

## 6) OFFICER DECISION MAKING

- a) The Leader has determined a specified Scheme of Delegation to Officers, which is set out at Appendix 2. An individual officer may take an Executive decision, as defined in paragraph 2 above, that is within the scope of their management portfolio, subject to the conditions set out in this Scheme of Delegation and related procedures as detailed below.
- b) An Executive decision may then be taken by an Officer only where:
  - i) The proposed decision concerns the award of contract or otherwise materially affects the Council's financial position, by a financial saving or expenditure of no more than £1,000,000 (unless the budget is wholly included in the approved Capital Programme in which case contracts of any value can be procured or awarded by a Director);
  - ii) The item of business has not been previously requested by an Executive member to be referred to the Executive or an Executive member; or
  - iii) The officer concerned is not of the opinion that, due to its sensitive or high profile nature, the item of business is to be referred to an Executive member or the Executive for determination (provided that they shall not do so if any third party rights would be adversely affected solely as a result of the officer declining to exercise their delegated power).
- c) A Key Decision may then be taken by an Officer only:
  - i) Where it is considered on the basis of a written report prepared in accordance with paragraph 6(d) below; and
  - ii) When the relevant report author (or nominee) is in attendance when the decision is taken.
- d) An officer who takes an Executive decision shall ensure that an "Officer 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 other officer(s) in attendance;
  - ii) A record of the decision including the date it was made;
  - iii) A statement of the reasons for the decision;
  - iv) Details of any alternative options considered and rejected by the officer when making the decision;
  - v) A record of any statement made by any Executive member who is consulted by the officer, including any conflict of interest declared by that Executive member which relates to the decision;
  - vi) In respect of any declared conflict of interest, a note of dispensation granted by the Council's Head of Paid Service; and

- vii) In respect of a Key Decision, a statement of urgency and that the decision is exempted from call-in where appropriate.
  
- e) The Officer Decision Notice shall be delivered to the Monitoring Officer (via the Democratic Services team), together with the supporting report where it is a Key Decision, who shall publish the Decision Notice.
  
- f) Any report or papers relied upon to reach the decision must also be provided to be made available for inspection by members of the public.
  
- g) Unless the Officer Decision is a Key Decision, it is ineligible for call-in.