PART 3 – RESPONSIBILITY FOR FUNCTIONS

SCHEDULE 2

EXECUTIVE FUNCTIONS AND DELEGATIONS

Leader and Individual Executive Members

1. Purpose and status

1.1 This Schedule explains which Executive Functions are decided by the Executive collectively, which are exercised by the Leader, and which the Leader has delegated to individual Executive Members or officers.

1.2 This Schedule does not apply to functions reserved to Full Council, non-executive functions, Local Choice Functions allocated elsewhere, or functions which legislation gives personally to a statutory officer.

1.3 Executive Functions must be exercised in accordance with the Leader's written arrangements. Portfolio descriptions show political responsibility, but do not by themselves give authority to make decisions.

1.4 The Leader may change Executive delegations in accordance with the law. The Monitoring Officer must keep an up-to-date written record and publish changes where required.

1.5 This Schedule must be read with the relevant Procedure Rules, including the Executive, Budget and Policy Framework, Access to Information, Financial, Contract and the Officer Decision-Making and Delegations Schedule.

1.6 The Leader has agreed the Executive arrangements set out in this Schedule under section 9E of the Local Government Act 2000. This Schedule is the written record of those arrangements, effective from 10 December 2026.

2. Executive Functions

2.1 Executive Functions include developing policy, delivering services, implementing the approved Budget and Policy Framework, managing finances and resources, exercising Local Choice Functions allocated to the Executive.

2.2 All Executive Functions are subject to the reservations, exclusions, limits and conditions in this Schedule, the Constitution and the Leader's written arrangements.

3. Matters reserved to the Executive acting collectively

3.1 The Executive shall determine the following Executive Functions unless a specific exception is stated below or the Leader amends these arrangements:

Ref.	Reservation	Executive function

ER1	Budget and Policy Framework proposals	Approve the Executive's final proposals, including the revenue budget, capital programme, Medium-Term Financial Plan, Council Tax proposals, including the Council Tax base, and Policy Framework plans, for submission to Full Council.
ER2	Executive policies and strategies	Adopt or materially amend Council-wide or strategically significant executive policies and strategies not reserved to Full Council or another body, including the Council Plan.
ER3	Key Decisions	Determine Key Decisions reserved to the Executive acting collectively under this Schedule or allocated or referred to it by the Leader. The Leader acting individually may take Key Decisions not reserved to the Executive collectively under LF9. Officers and other individual Executive Members may not take Key Decisions. All Key Decisions must comply with the applicable decision-making, publication and call-in requirements. **Key Decisions** A Key Decision is an executive decision which falls within one or both of the following categories: (a) a decision which is financially significant because it will result in revenue expenditure, income or savings of £250,000 or more, or capital expenditure of £1,000,000 or more; or (b) a decision which is likely to have a significant impact on communities living or working in an area comprising two or more wards. To assess whether the community impact described in paragraph (b) above is significant, consider: (a) the number of people likely to be affected; (b) the nature, scale and duration of the impact; (c) whether the decision would materially change the availability, accessibility or level of a Council service; (d) the effect on vulnerable people or communities; and (e) the significance of the impact for the communities concerned. A decision is not a Key Decision under the community-impact test simply because it concerns

		a Borough-wide service or affects people living or working in more than one ward. The impact must be significant. A decision may still be a Key Decision under the financial test. In determining the financial value of a decision: (a) the full financial effect shall be taken into account; (b) related expenditure, savings, income or commitments shall be aggregated; (c) the whole-life value of a contract or continuing commitment shall be used, including any extension, option or variation reasonably anticipated when the decision is taken; and (d) a proposal shall not be divided into separate decisions to avoid the Key Decision requirements. For the financial test in paragraph (a) of the Key Decision definition in this ER3 entry, take account of expenditure, savings, income, loss of income, capital receipts, liabilities, guarantees, indemnities and the value of any asset or other financial benefit transferred or received. The value of a land or property transaction shall be the greater of the consideration payable or receivable and the unrestricted market value of the Council's interest, unless the Section 151 Officer determines that another valuation basis more accurately reflects the financial significance of the decision.
ER4	Substantial service change	Approve consultation proposals and final decisions on substantial changes to the scope, nature, standard or delivery model of a Council service where the decision is Executive.
ER5	Cross-portfolio matters	Decide significant strategic matters affecting more than one portfolio, and matters involving significant corporate, legal, financial or reputational risks that require a Member decision. Routine coordination between services and implementation within approved powers remain delegated to officers.
ER6	Finance, procurement, property and grants	Determine matters reserved to the Executive in accordance with the relevant Procedure Rules.

