

## 16. Key Decisions

A Key Decision is an Executive decision that is likely to:

- (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the area of the authority.

Key Decisions can be made by the Cabinet (collectively or individually) or by an officer. Officers do not have authority to make Key Decisions except where:

- they are specifically authorised by the Leader, Cabinet, Full Council or Committee; or
- the Chief Executive or (in their absence) the Deputy Chief Executive is acting under urgency powers.

A decision-taker may only make a Key Decision in accordance with the requirements of the Access to Information rules (see Part 5 Section 2).

It is for the relevant Director to decide which decisions within their responsibility are Key, subject to guidance from the Monitoring Officer who may require that a decision be treated as a Key Decision.

In considering whether a decision is likely to be 'significant', the decision-maker should consider the strategic nature of the decision and whether the outcome will have an impact, for better or worse, on the amenity of a community or quality of service provided by the council to a significant number of people living or working in the locality affected. The following should be considered:

- (a) the effect on businesses and communities
- (b) the expectation of the public and councillors as to whether the decision should be taken by the Cabinet
- (c) the anticipated interest of the public and of councillors
- (d) the effect on other council services and functions