

REFERRAL OF DECISIONS OF COMMITTEES TO FULL COUNCIL

Key Principles

1. (a) In relation to a matter before a Committee, the Committee may pass a resolution at the relevant meeting that it wishes to refer determination of the matter in question to the Council; or
 - (b) In relation to a decision taken by a committee or an officer key decision, a minimum of three members from two or more political groups by written notice or e mail may ask for that decision to be referred to the next Council meeting for review and final determination. This notice must be received by the Proper Officer by 5pm three working days after publication of the decision.
 - (c) Non-aligned members may ask for a decision to be referred to the next Council meeting as in 1 (b) above, providing they receive the support of two other members from one or more political groups.
2. The written notice or e-mail in 1(b) above requesting the referral must clearly
 - (a) set out the decision/matter which the members exercising the right of reservation require to be reserved
 - (b) specify the names of the members who have exercised the right of reservation
 - (c) the reasons why the decision should be referred to Council
3. In the case of a decision already having been taken by a committee or officer in 1(b) above, it must not be implemented until at least 5pm three working days after the publication of the decision.
4. Once the request for 'reservation' has been deemed valid by the Proper Officer the matter will be suspended unless and until it has

been approved at the meeting of the Council to which it was referred.

5. The right to reserve such matters does not apply to urgent decisions. In this context, urgent decisions are those which:
 - (a) cannot wait until the next scheduled meeting' or
 - (b) are defined as 'cannot reasonably be deferred

The need and reasons for urgency must be included in the report to the Committee or as part of the officer decision record.

6. The right to reserve a matter will also not apply to decisions:
 - reserved to full Council
 - on regulatory matters
 - on member conduct issues.
7. A request for a reservation made under 1 (a) may only be withdrawn by the referring Committee or the Chair of that Committee with the approval of the Council meeting to which it was referred.

A request under 1(b) and (c) above can be withdrawn prior to the Council meeting through written notice by the 3 or more members who made the referral initially.

8. The right to reserve a decision may only be exercised once in respect of the same decision.