

**PART 2 ARTICLE 12 - DECISION MAKING**

**1. Key Decisions**

1.1 A Key Decision means an executive decision which is likely:-

1.1.1 To result in the Council incurring expenditure which is, or the making of savings, which are significant as defined in 1.2 below, having regard to the Council's budget for the service or function to which the decision relates; or

1.1.2 To be significant in terms of its effect on communities living or working in an area comprising one or more wards in the area of the Council.

1.2 For the purposes of 1.1.1 above,

1.2.1 savings are significant if they exceed £200,000 per annum (revenue) or £500,000 whole life cost (capital),

1.2.2 expenditure is significant if it exceeds:

1.2.2.1 in respect of revenue contracts:

(i) £300,000 per annum; and

(ii) £1m total cost; and

(iii) 5 years duration (including contract extension periods); or

1.2.2.2 £750,000 financial commitment (capital).

1.3 Savings and expenditure in 1.2 above, does not include:-

1.3.1 The day to day activity of the Council's treasury management functions, which are covered by the Treasury Management Policy Statement approved separately by the Council.

1.3.2 Expenditure which is identified in the approved Revenue Budget or Service Plan for the service concerned;

1.3.3 Implementation of a capital project identified in the approved Capital Programme and in respect of which the detailed business case (or equivalent) has been approved;

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- 1.3.4 Implementation of an explicit policy within the approved Budget and Policy Framework or fulfilment of the policy intention of a key decision previously approved by the Executive;
  - 1.3.5 The invitation of tenders or awarding of contracts where necessary to provide for the continuation of an established policy or service standard.
  - 1.3.6 The procurement of placements for children and of care packages, including residential care, for children and adults with disabilities or other conditions warranting the provision of such placements or packages subject to such decisions being reported to the Executive Member for Corporate Resources and the Executive Member for the relevant service area.
- 1.4 For the purpose of 1.1.2 above, a decision will be regarded as “significant” if the outcome of the decision will have an impact, for better or worse, on the amenity of the community or quality of service provided by the Authority to a substantial number of people living or working in the wards affected.
- 1.5 A decision maker may only take a Key Decision in accordance with the requirements of the Access to Information Procedure Rules set out in Part 4F of the constitution.