

Part 4 THE EXECUTIVE (CABINET)

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1. EXECUTIVE ARRANGEMENTS

1.1 The following Parts of this Constitution comprise the Council's executive arrangements:

- (a) Part 1, Section 3 Access to Information Procedure Rules;
- (b) This Part 4 The Executive (Cabinet);
- (c) Part 5 Overview and Scrutiny Arrangements.

2. LEADER AND CABINET MODEL OF EXECUTIVE

2.1 The Council has adopted an 'executive' governance arrangement with a leader and cabinet model of executive, sometime referred to as the "Strong Leader" model. The term "Executive" refers to the Leader (of the Council) and the Cabinet collectively. The term "Cabinet" is also used to refer to the Executive.

2.2 The Leader is elected by full Council at the Annual Meeting following the election and is elected for a 4 year term. The Leader appoints up to nine other Councillors, called Cabinet Members, who form the Cabinet.

2.3 All functions other than those which are reserved to full Council, or delegated to a Council Committee, as a matter of law or under this Constitution, are called 'executive functions' and are the responsibility of the Leader and Cabinet.

2.4 Specific areas of executive responsibility are called Portfolios and may be assigned by the Leader to a Cabinet Member. A Cabinet Member with responsibility for a Portfolio is also known as a Portfolio Holder.

3. THE ROLE OF CABINET

Functions

3.1 The Local Government Act 2000 provides that the functions of a local authority are the responsibility of its Cabinet (referred to in the Act as the Executive) except for those which the law requires to be performed by the Council; provided that the decisions taken in respect of such a function is within the Council's approved Budget and Policy Framework.

3.2 The Local Authorities (Functions and Responsibilities) (England) (Regulations) 2000 (the Regulations) lists the different functions which can be categorised as:

- (a) Schedule 1: Functions which must not be the responsibility of the Cabinet – these are known as "Council Functions".
- (b) Schedule 2: Functions which may be the responsibility of the Cabinet or of the Council – these are known as "Local Choice" functions:
- (c) Schedule 3: Functions which may not be the sole responsibility of the Cabinet; and,

- (d) Schedule 4: Circumstances in which functions which would normally be the responsibility of the Cabinet, are not to be the responsibility of the Cabinet.

3.3 As such, the Council has the discretion to decide which of those functions which fall under Schedule 2 of the Regulations will be the responsibility of the Council and which will be the responsibility of the Cabinet.

3.4 Where a function is not specified in the Regulations it is considered to be an executive function.

Executive Functions

3.5 Except those Council functions listed at in Schedule 1 of the Regulations the Council [has decided that all other functions, including local choice functions, are to be executive functions]. Executive functions include particularly:

- (a) Making “Key Decisions” in respect of executive functions;
- (b) Recommending the rate of Council Tax and related polices to full Council for approval (the Budget);
- (c) Recommending policies to full Council for approval (the Policy Framework);
- (d) Making decisions on local choice functions;
- (e) Exercising the Council’s shareholder function in respect of companies wholly owned by the Council, or in which the Council has an interest.

3.6 Responsibility for executive functions rests with the Leader who will decide which functions they will perform personally, and which will be delegated, if any, to:

- (a) The Cabinet as a whole;
- (b) A Cabinet Committee;
- (c) Individual Cabinet Members;
- (d) Officers;
- (e) Another local authority under ‘joint arrangements’ or any other body or person permitted by law.

3.7 A decision on any delegated executive function may be referred to the whole Cabinet when:

- (a) The Leader, Cabinet Committee, Cabinet Member or Officer believes that due to the contentious or ‘political’ nature of the matter it should be considered and decided by the whole Cabinet; or,
- (b) The Cabinet Member takes a different view of the proposal in question and feels unable to be associated with it;

- (c) The Cabinet Member or Officer believes that they are conflicted or may be accused of bias.
- (d) The decision covers two portfolio areas (known as cross-cutting).

3.8 Additionally, under the Localism Act 2011 a Cabinet member cannot deal with any matter in which they have a Disclosable Pecuniary Interest and must take no action other than referring the matter to the Monitoring Officer and Leader.

4. THE CABINET

Composition

- 4.1 The Cabinet will comprise the Leader together with such number of elected Councillors as s/he may appoint to the Cabinet subject to a minimum of two and a maximum of nine.
- 4.2 The Leader will also appoint a Cabinet Member as a Deputy Leader of the Council.
- 4.3 Only elected Councillors of the Council may be appointed to the Cabinet.
- 4.4 The Mayor and Deputy Mayor cannot be appointed to the Cabinet.
- 4.5 There shall be no co-opted members of the Cabinet and substitutes for Cabinet Members are not permitted.
- 4.6 The composition of the Cabinet is not subject to the political proportionality requirements set out in the Local Government and Housing Act 1989.

The Leader

- 4.7 The Leader will be a Councillor elected as Leader by full Council for a term not exceeding four years. The Leader will hold office until s/he:
 - (a) Resigns from the office of Leader; or,
 - (b) Is no longer an elected councillor of the Council; or,
 - (c) Removed from office by resolution of full Council on receipt of a Notice of Motion in accordance with the requirements of the Council Procedure Rules set out under Part 2 of this Constitution; or,
 - (d) Is removed from office by simple resolution of the Council at the meeting of Council following a change in political control of the Council, as signalled to the Monitoring Officer. A change in political control is a change in the composition of the various Political Groups such that a different Political Group or combination of Political Groups now comprise a majority of the membership of the Council; or,
 - (e) Is disqualified from being a Councillor.

