

# Portfolio Holder Delegations

## 1 All Portfolio Holders may take:

- 1.1. Urgent decisions that cannot reasonably be deferred until the next meeting of the Cabinet on any matter within the powers delegated to Cabinet and their Portfolio, after written (including e-mail) consultation with the Leader (or Deputy if they are not available).
- 1.2. Any previously designated cabinet decision that is:
  - a) Less than £1 million and more than delegated to officers; and
  - b) Not likely to be significant in terms of its effects on communities living in an area comprising two or more wards or electoral divisions in the area of the local authority; and
  - c) Is within policy and budget; and
  - d) Not reserved to the Cabinet.
- 1.3. Any decision that is:
  - a) Necessary to implement a decision of the Cabinet
  - b) To agree the grant of licences for the use of land within their Portfolio
  - c) To agree minor or inconsequential amendments to any Policy, Plan or Strategy within their Portfolio
  - d) Relating to procurement and contractual matters as set out in the Financial Regulations and Procurement Policy and Standing Orders relating to contracts
  - e) Where appropriate, and working with the relevant officers, responding to national consultation specific to their Portfolio
  - f) To allocate specific grants relevant to their Portfolio

## 2 The Leader (or Deputy Leader in their absence) may:

- 2.1. In the absence of any Portfolio Holder or at their request (in writing) or where a prejudicial interest has been declared take decisions on any matter delegated to that Portfolio Holder.

- 2.2. Take decisions to sell/purchase/lease or otherwise deal with land where this would not constitute a Key Decision.
- 2.3. Take any other Portfolio Holders decision otherwise allowed by these delegations and/or delegate that decision to the Deputy Leader.

### **3 Specific delegations to Portfolio Holders**

- 3.1. The Leader will approve a list of specific delegations from time to time.
- 3.2. Any member of the Cabinet may refer any matter delegated to them to the Cabinet for a collective decision.

### **4 Requirements for making Portfolio Holder decision**

- 4.1. Portfolio Holder decisions must be supported by a written report from the relevant senior Officer(s). It is the Portfolio Holder's responsibility to consult and to seek advice from the Chief Executive, Monitoring Officer or Chief Finance Officer as appropriate before decisions are taken to ensure that they are intra vires. Portfolio Holders should also consult the relevant budget holding Director before decisions are taken.
- 4.2. Portfolio Holders must only make decisions on matters affecting their own wards only if recommended as one of a range of options recommended by an officer within a Portfolio Holders Decision report.
- 4.3. Where an interest has been declared by the Portfolio Holder that prevents that individual from taking a decision, that decision may be taken by another member of the cabinet (on advice) or be referred to the cabinet for decision.