

DELEGATED EXECUTIVE CABINET DECISIONS

PROCEDURE NOTE

Background

Pursuant to the adoption of the Strong Leader Model, the Council's constitution authorizes the Executive Leader to exercise all Executive Functions of the Council.

This note will explain how this procedure will be followed.

Timing of Decisions

The Council will provide a list of decision dates. Where possible these dates will be on existing Executive Cabinet Meeting dates.

Decisions taken by the Executive Leader will be on these dates, other than in cases of urgency. (see provisions below).

Decision Making Agendas

Agendas for these decision-making dates will be prepared in the usual way and published on Modern.Gov.

Agendas will be supported by reports relating to the agenda items.

Agendas and reports will be published 5 working days prior to the decision-making date.

Member Representations

Members may make written representations in relation to each proposed decision.

Such decisions should be received by Democratic Services no later than 12 noon on the working day prior to the decision-making date.

Making the Decision

Following the consideration of the Member Representations the Executive Leader will make a decision to

1. Approve the recommendation(s); or
2. Refuse the recommendation(s); or
3. Approve an amended recommendation.

When making this decision the Executive Leader must consider the representations received from members and document this consideration.

The Decision Note

The Decision Note will include:-

1. The Decision
2. Reasons for the decision
3. The Executive Leaders response to Member Representations.

Publication of the Decision

The Decision Note will be published as quickly as possible and no later than 12 noon on the day after the decision-making date.

Operation of the Decision

Generally, the decision will only become operative on publication. However, the Executive Leader may decide that the decision will have immediate effect. Where this applies the Executive Leader will state this in the written decision.

Urgency Provision

In accordance with the Constitution, where in the opinion of the Executive Leader the Decision should be taken urgently, they may disapply this procedure, either wholly or in part, and make the Decision without notice to Members.