

Decision Making

This section sets out how the Council will take decisions and gives links to particular rules applying to decision making by the Council Meeting, the Cabinet, and Committees of the Council.

1.1 Principles of Decision Making

When the Council takes a decision, it will:

- (a) make sure the action is proportionate to what the Council wants to happen;
- (b) consult properly and take professional advice from officers;
- (c) consider equality, diversity and respect for human rights;
- (d) make the decision public unless there are good reasons for them not to be;
- (e) be clear about what the Council wants to happen and how it will be achieved;
and
- (f) explain what options were considered and give the reasons for the decision.

1.2 Responsibility for Decision Making

The Council will prepare and keep up to date a Functions Scheme. The Functions Scheme will show what sorts of decisions can be made and who by. The Functions Scheme will be within the Constitution.

1.3 Types of Decision

(a) Decisions reserved to Council

Decisions reserved to the Council in the Functions Scheme (by law or choice) will be made at Council Meetings and not delegated.

(b) Key Decisions

A decision maker may only make a Key Decision in accordance with the Cabinet Rules.

1.4 Decision Making by the Council Meeting

Except in specified circumstances and on the advice of the Monitoring Officer, Council meetings will follow the Council Procedure Rules when considering any matter.

1.5 Decision Making by the Cabinet

Except in specified circumstances and on the advice of the Monitoring Officer, Cabinet meetings will follow the Cabinet Rules when considering any matter.

1.6 Decision Making by Scrutiny Committees

Scrutiny Committee meetings will follow the Scrutiny Rules when considering any matter.

1.7 Decision Making by other Committees or Groups established by the Council.

Except in specified circumstances and on the advice of the Monitoring Officer, other Council Committees or groups will follow those parts of the Council Procedure Rules as apply to them when they meet.

1.8 Decision Making by Council Bodies acting as tribunals.

If any decision maker acts as a tribunal or in judgement of an issue in a way that might affect any person, they must follow the rules of natural justice as required by Article 6 of the European Convention on Human Rights.