

## **APPENDIX 1 LEAD MEMBER SCHEME OF DELEGATION**

### **Delegations to Cabinet Members**

**Key decisions** will be determined by the Cabinet collectively; **non-key** decisions which relate to a particular Cabinet member portfolio will be determined by the individual Cabinet member.

A key decision is defined as:-

- The Council incurring expenditure or making savings that are significant in its budget for the service or function relating to the decision and/ or
- Having a significant effect on communities living or working in a particular area and/or
- Matters of corporate policy or high level strategic issues relating to Executive Functions.

The Cabinet Member portfolios can be found in appendix 2(a) to section 13 above. These will include decisions relating to matters which would otherwise be delegated to an Officer but which have been referred by that Officer to the Cabinet member concerned.

The Cabinet Member to whom a function is allocated may decline to make a decision in connection with the discharge of that function on any particular matter, and may instead refer the matter to the full Cabinet, for example where the matter is considered to be politically contentious or is likely to have a significant impact on services or is in the public interest to do so.

Before making a Delegated Decision the Cabinet member shall have regard to the principles of decision making set out in Section 13.2 of this Constitution.

All Executive Decisions must be in writing and the Member shall complete the prescribed form and send a copy to the [Democratic Services] to enable them to make the decision available for inspection by Council Members and the Public, subject to any lawful exemption from public disclosure.

Member Delegated Decisions are subject to the Councils Call In procedures in accordance with Section [ ] of the Constitution.

Member Delegated Decisions cannot be implemented until the Call In period has expired, (5 working days), unless the decision meets the urgency conditions as set out in Section [ ] of the Call In Rules.

Individual Cabinet members may consult with the Cabinet or other Cabinet members or the Chairman of the relevant Committee; or ward members on the exercise of any delegated powers or determine not to exercise a delegated power in any particular case.

Where an individual Cabinet member has a personal and prejudicial interest as defined in the Members Code of Conduct in relation to any delegated decision, the Member shall not take the decision but will ask the relevant Officer to refer the matter to the Cabinet for determination.