



Guidance for making decisions affecting Members and Officers

1. The Council has agreed to the following principles of decision making within its Constitution;
 - a. Make sure that the action we are taking is proportionate to the results we need to achieve
 - b. Make sure that we consult where appropriate to do so
 - c. Respect human rights
 - d. Ensure that the decision represents best value for North Northamptonshire
 - e. Ensure that we are open and transparent in the way we make decisions
 - f. Be clear about what we are trying to achieve and what the outcomes will be
 - g. Consider whether an alternative option is more appropriate
 - h. Give reasons for why we have made decisions
2. The Officer Scheme of Delegation provides authority for officers to make executive and non-executive decisions. The Scheme is to be interpreted widely to give effect to the overall purpose of a streamlined, clear and simple decision- making process. Decisions will be recorded and published in accordance with constitutional and legislative requirements.
3. There are restrictions to using delegated authority and these are;
 - a. For any matter which by law may not be delegated to an Officer
 - b. Which is specifically excluded from the delegation by the Scheme or a decision of a member decision making body
 - c. Where the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer has given a direction
 - d. Any Key Decision
4. It should be noted that there is already a specific restriction on using delegated authority for planning matters where;
 - a. A member makes an application
 - b. A member's direct family makes an application, and the member has a financial interest
 - c. Where an officer of the Planning and Development Service make an application
 - d. Where an officer (at Tier 4 or above) makes an application
 - e. Where an officer's (at Tier 4 or above) direct family makes an application and the officer has a financial interest
5. The Monitoring Officer has advised that where decisions are made which impact elected members and senior officers (at Tier 4 or above), in some instances it is appropriate that delegated authority is not exercised, and the decision shall be escalated to the relevant decision-making body.
6. This Guidance shall not limit members/officers' ability to easily access the same services as any other resident of North Northamptonshire and therefore routine transactions are able to be undertaken using delegated authority.

7. Routine transactions will likely be decisions where officers are following agreed processes and procedures or decisions where annual/set fees and charges will be applied. Examples include but are not limited to;
 - a. Applications for green waste collection
 - b. Applications for allocation of housing/garages
 - c. Applications for social care

8. Transactions which will normally be escalated to the relevant decision-making body will likely be;
 - a. where an officer exercises discretion outside of agreed processes/procedures whether to make a decision
 - b. Where an officer determines the terms of an agreement and there will be a financial impact
 - c. Where rights and liberties of the officer/member may be affected
 - d. Where there could be a perception that members/officers could be seeking an advantage/disadvantage through their position or influence
 - e. Examples include but are not limited to;
 - commercial leases/licences
 - contractual agreements

9. Advice must be sought from the Monitoring Officer on the interpretation of this Guidance and/or the Officer Scheme of Delegation where officers have queries.