

RULES FOR THE MAKING OF DECISIONS BY EXECUTIVE MEMBERS

1.	Subject to the following rules, an Executive Member may make a decision in respect of any matter falling within their portfolio, except a Key Decision.								
2.	The powers of an Executive Member shall be exercised by them personally save where they are unable to act owing to absence or illness, when they may be exercised on their behalf by another Executive Member who has been nominated for the purpose by the Leader and the Chief Executive has been given written notice of such nomination.								
3.	If a matter which the Executive Member would normally deal with under this delegated authority is in their opinion likely to give rise to unusual difficulty or controversy, they shall refer it for determination by the Cabinet.								
4.	A decision made by an Executive Member shall not have effect unless: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: top;">(a)</td> <td>there has been a written report circulated to all Members prior to the meeting of an Advisory Board or an Area Planning Committee from the appropriate Chief Officer(s) stating that the decision is in conformity with the Council's budget and policy framework and that any reports are not substantially altered by supplementary reports circulated at the meeting;</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">(b)</td> <td>the report has been considered by an Advisory Board or an Area Planning Committee, which has recommended that the decision be made;</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">(c)</td> <td>the decision has been recorded in writing in the manner specified by the Monitoring Officer; and</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">(d)</td> <td>the decision has been counter-signed by the Leader of the Council and the Chief Executive (save for a decision made by the Leader of the Council, which shall be counter-signed only by the Chief Executive).</td> </tr> </table>	(a)	there has been a written report circulated to all Members prior to the meeting of an Advisory Board or an Area Planning Committee from the appropriate Chief Officer(s) stating that the decision is in conformity with the Council's budget and policy framework and that any reports are not substantially altered by supplementary reports circulated at the meeting;	(b)	the report has been considered by an Advisory Board or an Area Planning Committee, which has recommended that the decision be made;	(c)	the decision has been recorded in writing in the manner specified by the Monitoring Officer; and	(d)	the decision has been counter-signed by the Leader of the Council and the Chief Executive (save for a decision made by the Leader of the Council, which shall be counter-signed only by the Chief Executive).
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5.	A decision by an Executive Member shall be published in accordance with Rule 15 of the Overview and Scrutiny Procedure Rules and may be called-in in accordance with those Rules. A decision which has been called-in and considered by the Overview and Scrutiny Committee shall, if the Committee is still concerned about it, be referred to the Cabinet for consideration, and the Cabinet shall consider the Overview and Scrutiny Committee's report before making a final decision.								