

Cabinet Member Decision Meeting Protocol

Prior to the decision date

Agenda and report to be published 5 clear working days prior to the decision specifying the time and place and the name of the Cabinet Member.

Agenda to include declarations of interest

Cabinet Member decisions will be included on the Cabinet Work Plan for completeness where time allows.

Any Member who wishes to comment on an item is requested to send those comments (preferably by e-mail) to the Reporting Officer, copied to Democratic Services, by 1 working day before the meeting takes place

Decision Making Proceedings

1. Cabinet Member introduction

Welcome to the public and introducing participants

Confirmation of comments received by the officer or by Democratic Services (if any have been received)

2. Officer overview of the report

Officer to provide a short verbal summary of the report with key details relating to the decision

Providing any updates that need to be considered by the Cabinet Member when taking the decision.

3. Public Questions

The Cabinet Member may invite public contributions or representations verbally at the meeting from members of the public present. Questions must relate directly to the decision. If a question is asked which in the view of the Cabinet Member is not relevant to the decision the member of the public will be advised where to direct their question.

4. Cabinet Member Questions

Cabinet Member to ask for any clarifications regarding the report and the decision which is required, including any alternative options which might be considered.

5. Decision

The Cabinet Member will verbally confirm the decision stating whether they accept the recommendations of the officer, whether they decide to take a different decision contrary to the officer's recommendation, or whether to refer the decision to a meeting of Cabinet.

The Cabinet Member then must inform the Democratic Services officer present of the reason for the decision which will be formally recorded on the decision notice.

Meeting is then closed and webcasting is shut off

After the meeting

A draft decision notice is sent by Democratic Services to the Overview and Scrutiny Committee to allow 5 clear working days for 'call-in' of the decision.

If the decision is not called-in to the next Overview and Scrutiny Committee, the decision is then implemented on the next working day.

If the decision is called-in it will be referred to the next meeting of the relevant Overview and Scrutiny Committee.