

## **Guide to the new executive decision making arrangements**

1. The Forward plan will be published weekly as standard
2. All new decisions will be highlighted as such. Each decision will include an anticipated decision date.
3. Officers should be aiming to populate the plan at least 12 weeks in advance of the decision. It should be exceptional for a matter to be added less than 5 week before the decision is due.
4. Within 7 days of an item being added to the Plan it may be called in by 3 Members
5. Democratic Services will then facilitate the decision being referred to scrutiny and will do so in liaison with the Chair and Vice Chair of the relevant Policy and Scrutiny Committee, the Executive Member or Leader and the Officers concerned. Any issues of urgency will be considered at this stage.
6. If it is a decision to be made by the full Executive the report will normally go to the CSMC (Calling In) meeting preceding the proposed Executive. The outcome of the Committee's deliberations will be reported to the Executive.
7. CSMC will allow some Members of the relevant Committee to participate in their debate but not vote. CSMC will determine the details for these arrangements.
8. If it is a proposed Executive Member decision then the report will normally go to the relevant Policy and Scrutiny Committee within whose remit the decision lies. Democratic Services will liaise with the Chair and Vice Chair to determine whether this is to a scheduled or a specially convened meeting. A fall back is that instead the matter is referred to the CSMC (Calling In) meeting. This could be either because it is impractical to organise an additional Scrutiny Committee meeting in the timescale available or because the Chair and Vice Chair do not agree.
9. The Executive Member will attend these meetings and be invited to indicate his or her decision at the conclusion of the debate. This will then be recorded and published as an Executive Member decision.

10. In an urgent situation where the delay in following the standard procedures is considered to be critical but a meeting cannot be arranged with proper statutory notice then a Sub Committee established by CSMC will consider the call in.
11. If there is insufficient time to call a meeting of the Sub Committee the Chair of CSMC must agree to the decision being taken.