

RULES FOR THE MAKING OF DECISIONS BY EXECUTIVE MEMBERS

1.	<p>Subject to the following rules, an Executive Member may make a decision in respect of any matter falling within their portfolio, except</p> <ul style="list-style-type: none"> (a) Key Decisions; (b) Decisions outside of the Budget & Policy Framework; (c) Decisions which cut across two or more portfolios; (d) Proposals for new or amended policies or strategies 	
2.	<p>The powers of an Executive Member shall be exercised by them personally save where they are unable to act owing to absence or illness, when they may be exercised on their behalf by another Executive Member who has been nominated for the purpose by the Leader and the Chief Executive has been given written notice of such nomination.</p>	
3.	<p>If a matter which the Executive Member would normally deal with under this delegated authority is in their opinion likely to give rise to unusual difficulty or controversy, they shall refer it for determination by the Cabinet.</p>	
4.	<p>A decision made by an Executive Member shall not have effect unless:</p>	
	(a)	the decision has been recorded in writing in the manner specified by the Monitoring Officer; and
	(b)	the decision has been counter-signed by the Leader of the Council and the Chief Executive (save for a decision made by the Leader of the Council, which shall be counter-signed only by the Chief Executive).
5.	<p>A decision by an Executive Member shall be published in accordance with Rule 15 of the Overview and Scrutiny Procedure Rules and may be called-in in accordance with those Rules. A decision which has been called-in and considered by the Overview and Scrutiny Committee shall, if the Committee is still concerned about it, be referred to the Cabinet for consideration, and the Cabinet shall consider the Overview and Scrutiny Committee's report before making a final decision.</p>	
6.	<p>The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the Chief Executive and to the person, body or Committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, Committee or the</p>	

	Executive as a whole. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
7.	Where an Executive member would normally exercise executive functions delegated to them in respect of any matter but has a Disclosable Pecuniary Interest or Other Significant interest as defined in the Members' Code of Conduct then they shall not exercise delegated powers in respect of that matter. A decision on the matter shall be taken by the Cabinet.