

Delegated Executive Decisions Process in various Authorities

Name of Authority	Their Constitution Information and/or Information on their Website	Comments by the Local Authority Officer
<p>Westminster City Council</p> <p>Ron Cork: 0207 641 3132 (Cabinet Meeting Contact)</p>	<p>How Decisions are made – Council Functions Whilst most decisions are taken by the executive (ie by the Cabinet or individual Cabinet Members) a number of important decisions are also taken by the full Council or by Committees or Sub Committees of the Council eg planning and licensing applications.</p> <p>How are decisions to be taken by the executive? (a) Executive decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 of the Constitution. (b) Where executive decisions are delegated to a committee of the Cabinet, the rules applying to executive decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.</p> <p>Individual Cabinet member Decisions</p> <ul style="list-style-type: none"> • Upon consideration of a report from the relevant Chief Officer(s) individual Members of the Cabinet may take decisions in respect of the executive functions set out in their terms of reference, subject to:- <ul style="list-style-type: none"> (i) the budget and policy framework approved by the full Council; (ii) the exclusion of any matter which falls within the terms of reference of the Cabinet; (iii) the exclusion of matters falling within the delegated power of officers unless referred to the Cabinet member by the relevant Chief Officer or "called in" by the Cabinet member (see 3.2 below); and • If the relevant Chief Officer is unwilling to refer a matter (or class of matters) falling within his/her delegated powers to the Cabinet Member for 	<p>Majority of decisions are taken by the delegated cabinet member (outlined in their terms of reference), and only the very big decisions actually go to full Cabinet.</p> <p>The Process is:</p> <ol style="list-style-type: none"> 1. A report of recommendations is submitted to the delegated cabinet member and published 5 clear working days before the actual decision is taken (<i>gives the public an opportunity to raise any issues they may have</i>) 2. After the 5 days notice the delegated member would sign and take the decision subject to call in. <p>NOTE: Their forward plan only shows Key Decisions.</p>

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	<p>decision, then the Cabinet member may call the matter (or class of matters) in for his/her own decision by giving written notice to the relevant Chief Officer. A copy of the written notice shall at the same time be given to the Council's Monitoring Officer. Where a matter or class of matters has been "called in" in accordance with this provision, the power or powers in question shall, until the notice is withdrawn, be exercisable by the Cabinet member and not the Chief Officer unless the notice is countermanded by the Leader, or the Monitoring Officer advises that the power or powers in question are not appropriate to be discharged by the Cabinet member for legal or technical reasons.</p> <ul style="list-style-type: none"> • Prior to making a decision on a report, the Cabinet member shall consult with the Deputy Leader or Chief Whip of the Majority Group (unless both are unavailable and if both are unavailable, with any other available Cabinet Member) provided that:- <ul style="list-style-type: none"> (i) This requirement to consult may, at the Cabinet Member's discretion, be dispensed with if, in the Cabinet Member's view, the matter is not sufficiently important to merit consultation (unless the Leader has indicated that the matter in question should be the subject of consultation). (ii) The Leader of the Council may from time to time vary or discontinue the consultation arrangements set out above by notice in writing to the Monitoring Officer. • For avoidance of doubt the requirements of paragraph 3.1 above apply to the Leader only in the context of the discharge of executive functions pursuant to paragraphs (4) and (5) of his terms of reference and the requirement 	
Barnet London Borough Council	Constitution on the Web similar to Above	1. All key decisions are taken via full Cabinet Meeting 2. Non Key decisions are taken either:

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<p>Nick Musgrove: 0208 3592024 (Cabinet Meeting Contact)</p>		<p>a. Cabinet Sub Committees b. Individually – Individual member decisions are taken and then published subject to call-in.</p> <p>NOTE: Their forward plan do not necessarily show key decisions only, to be on the safe side they do sometimes show decisions that maybe non-key.</p>
<p>Hammersmith and Fulham Borough Council</p> <p>Tel: 02087532139</p>	<p>How the council is governed In 1998, Hammersmith and Fulham became the first council to introduce a cabinet-style system for political decision-making. The council is still governed on this cabinet-style system.</p> <p>The council's five scrutiny panels scrutinise decisions made by the Leader's Committee and Cabinet members. They will ask for further information on proposed decisions, hear further reports and consider upcoming decisions that appear on the council's forward plan.</p> <p>Details of executive key decisions</p> <p>On this page, we publish a forward plan of key decisions that the council plans to make in the coming months.</p> <p>The purpose of the forward plan is to give plenty of notice of those decisions and an opportunity for consultation on issues to be discussed.</p> <p>Key decisions are decisions that have a significant effect on the community or involve significant budgets using the following criteria:</p> <ul style="list-style-type: none"> • anything affecting communities living or working in an area comprising two or more wards • any expenditure or savings which are significant, regarding the 	<p>Key decisions are anything above £300k.</p> <p>They do not have a cabinet meeting. Cabinet meets in private, makes recommendations on key and major non-key decisions. These are then taken to the Leaders Committee 28 days prior to the meeting to allow for it to be scrutinised. The Leaders Committee would also take public deputations.</p> <p>Key decisions are put on forward plan four months prior to the decision deadline.</p>

