

## **NB Part 4B is subject to review**

# **PART 4B ACCESS TO INFORMATION PROCEDURE RULES**

**These rules describe the rules relating to access to information within the Council.**

## **Statutory Sources**

Local Government Act 1972, ss 100A to 100H and Schedule 12A (inserted by the Local Government (Access to Information) Act 1985

Health and Social Care Act 2001

Licensing Act 2003

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (SI No 2089)

The Local Government (Access to Information) (Variation) Order 2006 (SI No 1483)

### **1. SCOPE**

These rules apply to all meetings of the Council, scrutiny committees, area committees, the Standards Committee and non-Executive committees and public meetings of the Cabinet (together called “meetings”).

They seek to explain the provisions of: -

- Sections 100A to 100H and Schedule 12A of the Local Government Act 1972 (inserted by the Local Government (Access to Information) Act 1985
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The Local Authorities (Access to Meetings and Documents) (Period of Notice) (England) Order 2002

In the event of any inconsistency between the provisions of these rules and those provisions, these rules are to be interpreted to give effect to the provisions.

### **2. ADDITIONAL RIGHTS TO INFORMATION**

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

### **3. RIGHTS TO ATTEND MEETINGS**

Members of the public may attend all meetings subject only to the exceptions in these rules.

### **4. NOTICES OF MEETING**

The Council will give at least five clear days notice of any meeting by posting

details of the meeting at the Civic Centre and by the Internet/Intranet on the Council's website.

## **5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

The Council will make copies of the agenda and reports open to the public available for inspection at the Civic Centre at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda (where reports are prepared after the summons has been sent out, the proper officer shall make each such report available to the public as soon as the report is completed and sent to councillors) will be open to inspection for the time the item was added to the agenda.

## **6. SUPPLY OF COPIES**

The Council will supply copies of:

- (a) any agenda and reports which are open to public inspection;
- (b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- (c) if the proper officer thinks fit, copies of any other documents supplied to councillors in connection with an item

to any person on payment of a charge for postage and any other costs.

## **7. ACCESS TO MINUTES ETC AFTER THE MEETING**

The Council will make available copies of the following for six years after a meeting:

- (a) the minutes of the meeting or records of decisions taken, together with reasons, for all meetings of the Cabinet, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- (c) the agenda for the meeting; and
- (d) reports relating to items when the meeting was open to the public.

## **8. BACKGROUND PAPERS**

### **8.1 List of background papers**

The proper officer will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) which have been relied on to a material extent in preparing the report

but does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of Cabinet reports, the advice of a political advisor.

**8.2 Public inspection of background papers**

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

**9. SUMMARY OF PUBLIC'S RIGHTS**

A written summary of the public's rights to attend meetings and to inspect and copy documents must be kept at and available to the public at the Civic Centre.

**10. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS**

**10.1 Confidential information – requirement to exclude public**

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

**10.2 Exempt information – discretion to exclude public**

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

**10.3 Meaning of confidential information**

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

**10.4 Meaning of exempt information**

Exempt information means information falling within any of the following categories, subject to the following conditions:

<b>Category</b>	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of an individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of

<b>Category</b>	
	the Crown and employees of, or office holders under, the authority.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6.	Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Conditions**

- (i) Information under category 3 is not exempt if it is required to be registered under the Companies Act 1985, the Friendly Societies Acts 1974 and 1992, the Industrial and Provident Societies Acts 1965 to 1978, the Building Societies Act 1986 or the Charities Act 1993.
- (ii) Information is not exempt if it relates to a proposed development for which the Council as the local planning authority may grant itself planning permission under Regulation 3 Town and Country Planning General Regulations 1992.
- (iii) Information falling under any of the categories is otherwise only exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **Interpretation**

- (iv) In category 3, “financial or business affairs” includes contemplated, as well as past or current, activities.
- (v) In category 4, “employee” means a person employed under a contract of service and “office holder” means the holder of any paid office appointments to which are or may be made or confirmed by the Council or any joint board on which the Council is represented or by any person who holds such an office or is a Council employee. A “labour relations matter” means any matter specified in section 218(1)(a) – (g) Trade Union and Labour Relations (Consolidation) Act 1992, i.e. matters which may be the subject to a trade dispute within the meaning of that Act.

**Note:** See below for application to **Service Delivery and the Wellbeing and Health Scrutiny Committees** in relation to Health Service matters (paragraph 25) and **Licensing Committee** (paragraph 26).

