

Part 3 Chapter 2 - Executive Procedures and the Role of the Executive

4. Decision Meetings and Individual Executive Member Decision Days

- 4.1 All Executive Meetings and Executive Decisions taken will be conducted in accordance with the Access to Information Regulations.
- 4.2 Decision Meetings of Cabinet and Committees of Cabinet Meetings will be held in public, except when dealing with confidential or exempt matters.
- 4.3 Decisions of Individual Executive Members will also be held in public, except when dealing with confidential or exempt matters.
- 4.4 The quorum for a public Meeting of Cabinet shall be three, one of whom shall be the Leader or the Deputy Leader. The quorum for a public Meeting of a Committee of Cabinet shall also be three, one of whom shall be the Chairman or Vice-Chairman of the Committee or other Executive Member appointed by the Leader or Deputy Leader to act as Chairman.
- 4.5 Non-Executive Members will be allowed to speak at Cabinet and Committees of Cabinet Meetings and Individual Executive Member Decision Days by prior arrangements with the Chairman of the Meeting or Individual Executive Member as appropriate.
- 4.6 Advance notice of public Meetings of the Executive and Individual Executive Member Decision days will be published in accordance with the requirements of Part 2 of the Access to Information Regulations, and in accordance with the Access to Information Procedure Rules in Chapter 4 of this Part. A link to Executive decision Reports will also be sent electronically to all Members. Decisions will be recorded by the Chief Executive and his staff, and records of decisions and Reports considered will be made public in accordance with the Access to Information Procedure Rules. Where a decision is taken this should be clear on the face of the record of the decision, together with the implications of action arising from the decision, in order to facilitate effective scrutiny. Where the Executive is developing 'a position' (e.g., budget priorities for the coming year), a minute will record the general area under discussion, but Cabinet shall be not be obliged to disclose the detail of their discussion unless and until it results in either (a) a decision Cabinet is able to take and implement without further reference, except for scrutiny, or (b) a decision which must be presented to the County Council as a recommendation before any action can be taken.
- 4.7 Individual Executive Members will be spokespersons for their particular areas of responsibility.

- 4.8 Records of Executive decisions taken will be sent electronically to all Members of the County Council within five clear Working Days of the decision having been made.
- 4.9 The Leader may call additional Meetings of Cabinet at any time if it would be conducive to the conduct of business of the Executive to do so.
- 4.10 Individual Executive Members may also hold additional Individual Executive Member Decision Days at any time if they consider it would be conducive to the conduct of their Executive responsibilities to do so.
- 4.11 Without prejudice to the generality of the provisions of Paragraph 4.3 above, Paragraph 4.3 is amended as follows in consequence of the revised democratic process of the County Council and remote Meetings of the County Council, Cabinet, Committees and Standing Panels, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulations).
- 4.12 Decision Days of individual Executive members ordinarily held in public in accordance with Paragraph 4.3 above will be held remotely in accordance with the provisions of the Regulations.
- 4.13 For the avoidance of doubt the provisions of Paragraph 4.12 shall only apply to Decision Days of Individual Executive Members held before 7 May 2021, after which date it will cease to have effect.