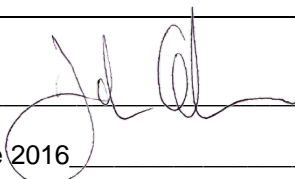


## Record of an individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Decision made by</b>	Councillor John Cotton			
<b>Key decision?</b>	No			
<b>Date of decision</b> (same as date form signed)	Date as signed by Councillor Cotton			
<b>Name and job title of officer requesting the decision</b>	Simon Rowberry, Planning Policy Manager			
<b>Officer contact details</b>	Tel: 07717 274094 Email: simon.rowberry@southandvale.gov.uk			
<b>Decision</b>	To approve the Local Plan 2032 Preferred Options document for consultation purposes.			
<b>Reasons for decision</b>	To enable consultation to take place on the Local Plan 2032 Preferred Options document.			
<b>Alternative options rejected</b>	Not to approve the document.			
<b>Legal implications</b>	No direct legal implications arising from this decision.			
<b>Financial implications</b>	No direct financial implications arising from this decision.			
<b>Other implications</b>	None.			
<b>Background papers considered</b>	None.			
<b>Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?</b>	N/A			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors			

	Legal	Ian Price		
	Finance	Paul Shephard		
	Human resources			
	Sustainability			
	Diversity and equality			
	Communications	Andy Roberts		
	Head of service	Adrian Duffield		
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	N/A			
<b>Cabinet member's signature</b> To confirm the decision as set out in this notice.	Signature  _____ Date <u>24th June 2016</u> _____			

**ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY**

For Democratic Services office use only		
Form received	Date:	Time:
Date published to all councillors	Date:	
Call-in deadline	Date:	Time:

## Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the head of service and the necessary internal consultees have signed it off. The lead officer must then seek the Cabinet member's agreement and signature.
2. Once satisfied with the decision, the Cabinet member must sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence. Tel. 01235 540307 or extension 2522. Email: [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk)
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days). The decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing the decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If the decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet member will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
  - refer the decision back to the Cabinet member for reconsideration or
  - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
  - accept the Cabinet member's decision, in which case it can be implemented immediately.