


SUBMITTING NOTICE OF AN EXECUTIVE DECISION

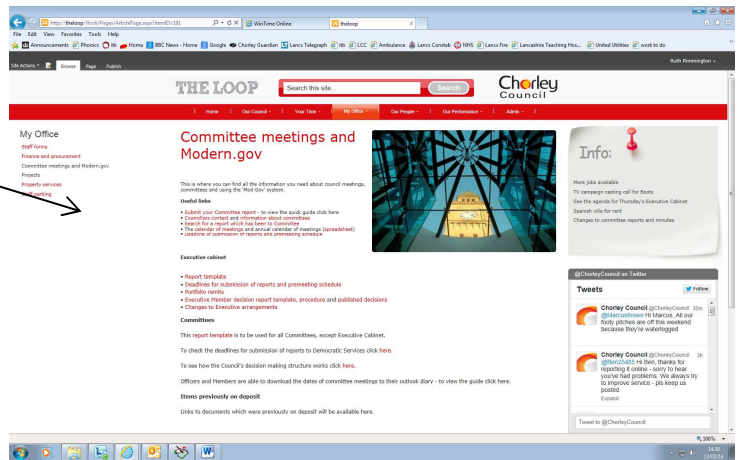
Discussion


28 days' notice needs to be given to take a key decision or a decision in private, *although there are Exception/Special Urgency provisions if it is not practical to give 28 days' notice*. The Notice of Executive Decisions will be updated as and when required.

Procedure

 Log on to theloop, click on My Office, Committee Meetings and mod.gov

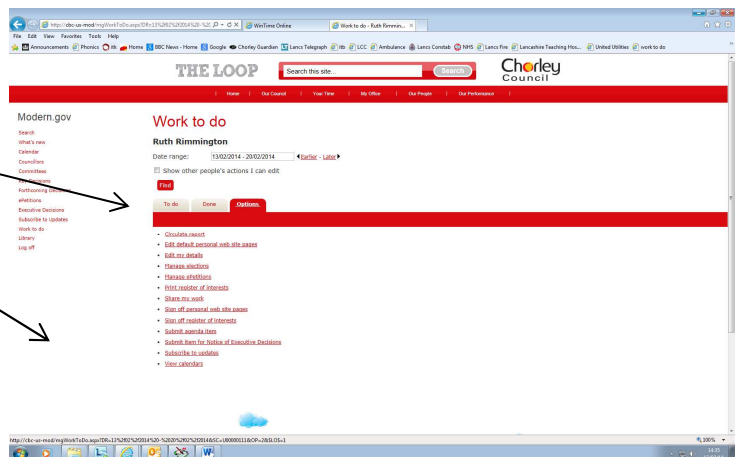
Click on *Submit your Committee report*




 Down the left hand side navigation click on *Work to do*

Click on the *Options* tab

Click on *Submit item for Notice of Executive Decisions*



 Select either *Item for Executive Cabinet* or *Item for Executive Member Decision* and click on *next*

ITEMS FOR EXECUTIVE CABINET

Enter the title

Leave the description blank

Drop the box and select the relevant Executive Member

Drop the box and select the relevant Director

If there are any background papers paste the url

Drop the box and select if the report is open or fully exempt

Tick if the decision is key and drop the box to select the reason why the decision is key

Drop the box to select the date of the Executive Cabinet meeting

Item for Executive Cabinet

Title: Chorley Council Performance Monitoring

Description:

Lead Member: Deputy Executive Leader, Executive Member (Resources, Proj X)

Lead Director: Chief Executive

Are there any background papers:

Background papers: The previous report can be found here <https://modern.gov/issue/chorley-council-performance-monitoring>

Open / exempt: Open

Explanation for exemption:

Exempt report? Urgency procedures? Explanation for urgency:

Key decision? Lead Officer: Select a user

Select date: Executive Cabinet Meeting date: 26/06/2014 18:30

 Click on *Next*

Click on *Finish*

THE LOOP Search this site. Search

Chorley Council


Modern.gov

Action dates

Chorley Council Performance Monitoring

Actions	Type	Due date
Make decision Executive Cabinet	On	26/06/2014 18:30

Recalculate Finish

 A message will display - Your Issue Item for Executive Cabinet has been successfully submitted