## **11. EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS**

If the proper officer thinks fit, the Council may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance

with Rule 10, the meeting is likely not to be open to the public. Such reports will be marked "Not for publication" together with the category of information likely to be disclosed.

## **12. APPLICATION OF RULES TO THE CABINET**

Rules 13 – 24 apply to the Cabinet and its committees. When the Cabinet or its committees meet in public then it must also comply with Rules 1 – 11 unless Rule 15 (general exception) or Rule 16 (special urgency) apply. A key decision is as defined in Article 14.03 of this Constitution and Annex A to this Part.

Guidance is included at the end of these rules in Annex A.

## **13. PROCEDURE BEFORE TAKING KEY DECISIONS**

Subject to Rule 15 (general exception) and Rule 16 (special urgency), a key decision may not be taken unless:

(a) a notice (called here "a notice of key decision") has been published in connection with the matter in question;

(b) at least 28 clear days have elapsed since the publication of the notice of key decision; and

(c) where the decision is to be taken at a meeting of the Cabinet or its committees, notice of the meeting has been given in accordance with Rule 4 (notice of meetings).

## **14. NOTICE OF KEY DECISION**

### **14.1 Contents of Notice**

The notice of key decision will state that a key decision is to be taken by the Cabinet, a committee of the Cabinet, individual members of the Cabinet, officers, area committees or under joint arrangements in the course of the discharge of an executive function. It will describe the following particulars:

(a) the matter in respect of which the decision is to be made;

(b) where the decision maker is an individual, his/her name and title, if any and where the decision taker is a body, its name and a list of its membership;

(c) the date on which, or the period within which, the decision is to be made;

(d) a list of the documents submitted to the decision taker for consideration in relation to the matter;

(e) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;

(f) that other documents relevant to those matters may be submitted to the decision maker;

(g) the procedure for requesting details of those documents (if any) as they become available.

## 14.2 **Publicity**

The notice of key decision must be made available for inspection by the public:

- (a) at the Council's offices; and
- (b) on the Council's website.

## 14.3 **Forward Plan**

The Council is no longer statutorily required to publish a Forward Plan. However, the "Notice of proposed key decisions and Notice of private meetings of Cabinet and Procurement Committee" published by the Council also sets out details of key decisions over a four month period (including decisions to be made by Cabinet, Procurement Committee, individual Cabinet Members or Delegated Officers which are not key decisions).

In this Charter, the "Notice of proposed key decisions and Notice of private meetings of Cabinet and Procurement Committee" is referred to as "the Forward Plan".

Exempt information need not be included in a notice of key decision and confidential information cannot be included.

## 15. **GENERAL EXCEPTION**

If the publication of a notice of key decision is impracticable then subject to Rule 16 (special urgency), the decision may still be taken if:

- (a) the proper officer has informed the chair of a relevant scrutiny committee or, if there is no such person, each member of that committee in writing, by notice, of the matter about which the decision is to be made;
- (b) the proper officer has made copies of that notice available to the public at the offices of the Council and published it on the Council's website; and
- (c) at least 5 clear days have elapsed since the proper officer complied with (a) and (b).

## 16. **SPECIAL URGENCY**

**16.1** If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision maker obtains the agreement of the chair of the relevant scrutiny committee that the taking of the decision is urgent and cannot reasonably be deferred. If there is no chair of the relevant scrutiny committee, or if the chair of the relevant scrutiny committee is unable to act, then the agreement of the chair of the Council, or in his/her absence the vice chair of the Council will suffice.

**16.2** As soon as reasonably practicable after the decision maker has obtained agreement under 16.1 that the making of the decision is urgent and cannot reasonably be deferred, the decision maker must:

- (a) make available at the offices of the Council a notice setting out the reasons that the meeting is urgent and cannot reasonably be deferred; and

(b) publish that notice on the Council's website.

## **17. REPORT TO COUNCIL**

### **17.1 When a scrutiny committee can require a report**

If a scrutiny committee thinks that a key decision has been taken which was not:

(a) the subject of a notice of key decision; or

(b) the subject of the general exception procedure; or

(c) the subject of an agreement with a relevant scrutiny committee chair, or the chair/vice chair of the Council under Rule 16;

the committee may require the Cabinet to submit a report to the Council within such reasonable time as the committee specifies. The power to require a report rests with the committee, but is also delegated to the proper officer, who shall require such a report on behalf of the committee when so requested by a majority in number of the members of the scrutiny committee. Alternatively the requirement may be raised by resolution passed at a meeting of the relevant scrutiny committee.

