

## Article 12 – Decision making

### 12.1 Responsibility for decision-making

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

### 12.2 Principles of decision-making

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

- (a) proportionality (i.e., the action must be proportionate to the desired outcome)
- (b) respect for human rights
- (c) a presumption in favour of openness
- (d) clarity of aims and desired outcomes
- (e) that members are fully and effectively supported and advised by officers in exercising both executive and non-executive functions
- (f) that decisions are only taken after the proper consideration of written reports which comply with the principles of the Access to Information legislation
- (g) that relevant matters are fully considered in decision-making, and nothing irrelevant is taken into account
- (h) that the Council's constitution is fully complied with
- (i) that decisions are recorded by officers and published, together with the reasons and relevant background papers

### 12.3 Types of decision

- (a) **Decisions reserved to full Council.** Decisions relating to the functions listed in Table 1 of Part 3 of this Constitution will be made by the Full Council and not delegated.
- (b) **Key Decisions:**
  - (i) A 'key decision' means an executive decision that is likely to result in the local authority incurring expenditure or making savings of above £200,000 and/or
  - (ii) be significant in terms of its effects on communities living or working in an area comprising two or more wards.
  - (iii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules and Access to Information Procedure Rules set out in Part 4 of this Constitution.

### 12.4 Decision making

All decision making must comply with the relevant Articles and Procedure Rules set out in this Constitution.