

COLCHESTER BOROUGH COUNCIL

RECORD OF DECISIONS TAKEN UNDER DELEGATED POWERS

Explanatory Note

The Leader of the Council has established Delegation Schemes by which certain decisions may be made by the relevant cabinet member or specific officers.

Cabinet member decisions are subject to review under the Call-in Procedure.

From the date the notice of the decision made is published there are five working days during which any five Councillors may sign a request for the decision to be reviewed (called in) and deliver it to the Proper Officer.

If, at the end of the period, no request has been made, the decision may be implemented. If a valid call- in request has been made, the matter will be referred to the Scrutiny Panel

Part A – To be completed by the appropriate Cabinet Member/Officer

Title of Report

Insert title here

Delegated Power

Specify the particular delegated power being exercised by reference to the Delegation Scheme

Decision Taken

Specify the precise details of the decision taken

Key Decision

State whether the decision is a Key Decision

If YES, a period of two weeks must elapse for implementation (see Implementation by Portfolio Holder box overleaf)

Forward Plan

For Key Decisions state whether details have been included in the Forward Plan

For decisions which are deemed to be Key Decisions:

- details of the matter must be included in the Forward Plan and 28 days must elapse between publication of the Forward Plan and the decision being made;
- any related report (excluding confidential ones) must have been made available to the public two weeks before implementation.

Reasons for the Decision

Specify all the reasons for taking the decision

Alternative Options

Specify any other options considered and rejected

Conflict of Interest

Specify any conflict of interest declared by any Cabinet member who is consulted by the Portfolio Holder taking the decision

Dispensation by Head of Paid Service

Specify any dispensation granted by the Head of Paid Service in relation to any conflict of interest declared by any Cabinet member who is consulted by the Portfolio Holder taking the decision

Dispensation by Monitoring Officer

Specify any dispensation granted by the Monitoring Officer in relation to any conflict of interest in relation to the Members' Code of Conduct declared by the Portfolio Holder taking the decision.

Approved by Portfolio Holder for

Signature

Date

(NB For Key Decisions the report must be made available to the public for five clear days prior to the period for call-in commencing)

Part B – To be completed by the Proper Officer (Democratic Services)

Portfolio Holder Decision Reference Number

Specify Number.

Implementation Date

This decision can be implemented if no request for the decision to be reviewed (call-in) has been made **after 5pm on *specify date.***

Call-in Procedure

The Decision Notice for this decision was published on the internet and placed in the Members' Room and the Customer Service Centre on ***specify date.***

A request for reference to the Scrutiny Panel must be made by **5pm on *specify date.***

Signature of Proper Officer