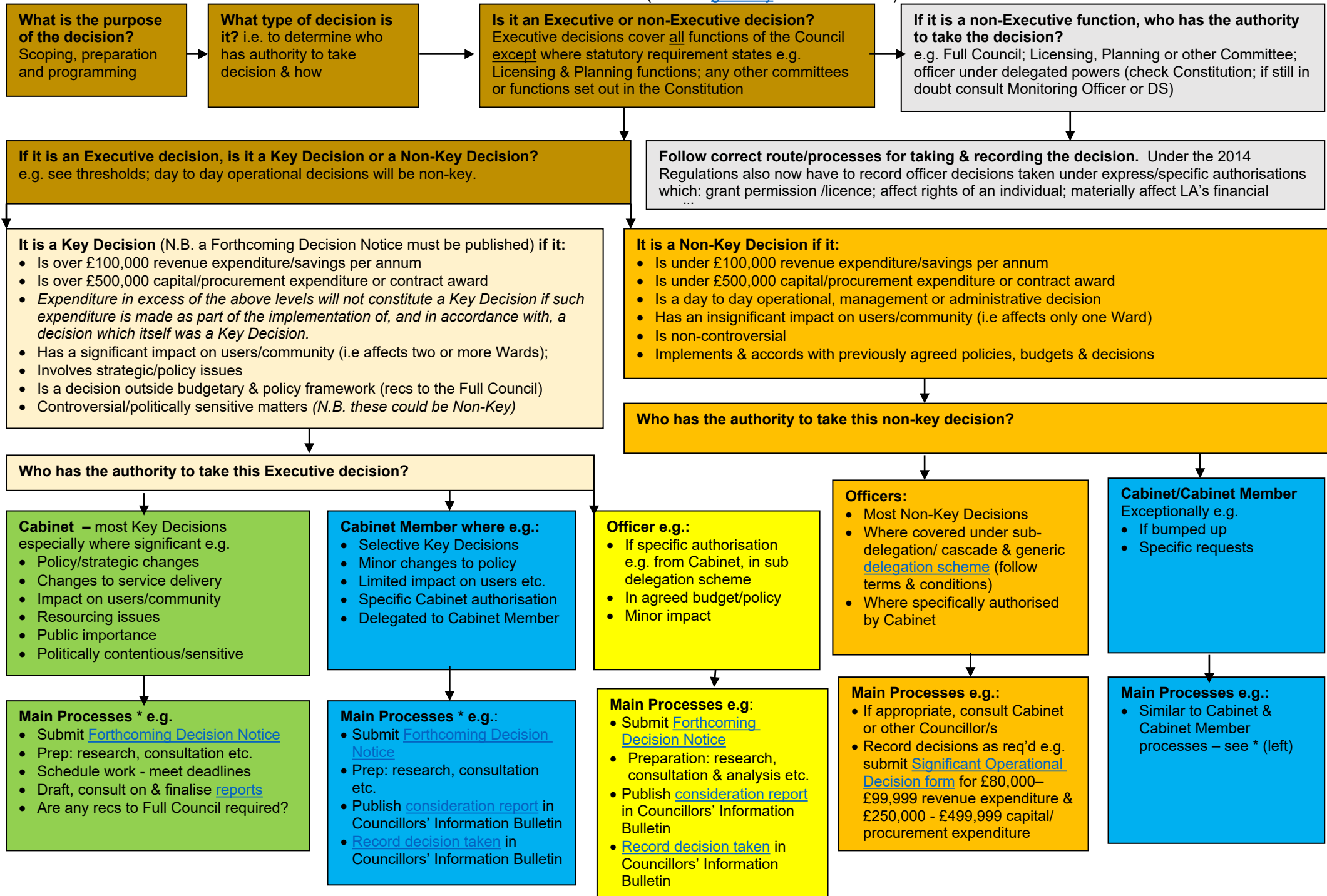


**FLOWCHART FOR DECISION-MAKING** (see the [glossary](#) for more details)



**What is the purpose of the decision?**  
Scoping, preparation and programming

**What type of decision is it?** i.e. to determine who has authority to take decision & how

**Is it an Executive or non-Executive decision?**  
Executive decisions cover all functions of the Council except where statutory requirement states e.g. Licensing & Planning functions; any other committees or functions set out in the Constitution

