

## **PART 5**

### **Protocol on Key decisions**

References: Chapter 7, DTLR Guidance  
Regulations made under section 22, Local Government Act 2000

A key decision means an executive decision which is likely

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

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules set out in Part 4 of this Constitution

Examples of Key Decisions:-

#### **Decisions which will be Key Decisions include:**

- 1 Approval of a new policy, plan or strategy or amendment to an existing one.
- 2 Approval of any service proposal giving rise to an addition or reduction to the base budget.
- 3 Approval of proposals to prepare and submit applications for external funding.
- 4 Approval to proceed on projects where successful funding bids have been secured.
- 5 The Cabinet's annual revenue and capital budget recommendation to Council
- 6 Setting the annual scale of fees and charges and council house rents.
- 7 Virement on revenue accounts of £5,000 or more
- 8 Virement between approved General Fund capital projects of £5,000 or more
- 9 Use of the contingency fund for amounts between £5,000 and up to £25,000

- 10 Writing off irrecoverable debts where the individual debtor has not been made bankrupt and the debt is £2,500 or more.
- 11 Any permanent addition or reduction in the approved staffing establishment.
- 12 Approval of the detailed vehicle and plant replacement programme.
- 13 Approval of the detailed IT equipment replacement programme.
- 14 Approval for the use of any reserves, provisions or balances.

**Decisions which will not be Key Decisions under (a) above include:**

- 1 Utilisation of the approved annual revenue and capital budgets
- 2 Use of staffing establishment savings arising from vacancies to fund the cost of advertisements and engagement of temporary staff
- 3 Daily cash flow funding decisions taken in accordance with the approved Treasury Management strategy
- 4 Acquisition of vehicles, plant and equipment in accordance with approved replacement programmes.
- 5 Writing off irrecoverable debts up to £2,500
- 6 Writing off irrecoverable debts of any value where the debtor has been made bankrupt or is in liquidation.