Discussion

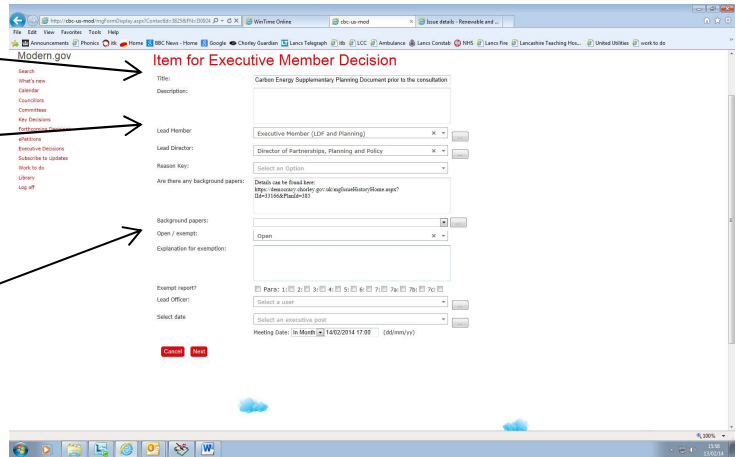
When you come to submit the report you will be able to search for your agenda item as you have created it by submitting this item.

ITEMS FOR EXECUTIVE MEMBER DECISION

Discussion

There is a separate note on the procedure for Executive Member Decisions which can be found on theloop, under My Office, Committee Meetings and mod.gov

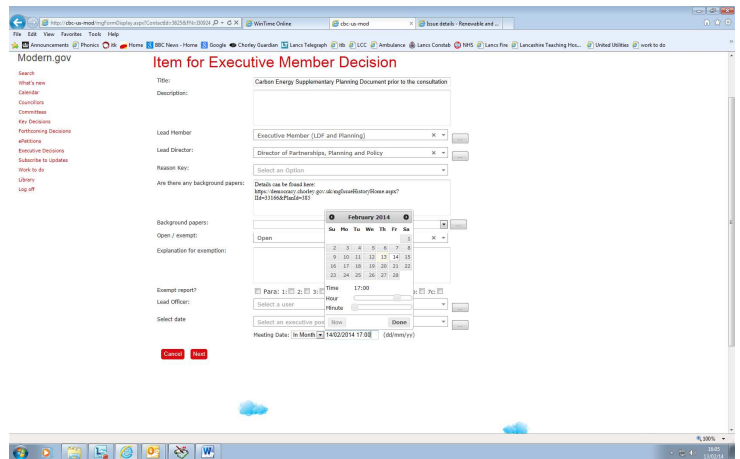
- Enter the title
- Leave the description blank
- Drop the box and select the relevant Executive Member
- Drop the box and select the relevant Director
- If there are any background papers paste the url
- Drop the box and select if the report is open or fully exempt
- Tick if the decision is key and drop the box to select the reason why the decision is key




Click in the date field and a calendar will pop up

Select the date you wish the decision to be taken and click on *Done*

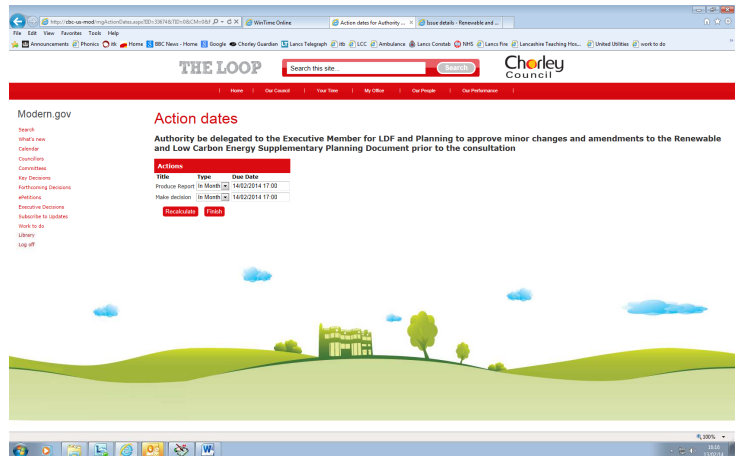
Then click on *Next*




 If the decision is key or confidential 28 working days' notice needs to be given. If this is not possible there is a general exemption procedure which Democratic Services can undertake on your behalf if you let them know

Make sure a date is in both boxes

Click on *Finish*



 Once the Executive Member Decision has been published please email it and forward the paper copy to Democratic Services