

Cabinet Rules

These rules set out how the *Cabinet* operates and how decisions relating to *Executive Functions* are taken

1. Carrying out Executive Functions

- 1.1 Where the *Cabinet*, a Committee of the *Cabinet* or an individual Member of the *Cabinet* is responsible for an *Executive Function*, they may delegate further to joint arrangements or an officer.
- 1.2 Where the *Leader of the Council* has an interest this should be dealt with as set out in the *Councillor Code of Conduct*.
- 1.3 If every Member of the *Cabinet* has an interest this should be dealt with as set out in the *Councillor Code of Conduct*.
- 1.4 If the exercise of an *Executive Function* has been delegated to a committee of the *Cabinet* or an officer, and if a conflict of interest arises, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the *Councillor Code of Conduct*.

2. Meetings of the Cabinet

- 2.1 The *Cabinet* will meet every 4 weeks in accordance with the *Calendar of Meetings*. The *Cabinet* will meet at the Council's main offices or another location set by the *Leader of the Council*.
- 2.2 Meetings of the *Cabinet* will be open to the public, subject to the confidentiality provisions set out in the *Access to Information Rules*.
- 2.3 The quorum for a meeting of the *Cabinet* will be three.
- 2.4 Meetings of the *Cabinet* and committees of it will comply with the *Access to Information Rules*.
- 2.5 The *Leader of the Council* will chair meetings of the *Cabinet*. The *Deputy Leader* will chair the meeting in the *Leader's* absence. If both are absent, then those present will choose one of them to chair the meeting.
- 2.6 The following business will be conducted at each meeting of the *Cabinet*:
 - (a) consideration of the minutes of the last meeting;
 - (b) declarations of interest, if any;
 - (c) matters referred to the *Cabinet* (whether by a Scrutiny Committee or by the Council) for consideration by the *Cabinet* in accordance with the *Scrutiny Rules* or the *Budget and Policy Framework Procedure Rules*.
 - (d) consideration of reports from the *Scrutiny Committees*; and

(e) matters set out in the agenda for the meeting, and which shall indicate which are *Key Decisions* and which are not.

2.7 All reports to the *Cabinet* from any member of the *Cabinet* or an *Officer* on proposals relating to the *Budget and Policy Framework* must contain details of the nature and extent of consultation with stakeholders and the *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.

2.8 An item may be placed on the agenda of a meeting of the *Cabinet* and any committee of it by a member of the *Cabinet*, a Chair of the *Scrutiny Committees*, Directors, Heads of Service, the Monitoring Officer or the Chief Finance Officer.