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	<p>Council's budget for the service function to which the decision relates in excess of £300,000</p> <ul style="list-style-type: none"> • anything significantly affecting communities within one ward • anything affecting the budgetary and policy framework set by the Council <p>The plan covers the date the decision will be made, a summary of the proposal, who will make the decision, background documents and who to contact for further information.</p> <p>Executive key decisions will be taken by the Leader's Committee The Leader's Committee makes key policy decisions after consulting with the council's stakeholders and partners. Key decisions are publicised up to four months in advance in the Forward Plan. Decisions that are not key decisions, or part of the policy framework, are made by individual executive councillors or officers. Reports of non-key decisions made by individual cabinet members are made to each meeting of the Leader's Committee.</p>	
<p>Croydon Borough Council</p> <p>0208 726 6000 ex 62326</p>		<p>All their key and non key decisions are published in the Forward plan and made at the relevant committee i.e. Cabinet or appropriate Committee.</p>
<p>Cambridge City Council (Council of Excellence)</p> <p>Spoke to Liz Witcher 01223 457015 Community Development and Leisure (Cabinet Portfolio)</p>	<p>The Executive</p> <p>The Executive comprises the Leader of the Council and six Executive Councillors. The Executive Councillors make decisions relating to the major service areas.</p> <ul style="list-style-type: none"> • Leader of the Council • City Centre Development • Planning and Transport • Environmental Services 	<p>They do not have Cabinet Meetings. What they have are Individual portfolio holder meetings,</p> <p>All there key and non-key recommendations have an opportunity to be scrutinised. Decisions are then made via scrutiny.</p>

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	<ul style="list-style-type: none"> • Customer Services and Resources • Community Development and Leisure • Housing and Health <p>These councillors can make decisions individually, usually at a meeting of a Scrutiny Committee relevant to their Executive area. They also meet once a year to determine the Council's budget.</p> <p>As required by the Local Government Act 2000, the City Council's Executive publishes a Forward Plan of key decisions. It contains details of the matters on which those decisions are to be made and is updated monthly. Each plan covers a four month period.</p> <p>Representations about the decisions on the Forward Plan may be made to the officer shown in the Plan. Executive Councillors' contact details are available on this website.</p> <p>Scrutiny Committee reports are available for inspection at least five working days before the date of the relevant Scrutiny Committee meeting shown in the Forward Plan.</p> <p>The reports are available on the Council's website and can also be inspected during office hours at the Guildhall, Main Reception.</p> <p>The report to the Scrutiny Committee is the relevant background document submitted to the decision maker unless indicated otherwise in the Forward</p>	

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	<p>Plan</p> <p>Key decisions are taken following pre-scrutiny by the relevant Scrutiny Committee, the date of the Committee is given in the Forward Plan.</p> <p>The Forward Plan can also be inspected free of charge during office hours at the Guildhall, Main Reception. It can also be downloaded in the right hand column of this page.</p>	
<p>Chester City Council (Council of Excellence)</p> <p>01244 402 447</p>	<p>Decision-making</p> <p>The Council appoints a Cabinet, which is responsible for most day-to-day decisions. The Cabinet is made up of the Leader and nine other members. The Cabinet's Forward Plan, published each month details major issues for decision or discussion. These meetings are open to the public except when the matters are personal or confidential. The Cabinet must make decisions in line with the Council's overall policies and budget. Matters outside the budget or policy framework must be referred to the full Council to decide.</p>	<p>Only key decisions are published on to the forward plan.</p> <p>All their key and non key decisions are taken by the Cabinet.</p>
<p>Borough Council of Wellingborough (Council of Excellence)</p> <p>David Seabrook 01933 229777</p>		<p>They do not have Cabinet meetings or even Cabinet Members. They have Committee members where all the decision recommendations are put forward and agreed. Some decisions would be taken at Council. Council is informed about all decision. Decisions are made subject to Call-in but that rarely happens.</p>