

**NON-KEY DECISION TAKEN BY A CABINET MEMBER UNDER DELEGATED AUTHORITY**

See over for instructions on how to use this form – all parts of this form must be completed. Type all information in the boxes. The boxes will expand to accommodate extra lines where needed.

**1. Title of report and reason for exemption (if any)**

Proposed borough wide waiting restrictions – statutory consultation

**2. Decision maker**

Councillor Andrew Judge, Cabinet Member for Environmental Sustainability and Regeneration

**3. Date of Decision**

9<sup>th</sup> October 2015

**4. Date report made available to decision maker**

7<sup>th</sup> October 2015

**5. Date report made available to the Chairs of the Overview and Scrutiny Commission and of any relevant scrutiny panel**

**6. Decision**

To approve the report and all its recommendations

**7. Reason for decision**

To remove obstructive parking, improve sightlines and road safety and improve traffic flow



**8. Alternative options considered and why rejected**

To do nothing would not address the obstructive parking

**9. Documents relied on in addition to officer report**

**10. Declarations of Interest**

**11. Publication of this decision and call in provision**

Send this form and the officer report\* to [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) for publication. Publication will take place within two days. The call-in deadline will be at Noon on the third working day following publication.

\*There is no need to resend Street Management Advisory Committee reports.

## **Notes**

### **1 Title of report and reason for exemption (if any)**

If the issue has been to Street Management Advisory Committee you may be able to use the same report to that committee together with the minute of the relevant discussion as the basis for the decision.

Otherwise you must complete an officer report for any non-key Cabinet member decision just as if the report was going to Cabinet. Use the standard [Committee report template](#) and change the first heading 'Committee' to 'Cabinet Member'.

#### **Note on exempt information in reports**

Rules regarding exempt information are the same as for Committee reports. Exempt information should be published in a separate appendix where possible. Where this is not possible the whole report will need to be exempt and the reason for exemption should be shown on the decision form. A reason for exemption must also be given in the report. If the decision form contains exempt information a redacted copy for publication must be made available.

(Constitution part 4B Section 10)

### **2 Decision maker**

The title of the Cabinet member making the decision. Currently (2 April 2009) only the Cabinet Member for Planning and Traffic Management has a delegated authority to make individual decisions.

### **3 Date of Decision and 4 Date report made available to decision maker**

You should advise the decision maker to allow three clear normal working days\* between the receipt of the report and taking the decision. This shows that they have given due consideration to the issues.

(Constitution Part 4B Section 22.1).

\* Clear days exclude the days of publication and decision so day 1 = publication, clear days 2, 3 and 4, decision day 5.

### **5 Date report made available to the Chairs of the Overview and Scrutiny Commission and of any relevant scrutiny panel**

You must make the report available to the Chairs of the Commission and any relevant panel as soon as practicable after making it available to the decision maker.

(Constitution Part 4B Section 22.2)

### **6 Decision**

Record the proposed action and advise the decision maker to make any amendments here.

### **7 Reason for decision**

If the reason for the decision is entirely contained in the officer report then you can say so. If there are reasons which are not included in that report – for example if the recommendations are rejected in favour of another course of action – then this reasoning should be shown here.

### **8 Alternative options considered and why rejected**

The report should have examined alternative options and given reasons for rejection of these or it may have presented alternative options with an either/or option. The decision maker may reject the recommendations in the report in favour of another course of action in which case the recommendations themselves were a possible alternative and a reason for their rejection should be explained. Doing nothing is an alternative option that should be considered.

### **9 Documents relied on in addition to officer report**

This may be any document which does not form part of the report or its appendices but which contains relevant information. For example, an Act of Parliament, Statutory Guidance issued by a Government Minister or some other public domain document. If the documents are part of the Council's records consider whether to produce them or excerpts from them as part of the report or an exempt appendix.

### **10 Declarations of Interest**

If the decision maker has an interest it must be declared. Not all interests will preclude the decision maker from proceeding but failing to declare an interest could be a breach of the Members Code of Conduct. Check with the Monitoring Officer or Head of Civic and Legal Services for further advice.

(Constitution Part 5A)

### **11 Publication of this decision and call in provision**

The decision cannot be enacted until noon on the third working following publication to allow time for a possible call-in. Check with Democratic Services for the publication date.

If the decision is called in by the deadline the decision cannot then be acted upon until the rest of the call-in procedure has been completed.

(Constitution Part 4E Section 16(c) & (d))

If the decision is urgent and cannot be delayed for the call-in procedure to be completed please contact Democratic Services regarding the call-in and urgency procedure.

(Constitution Part 4E Section 17)