

Work Flow For: -

Urgent Delegated decisions which should have been taken by Committee and were part of the forward plan.

Over-arching note : - PC and CPR are the only Committees that will be making decisions during these emergency times. Therefore matters for these committees will be considered concurrently This only currently effects CPR on 23 April and PC 5 May but may need to be used going forward

1. Demo Services will draw up the agenda for each meeting based on the forward plan. -
2. Demo will send the agendas to the Chief Executive for him to identify which of the reports do need a decision and which will be delayed. Demo will consult the report authors prior and the Lead Officer will have the final decision
3. Demo will call for reports in the usual manner and in the usual deadlines (currently)- (joint meeting dates being identified – 1st one is 23 April and will cover CPR for April 23 and PC Cttee for 5 May) . Demo will also notify those Officer who reports have been delayed
4. **There will be no briefings** in respect of these matters – the date identified for the joint meeting , will be the briefing, consultation and decision meeting.
5. Final reports will be published 5 days in advance of the decision meeting, and will be published to the concurrent meeting page. **All Members will receive notification** . Demo will have drawn up a concurrent meeting agenda of the agreed items and this will be published at the same time. – **Officers need to be aware that their reports will need to be the finished article at this point**
6. The reports will be considered by a “Teams Meeting”. Report authors will video in as required. The Chair of PC, CPR and the opposition Leader will be attendance (remotely) as they are constitutionally required to be consulted. on decisions made under this emergency delegation. A Member of Demo Services will also be “present”
7. The **day after the meeting** Demo Services will write up the decision notices (there will be no minutes). The decision notice, will simply state the decision made and be signed off by Head of Paid Service, and the consultees. (no extra detail required, as there will be a fully published report in support of the decision – debate will only be added if considered vital to the decision)
8. The Democratic Services Team, will automatically add signatures (as all those needing to be consulted will have been present at the remote meeting) Once the decision notice is all signed, The Democratic Services team will send the decision notice to the effected teams and finance to advise it is now “APPROVED”

9. The Democratic Services Team will complete the “notified to all members section” and publish the decision notice to the concurrent meeting page on the mod gov site. **Members will receive automatic notification and the decisions will be directly linked to the published reports**
10. The Democratic Services Team will also include a copy of the decisions made in the twice weekly update that is been sent to Members via Mod.Gov on a Wednesday and Friday

THINGS TO REMEMBER

- The decision notice must be published to all Members within 5 days of the decision having been made.
- Any decision taken under this procedure can not be implemented until the signed decision notice is received but can be implemented before the 5 day Member notification period. – **Call-in does not apply.**

At least 3 weeks before the meeting Demo Services Will:-

draw up the draft agenda for each policy meeting based on FP
Send to Chief Executive for decision on confirmed agenda items having consulted with report authors – so there will be an indication to assist.



On receipt of a response from CE – Demo Services Will: -

Confirm to report authors the final agenda items
draw up the final agenda for the concurrent meeting
call for reports in the usual manner – the deadline will be 6 clear days before the meeting and reports will need all usual sign offs wherever possible – as these will be **FINAL VERSIONS** (with reports being published 5 clear days



5 Clear Days before the meeting – Demo Services Will

The agenda and reports will be published to the concurrent meeting page
All Members will receive notification .



Day of the Meeting

The meeting will be held via Teams and demo will have set this up.
The following will be in attendance, The Chair of PC, CPR and the opposition Leader. A Member of Demo Services and the Chief Exec. Report authors will video in as required.
Decisions will made at this meeting



Day After the Meeting Demo Services Will: -

Write up a Decision Notice for each decision
The Democratic Services Team, will automatically add all required signatures (as all those needing to be consulted will have been present at the remote meeting
notify any teams effected by the decision notice by e-mail
complete the notified to all members section
publish the decision notice on the concurrent meeting page of mod gov (auto notification to Members)
include the decision notice in the next Chief Executive announcements to Members (Wed and Friday)