) and the relevant Director (or nominee) is in attendance when the decision is taken; and
  - iii) The decision is not otherwise reserved to Executive (under 5(c) below).
- c) The proposed Executive decision must be referred to Executive where it concerns:
  - i) The appointment of consultants over the value of £250,000 (not including appointments to roles within the approved staffing structure or consultants who are fully funded from an externally grant funded budget);
  - ii) The extension of contracts for any period greater than two years or where an extension was not an option in the original contract;
  - iii) The commencement of a procurement exercise over the value of £5,000,000;
  - iv) The acceptance of tenders and award of a contract over the value of £5,000,000 or where the tender value exceeds the figure set out in the relevant budget; or
  - v) Additional or replacement items for the current year's Capital Programme where the amount of the estimate exceeds £5,000,000 or increases the overall total of the Directorate's Capital Programme.
- d) The Executive member shall ensure that a "Portfolio Holder's Decision Notice" is prepared as a written record of their decision and that it contains:
  - i) A record of the names and titles of the decision taker and, where appropriate, the officer(s) in attendance;
  - ii) A record of the decision;
  - iii) The date of the decision;
  - iv) A statement of the reasons for the decision;
  - v) Details of any alternative options considered and rejected by the Executive member when making the decision;
  - vi) A record of any declaration of interest and, in respect of decision making by elected members, a note of any dispensation granted; and

- vii) Where appropriate, a statement of urgency and that the decision has been exempted from call in and is countersigned by the relevant Director (or nominee).
  
- e) The Portfolio Holder's Decision Notice shall be delivered to the Monitoring Officer (via the Democratic Services team) who shall publish the Decision Notice and accompanying report in accordance with the Constitution.
  
- f) The decisions taken by an Executive member are subject to the Council's procedures for delayed implementation and call-in.
  
- g) Executive member decisions will be reported to the next meeting of the Executive.