### **17.2 Cabinet report to Council**

The Cabinet will prepare a report for submission to the next available meeting of the Council. However, if the next meeting of the Council is within 7 days of receipt of the written notice, or the resolution of the committee, then the report may be submitted to the meeting after that. The report to Council will set out particulars of the decision, the individual or body making the decision, and if the Cabinet is of the opinion that it was not a key decision the reasons for that opinion.

### **17.3 Reports on special urgency decisions**

In any event the leader will submit reports to the Council at such intervals as may be determined by the Council on the Cabinet decisions taken in the circumstances set out in Rule 16 (special urgency) during the period since the last report was submitted to the Council. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

The Leader must submit at least one such report annually to the Council.

## **18. RECORD OF DECISIONS**

After any meeting of the Cabinet or any of its committees, whether held in public or private, at which an executive decision was made the proper officer or, where no officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as reasonably practicable. The record will include the decision (including the date it was made), a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.

## **19. MEETINGS OF CABINET AND ITS COMMITTEES TO BE HELD IN PUBLIC**

### **19.1 Meetings of the Cabinet and its Committees will be held in public unless it is**

likely that exempt or confidential information would be disclosed or whenever a lawful power is used to exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

- 19.2** The public may only be excluded for the part or parts of the meeting during which it is likely that confidential information or exempt information would be disclosed.
- 19.3** While the meeting is open to the public, any person attending for the purpose of reporting the proceedings is, so far as practicable, to be afforded reasonable facilities for taking their report.

**20. NOTICE OF PRIVATE MEETING OF THE CABINET AND ITS COMMITTEES**

- 20.1** At least 28 clear days before a private meeting of the Cabinet and its committees, the Council must:

- (a) make available at the offices of the Council a notice of its intention to hold the meeting in private; and
- (b) publish that notice on the Council's website.

That notice must include a statement of the reasons for the meeting to be held in private.

- 20.2** At least five clear days before a private meeting, the Council must:

- (a) make available at the offices of the Council a further notice of its intention to hold the meeting in private; and
- (b) publish that notice on the Council's website.

That notice must include:

- (a) a statement of the reasons for the meeting to be held in private;
- (b) details of any representations received by the decision-making body about why the meeting should be open to the public; and
- (c) a statement of its response to any such representations.

- 20.3** Where the date by which a meeting must be held makes compliance with the above impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from -

- (a) the chair of the relevant scrutiny committee; or
- (b) if there is no such person, or if the chair of the relevant scrutiny committee is unable to act, the chair of the Council; or
- (c) in his/her absence, the vice-chair of the Council,

that the meeting is urgent and cannot reasonably be deferred.

- 20.4** As soon as reasonably practicable after the decision-making body has obtained agreement under paragraph 20.3 to hold a private meeting, it must:

- (a) make available at the offices of the Council a notice setting out the reasons why the meeting is urgent and cannot reasonably be deferred;



and

(b) publish that notice on the Council's website.

**20.5** Notices of private meetings of the Cabinet and its committees are included in the Forward Plan published by the Council.

**20.6** Members of the Cabinet or its committees will be entitled to receive five clear working days notice of a meeting to which they are summoned, unless the meeting is convened at shorter notice as a matter of urgency.

## **21. ATTENDANCE AT PRIVATE MEETING OF THE CABINET**

### **Cabinet Members**

a) All members of the Cabinet will be served notice of all private meetings of committees of the Cabinet, whether or not they are members of that committee.

b) All members of the Cabinet are entitled to attend a private meeting of any committee of the Cabinet.

### **Scrutiny committee Members**

a) Notice of private meetings of the Cabinet and its committees will be served on the chairs of all scrutiny committees and sub-committees, at the same time as notice is served on members of the Cabinet. Where a scrutiny committee does not have a chair, the notice will be served on all the members of that committee.

b) Where a matter under consideration at a private meeting of the Cabinet, or a committee of it, is within the remit of a scrutiny committee/ sub-committee, the chair of that committee or in his/her absence the vice chair may attend that private meeting with the consent of the person presiding, and speak.

### **Officers**

a) The head of the paid service, the chief financial officer and the monitoring officer, and their nominees are entitled to attend any meeting of the Cabinet and its committees. The Cabinet may not meet unless the proper officer has been given reasonable notice that a meeting is to take place.

