

# Cabinet Rules

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

## 1. Meetings of the Cabinet

- 1.1 The Cabinet will meet approximately 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.
- 1.2 Meetings of the Cabinet will be open to the public, subject to the confidentiality provisions set out in the Access to Information Rules.
- 1.3 The quorum for a meeting of the Cabinet will be three.
- 1.4 Meetings of the Cabinet and committees of it will comply with the Access to Information Rules.
- 1.5 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.
- 1.6 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.
- 1.7 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.
- 1.8 An item may be placed on the agenda of a meeting of the Cabinet and any committee of Cabinet of it by a member of the Cabinet, a Chair of the Scrutiny Committees, Directors, Heads of Service, Head of Paid Service the Monitoring Officer or the Chief Finance Officer (Section 151 Officer).