

Part 4B

EXECUTIVE PROCEDURE RULES

1. OPERATION OF THE EXECUTIVE

1.1 Executive decisions

The arrangements for the discharge of executive functions are set out in the Executive Arrangements adopted by the Council and these rules shall apply from 9th May 2011 but nothing shall affect the validity of things done under previous rules.

1.2 The Council's scheme of delegation and executive functions

- (a) Subject to (b) below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council. It will contain the details required in Article 6 and set out in Part 3 of this Constitution.
- (b) The Leader may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the Leader must give written notice to the proper officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Executive as a whole. The proper officer will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.

1.3 Executive meetings – time and place

The Executive will meet at least eight times per year at times to be agreed by the Leader. The Executive shall meet at the Council's main offices or another location to be agreed by the Leader.

1.4 Public or private meetings of the Executive

The Executive will always meet in public where key decisions are to be taken.

1.5 Quorum

The quorum for a meeting of the Executive, or a committee of it, shall be three including the Leader (if present).



1.8 Executive decisions

- (a) Executive decisions which have been delegated to the Executive as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 of the Constitution.
- (b) Where Executive decisions are delegated to a committee of the Executive, the rules applying to Executive decisions taken by them shall be the same as those applying to those taken by the Executive as a whole.

2. CONDUCT OF EXECUTIVE MEETINGS

2.1 Chairmanship

If the Leader is present he or she will preside. In his or her absence the Deputy Leader will preside. In the absence of either the Leader or Deputy Leader then a person appointed to do so by the Leader and in the absence of such persons by those present shall preside.

2.2 Attendance

Any member of the public (except where confidential or exempt information is to be discussed) or of the Council may attend public meetings of the Executive.

2.3 Business

At each meeting of the Executive the following business will be conducted:

- (a) consideration of the minutes of the last meeting;
- (b) declarations of interest, if any;
- (c) matters referred to the Executive (whether by a scrutiny committee or by the Council) for reconsideration by the Executive in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of this Constitution;
- (d) to receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting subject to an overall limit of 15 minutes;
- (e) consideration of reports from Scrutiny Committees;
- (f) consideration of reports from the Leader and members of the Executive;



- (g) consideration of reports from committees of the Executive;
- (h) consideration of reports of officers;
- (i) review of the Forward Plan; and
- (j) matters set out in the agenda for the meeting, and which shall indicate which are key decisions and which are not in accordance with the Access to Information Procedure rules set out in Part 4 of this Constitution.

2.4 Consultation

All reports to the Executive from any member of the Executive or an officer on proposals relating to the budget and policy framework must contain details of the nature and extent of consultation which has taken place and relevant Scrutiny Committees, and the outcome of that consultation.

Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

2.5 Executive agendas

The Leader will decide upon the schedule for the meetings of the Executive. He or she may put on the agenda of any Executive meeting any matter which he or she wishes, whether or not authority has been delegated to the Executive, a committee of it or any member or officer in respect of that matter.

The Chief Executive will make sure that an item is placed on the agenda of the next available meeting of the Executive where a relevant scrutiny committee or the full Council have resolved that an item be considered by the Executive.

2.6 Other rules

Rules 8 (conflicts of interest), 9.1, 9.2, 9.4, 9.7, 9.8, 9.9, 9.11 (public speaking), 16 (Voting), 17 (Minutes), 18 (record of attendance), 19 (exclusion of public), 20 (Members' conduct), 21 (disturbance by public) and 22 (recording of meetings) of the Council Procedure Rules shall apply to meetings of the Executive mutatis mutandis.

