

**WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**  
**PROTOCOL FOR REFERRAL OF DECISIONS TO MEMBER AUTHORITIES**

- Minutes of each Joint Committee to be drafted and agreed with the Chairman and Head of Regulatory Services within 10 working days.
- The Committee Services Officer who supports the Joint Committee to email the final minutes, for information, to the members of the Joint Committee and those officers who represent the member authorities on the Management Board.
- The Committee Services Officer to email the final minutes to the Democratic/Committee Services Manager of each member authority who shall ensure that the minutes are submitted to the next possible meeting of their authority's Executive/Cabinet.
- In the event that all matters within a set of minutes are resolved items the Executive/Cabinet will receive the minutes for information only.
- In the event that a set of minutes contains any recommendations, the Committee Services Officer will provide each authority's Democratic/Committee Services Manager with a full copy of the relevant report(s). Any such report(s) shall accompany the minutes when submitted to the Executive/Cabinet.
- The Executive/Cabinet shall consider and determine each recommendation which falls within its delegated powers. If a matter does not fall within its delegated powers, the Executive/Cabinet shall make a recommendation to the full Council. The Democratic/Committee Services Manager shall be responsible for ensuring that any recommendations from the Executive/Cabinet are referred to their full Council.
- The Democratic/Committee Services Manager for each member authority shall email the Committee Services Officer who supports the Joint Committee to confirm that recommendations have been considered and whether they were approved.
- The Committee Services Officer shall maintain appropriate records of recommendations and the outcome from each member authority.
- In the event that a recommendation is not approved by all member authorities, the Head of Regulatory Services shall report the outcome to the next possible meeting of the Joint Committee for information and consideration of any consequential action.