

ANNEX 7 - STANDING ORDERS FOR THE EXECUTIVE

1. Meetings

- 1.1 The Executive shall meet when determined by the Executive Leader (in these Standing Orders referred to as “the Leader of the Council”)
- 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 of the Council, if present, presides at a meeting of the Executive. In the Leader of the Council’s absence the Deputy Executive Leader (“the Deputy Leader of the Council”) shall preside. In the absence of both the Leader of the Council and the Deputy Leader of the Council 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 Councillor.
- 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 Councillor as soon as practicable after the meeting and in any event no less than 3 clear working 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 of the Council or the 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

- 5.1 The Director of Law & Governance shall, at least 5 clear working days before the meeting, send an agenda with full reports to each member of the Executive and to any other Councillors who have requested them. At the same time the agenda and reports will be put on the Council's website.
- 5.2 Standing Order 5.1 shall not apply to a meeting called urgently at less than 5 clear working days' notice, but, in such a case, the requirements of Standing Order 5.1 shall be complied with as soon as the meeting is called.
- 5.3 The Agenda for each meeting of the Executive is as determined by the Leader of the Council, but an item must be placed on the agenda for a meeting of the Executive if required by:
- 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;
 - e) the Council's Petitions Scheme set out in Annex 24 of the Constitution.

6. Procedure

- 6.1 The conduct of the meeting shall be under the control of the 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 or by means of electronic voting equipment. In the event of the votes cast being equal, the person presiding shall have a casting vote.
- 6.3 Where the Executive is considering a report which includes recommendations arising from a scrutiny carried out by the Overview and Scrutiny Committee, the Health Scrutiny Committee or a sub-committee or Topic Group appointed by either of those Committees, the Chairman or person who presided when that body carried out the scrutiny 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 meeting of the Executive for Councillors to ask questions of any member of the Executive. A Councillor wishing to ask a question shall give written notice of it to the Director of Law & Governance at least 5 clear working 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. A Councillor asking a question may ask one supplementary question. The person responding may choose to answer such a supplementary question or to give a written reply within 5 working days after the date of the meeting. The period allotted for questions shall not exceed 15 minutes. Any questions remaining after that period has elapsed shall be answered in writing within 5 working days after the date of the meeting.

- 6.5 Where a petition is presented, in accordance with the Council's Petitions Scheme, the Petition Organiser may address the Executive for no more than 3 minutes on the subject of the petition but shall not have the right to speak further.
- 6.6 Where a petition is presented, in accordance with the Council's Petitions Scheme, the Councillors(s) representing any electoral division(s) affected by the subject matter of the petition shall have the right to attend the meeting of the Executive at which the petition is presented and to speak in relation to the petition for no more than 3 minutes.
- 6.7 Where a petition is presented in accordance with the Council's Petitions Scheme which relates to a county wide matter or matter of policy then a spokesman for each Political Group may speak for no more than 3 minutes.

7. Interests

Members of the Executive must observe the provisions of the Code of Conduct for Members set out in Annex 20 while attending meetings, and shall, when required by that 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.

8. Disclosure

A Councillor shall not disclose to any person except a member of the Executive any Executive papers indicated to be confidential unless:-

- (a) the Executive expressly consents;
- (b) the Executive has taken steps to make that business public; or
- (c) the law requires

9. Disorder

- 9.1 If a Councillor persistently disregards the ruling of the person presiding, behaves in a disorderly manner or wilfully obstructs the business of the meeting, the person presiding may require that the Councillor be silent or that the member leave the meeting. If the Councillor does not comply or otherwise persists in misconduct, the person presiding may order that the member be removed and may adjourn or suspend the meeting for so long as seems fit.

- 9.2 If a member of the public interrupts the meeting or behaves in a disorderly manner the person presiding shall give a warning. If the warning is disregarded, the person presiding may order that the member of the public be removed and may adjourn or suspend the meeting for so long as seems fit.
- 9.3 In the case of general disturbance by members of the public the person presiding may order that all or part of the room be cleared and may order that members of the public be removed from all or any part of the building where the meeting is being held and may adjourn or suspend the meeting for so long as seems fit.
- 9.4 Councillors and members of the press and public, shall ensure that their mobile devices are switched off or otherwise silenced during the meeting. A person whose Mobile Device sounds during the meeting may be warned by the person presiding; if the person's Mobile Device sounds again during the meeting after such a warning has been given the person presiding may ask that person to leave the meeting.
- 9.5 For the purposes of 9.4 above "Mobile Device" means a mobile phone, tablet, portable computer or other mobile electronic device.