

**MIDDLESBROUGH COUNCIL**



**Report of:** Corporate Director of Legal and Corporate Services - Charlotte Benjamin (Monitoring Officer)

**Submitted to:** Audit Committee

**Date:** 19 February 2026

**Title:** Annual Assurance Report on Decision Making - 2025

**Report for:** Information

**Status:** Public

**Council Plan priority:** Delivering Best Value

**Proposed decision(s)**

That the Audit Committee notes the information provided regarding the Council's decision-making process.

**Executive summary**

The report provides an update in respect of the Council's decision-making process. It also highlights information in relation to any awareness/training that has been carried out in relation to the decision-making process.

## **1. Purpose**

1.1 To provide Members with an update in relation to the Council's decision-making process.

## **2. Recommendations**

2.1 That the Audit Committee

Notes the information provided regarding the Council's decision-making process.

### **3. Background and relevant information**

3.1 Members should be regularly updated in respect of the decision-making process and assured that the appropriate decision-making processes are in place.

3.2 This report provides information in relation to:

- Details of current policies/guidance in place in respect of the decision-making process.
- Information on the number of Executive Member delegated decisions taken and whether they were key or non-key decisions.
- Information on the number of Officer delegated decisions taken.
- Information on the activities of the governance team including communications, training and awareness raising.

#### Council Constitution

3.3 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter of choice for the Council.

3.4 A revised Constitution was approved by Full Council on 10 September 2025, with further updates approved at Full Council on 14 January 2026.

#### Current policies/guidance in place in respect of the Decision-Making Process

3.5 Section 13 of the Constitution identifies the decision-making principles of the Council and provides information in relation to the three distinct types of decision which can be made on behalf of the Council: key, significant and operational decisions.

3.6 Council Procedure Rules apply to all meetings of Council and set out how meetings will be organised and conducted.

3.7 Executive Procedure Rules identify functions which are the responsibility of the Executive and that may be exercised by the Elected Mayor. The Elected Mayor may also delegate authority to exercise those functions to the extent they wish.

3.8 The Forward Work plan is the vehicle for ensuring openness and transparency when key decisions are to be taken and for advising Members, and the public, of decisions to be made by the Executive.

3.9 Implementation of decisions taken by Executive is tracked through the Leadership and Management Team (LMT) monthly performance cycle and reported quarterly through the Performance Outturn Report.

3.10 Overview and Scrutiny Procedure Rules set out the functions of the Overview and Scrutiny Board and act as the vehicle for hearing called-in decisions.

- 3.11 The Scheme of Delegations identifies powers delegated to officers.
- 3.12 Guidance for recording Officer Delegated decisions is available on The Bridge and details of all such decisions taken are published on Modern.Gov and available to view on the Council Website: [Middlesbrough Council | Officer Delegated Decisions](#)  
An email is sent to all Elected Members when an Officer Delegated Decision is published.
- 3.13 Financial Procedure Rules. The financial policies and procedures of the Council are set out in the Constitution and apply to the Mayor, every Elected Member and Officer of the Council and any other person who acts on the Council's behalf.
- 3.14 The Financial Regulations apply to all Council Services. However, local authorities are required to publish schemes for financing schools, setting out the financial relationship between them and the schools they maintain. The Financial Regulations of a school should not be contrary to these Financial Regulations and any exceptions should be reported to the Chief Finance Officer.
- 3.15 The Council has an Asset Disposal Policy which provides rules and guidance on the disposal of Council assets.
- 3.16 The Modern.Gov App provides the opportunity for Members to view, annotate and download meeting papers. Members are also able to identify the committees that they are interested in and receive automatic updates when new information is published

### **Training**

- 3.17 Staff – Online materials are available on the intranet and the Middlesbrough Learns e-learning training portal. Members are also required to complete the mandatory General Data Protection Regulation (GDPR) training on the Middlesbrough Learns e-learning portal.
- 3.18 A list of training and briefing sessions for Elected Members held during the period 1 January 2025 and 31 December 2025 is attached at Appendix 3.
- 3.19 Work is ongoing with the Local Government Association (LGA) to continue to improve Member/Officer relations. One of our Executive Members attend an LGA course entitled Leadership Essentials – Being an effective cabinet member.

### Officer Delegated Decisions

- 3.20 When an Officer Delegated decision is submitted via the Modern Gov Committee Management system, Democratic Services check the information entered on to the system to make sure that it has been entered correctly, the appropriate delegation is in place, there are no issues regarding confidentiality/release of exempt information and that a copy of the decision form is attached, prior to publishing the form.
- Decisions
- 3.21 A report containing details of Officer Delegated Decisions taken during the period

1 January 2025 - 31 December 2025 is attached at Appendix 1.

3.22 A report containing details of Executive decisions taken during the period 1 January 2025 - 31 December 2025 is attached at Appendix 2.

#### Scrutiny and challenge

3.23 From 1 January 2025 – 31 December 2025 there have been 46 Executive decisions.

In the corresponding period, no Call-in requests were received.

#### **Assurance**

3.24 The report is designed to provide assurance for Members in relation to the decision-making processes.

#### **4. Other potential alternative(s) and why these have not been recommended**

4.1 Do Nothing: Audit Committee would not have any evidence to demonstrate that appropriate decision-making processes are in place.

#### **5. Impact(s) of the recommended decision(s)**

<b>Topic</b>	<b>Impact</b>
Financial (including procurement and Social Value)	There are no financial implications or impact on any budgets or the Medium-Term Financial Plan (MTFP) arising from the content of this report.
Legal	The Local Government Act 2000 requires all local Councils to have a Constitution. The Constitution provides a basis and framework for the Elected Members and Officers to work within to ensure lawful decision making.
Risk	By providing evidence of the decisions taken and the training that has been undertaken, then Council is demonstrating that good governance is in place.
Human Rights, Public Sector Equality Duty and Community Cohesion	The subject of this report is not a policy, strategy, function or service that is new or being revised. It is considered that an equality impact assessment is not required.
Reducing poverty	There is no change to the impact on Reducing Poverty.
Climate Change / Environmental	There is no change to the impact on Climate Change/ Environmental.
Children and Young People Cared for by the Authority and Care Leavers	There is no change to the impact on Children and Young People Cared for by the Authority and Care Leavers.
Data Protection	There is no change to the impact on Data Protection.

## Appendices

<b>1</b>	Officer Delegated Decisions - 1 January 2025 - 31 December 2025
<b>2</b>	Executive Decisions - 1 January 2025 - 31 December 2025
<b>3</b>	Member Development Programme 2025/26

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