

## 4.22 Making non-key decisions

- 4.22.1 Non-key decisions may be taken by the Executive, by an individual Executive Member, ~~a committee of the Executive~~ ~~or by an officer~~. In all cases, the decision-making body or person will be determined in accordance with powers delegated generally or specifically for that purpose.
- 4.22.2 No non-key decision shall be acted upon until either the deadline for submission of a requisition (often termed 'call in') has passed without one being submitted or any requisition submitted has been disposed of, unless the urgency provisions under paragraphs 4.25.2 (b), 4.25.2 (c) and 4.25.3 below apply.
- 4.22.3 Where an Executive Member ~~or an officer~~ receives a report which they intend to take into account when making a non-key decision, they must not make that decision until the report has been available for inspection by members and the public for at least five clear days. This mirrors the notice period applicable to reports relating to key decisions.
- 4.22.4 The Executive Member ~~or officer~~ must ensure that the Proper Officer makes the report referred to in 4.22.3 above (and a list and copies of Background Papers) available for inspection by members and the public as soon as reasonably practicable after the Executive Member ~~or officer~~ receives it.
- 4.22.5 Before making a decision, the decision-maker shall give full consideration to all reports made available relating to the decision, any comments on the proposed decision made by Members and, where necessary, consideration shall be given to the need for further consultation or information.