

# Cabinet Procedure Rules

## 1 Meetings of Cabinet

### 1.1. Programme of meetings

- a) Meetings of the Cabinet will take place in accordance with a programme decided by the Leader of the Council in consultation with the Chief Executive. The time and place of the meetings will be included in the summons to the meetings.

### 1.2. Business at meetings

- a) Meetings will:
  - i) receive any apologies for absence
  - ii) receive any declarations of interest from Councillors
  - iii) approve and sign the minutes of the last Cabinet meeting
  - iv) receive questions from the public in accordance with Rule 10 of the Council Procedure Rules
  - v) where appropriate, receive and answer questions from the Youth Council
  - vi) receive questions from Councillors in accordance with Rule 10 of the Council Procedure Rules
  - vii) receive petitions in accordance with Council's Petitions Scheme in Part 5 of the Constitution
  - viii) receive reports from the Portfolio Holders, Officers and/or Committees and receive questions and answers on any of those reports
  - ix) receive and note information including communications from Committees, Working Groups, Parties and Panels
  - x) deal with any other business on the agenda
  - xi) deal with any items of an urgent nature (Rule 7).

1.3. Variation of business

- a) The Leader may at any meeting vary the order of business in Rule 1.2 above except for the matters listed at (i) to (iv) inclusive.

**2 Chairing of Cabinet**

- 2.1. The Leader of the Council will chair all meetings of the Cabinet unless they are absent. If they are absent the Deputy Leader will chair the meeting.

**3 Quorum**

- 3.1. Council Procedure Rule 8 (Quorum) will apply.

**4 Non-Executive Councillors**

- 4.1. Each Group Leader of political groups not forming the Administration will be entitled to nominate people to speak on specific Cabinet functions at meetings of the Cabinet. Nominations will be reported to the Cabinet and will reflect the number of Portfolio Holders. Spokespeople will be entitled to nominate deputies to speak in their absence. Deputies must be other nominated spokespeople.
- 4.2. At the discretion of the Leader (or Deputy Leader in their absence), the nominated persons may contribute to discussion on items on which they are spokespeople. Spokespeople will not have the right to vote. All relevant rules on the disclosure of interests will also apply to those members.
- 4.3. At the discretion of the Leader (or Deputy Leader in their absence), other non-executive Councillors attending Cabinet meetings will be entitled to contribute to discussion on items that relate specifically to their wards or constituents. All relevant rules on the disclosure of interests will apply to those Councillors.

**5 Rules of Debate**

- 5.1. Rules 15.1-15.4 and 15.6-15.13 of the Rules of Debate set out in of the Council Procedure Rules shall apply to all meetings of the Cabinet.
- 5.2. Structure of debate
  - a) The proposer and seconder can make a speech on the motion, or reserve their right to speak until later.
  - b) The Leader will invite questions from the Cabinet and members of the Opposition.

- c) Questions will be responded to by the relevant Portfolio Holder, Leader or Officer.
- d) Supplementary questions may be asked at the discretion of the Leader.
- e) The Leader will invite comments from the Cabinet and members of the Opposition.
- f) The Leader and/or relevant Portfolio Holder/s can sum up.
- g) The motion will be voted on.

## **6 Urgent Business**

- 6.1. Urgent business can be considered at Cabinet meetings where the Leader is of the opinion, after consultation with the Director of Governance and Corporate Services, that the item should be considered as a matter of urgency by reason of special circumstances. Such special circumstances must be specified in the minutes.

## **7 Public Speaking**

- 7.1. Without prejudice to Rule 4 above and Council Procedure Rules 10 (Questions by the Public, Youth Councillors, and Councillors) and 14 (Petitions), members of the public will not address meetings of the Cabinet except in exceptional circumstances and with the prior agreement of the Leader. Prior agreement must be requested in writing before the meeting.

## **8 Decisions Referred from Committees**

- 8.1. The procedure for dealing with decisions referred from Committees, Working Parties and Panels at Cabinet meetings is set out below:
  - a) the relevant Portfolio Holder will formally move that the decision on the item referred be reaffirmed
  - b) another member of the Cabinet will second the motion
  - c) the normal rules of debate at Cabinet meetings will then apply
  - d) the Leader will reply at the end of the debate
  - e) Cabinet will vote on the proposed motion(s).

## **9 Voting**

- 9.1. Council Procedure Rules 21.1 (Majority), 21.2 (Chair's casting vote) and 21.3 (Show of hands) will apply.

## **10 Minutes**

- 10.1. The Leader will propose that the minutes of the previous meeting be signed as a correct record. The only aspect of the minutes that can be discussed is their accuracy.
- 10.2. When the minutes have been approved, the Leader will sign them as an accurate record. If there are matters arising from the minutes that are not covered by other items on the agenda these items may be raised by members of the Cabinet either as questions or motions. Any discussion or debate will be at the discretion of the Leader.
- 10.3. Minutes will contain all motions and amendments (whether carried or lost) in the exact form and order the Leader put them.

## **11 Disclosure**

- 11.1. Council Procedure Rule 23 (Disclosure) will apply.

## **12 Record of Attendance**

- 12.1. Council Procedure Rule 24 (Record of Attendance) will apply.

## **13 Exclusion of Public**

- 13.1. Council Procedure Rule 25 (Exclusion of Public) will apply.

## **14 Councillor's Conduct**

- 14.1. Council Procedure Rule 26 (Councillor's Conduct) will apply.

## **15 Disturbance by Public**

- 15.1. Council Procedure Rule 27 (Disturbance by Public) will apply.

## **16 General Disturbance**

- 16.1. Council Procedure Rule 29 (General Disturbance) will apply.