

3) EXECUTIVE DECISION MAKING

- a) The Executive makes all executive decisions that are not otherwise delegated to the Executive Committee, an individual Executive member or an officer of the Council.
- b) Any executive functions or matters may, notwithstanding any delegation, be referred by the Leader, Executive member or Director to Executive for consideration, determination and decision. Examples of matters that should normally be referred to Executive rather than taken as a delegated decision are those that fall into one or more of the following categories:
 - i) The matter under consideration is a high profile matter;
 - ii) The decision has a significant budgetary impact;
 - iii) There is a need, or it is considered prudent, to engage the public and/ or raise public awareness; and/or
 - iv) The function/ matter provides important performance management information.
- c) Decisions of the Executive will be taken at a meeting convened in accordance with the Council's Access to Information Procedure Rules which set out the requirements covering public meetings.
- d) The standing orders as to the business of Executive are set out in the Executive Procedure Rules.
- e) An Executive decision shall be taken by Executive only on consideration of a full report by the relevant officer(s), published in accordance with the Council's Access to Information Procedure Rules, which shall contain as a minimum:
 - i) a recommended decision;
 - ii) a presentation of reasons for the recommendation being put forward;
 - iii) details of any other options considered and why those options were rejected;
 - iv) details of any consultation undertaken or proposed, including (in respect of consultation undertaken) the nature and extent of the consultation with stakeholders and the Overview and Scrutiny Committees and the outcome of that consultation;
 - v) a consideration of the financial and legal issues, pertaining to the matter, and such other matters as the Statutory Chief Officers may require, including risk, staffing or equalities implications; and
 - vi) a list compiled of any background papers to the report, meaning those documents other than published works that, in the opinion of the proper officer, relate to the subject matter of the report or, as the case may be, part of the report, and:
 - (1) disclose any facts or matters on which the report or an important part of the report is based; and

(2) were relied on to a material extent in preparing the report, together with any additional comments the Executive member with portfolio wished to add to the report.

- f) The minutes of the meeting must, as a minimum, contain:
 - i) A record of the decision;
 - ii) The date the decision was taken;
 - iii) A record of the reasons for the decision;
 - iv) Details of any alternative options considered and rejected by the Executive at the meeting at which the decision was made;
 - v) A record of any declaration of interest and, in respect of decision making by elected members, a note of any dispensation granted; and
 - vi) Where appropriate, a statement of urgency and that the decision is exempted from call-in.

- g) The decisions taken by Executive are subject to the Council's procedures for delayed implementation and call in.