

**WRITTEN RECORD OF A DECISION BY THE LEADER TO BE COMPLETED BY THE LEADER AND PROPER OFFICER**

**SECTION A**

**DATE OF DECISION:** 11 May 2016  
**PORTFOLIO AREA:** Leader  
**SUBJECT TITLE:** Delegation of Functions by the Leader

This record relates to the report appearing as item 1  
(Referred to in this notice as "the report").  
Decision reference 1/2016

Name(s) of Officers present when the decision about the report was taken: \_\_\_\_\_  
William Lynds, Head of Legal and Democratic Services

**SECTION B – IDENTITY OF THE “DECISION-MAKER”**

**An individual Cabinet member:** Councillor Carr – the Leader of Council

Under Delegated Powers as set out in Part 3 of the Constitution, Delegations to the Leader, Deputy Leader and Portfolio Holders.

**SECTION C – THE DECISION**

Having read the report, including its recommendations and proposals, and following consideration of all other relevant matters (set out in Section F if not contained in the report), the decision-maker made the following decision:

1. That the 'Functions retained by the Leader and delegations to the Deputy Leader and Portfolio Holders' attached as an annex to this report be approved.
2. That all executive functions save those retained by the Leader, shall be delegated to the Cabinet as a whole save that where specified such delegated powers may be exercised concurrently by the Portfolio Holders.

**SECTION D – REASONS FOR THE DECISION**

The decision-maker's reasons for making the decision recorded in Section C:

1.  Are as set out in the Report previously circulated
2.  Are as set out in the Report but with the following additional reasons:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION E – DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

The report accurately records the alternative options (if any) considered and rejected by the decision-maker

The following alternative options were not contained in the report but were considered by the decision-maker and rejected:

**SECTION F – OTHER RELEVANT MATTERS CONCERNING THE DECISION**

The following relevant matters not contained in the report were considered when taking the decision:

None

**SECTION G – CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GIVEN**

Tick ONE only, and complete the details if necessary

\*The decision-maker(s) / \*Any member of the Cabinet consulted in taking the decision did not declare a personal or prejudicial interest in the matters set out in the report.

\*The decision-maker / \*A member of the Cabinet taking the decision / \*A member of the Executive consulted in taking the decision declared a personal or prejudicial interest in the Matters set out in the report and as detailed below:

Nature of Interest:

Personal

Prejudicial

Details:

\* Delete as applicable

NB: If an interest is prejudicial and no exceptions apply, the person who has declared such an interest must be recorded as leaving the room and taking no part in the decision.

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record or minute of that decision.

Cabinet Member:

Councillor Carr

Dated:

Officer present:

William Lynds

Dated:

NOTE: Should any member wish to call in the above decision, please write (or e-mail) to the Head of Administration by noon on the sixth working day of the decision being made.