

## PORTFOLIO HOLDER DECISIONS



**Please refer to Guidance Notes overleaf**

Forward Plan Ref. No.	<b>2017 283 September</b>	Date of decision 18/09/17
Name of Portfolio Holder	Nigel Taylor	
Name of Officer	Lisa Wassell	
Details of Decision	To agree to the expenditure of the 2017 Wells Christmas Market as detailed within the corresponding report (attached).	
Details of consultation carried out: Tick		
<input type="checkbox"/>	Chief Executive/ Deputy Chief Executive	Name: _____ Date: _____
<input type="checkbox"/>	Legal	Name: _____ Date: _____
<input type="checkbox"/>	Finance	Name: Paul Deal Date: 14/09/17
<input type="checkbox"/>	Group Manager	Name: Elizabeth Dawson Date: 14/09/17
<input type="checkbox"/>	Portfolio Holder	Name: Nigel Taylor Date: 14/09/17
<input type="checkbox"/>	Ward Member (mark NA if necessary)	Name: N/A Date: _____
Reasons for Decision	The Council held an Extra Days of Christmas Market last year which ran for an additional two days. This year the Council have proposed to do the same but increase the market size and decorate this try to invest in the future of this market.	
Any alternative options considered and rejected	Alternative options reviewed at detailed within the supporting report (attached). MDC could decide not to hold a Christmas Market.	
Financial and personnel implications	The additional outlay would be £3,515 for the additional days and materials for this event.	
Any relevant personal Interest under the Code of Conduct	No	
Reports and Background papers relevant to the decision	Please see attached	
Date e-mailed to Members incl Scrutiny Board Chair	<b>18/09/17</b>	
Date of Publication of Notice	<b>To be completed by Committee Officer</b>	
Date Decision comes into force (*see below)	<b>27/09/17</b>	
* <b>Please Note:</b> The decision detailed above will come into force, and may be implemented, 5 clear working days after Publication unless subject to call-in by the Scrutiny Board.		
Signature of Portfolio Holder	.....	

**Please complete and return to Democratic Services**

## Guidance for Officers

1. The Council's Constitution sets out some quite specific procedures to be followed when decisions are made by individual members of the Cabinet. These are based on statutory requirements and are intended to ensure that:
  - (a) such decisions are made available to the public in the same way as decisions made by the Cabinet as a whole; and
  - (b) Scrutiny Board has an opportunity to consider whether to call-in such decisions for review before they become effective.
  
2. The information required overleaf should be completed in relation to each decision made by a portfolio-holder. Any relevant reports and background papers should be attached as these must be available for public inspection.  
**Please note** that, to comply with the Constitution, the form needs to confirm that various parties have been consulted and to give details of any relevant personal interest of the portfolio-holder.
  
3. The form and attachments should then be forwarded to Democratic Services within 2 days of the decision being made. They will add the date of publication and the date on which the decision will come into force if not called-in, and make the necessary publication arrangements. These will include:
  - publishing the decision on the Council's web-site
  - storing a copy of the form centrally on SharePoint
  - e-mailing a copy of the form to all members, including the chair of Scrutiny Board.

Other methods of publicising the decision may also be used from time to time.
  
4. Democratic Services will return a copy of the form to the officer submitting it giving the date of publication and the date that the decision can be implemented.  
**Please note: It is important to be aware that the decision cannot be implemented until it comes into force – under the current constitutional arrangements this will be 5 working days after publication, provided the decision is not called-in.**
  
5. Decisions should only be called in under exceptional circumstances. If this happens, the procedures in paragraph 14 of the Overview and Scrutiny Rules in Part 8 of the Constitution will be followed, and the decision cannot be implemented until these procedures have been gone through as appropriate.
  
6. Any queries on this procedure should be addressed to Democratic Services or Donna Nolan (ext. 210).