

## **Part D2: Cabinet Procedure Rules**

### **1.1 Cabinet Functions**

Article 6 of the Constitution defines Cabinet functions.

At the Annual Meeting of the Council, the Leader of the Council will present, as appropriate, a report detailing:

- (i) the names of the Members to be appointed to the Cabinet;
- (ii) the services/subjects to be allocated to individual Cabinet Members;
- (iii) any changes to the delegated authority to individual Cabinet Members;
- (iv) the terms of reference and constitution of any Cabinet Committee(s) and the names of the Members appointed;
- (v) the nature and extent of any changes to delegations to Officers, including the title of the Officer and any limitation on the delegation.

The Leader of the Council can decide how Cabinet functions not included in the scheme of delegation are carried out.

### **1.2 Conflicts of Interest**

Where a potential conflict of interest arises in carrying out a Cabinet function, this should be dealt with in accordance with the Council's Code of Conduct as set out in Part E of the Constitution.

### **1.3 Cabinet agendas and meeting programme**

The Cabinet will meet in accordance with the approved schedule of meetings. The Leader of the Council may call additional Cabinet meetings, in which event the Proper Officer will make the necessary arrangements. Subject to the provisions of Council Procedure Rule 1, the Leader of the Council may also cancel Cabinet meetings where there is insufficient business to be transacted.

The Leader of the Council, as Chair of the Cabinet, has responsibility for the agenda of the Cabinet, in consultation with the Chief Executive and Proper Officer. The Leader of the Council can put any executive matter on the agenda of the Cabinet. The Leader of the Council can include urgent item(s) at the meeting, subject to any legislative provision and/or regulation in force at the time.

The Chief Executive, Monitoring Officer and Chief Finance Officer (as defined in Article 12 of the Constitution) can also require matters to be placed before the

Cabinet. They can require the Proper Officer to call such a meeting in pursuance of their statutory duties.

Copies of the Cabinet agenda will be made available to all Members by the Proper Officer.

#### **1.4 Cabinet Meetings**

The Leader of the Council chairs Cabinet meetings. In the absence of the Leader of the Council, the Deputy Leader will chair the meeting; and in the absence of both the Leader and Deputy Leader, another Cabinet Member will chair the meeting.

The quorum for a Cabinet meeting is 3.

The Cabinet is expected to consider matters referred to it by the Council or the Overview and Scrutiny Committee or the Audit and Governance Committee at its next available meeting, consistent with the Policy and Budget Framework and Overview and Scrutiny Procedure Rules and/or Audit Procedure Rules.

All Council Members can attend Cabinet meetings and, subject to compliance with the provisions relating to Member Questions, ask a question on a matter on the published agenda.

#### **1.5 Reports to Cabinet**

All reports to the Cabinet, whether written or oral, must set out details of the consultation carried out and its outcome.

#### **1.6 Decisions taken by the Leader and Individual Cabinet Members**

When the Leader and/or an individual Cabinet Member makes an executive decision, details of such decision will be reported to the ensuing Cabinet Meeting.

#### **1.7 Appointments to outside bodies**

When an individual Cabinet Member makes an appointment to an outside body, a public record of this will be kept by the Proper Officer and circulated to all Members as soon as possible after the appointment has been made.