ER7	Major programmes, companies and partnerships	Determine major programmes, company or shareholder, strategic partnership and executive joint-arrangement matters.
ER8	Scrutiny responses	Approve formal Executive responses to overview and scrutiny reports and recommendations addressed to the Executive, unless lawfully delegated.
ER9	Housing Revenue Account	Approve Housing Revenue Account rents and other Housing Revenue Account matters reserved to the Executive, subject to the approved budget and statutory requirements.
ER10	Referrals	Determine any Executive matter referred by the Leader, an Executive Member, Head of Paid Service, Section 151 Officer, Monitoring Officer or authorised Director where the Executive has authority.
ER11	Urgency	Determine Executive matters requiring collective action under urgency arrangements where the Executive can lawfully act. Exceptionally, the Leader, or the Head of Paid Service where the Leader is unavailable to act, may determine an Executive-reserved Executive matter only within the scope and safeguards of LF8.
ER12	Budget and financial strategy monitoring	Oversee delivery of the approved revenue budget and financial strategy and determine variations or commitments reserved to Members. Directors monitor and manage allocated budgets under Schedule 3 and the relevant Procedure Rules.
ER13	Management of the Capital Programme	Oversee delivery of the approved Capital Programme and determine material changes and commitments reserved to Members. Directors implement approved schemes within authorised scope, resources and Procedure Rules.

3.2 The Executive may arrange for the discharge of an Executive Function by a committee of the Executive or an officer only where permitted by legislation or the Leader.

4. Leader functions

4.1 The Leader shall exercise the following functions concerning Executive appointments, portfolios, decision-making arrangements and retained responsibilities, subject to legislation and the Constitution:

Ref.	Responsibility	Leader function
LF1	Executive appointments	Appoint and remove Executive Members and the Deputy Leader. Make appointments and nominations to Council companies and outside bodies where legislation requires the Leader to do so or where the adopted Outside Bodies Scheme lawfully allocates the appointment to the Leader. Appointments allocated to the Executive must be made by the Executive. All other appointments remain with Full Council, subject to any statutory requirement for another appointor. Appointment to a company or outside body does not itself confer authority to exercise the Council's shareholder functions.
LF2	Executive portfolios	Determine, allocate and vary Executive portfolios, including temporary arrangements where an Executive Member is absent, unable to act or has a conflict of interest. A temporary decision-making allocation must identify the functions, authorised decision-maker, duration and limits, be notified to the Monitoring Officer, and be recorded and published as required.
LF3	Executive arrangements	Determine and publish arrangements for the discharge of Executive Functions.
LF4	Retained or returned functions	Exercise any Executive Function retained by or returned to the Leader.
LF5	Allocation of functions	Resolve uncertainty about the allocation of an Executive Function, following advice from the Monitoring Officer.
LF6	Budget and Policy Framework reconsideration	Consider and respond to Full Council's objections to the Executive's budget proposals on behalf of the Executive, and exercise any other Executive reconsideration functions allocated to the Leader under the relevant Procedure Rules.
LF7	Time-critical consultation responses	The Leader may approve a consultation response on an Executive matter if the external deadline cannot reasonably wait for the Executive to consider it. The Leader must first consult the relevant Executive Member and Director and, where appropriate, the Monitoring Officer and Section 151 Officer. Without separate lawful authority, it must not adopt or significantly change policy, commit spending or commit the Council to substantive action. The Leader must record the response and why this power

