

## **CABINET PROCEDURE RULES**

---

### **1. HOW DOES THE CABINET OPERATE?**

#### **1.1 Executive functions**

The Cabinet is the Council's executive body and is responsible for carrying out those functions which by law or under this Constitution are designated as "executive functions".

The arrangements for the discharge of executive functions are set out in Article 6. The arrangements may provide for executive functions to be discharged by:-

- (a) the Cabinet as a whole;
- (b) a committee of the Cabinet;
- (c) an individual member of the Cabinet;
- (d) an officer;
- (e) an area committee;
- (f) joint arrangements; or
- (g) another local authority.

#### **1.2 Delegation of Executive Functions**

- (a) Where the Cabinet, a committee of the Cabinet or an individual member of the Cabinet is responsible for an executive function, they may delegate further to an officer or by joint arrangements.
- (b) Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

#### **1.3 Delegation of Executive Functions by the Leader**

- (a) Subject to (b) below, the delegation of executive functions will be as notified to the Council and set out in Part 2 of this Constitution.
- (b) Where the Leader grants delegation of any executive functions he/she will give advance written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole.
- (b) Where the Cabinet seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when the Leader has served it on its Chairman.

## 1.4 Cabinet Meetings

The Cabinet will meet at times to be agreed by the Leader, at a suitable venue in Suffolk, in such location to be agreed by the Leader and will be held in public except in accordance with the Access to Information Procedure Rules. Notice of the dates and times of meetings, and their agendas, will be published in accordance with the Access to Information Procedure Rules.

## 1.5 Quorum

The quorum for a meeting of the Cabinet, or a committee of it, shall be one third of the total number of members of the Cabinet (including the Leader) or three, whichever is the larger.

## 1.6 How are decisions to be taken by the Cabinet?

- (a) Executive decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Rules.
- (b) Where executive decisions are delegated to a committee of the Cabinet, the rules applying to executive decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.

## 1. How are Cabinet meetings conducted?

### 2.1 Who presides?

The Leader, or in his/her absence the Deputy Leader, will preside at any meeting of the Cabinet or its Committees at which he or she is present. In the absence of the Leader and Deputy Leader the members of the Cabinet who are present shall elect one of them to preside.

### 2.2 Who may attend?

2.2.1 The public may attend in accordance with the Access to Information Rules in Part 4 of this Constitution.

2.2.2 Any member of the Council who is not a member of the Cabinet may attend a meeting of the Cabinet. He or she can speak only:

- (a) (subject to the law of bias and the code of conduct) to submit a list of questions to be asked at the Cabinet meeting. Questions must relate to an item on the agenda for that meeting. Questions submitted under this paragraph must be received by the Monitoring Officer no later than 10.00am the working day before the Cabinet meeting; or
- (b) if invited to by the person presiding but only for items on the Agenda.

## 2.3 What business?

2.3.1 At each meeting of the Cabinet or a Committee of the Cabinet the following business will be conducted:-

- (a) apologies for absence;
- (b) confirm as a correct record and sign the Minutes of the last meeting;
- (c) the receipt of any petitions (submitted and presented in accordance with the Council's [Petition Scheme](#));
- (d) matters referred to the Cabinet, whether by the Overview and Scrutiny Committee, or by the Council for reconsideration in accordance with the provisions of contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules;
- (e) consideration of reports from the Overview and Scrutiny Committee; and
- (f) matters set out in the agenda for the meeting, and which shall indicate which are key decisions and which are not in accordance with the Access to Information Procedure Rules set out in Part 4 of this Constitution.

## 2.4 Who can put items on the Cabinet agenda?

2.4.1 Normally, the Leader will decide upon the schedule for the meetings of the Cabinet.

2.4.2 An item will be placed on the agenda of the next available meeting of the Cabinet where the Overview and Scrutiny Committee, the Joint Scrutiny Committee or the Joint Audit and Standards Committee or the full Council have resolved that an item be considered by the Cabinet. There will be a standing item on the agenda of each meeting of the Cabinet for matters referred by the Overview and Scrutiny or the Joint Audit and Standards Committees.

2.4.3 The Monitoring Officer and/or the Chief Finance Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the proper officer to call such a meeting in pursuance of their statutory duties. In other circumstances, where any two of the Head of Paid Service, Chief Finance Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be convened at which meeting the item will be considered.

## 2.5 Method of Voting

2.5.1 The primary method of voting at all meetings will be electronic voting.

If electronic voting is not available, the Chairman of the meeting will determine the voting method to be used. This could include, but is not limited to, voting by:

- show of hands,
- roll call, or
- if there is no dissent, affirmation of the meeting.

2.5.2 A record of how each Councillor voted during the electronic vote will be published on the Council's website.