Appendix A1

Individual Decision Making Process

Step 1

Contact the relevant Portfolio Member to ensure that they are happy to take the item as an Individual Decision. Agree a suitable date for the decision to be taken.

Step 2

Complete Forward Plan Submission Form and send it to Democratic Services whilst adhering to the deadlines contained in the protocol.

Step 3

Write report and send the draft to the Portfolio Member.

Step 4

Consultation process: consult with Members, Officers and appropriate other bodies as set out on the report template.
(Allow at least two weeks for consultation)

Step 5

Send final report to Democratic Services, ensuring that it arrives seven clear working days prior to the decision being made.

Step 6

Complete a Decision Record Sheet and forward it to Democratic Services two days before the decision is being made.

Step 7

Author of report to arrange a time and venue for signing with the Portfolio Member.
Inform Democratic Services of the arrangements.

Step 8

Ensure that either you or a representative from your service area is present at the meeting.