**If it is a non-Executive function, who has the authority to take the decision?**  
e.g. Full Council; Licensing, Planning or other Committee; officer under delegated powers (check Constitution; if still in doubt consult Monitoring Officer or DS)

**If it is an Executive decision, is it a Key Decision or a Non-Key Decision?**  
e.g. see thresholds; day to day operational decisions will be non-key.

**Follow correct route/processes for taking & recording the decision.** Under the 2014 Regulations also now have to record officer decisions taken under express/specific authorisations which: grant permission /licence; affect rights of an individual; materially affect LA's financial ...

**It is a Key Decision** (N.B. a Forthcoming Decision Notice must be published) **if it:**

- Is over £100,000 revenue expenditure/savings per annum
- Is over £500,000 capital/procurement expenditure or contract award
- *Expenditure in excess of the above levels will not constitute a Key Decision if such expenditure is made as part of the implementation of, and in accordance with, a decision which itself was a Key Decision.*
- Has a significant impact on users/community (i.e affects two or more Wards);
- Involves strategic/policy issues
- Is a decision outside budgetary & policy framework (recs to the Full Council)
- Controversial/politically sensitive matters (N.B. these could be Non-Key)

**It is a Non-Key Decision if it:**

- Is under £100,000 revenue expenditure/savings per annum
- Is under £500,000 capital/procurement expenditure or contract award
- Is a day to day operational, management or administrative decision
- Has an insignificant impact on users/community (i.e affects only one Ward)
- Is non-controversial
- Implements & accords with previously agreed policies, budgets & decisions

**Who has the authority to take this Executive decision?**

**Who has the authority to take this non-key decision?**

**Cabinet** – most Key Decisions especially where significant e.g.

- Policy/strategic changes
- Changes to service delivery
- Impact on users/community
- Resourcing issues
- Public importance
- Politically contentious/sensitive

**Cabinet Member where e.g.:**

- Selective Key Decisions
- Minor changes to policy
- Limited impact on users etc.
- Specific Cabinet authorisation
- Delegated to Cabinet Member

**Officer e.g.:**

- If specific authorisation e.g. from Cabinet, in sub delegation scheme
- In agreed budget/policy
- Minor impact

**Officers:**

- Most Non-Key Decisions
- Where covered under sub-delegation/ cascade & generic [delegation scheme](#) (follow terms & conditions)
- Where specifically authorised by Cabinet

**Cabinet/Cabinet Member**  
Exceptionally e.g.

- If bumped up
- Specific requests

**Main Processes \* e.g.**

- Submit [Forthcoming Decision Notice](#)
- Prep: research, consultation etc.
- Schedule work - meet deadlines
- Draft, consult on & finalise [reports](#)
- Are any recs to Full Council required?

**Main Processes \* e.g.:**

- Submit [Forthcoming Decision Notice](#)
- Prep: research, consultation etc.
- Publish [consideration report](#) in Councillors' Information Bulletin
- [Record decision taken](#) in Councillors' Information Bulletin

**Main Processes e.g.:**

- Submit [Forthcoming Decision Notice](#)
- Preparation: research, consultation & analysis etc.
- Publish [consideration report](#) in Councillors' Information Bulletin
- [Record decision taken](#) in Councillors' Information Bulletin

**Main Processes e.g.:**

- If appropriate, consult Cabinet or other Councillor/s
- Record decisions as req'd e.g. submit [Significant Operational Decision form](#) for £80,000–£99,999 revenue expenditure & £250,000 - £499,999 capital/procurement expenditure

**Main Processes e.g.:**

- Similar to Cabinet & Cabinet Member processes – see \* (left)

If in doubt, ask Democratic Services (or, if appropriate, Monitoring Officer, Chief Officer, Leader or Cabinet Member)