In all of the above examples, the provisions of Rule 18 (recording and publicising decisions) will apply.

## **22. DECISIONS BY INDIVIDUAL MEMBERS OF THE CABINET AND DECISIONS BY OFFICERS**

### **22.1 Reports intended to be taken into account**

Where an individual member of the Cabinet or Delegated Officer receives a report which he/she intends to take into account in making any key decision, then he/she will not make the decision until at least 5 clear days after receipt of that report.

### **22.2 Provision of copies of reports to scrutiny committees**

On giving of such a report to an individual decision maker, the person who prepared the report will give a copy of it to the chair of every relevant scrutiny

committee as soon as reasonably practicable, and make it publicly available at the same time.

### **22.3 Record of individual decision**

As soon as reasonably practicable after an executive decision has been taken by an individual member of the Cabinet or by an officer, he/she will prepare, or instruct the proper officer to prepare, a record of the decision (including the date it was made), a statement of the reasons for it and any alternative options considered and rejected. The provisions of Rules 7 and 8 (inspection of documents after meetings) will also apply to the making of decisions by individual members of the Cabinet or by an officer. This does not require the disclosure of exempt or confidential information or advice from a political assistant.

## **23. SCRUTINY COMMITTEES ACCESS TO DOCUMENTS**

### **23.1 Rights to copies**

Subject to Rule 23.2 below, a scrutiny committee (including its sub-committees) will be entitled to copies of any document which is in the possession or control of the Cabinet or its committees and which contains material relating to

- (a) any business transacted at a meeting of the Cabinet or its committees;
- (b) any decision taken by an individual member of the Cabinet; or
- (c) any decision taken by an officer.

**23.2** The Cabinet must provide any such document as soon as reasonably practicable and in any case no later than 10 clear days after the Cabinet receives the request.

### **23.3 Limit on rights**

A scrutiny committee will not be entitled to:

- (a) any document that is in draft form;
- (b) any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision they are reviewing or scrutinising or intend to scrutinise; or
- (c) the advice of a political adviser.

**23.4** Where the Cabinet determines that a scrutiny committee is not entitled to a copy of a document or part of any such document for a reason set out in 23.1 or 23.3 it must provide the scrutiny committee with a written statement setting out its reasons for that decision.

## **24. ADDITIONAL RIGHTS OF ACCESS FOR MEMBERS**

### **24.1 Material relating to business to be transacted at a public meeting**

**24.1.1** All members will be entitled to inspect any document which is in the possession or under the control of the Cabinet or its committees and contains material relating to any business to be transacted at a public meeting unless either (a) or

(b) below applies

(a) subject to 24.1.2 it contains exempt information; or

(b) it contains the advice of a political adviser.

**24.1.2** Notwithstanding 24.1.1 the document must be available for inspection if the exempt information is information falling within paragraph 3 of the categories of exempt information (except to the extent that the information relates to any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract) or paragraph 6 of the categories of exempt information.

**24.1.3** Any document required by 24.1.1 to be available for inspection by members must be available for at least 5 clear days before the meeting except that -

(a) where the meeting is convened at shorter notice, such a document must be available for inspection when the meeting is convened; and

(b) where an item is added to the agenda at shorter notice, a document that would be required to be available under 24.1.1 in relation to that item must be available for inspection when the item is added to the agenda.

## **24.2 Material relating to previous business**

**24.2.1** All members will be entitled to inspect any document which is in the possession or under the control of the Cabinet or its committees and contains material relating to any business previously transacted at a private meeting or any decision made by an individual member of the Cabinet or by an officer when the meeting concludes or where the decision is made by an individual member or an officer immediately after the decision has been made unless either (a) or (b) below applies

(a) subject to 24.2.2 it contains exempt information; or

(b) it contains the advice of a political adviser.

**24.2.2** Notwithstanding 24.2.1 (a) the document must be available for inspection if the exempt information is information falling within paragraph 3 of the categories of exempt information (except to the extent that the information relates to any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract) or paragraph 6 of the categories of exempt information.

**24.2.3** Any document required by 24.2.1 to be available for inspection by any member must be available for such inspection, in any event, within 24 hours of the conclusion of the meeting or the decision being made, as the case may be.

## **24.3 Nature of rights**

These rights of a member are additional to any other right he/she may have.

