

DOCUMENTATION/FUNCTION - RECORDS OF DECISIONS

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>Members, Public, Senior Officers, Auditors</b>			
<b>Duty</b>	<b>To ensure that the relative roles and responsibilities of executives and other Members, Members generally and Senior Officers are clearly defined</b>			
<b>Training Requirements</b>	<b>Member Training Programme</b>			
<b>Lead Officer</b>	<b>Senior Officer Training</b>			
	<b>Assistant Director, Law and Governance</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
AWARENESS (keeping it live in people's minds)	Copies of Member decisions available on Council website. Approved at next meeting of relevant body.	Ongoing	Members, Officers and the public are aware of decisions made by the Council, Cabinet and other decision making bodies.	Assistant Director, Law and Governance
	Systems for recording delegated decisions made by officers within Departments.	Systems in place	Members, Officers and the public are aware of decisions made by the Council, Cabinet and other decision making bodies.	Chief Executive and Directors
	Key Decisions made by officers subject of a decision record available on the Intranet.	System in place	Members, Officers and the public are aware of decisions made by the Council, Cabinet and other decision making bodies.	Assistant Director, Law and Governance
MONITORING (keeping it effective – recording when it happens)	Ensuring all Member decisions are adequately recorded. Scrutiny Committees are able to 'call in' a decision of Cabinet.	System in place	All decisions are properly recorded and made publicly available.	Assistant Director, Law and Governance
REVIEW (keeping it up to date)	The systems are reviewed to check whether improvements can be made to widen circulation.	Annually	Record systems are updated and improved.	Assistant Director, Law and Governance