

17. Member Level Decisions

(Those marked * do not apply to decisions by the Regulatory committees or their sub-committees when they are dealing with any matter relating to applications or quasi-judicial determinations).

- (a) A report in the correct format has to be prepared – this ensures that all the required considerations have been taken into account (see intranet for examples)
- (b) *All decisions by Full Council, Cabinet, individual Cabinet members and Key Decisions made by officers must have been listed in the Forward Plan, except in cases of general exception or special urgency (see Part 3 Section 18).
- (c) *Before the report is published, it must (other than in cases of urgency) be considered by the council's internal process (details of this are available from Democratic Services) to ensure that all strategic, corporate, legal, financial, risk and other matters have been taken into account.
- (d) The report must be published five clear working days prior to the decision being taken.
- (e) The decisions of Full Council and Regulatory committees are effective immediately and can be implemented by officers straight away, unless the law otherwise prescribes.
- (f) Any Scrutiny committee or Cabinet committee recommendations are immediately referred to the appropriate decision maker:
 - (i) Where a Cabinet member is taking a delegated decision, any question from a councillor received by a Cabinet member in response to a proposed delegated decision must be responded to before the decision is confirmed, provided that such question is received in the dedicated Democratic Services in-box at least 48 hours before the published date as to when it is intended to make the decision.
 - (ii) All questions and comments received by the Cabinet member (and the responses given to them) between the publication of the notice of intended decision and the decision being made must be referred to in the decision notice.

Cabinet decisions and individual Cabinet member decisions must be published (within two working days of the decision) for five clear working days for the Call-In period, and can only be implemented at the end of that period provided there has been no Call-In (see Part 3 Section 9). In cases of urgency there are provisions to disapply Call-In (see Part 3 Section 17).

An individual Cabinet member decision must be signed-off by the relevant Cabinet member within 20 working days of the closing date for representations following its publication but, subject to the approval of the chairman of the relevant Scrutiny committee (or in their absence the Chairman or Vice-Chairman of the Council), an extension can be permitted.

No Cabinet member may exercise any decision making power until they have been given delegated power to do so by the Leader of the Cabinet or the Cabinet.