## **25. APPLICATION TO HEALTH SCRUTINY**

### **25.1 Categories of Exempt Information**

When a scrutiny committee is dealing with matters relating to the health

service, the categories of exempt information are those set out in Schedule 17 to the National Health Service Act 2006 in place of those contained in Schedule 12A of the Local Government Act 1972 (as set out in paragraph 10.4 above). Some of these categories (marked \*\*) are subject to qualifications which are also explained below.

<b>Category</b>	
1.	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, a relevant body**
2.	Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of a relevant body.**
3.	Information relating to any particular applicant for, or recipient or former recipient of, any service provided by a relevant body.**
4.	Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by a relevant body.**
5.	The amount of any expenditure proposed to be incurred by a relevant body under any particular contract for the acquisition of property or the supply of goods and services.**
6.	Any terms proposed or to be proposed by or to a relevant body in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.**
7.	The identity of a relevant body (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services
8.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between a relevant body or a Minister of the Crown and employees of, or office-holders under, a relevant body.**
9.	Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with <ul style="list-style-type: none"> <li>(a) any legal proceedings by or against a relevant body, or</li> <li>(b) the determination of any matter affecting a relevant body, (whether, in either case, proceedings have been commenced or are in contemplation).</li> </ul>
10.	Information relating to a particular person who was included in a list of persons undertaking to provide services under Part 2 of the National Health Service Act 1977.**
11.	Information relating to a particular person who is, or was formerly, included in, or is an applicant for inclusion in, a pharmaceutical list.**

<b>Category</b>	
12.	Information relating to a particular person who (a) provided primary medical services, primary dental services or primary ophthalmic services under a contract under section 28K, 28Q or 28WA of the National Health Service Act 1977, or (b) was included in a list under section 28X of that Act.**
13.	Information relating to a particular person who (a) is, or was formerly, providing primary medical services, primary dental services or primary ophthalmic services under a contract under section 84, 100 or 117 of the National Health Service Act 2006, or (b) is, or was formerly, included in, or is an applicant for inclusion in, a list under section 91, 106, 123 or 146 of that Act.
14.	Information relating to any particular employee, former employee, or applicant to become an employee, of a person referred to in paragraph 10, 11, 12 or 13.**
15.	Information relating to the physical or mental health of a particular individual.
"Relevant body" means a body in respect of which the scrutiny committee exercises functions under section 244 of the National Health Service Act 2006.	

### **Qualifications**

- (i) Information relating to a person of a description specified in categories 1-4 and 10-14 is not exempt information unless it relates to an individual of that description in the capacity indicated by the description.
- (ii) Information under category 5 is only exempt information if and so long as disclosure to the public of the amount referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with a relevant body in respect of the property, goods or services, whether the advantage would arise as against that body or as against other such persons.
- (iii) Information under category 6 is only exempt information if and so long as disclosure to the public of the terms would prejudice a relevant body in those or any other negotiations concerning the property or goods or services.
- (iv) Information under category 8 is only exempt information if and so long as disclosure to the public of the information would prejudice a relevant body in those or any other consultations or negotiations in connection with a labour relations matter arising as mentioned.

## **26. APPLICATION TO LICENSING COMMITTEE AND LICENSING SUB-COMMITTEES**

### **26.1 Application of Access to Information Rules**

The Access to Information Rules by law do not apply to the Licensing Committee.

## ANNEX A TO PART 4B - GUIDANCE ON KEY DECISIONS

### Statutory Definition

A key decision is an executive decision which, is likely-

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, **significant** having regard to the Council's budget for the service 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 city.

The Government has published guidance on the meaning of significant.

### Executive Decisions

The definition only applies to decisions in respect of **executive functions**. It does not apply to **non-executive functions** - those reserved to Council, Constitutional Committee, Regulatory and Appeals Committee, Licensing Committee and Planning Committee and officer decisions under delegations from these committees.

It will apply to all other functions whoever makes the decision - Cabinet, Cabinet Committees, Joint Committees, an individual Cabinet Member and officers acting under delegations from these committees.

### The following decisions will not usually be treated as key decisions-

- Matters involving revenue expenditure of £250,000 or less
- Matters involving capital expenditure of £1,000,000 or less
- Matters involving land and property within the delegations of the Head of Property and Asset Management

### Further guidance

The Assistant Director Legal Services, Service Manager Democratic Services and the Director of Resources may issue further guidance on the definition of "significant" and it will be included in this part of the Constitution.