		was used, follow the relevant publication, call-in and urgency requirements, and report its use to the next available Executive meeting. This power does not cover Full Council or non-executive functions, or functions the law gives personally to a statutory officer.
LF8	Urgent Executive decisions	The Leader may take an Executive-reserved decision, including a Key Decision, only if it cannot reasonably await an ordinary or extraordinary Executive meeting and delay demonstrably risks serious prejudice to Council or public interests or a missed statutory deadline. Administrative convenience is insufficient. If the Leader is unavailable in time, the Head of Paid Service may act under this express fallback delegation on the same conditions. The Head of Paid Service must record reasonable contact attempts, why timely Executive or lawful member-substitute determination is impracticable, and failed consultation attempts with reasons. Statutory substitution arrangements are preserved. Before deciding, obtain written advice confirming urgency, lawful authority, funding and compliance: from the Head of Paid Service, Monitoring Officer and Section 151 Officer for Leader decisions; from the latter two for Head of Paid Service decisions. The Leader must consult the relevant Executive Member; the Head of Paid Service must consult that Member and the Deputy Leader where available in time. Consultation transfers no responsibility and confers no veto. Action must be reasonably necessary, within the approved Budget and Policy Framework and Financial, Contract and Property Procedure Rules. Excluded: ER1; adoption or material amendment of Council-wide or strategically significant policy under ER2; Full Council and non-executive functions; and personal statutory officer functions. Executive and Access to Information Procedure Rules apply, including advance notice or general-exception or special-urgency procedures. Obtain any statutory special-urgency agreement separately from the legally authorised person. It does not remove call-in; call-in and implementation rules remain

		unless separately exempted under the Scrutiny Procedure Rules. Record and publish the decision, date, authority, report, urgency reasons, alternatives, advice and consultation outcomes, subject to lawful confidentiality and exemptions. Head of Paid Service decisions require an Officer Decision Record including Leader unavailability and the attempts and reasons above; notify the Leader as soon as reasonably practicable. Report each use to the next available Executive meeting and in any required statutory report to Full Council. These powers cannot be further sub-delegated.
LF9	Key Decisions	The Leader acting individually may take Key Decisions which are not reserved to the Executive acting collectively under section 3, subject to ER3 and all applicable decision-making, notice, publication, call-in and implementation requirements. For these purposes, "Key Decision" has the meaning given in ER3. A decision subject to call-in shall not be implemented until the call-in period has expired.

4.2 A delegation under this Schedule does not prevent the Leader from exercising the delegated Executive Function personally, subject to legislation, Executive reservations and the applicable decision-making procedure.

5. Common delegation to individual Executive Members

5.1 Subject to the reservations, exclusions and conditions in this Schedule, the Leader delegates to each individual Executive Member authority to determine Executive matters within the Member's allocated portfolio where:

Ref.	Condition / function
(a)	the decision is not a Key Decision;
(b)	where the decision involves expenditure, savings, income, a grant, a contract, a property transaction or another financial commitment, its total value does not exceed £100,000;
(c)	the decision is within the approved Budget and Policy Framework and sufficient budgetary provision is available;

(d)	the decision is not reserved to the Executive, Leader, Full Council, a committee, another body or an officer;
(e)	the decision complies with the relevant Procedure Rules;
(f)	the decision does not adopt or materially amend a Council-wide or strategically significant policy or strategy;
(g)	the decision does not materially affect another portfolio, unless the relevant Executive Members agree and the Leader confirms who will decide;
(h)	the decision does not involve an unresolved material legal, financial, procurement, property or reputational risk; and
(i)	the decision is taken, recorded and published in accordance with the Access to Information Procedure Rules.

5.2 For the £100,000 limit in paragraph 5.1:

Ref.	Condition / function
(a)	the limit applies to the total value of the expenditure, saving, income, grant, contract, property transaction or other financial commitment arising from the decision;
(b)	the value must be calculated over the full life of the proposal, contract, arrangement or commitment;
(c)	related decisions must be aggregated and a proposal must not be divided to avoid the limit;
(d)	the limit includes expenditure funded by grants, contributions, reserves or other external funding;
(e)	the limit does not itself authorise expenditure, procurement, a property transaction or a contractual commitment; and
(f)	where more than one financial measure applies, the highest reasonably foreseeable value must be used.

5.3 Within the conditions in paragraphs 5.1 and 5.2, an individual Executive Member may:

Ref.	Condition / function
(a)	approve or materially amend a portfolio policy below Policy Framework and Council-wide strategic level;
(b)	approve a material consultation proposal or consultation response;

(c)	approve a service initiative, project, programme, delivery plan or action plan within the portfolio;
(d)	approve expenditure, savings or financial commitments up to £100,000;
(e)	determine discretionary grants up to an aggregate value of £100,000 in accordance with an approved scheme or policy;
(f)	approve an asset or property matter up to £100,000
(g)	approve changes to fees and charges where not reserved elsewhere;
(h)	approve the submission or acceptance of a funding bid up to £100,000 where Member-level approval is required;
(i)	approve a response to an inspection, review or external recommendation where it does not materially change Council-wide policy;
(j)	determine another non-key Executive matter referred by the Leader, the Executive or an authorised officer; and
(k)	determine any additional non-key Executive Function expressly delegated in writing by the Leader.

