EXECUTIVE DECISIONS (KEY, NON-KEY AND URGENT)

YES

1) Is the decision likely to result in new expenditure, income or savings of more than £200,000 in relation to the council's revenue or capital budget, this being deemed significant having regard to the council's overall budget, **OR**
2) Is the decision likely to be significant in terms of its effects on communities living or working in an area consisting of two or more wards?

NO

It is a **KEY DECISION**

It should be taken at a meeting of the Executive

Consider whether the report first needs to go to Overview & Scrutiny/Audit & Governance for prior examination and get it added to the work programme

It is a **NON-KEY DECISION**

It should be taken by an individual Executive member or an officer but only if they have **delegated authority**. This delegation can come from the Constitution or be expressly given (by the Executive or Council)

Is it practical to comply with the requirement to publish this Key Decision in the Forward Plan with 28 days' notice?

NO

YES

If not practical to give 28 days' notice, is there time to give notice of at least **five clear days?**

NO

NO

A decision notice and report should be written (the templates can be found here) Once complete, this should be sent to democratic.services@eastherts.gov.uk for it to be processed.
For a **NON-KEY DECISION,** consultation of at least 7 days (5 days minimum) should take place, and the decision will only come into effect after the 5 day call-in period (unless it is called in by four members)
Is this timescale practical?

The Key Decision must be published in the Forward Plan at least 28 days before it is taken/made.

YES

It is urgent. A decision is needed within 5 days.

Permission must be sought from the Chairman of Overview and Scrutiny to proceed with the decision under the **General Exception rule.**
Has permission been granted?

Decision is taken by the Executive or an individual Executive Member/Officer

YES

Permission must be sought from the Chairman of Overview and Scrutiny to proceed with the decision under the **Special Urgency rule.**

Has permission been granted?

YES

The Notice of Intention to take the decision is published with at least 5 days' consultation.

The Key Decision is published. This starts the five day call in period.

A General Exception Notice must be published at least five clear days before the decision is taken.

Decision is then taken and the five day call in period begins

A Special Urgency Notice must be published. The decision takes effect immediately as it is not subject to call-in.

A report must be taken to the next Council meeting.

The Non-Key decision is published. This starts the five day call in period.

Has the decision been called-in by four members?

NO

The decision takes effect at the end of the call-in period

YES

YES

If a decision is called-in, it will be considered at the next meeting of the Overview & Scrutiny Committee or an extraordinary meeting can be called by the Chairman

Has the decision been called-in by four members?

NO

The decision takes effect at the end of the call-in period