Decision Pathway v10

DOCS –
Options
Generation
Proforma

Councillors and MPs	Scrutiny	Party Manifesto	City Conversations • Neighbourhood Partnerships • Citizen Comments • City Office • LEP • WoE CA	Staff • Internal meetings (eg. DLTs, DMTs and team meetings • Hot Coffee

STAGE 1 OPTIONS GENERATION All ideas are submitted to the Mayor, a Cabinet Member or Service Director

Ideas shared at weekly **Political Cabinet OR Executive Board** for initial views/steer
Ideas collated by CEO/Mayor Office

Approved

STAGE 2 DEBATE AND DEVELOPMENT Options are discussed and developed in these meetings with input from relevant parties

DOCS –
Decision
Development
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Options Consultation

Cabinet Member agrees engagement pathway with Directors and Councillor Leads as appropriate. Ongoing development at Cabinet Member Briefings with Councillor Leads to attend if appropriate.

LOGISTICS – DLT Support Manager, Ideas section standing item at cabinet member briefing

Policy Development Engagement

Engagement with relevant stakeholders consideration must be given to:

• Scrutiny
• Debate at Full Council
• Public/partner input
• Relevant internal officer groups (eg. CPG)

DOCS –
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OPTIONS ASSESSMENT
Via weekly DLT,
LOGISTICS –
DLT Support Manager

STATUTORY ITEMS

STAGE 3 OFFICER ASSESSMENT Options are assessed by officers in DLT and SLT meetings

Provide feedback to idea parties

Reassess

OPTIONS ASSESSMENT
Via weekly SLT,
LOGISTICS – CEO Office

SCRUTINY AS APPROPRIATE

Approved

Officer publishes Officer Executive Decision Notice for non-key decision and implements.

CABINET MEMBER
BRIEFING
LOGISTICS –
DLT Support Manager

STAGE 4 BRIEFING AND EVALUATION Cabinet Member and the Mayor are briefed

No

Final Check - Is this a Key Decision?
a) Affects 2 or more wards
b) Costs/savings over £500k
c) Decision warrants key decision as agreed by Mayor and Cabinet

Yes

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DELIVERY WORKING GROUP to track implementation progress
(Terms of Reference in development)

Mayor briefing

Cabinet Member and Councillor Leads, if appropriate, briefs Mayor with Director. Mayor signs Forward Plan and delegates as appropriate.
LOGISTICS – Mayor's Office

DOCS –
Cabinet
Report
Proforma

Forward Plan legal requirement published every 28 days
– Legal Services

Feed back to idea generators: did the proposal achieve its objectives?

STAGE 5 PUBLIC NOTIFICATION AND DECISION Agenda Conference gives final checking before public decision is made

CABINET AGENDA CONFERENCE (Cabinet)
LORD MAYOR'S AGENDA CONFERENCE (Full Council)*– Legal Services*

Decision Boards
• Health and Wellbeing
• Learning City
• Bristol Property Board
• Bristol Homes Board
• West of England Boards

CABINET MEETING – Every 6 weeks and/or FULL COUNCIL MEETING
– Legal Services