5.4 In addition to the conditions in paragraphs 5.1 and 5.2 and the reservations to the Executive (acting collectively) in section 3, an individual Executive Member must not determine:

Ref.	Condition / function
(a)	a regulatory, quasi-judicial, standards, employment or appeal matter;
(b)	a function conferred personally or independently on a statutory officer;
(c)	a matter for which there is no identified legal power or sufficient financial provision;
(d)	a matter which the Monitoring Officer or Section 151 Officer advises must be referred to the Leader or Executive; or
(e)	a matter in which the Executive Member is unable to participate because of an interest or other legal restriction.

5.5 An individual Executive Member may refer any matter to the Leader. The Leader may determine the matter personally or refer it to the Executive. Referral does not permanently change the underlying delegation.

5.6 An individual Executive Member must not sub-delegate a decision-making function.

5.7 An Executive Member decision is needed only if officers cannot decide the matter, an authorised officer refers it, or the Leader directs an Executive Member to decide it. The £100,000 limit applies to individual Executive Members, not to existing officer delegations. Officers must still follow Schedule 3 (Officer Decision-Making and Delegations to Directors), including its financial limits, reserved matters, conditions and referral requirements, and any specific restriction set by the Leader. Executive Members must stay within their powers under this Schedule.

6. Portfolio allocations and specific delegations

6.1 The portfolio descriptions identify political responsibility. The specific delegations below apply the common authority in section 5 to each portfolio. They do not give authority to make a Key Decision or to exceed the £100,000 financial limit.

Partnerships, Finance & Transformation

Holder: Leader

Responsibilities

The Leader provides strategic oversight of cross-cutting partnerships, the Council's policy framework, financial strategy, transformation, performance and corporate governance. The Leader's decision-making functions are set out in section 4 and include any Executive Function retained by or returned to the Leader.

Policy, Assets & Delivery

Holder: Deputy Leader

Responsibilities

Provides strategic oversight of corporate direction, asset management and the effective delivery of major programmes and projects.

Delegated functions

Ref.	Delegated functions
P2.1	approve corporate policy and delivery matters below Council-wide strategic level;
P2.2	approve implementation and monitoring arrangements for corporate delivery plans;
P2.3	approve asset-management initiatives and property matters;

P2.4	approve delivery arrangements and variations for approved programmes and projects where the matter is not reserved under ER7;
P2.5	approve the use, management, acquisition, disposal, appropriation or letting of Council assets within the £100,000 limit;
P2.6	approve operational partnership and delivery arrangements within the portfolio;
P2.7	approve portfolio consultation proposals and responses; and
P2.8	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader.

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P2.E1	strategic property matters, major programme changes and matters reserved under ER7; and
P2.E2	matters materially affecting another portfolio unless allocated under paragraph 5.1(g).

Children, Education & Skills

Holder: Vacant

Responsibilities

Holds political responsibility for children's social care, safeguarding, education, early years, and skills and employment pathways for young people.

The portfolio holder is the Council's designated Lead Member for Children's Services under section 19 of the Children Act 2004 and must have regard to the relevant statutory guidance when carrying out this role.

Delegated functions

Ref.	Delegated functions
P3.1	approve children's social care policy and service-development matters below Council-wide strategic level;
P3.2	approve safeguarding policy and partnership arrangements within the Executive remit;
P3.3	approve early help, early years and family-support initiatives;
P3.4	approve education, school-support and school-improvement matters which are Executive Functions;
P3.5	approve school organisation matters which are Executive Functions and are not reserved elsewhere;
P3.6	approve Executive matters concerning support for children with special educational needs and disabilities;
P3.7	approve skills, training, youth-service and employment-pathway initiatives for children and young people;
P3.8	approve corporate parenting policy and delivery matters;
P3.9	approve grants, consultation proposals and responses within the portfolio; and
P3.10	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader.

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P3.E1	personal statutory functions of the Director of Children's Services; and

P3.E2	regulatory functions and statutory appeals, including school admission and exclusion appeals.

Adult Social Care, Public Health & Communications

Holder: Vacant

Responsibilities

Leads adult social care, public health and wellbeing, and the Council's communications and engagement functions.

