
**EXCERPT FROM THE MINUTES OF
EXECUTIVE
HELD ON 27 MAY 2002**

EX.146/02 INFORMATION ON DECISIONS NOTICES (Non-Key Decision)

Portfolio Policy and Performance Management

Subject Matter

To consider a reference from the Overview and Scrutiny Management Committee of 11 April 2002 (Minute OSM.33/02) requesting the Executive to ensure that, when individual Portfolio Holders are making decisions, the reasons for and an explanation of the decision are given and any background papers which have been the basis of the decision are included in the Decision Notice.

The City Solicitor and Secretary submitted report TC.85/02 which was to be submitted to the Overview and Scrutiny Management Committee indicating that action had been taken through CMT to ensure that sufficient information is supplied for decision notices to be prepared. He had similarly written to Members of the Executive drawing attention to the requirement to give specific reasons why any particular decision was reached so that decision notices can be completed with as much information as possible.

Summary of options rejected

None

DECISION

That the action being taken to address the concerns of the Overview and Scrutiny Management Committee and which are to be reported to that Committee be noted.

Reasons for Decision

To consider a response to the Overview and Scrutiny Management Committee's Minute reference.

**EXCERPT FROM THE MINUTES OF THE
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
HELD ON 11 APRIL 2002**

OSM.33/02 MINUTES OF PREVIOUS MEETING

The minutes of the Overview and Scrutiny Management Committee held on 14 March 2002 were submitted.

Referring to minute OSM.26/02, the Head of Corporate Policy and Strategy advised that consultation on possible subject reviews was being undertaken with Members, staff and the Citizens Panel. He encouraged Members to respond to this consultation by proposing subject reviews and added that there had been a number of responses from staff.

Referring to minute OSM.25/02, a Member commented that he was still unhappy with the way things were communicated between the Executive and the Overview and Scrutiny Committee. In particular, he referred to individual portfolio holder decision notices where there was a lack of reference to background papers which had been considered in reaching the decisions. This made it difficult to have an adequate understanding of the decisions and to make any decision on call-ins. The Town Clerk and Chief Executive responded that in relation to decisions made by the Executive as a whole, the reports which had been considered were recorded in decision notices and any background papers. He acknowledged that this information is not always available in relation to individual portfolio holder decisions and he undertook to raise the matter at Corporate Management Team.

RESOLVED - (1) That the minutes of the meeting of the Management Committee held on 14 March 2002 be noted.

(2) That the Executive be asked to ensure that when individual portfolio holders are making decisions, the reasons for and an explanation of the decision are given and any background papers which have been the basis of the decision are included in the decision notice.

(3) That the Town Clerk and Chief Executive raise the issue in relation to individual portfolio holders' decisions at the next Corporate Management Team.



OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Committee Report

Public

Date of Meeting: 30 MAY 2002

Title: BACKGROUND PAPERS IN RESPECT OF EXECUTIVE
DECISIONS

Report of: CITY SOLICITOR AND SECRETARY

Report reference: TC.85/02

Summary:

1. At the meeting of the Overview and Scrutiny Management Committee on 11 April last the point was raised that in some Executive Decision Notices, particularly in respect of those decisions which may have been made by individual Portfolio Holders, there was a lack of reference to the relevant background papers which had been considered in reaching the decisions. In response, the Town Clerk and Chief Executive indicated that he would raise the matter at CMT.

Contact Officer: John Egan

Ext: 7004

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

2. The matter has now been raised at CMT and Chief Officers have been requested to ensure that in any reports which they prepare for the Executive all relevant information and background papers taken into account in preparing the report and recommendations are referred to. In addition, they have been requested to ensure that on those relatively few occasions where individual Members of the Executive may make decisions then the Committee Section are notified of the relevant information and background papers which have been taken into account in reaching the decision so that they too can be set out in the Decision Notice itself. There is provision in the standard form of Decision Notice to insert details relating to reports and background papers and also to indicate the reasons why a particular decision was made and Chief Officers have been requested to liaise with the Portfolio Holder to make sure that sufficient information is provided to enable the Decision Notice to be fully completed.
3. Similarly, I have written to Members of the Executive making them aware of the point which was raised and asking that they too be kind enough to identify any information and background papers (in addition to those provided by the Chief Officer) upon which they may have relied when making individual decisions and the reasons why any particular decision was reached so that the Decision Notice can be completed with as much information as possible.

Recommendation:

1. It is recommended that the above position be noted.

JOHN EGAN
CITY SOLICITOR AND SECRETARY