

RECORD OF EXECUTIVE DECISION – LEADER OF THE CABINET

Title of matter: Delegation of executive functions

Decision maker: Cllr Kevin Buttery, Leader of the Cabinet (elected on 25 May 2016 by the Council)

Power(s) giving authority to make an executive decision: Sections 9E of the Local Government Act 2000 and under all other powers.

a) Decision:

- a.1 That the Scheme of Delegation to Officers contained in the Council's Constitution adopted on 25 May 2016 in relation to executive functions be agreed.

Date of decision: 25 May 2016

b) Reasons for decision:

To enable the effective and efficient discharge of executive functions.

c) Details of any alternative options considered and rejected by the member when making the decision:

None

d) Record of any conflict of interest declared by any Cabinet member consulted by the Leader of the Cabinet which relates to the decision:

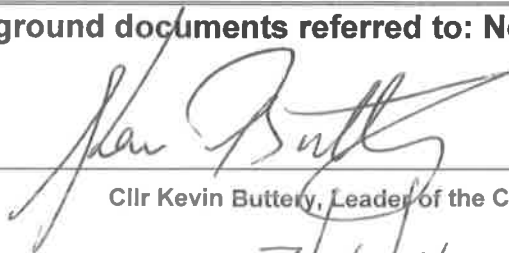
None

e) Dispensations granted by the Head of Paid Service in respect of any declared conflict of interest:

Not applicable

f) Background documents referred to: None

Signature _____



Cllr Kevin Buttery, Leader of the Cabinet

Date of written record: _____

7/6/16

Executive Decisions – By Individual Member

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Regulation 13(1) written record of executive decision

The individual member who has made an executive decision must record their decision in writing or instruct the proper officer to do so.

The written record of the executive decision must contain the prescribed information.

Regulation 13(2) sets out what the written record of the executive decision must contain.

Regulation 13(1) states:

'As soon as reasonably practicable after an individual member has made an executive decision, that member must produce or instruct the proper officer to produce a written statement of that executive decision which includes the information specified in paragraph (2).'

Regulation 13(2) states:

'The statement referred to in paragraph (1) must include –

- (a) a record of the decision including the date it was made;*
- (b) a record of the reasons for the decision;*
- (c) details of any alternative options considered and rejected by the member when making the decision;*
- (d) a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision; and*
- (e) in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.'*

Regulation 13(3) states:

'Executive decisions made by individual members of local authority executives are prescribed decisions for the purposes of section 9G(4) of the 2000 Act (duty to keep a written record of decisions made by individual members of local authority executives).'