Delegated functions

Ref.	Delegated functions
P4.1	approve adult social care policy and service-development matters below Council-wide strategic level;
P4.2	approve adult safeguarding policy and partnership arrangements within the Executive remit;
P4.3	approve prevention, independence and wellbeing initiatives;
P4.4	approve integration and cooperation arrangements with health and care partners where not reserved elsewhere;
P4.5	approve public health improvement and health-inequality initiatives;
P4.6	approve communications, consultation, resident-engagement, campaign and public-information arrangements;
P4.7	approve grants, consultation proposals and responses within the portfolio; and
P4.8	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader.

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P4.E1	personal statutory functions of the Director of Adult Social Services or Director of Public Health; and
P4.E2	individual care assessments, care packages and statutory professional judgments.

Homes, Neighbourhoods & Community Safety

Holder: Vacant

Responsibilities

Responsible for housing strategy and supply, neighbourhood services, facilities management, community cohesion, community safety, active travel, sustainable transport and regulatory services, including the coordinated approach to tackling derelict, dangerous and dilapidated buildings and bringing empty properties back into use.

Delegated functions

Ref.	Delegated functions
P5.1	approve housing strategy, housing-supply, homelessness-prevention and housing-support initiatives below Council-wide strategic level;
P5.2	approve neighbourhood-management and neighbourhood-improvement schemes;
P5.3	approve community cohesion and community-development initiatives;
P5.4	lead on community safety policy and partnership arrangements;
P5.5	approve policy and coordinated programmes for tackling derelict, dangerous and dilapidated buildings,

	securing empty properties and bringing them back into use, below Council-wide strategic level and only insofar as these are Executive Functions. This delegation does not authorise individual statutory notices, enforcement decisions, emergency works or compulsory acquisition;
P5.6	approve estate, neighbourhood and environmental improvement projects within the portfolio;
P5.7	approve housing, community and neighbourhood grants, consultation proposals and responses;
P5.8	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader;
P5.9	approve waste, street-cleansing and environmental-service policy matters below Council-wide strategic level;
P5.10	approve active-travel and sustainable-transport initiatives; and
P5.11	approve enforcement policy for the Council's external health and safety functions under Part I of the Health and Safety at Work etc. Act 1974 and oversee the discharge of those functions, including by receiving assurance reports.
P5.12	approve facilities-management and building-maintenance policy, service-development initiatives and programmes below Council-wide strategic level, including cleaning, catering, security and property-compliance arrangements, subject to the conditions in section 5 and matters

	reserved to the Executive under section 3;

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P5.E1	individual regulatory or enforcement determinations reserved to officers or committees; and
P5.E2	Housing Revenue Account matters reserved under ER9.

Prosperity, Investment & Tourism

Holder: Vacant

Responsibilities

Drives economic growth, inward investment, business support, tourism, leisure and physical activity.

Delegated functions

Ref.	Delegated functions
P6.1	approve economic-development, inward-investment, business-support, enterprise and employment initiatives;
P6.2	approve regeneration projects within approved strategies and programmes where not reserved under ER7;
P6.3	approve tourism development, promotion and destination-management initiatives;
P6.4	approve waterfront, cultural and visitor-economy initiatives within the portfolio;
P6.5	approve business, regeneration, cultural and tourism grants within approved policies;

P6.6	approve participation in economic and tourism partnerships;
P6.7	approve sponsorship, promotional and event arrangements within approved policies;
P6.8	approve portfolio consultation proposals and responses;
P6.9	approve leisure and physical-activity policy, service-development initiatives, programmes and partnership arrangements below Council-wide strategic level, subject to the conditions in section 5 and matters reserved to the Executive under section 3; and
P6.10	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader.

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P6.E1	major regeneration programmes and strategic company or shareholder matters; and
P6.E2	major property transactions or matters reserved under ER7.

Infrastructure, Rural & Sustainability

Holder: Vacant

Responsibilities

Responsible for highways, transport and connectivity; flood and coastal assets and infrastructure; rural communities and rural investment; facilities management and building maintenance; environmental improvement, biodiversity and sustainability.

Delegated functions

Ref.	Delegated functions

P7.1	approve highways, transport, connectivity, flood and coastal asset and infrastructure initiatives which are Executive Functions and fall within approved programmes;
P7.2	approve rural-community policy and rural-investment initiatives;
P7.3	approve environmental improvement and biodiversity
P7.4	approve environmental and rural grants, consultation proposals and responses; and
P7.5	determine any other non-key Executive Function within the portfolio expressly referred or delegated by the Leader.

