

## **ANNEX 7 - STANDING ORDERS FOR THE EXECUTIVE**

### **1. Meetings**

- 1.1 The Executive shall meet when determined by the Leader.
- 1.2 The Executive's meetings are subject to the Access to Information Rules set out in Annex 4 in relation to attendance by the public and access to documents.

### **2. Quorum**

The quorum for a meeting of the Executive is 3.

### **3. Person Presiding**

The Leader, if present, presides at a meeting of the Executive. In the Leader's absence another member of the Executive chosen by the Executive shall preside.

### **4. Decision Sheet and Minutes**

- 4.1 As soon as practicable after every meeting of the Executive a Decision Sheet setting out the decisions taken at the meeting ("the Executive Decision Sheet") shall be sent to every member of the Council.
- 4.2 The Executive Decision Sheet shall be marked with the date on which it is issued.
- 4.3 The Executive Decision Sheet shall not replace the formal minutes of the meeting and, in the case of any discrepancy between the content of the Executive Decision Sheet and the minutes, the minutes shall prevail.
- 4.4 Minutes of each meeting shall be sent to every member of the Council as soon as practicable after the meeting and in any event no less than 3 clear days before the next meeting.
- 4.5 Minutes shall be kept in a book which shall be signed at the next meeting by the Leader/person presiding.
- 4.6 Minutes of the previous meeting shall be taken as read and no discussion shall take place except as to their accuracy.

### **5. Agendas**

The Chief Legal Officer shall at least 5 clear days before the meeting send an agenda with full reports to executive members and any other members who have requested them. At the same time the agenda and reports will be put on the Council's website for access by other members.

The Agenda for each meeting of the Executive is as determined by the Leader, but the following may require an item to come before the Executive:

- a) the full Council
- b) the Overview and Scrutiny Committee
- c) the Standards Committee
- d) the Head of Paid Service, Monitoring Officer or Chief Finance Officer.

In the circumstances mentioned in the Council's Petitions Scheme a petition could also be presented to a meeting of the Executive.

## **6. Procedure**

- 6.1 The conduct of the meeting shall be under the control of the Leader/person presiding whose ruling on a point of order shall be final.
- 6.2 Any question before the meeting on which a decision is required shall be determined by a show of hands. In the event of the votes cast being equal, the Leader/person presiding shall have a casting vote.
- 6.3 Where the Executive is considering a report which includes recommendations arising from a scrutiny of a policy the Chairman of the Overview and Scrutiny Committee (or the Chairman of a Topic Group) shall be entitled to attend the meeting and to address the Executive in order to present the report and any recommendations, and to answer any questions.
- 6.4 There shall be an opportunity at each Cabinet meeting for members of the Council to ask questions of any Executive members. A member wishing to ask a question shall give written notice of it to the Chief Legal Officer at least 5 clear days before the meeting, stating to whom the question is to be put. Questions will be answered at the meeting in the order in which notice was received. The members asking the question may ask one supplementary question. The person responding may choose to answer such a supplementary question, or promise a written reply within 7 days. The period allotted for questions shall not exceed 15 minutes. Any questions remaining after that period has elapsed shall be answered in writing within 7 days.
- 6.5 Where a petition is presented, in accordance with the Petitions Scheme, the Petition Organiser may address the Executive for no more than three minutes on the subject of the petition but thereafter shall not have the right to speak further.

## **7. Interests**

Members of the Executive must observe the provisions of the Code of Conduct for Members set out in Annex 18 while attending meetings, and shall,

when required by the Code, declare an interest and if it is a Disclosable Pecuniary Interest not participate in any discussion or vote on the matter at the meeting unless a dispensation has been granted by the Standards Committee.