1) Executive decisions
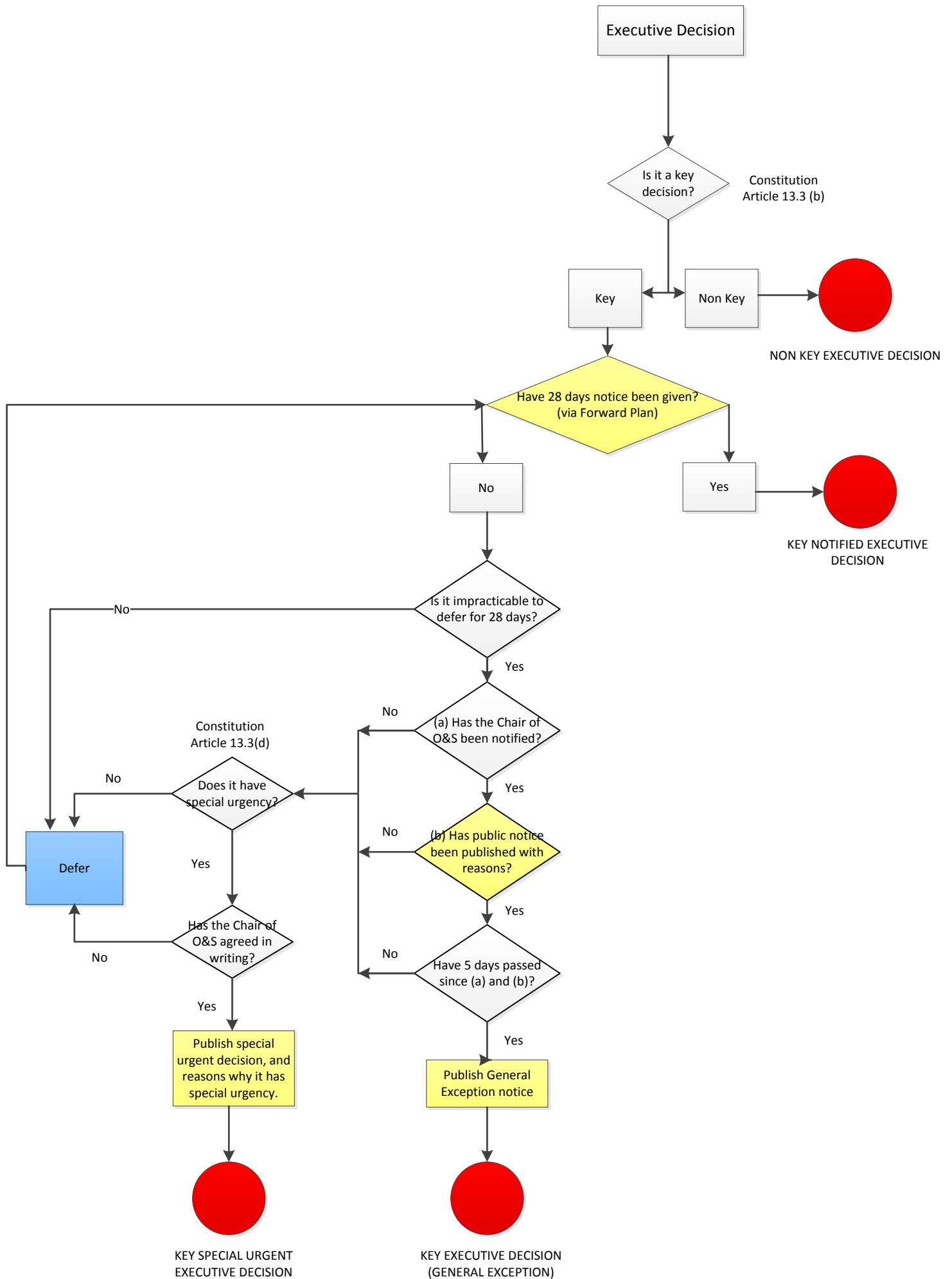
Executive Decision

Is it a key decision? — Constitution Article 13.3 (b)

Key / Non Key

NON KEY EXECUTIVE DECISION

Have 28 days notice been given? (via Forward Plan)

No / Yes

KEY NOTIFIED EXECUTIVE DECISION

Is it impracticable to defer for 28 days?

No → Defer

Yes

(a) Has the Chair of O&S been notified?

No / Yes

Constitution Article 13.3(d)

Does it have special urgency?

No → Defer

Yes

(b) Has public notice been published with reasons?

No / Yes

Has the Chair of O&S agreed in writing?

No → Defer

Yes

Have 5 days passed since (a) and (b)?

No / Yes

Publish special urgent decision, and reasons why it has special urgency.

Publish General Exception notice

KEY SPECIAL URGENT EXECUTIVE DECISION

KEY EXECUTIVE DECISION (GENERAL EXCEPTION)

2) Exempt executive decisions

Who is the decision maker?

Cabinet

Cabinet member

Officer → Decision to be published → **No** → Record in office records

Is it exempt?

Is it exempt? → **Yes** ↓

Decision to be published → **Yes** → Is it exempt?

Is it exempt? (Cabinet)
- **Yes** → Have 28 days notice been given? (via the Forward Plan)
- **No** → ↓

Is it exempt? (Cabinet member)
- **Yes** → Officer prepares exempt decision notice and report
- **No** → Officer prepares decision notice and report

Is it exempt? (Officer)
- **Yes** → Officer prepares exempt decision notice and report
- **No** → Officer prepares decision notice and report → Publish decision

Have 28 days notice been given? (via the Forward Plan)
- **No** → Can it be deferred for 28 days?
- **Yes** → Has 5 days notice been given?

Can it be deferred for 28 days?
- **Yes** → **DEFER**
- ↓ Has the chair of O&S agreed in writing?
  - **No** → **DEFER**
  - **Yes** → Publish exempt notice with reasons why less than 28 days notice

Publish exempt notice with reasons why less than 28 days notice → Has 5 days notice been given?

Has 5 days notice been given?
- **No** → **DEFER**
- **Yes** → Agenda published

Agenda published → Meeting → Produce decision in minutes (exempt minutes) → Is implementation urgent?

Officer prepares exempt decision notice and report → Is implementation urgent?
Officer prepares decision notice and report → Is implementation urgent?

Is implementation urgent?   Constitution Article 13.3(d)
- **No** → Publish subject to call in
- **Yes** → Obtain consent of Chair of O&S → Publish for immediate implementation, and record why it is not subject to call in

DEFER