Portfolio-specific exclusions

Ref.	Portfolio-specific exclusions
P7.E1	regulatory highways and traffic functions allocated elsewhere;
P7.E2	statutory objections, hearings and matters reserved to Planning or Licensing bodies; and
P7.E3	major infrastructure programmes.

6.2 Where an Executive Member is absent, unable to act or has a disclosable interest, the function remains with the Leader unless the Leader records a temporary allocation to another Executive Member. No portfolio authority transfers automatically because of absence, portfolio similarity or the Deputy Leader's status. This does not restrict any statutory provision for the Deputy Leader or Executive to act where the Leader is unable to act or the office of Leader is vacant; those provisions and the corresponding Executive Procedure Rules take priority.

6.3 The portfolio titles, descriptions and allocations take effect only to the extent confirmed in the Leader's recorded appointment and delegation decision.

7. Decision-making requirements

7.1 Every Leader or individual Executive Member decision must comply with legislation, the Constitution and the relevant Procedure Rules.

7.2 The decision-maker must comply with applicable advance-notice, access-to-information, recording, publication, interests, scrutiny, call-in and implementation requirements. A Key Decision must appear in the Forward Plan unless the legal conditions for an exception are met.

7.3 Consultation does not transfer decision-making responsibility or confer a veto. The decision record must identify the decision-maker, source and scope of authority, relevant advice and consultation, reasons, alternatives considered, financial and legal implications and any interest declared.

7.4 An Executive Member shall refer a matter where it falls outside the delegation, meets an Executive reservation, raises an unresolved legal or financial issue, or the Monitoring Officer or Section 151 Officer advises that referral is required.

7.5 Urgency does not itself create authority. The Leader, or the Head of Paid Service where the Leader is unavailable to act, may use LF8 only when every condition of that provision is satisfied. Individual Executive Members have no general urgency power to determine Executive-reserved matters or Key Decisions.

7.6 The Executive shall meet in public except where the law permits or requires the exclusion of the public. A decision by the Leader or an individual Executive Member shall be taken and recorded in accordance with the Access to Information Procedure Rules.

7.7 Whenever the Leader or any individual Executive Member exercises a delegated Executive Function, an Executive Member Decision Record must be completed. The Decision Record must identify the decision-maker, the decision and date, the source and scope of the delegation, the reasons for the decision, alternatives considered and rejected, relevant legal and financial implications, consultation undertaken, any conflict of interest declared by an Executive Member consulted, and any dispensation granted.

7.8 The Executive Member Decision Record must be published as soon as reasonably practicable in accordance with the Access to Information Procedure Rules, together with the decision report and background papers where required, subject to the lawful treatment of confidential and exempt information.

8. Executive Functions delegated to officers

8.1 Executive Functions delegated to officers are set out in Schedule 3: Officer Decision-Making and Delegations to Directors.

8.2 An officer exercising an Executive Function acts under the Leader's recorded arrangements and remains subject to Executive reservations, the common exclusions, financial and procedural limits, and any service-specific conditions or referral criteria.

8.3 A portfolio description, consultation with an Executive Member or approval of a budget does not itself confer an officer delegation or displace an Executive reservation.

8.4 Where the Leader has expressly delegated a Key Decision, every condition, notice, recording, publication, call-in and implementation requirement attached to that delegation must be satisfied. Otherwise, the decision must be taken by the Executive collectively or the Leader.

9. Exclusions

9.1 This Schedule does not authorise the Leader, Executive or an individual Executive Member to exercise:

(a) a function reserved to Full Council;

(b) a function which legislation classifies as non-executive or allocates to another body;

(c) a Local Choice Function allocated to Full Council, a non-executive committee or an officer acting under a separate lawful delegation;

(d) a regulatory, quasi-judicial, appeal, employment or standards function allocated elsewhere;

(e) a function conferred for personal or independent exercise on a statutory officer; or

(f) a function which cannot lawfully be delegated to the proposed decision-maker.

10. Recording, publication and amendment

10.1 The Monitoring Officer must maintain this Schedule as a record of the Leader's Executive arrangements, including Executive reservations, Leader functions, individual Executive Member delegations, portfolio allocations, officer Executive delegations and every amendment.

10.2 Where there is uncertainty about the allocation of an Executive Function, the Leader shall determine the allocation following advice from the Monitoring Officer. Until determined, the function shall not be treated as delegated merely because it falls within a portfolio description.