

## Article 5

### Decision Making

#### 5.1 Introduction

5.1.1 This Article provides for the recording of decisions of the Council and the Executive and the principles governing those decisions

#### 5.2 Responsibility for decision making

5.2.1 The Council will issue and keep up to date a record of what part of the Council or which individual has the responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in the Allocation of Responsibilities in Part 3 of the Constitution.

#### 5.3 Principles of decision-making

5.3.1 All decisions of the Council will be made in accordance with the following principles:

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness;
- clarity of aims and desired outcomes;
- a recording of options considered and rejected.

#### 5.4 Type of Decision

##### 5.4.1 Decisions reserved to Full Council

Decisions relating to the functions listed in Part 3B will be made by the Full Council and may not be delegated.

##### 5.4.2 Key Decisions

A Key Decision is an executive decision which:

- (i) is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

5.4.3 A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

5.4.4 Decision takers may only take key decisions in accordance with the requirements of Rule 23 of the Executive Procedure Rules set out in Part 4 of this Constitution.

#### 5.5 Decision making by Council bodies acting as tribunals or in a quasi-judicial manner

The Council, a Councillor or an officer acting as a tribunal or in a quasi-judicial manner or determining or considering (other than for the purposes of giving advice) the civil rights or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6

of the European Convention on Human Rights in addition to the procedural rules of that body.