

## **EXECUTIVE PROCEDURE RULES**

For the purposes of Article 6.05 of this Constitution these Executive Procedure Rules apply to any meetings of the Executive and to meetings of any Executive Committees.

### **1. MEETINGS OF THE EXECUTIVE**

#### **1.1. Dates of Meetings**

- (a) Each year the Executive will decide the schedule for meetings of the Executive. The Leader may direct that a meeting shall be cancelled or held on another date.
- (b) An extraordinary meeting of the Executive may be called by the Leader or, if absent, the Deputy Leader, or by the Monitoring Officer if he/she considers it necessary or appropriate.

#### **1.2. Business**

Without prejudice to Council Procedure Rule 28 at each meeting of the Executive the following business shall, subject to the remaining provisions of these Executive Procedure Rules, be conducted:

- (a) consideration of the record of decision and record of the last meeting;
- (b) declarations of interest, if any;
- (c) a statement from the Leader, if any;
- (d) any other matters set out in the agenda that are Key Decisions (except those containing confidential or exempt information);
- (e) any decisions referred to the Executive for reconsideration;
- (f) consideration of any report and/or recommendation from any Overview and Scrutiny Committee; and
- (g) other matters set out in the agenda including review of the Forward Plan and other ongoing or outstanding matters.

### **2. CHAIRING MEETINGS OF THE EXECUTIVE**

If the Leader is present s/he will preside. In his/her absence, then the Deputy Leader shall preside. If both the Leader and the Deputy Leader are absent, or where they agree, the Executive shall elect another member of the Executive to preside.

### **3. QUORUM**

The quorum for a meeting of the Executive or an Executive Committee will be three (both including the Leader, if present).

### **4. AGENDA ITEMS**

#### **4.1. Items requested by members of the Executive**

Any Executive Member may request the Proper Officer to place an item of business which is about a matter for which the Council has a responsibility or which affects the area of the Council on the agenda of the next available meeting of the Executive.

#### **4.2. Items requested by other Members**

(a) Any Member of the Council may ask the Leader to place an item of business which is about a matter for which the Council has a responsibility or which affects the area of the Council to be placed on the agenda of the next available meeting of the Executive for consideration. The Leader, or in his/her absence Deputy Leader, has a discretion to limit the number of such items of business at the meeting of the Executive.

(b) Where the Leader has agreed to the Member's request the Notice of the Meeting shall state the name of the Member who requested the item of business to be considered. This Member shall be invited to attend the meeting, whether or not it is a meeting in public session.

#### **4.3. Referrals from an Overview and Scrutiny Committee or Council**

4.4. Any item of business resolved by an Overview and Scrutiny Committee or the Council for referral to the Executive shall be placed on the agenda of the next available meeting of the Executive or as soon as practicable after that meeting

#### **4.5. Items by the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer**

4.6. The Head of Paid Service, the Monitoring Officer or the Chief Finance Officer may include one or more items of business for consideration on the agenda of a meeting of the Executive and may require a meeting to be called. If there is no meeting of the Executive in time to deal with the matter in question, then the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer may also require that a meeting be convened at which the matter will be considered.

### **5. ATTENDANCE AT MEETINGS OF THE EXECUTIVE**

5.1. The Access to Information Procedure Rules in Part 4 of this Constitution set out the rights of access of the press and public to meetings of the Executive or its committees.

5.2. Except where the Executive is to meet in private every member of the Council shall be entitled to attend meetings of the Executive or its committees unless the Executive decides otherwise.

### **6. SPEAKING AT MEETINGS OF THE EXECUTIVE**

6.1. The Chairman of any Overview and Scrutiny Committee is entitled, at any formal public meeting of the Executive, to speak to any matter on the agenda for that meeting.

6.2. Other Members may also speak at such meetings with the agreement of the Leader or person presiding in his/her absence.

- 6.3. The mover of a Valid Member's Motion under Council Procedure Rule 13 which has been referred to the Executive for consideration may attend the meeting of the Executive when his/her motion is under consideration and to explain the motion. The mover of the motion will be advised of the date and time of the meeting when the matter is to be considered and he/she will be sent a copy of the relevant papers

7. **KEY DECISIONS AND THE FORWARD PLAN**

A Forward Plan of Key Decisions to be taken by the Executive, an Executive Committee or an individual member of the Executive, will be prepared in accordance with the Access to Information Rules set out later in this Part 4 of the Constitution.