4.8 Where the Leader no longer holds office, the Deputy Leader will undertake the role of Leader until such time as full Council elects a Councillor to the office of Leader.

Deputy Leader

4.9 The Deputy Leader may not vary the executive arrangements made by the Leader or any other arrangements made by the Leader for the discharge of executive functions under this Constitution except:

- (a) Changes consequent on the dismissal of the Leader from office until such time as a new Leader is elected;
- (b) Where, in the opinion of the Chief Executive, the Leader is incapacitated for such period of time that the efficient operation of the Council would be significantly impaired.

4.10 The Deputy Leader shall be appointed by the Leader annually and will hold office until:

- (a) The next annual meeting of the Council; or,
- (b) They resign from office; or
- (c) Until end of the Leader's term of office and the new Leader has been elected; or
- (d) They are no longer an elected Councillor of the Council; or
- (e) They are removed from office by the Leader who must give written notice of any removal to the Chief Executive. The removal will take effect two working days after receipt of the notice by the Chief Executive.
- (f) They are disqualified from being a Councillor.

Cabinet Members

4.11 Cabinet Members are appointed by the Leader annually at the Annual Meeting and shall hold office until:

- (a) The next Annual Meeting of the Council; or,
- (b) They resign from office; or,
- (c) They are no longer an elected Councillor of the Council; or,
- (d) They are removed from office by the Leader who must give written notice of any removal to the Chief Executive. The removal will take effect immediately.

4.12 The Leader may appoint a Cabinet Member as a Portfolio Holder with or without individual decision making authority.

4.13 The Leader will appoint a Cabinet Member as the Lead Member for Children's Services in accordance with the Children Act 2004.

Deputy Cabinet Members

4.14 The Leader may appoint non-Cabinet Members as Deputy Cabinet Members to advise and assist the Cabinet Members.

4.15 The total number of Deputy Cabinet Members cannot exceed the number of Cabinet Members.

- 4.16 Deputy Cabinet Members are not authorised to make decisions which are the responsibility of Cabinet Members. They also do not have automatic speaking rights at meetings of Cabinet or Scrutiny.
- 4.17 Deputy Cabinet Members do not receive a special responsibility allowance.

Portfolios

- 4.18 The Leader may allocate areas of responsibility to a Portfolio and assign a Portfolio to an individual Cabinet Member.
- 4.19 The Leader may change a Portfolio in any way for any reason at any time.
- 4.20 The Leader may reassign a Portfolio for any reason at any time.
- 4.21 The Leader may retain a Portfolio which is not assigned to a Cabinet Member.
- 4.22 The Leader will provide details of Portfolios and Portfolio Holders to the Monitoring Officer and shall notify the Monitoring Officer of any changes to a Portfolio or Portfolio Holder as soon as reasonably practicable.
- 4.23 As soon as reasonably practicable the Leader will report the details and allocation of Portfolios and any subsequent changes thereto to full Council and shall publish the details and allocation of the Portfolios on the Council's website.
- 4.24 The Portfolios and the areas of responsibility they contain are set out on the Councils Website [[LINK](#)].

The Scheme of Delegation to Cabinet Members

- 4.25 The Leader may delegate executive functions on such terms as they consider appropriate to Cabinet Members in accordance with their Portfolios as set out at section 6.
- 4.26 In cases of uncertainty the Monitoring Officer in consultation with the Leader will decide which Cabinet Member should deal with a given matter.
- 4.27 The Leader's delegation to a Cabinet Member may include the following areas of responsibility:
- (a) To consider reports prepared by Officers and to make any decisions in accordance with the requirements of this Constitution;
 - (b) To consider draft reports to the Cabinet with the relevant Executive Director and/or other relevant senior Officer;
 - (c) To determine how expenditure on services should be undertaken within approved budgets;
 - (d) To agree annual reports;
 - (e) To develop and approve service plans of services, including future budget requirements;

- (f) To oversee the budget and performance for particular services in consultation with the relevant Executive Director;
- (g) To determine policies for particular services, which are consistent with the approved Policy Framework;
- (h) To agree responses to consultation papers (except for planning consultation papers) questions from councillor and the public at meetings;
- (i) To make payment of grants to outside bodies within the list approved by the Cabinet, except those which fall to the Cabinet itself to decide;
- (j) To approve decisions affecting a particular locality (i.e. which are not service-wide, council-wide or otherwise corporate)

The Scheme of Delegation to Officers

4.28 The Leader may delegate executive functions on such terms as they consider appropriate to identified Officers in accordance with the Scheme of Delegation to Officers set out under Part 7 of this Constitution.

4.29 The Leader may change the Scheme of Delegation to Officers for any reason at any time.

Cabinet Committees

4.30 The Leader or Cabinet may establish a Cabinet Committee at any time to:

- (a) Discharge executive functions on a single occasion or a continuing basis;
- (b) Advise the Leader and / or the Cabinet as a whole;

4.31 The composition and terms of reference of a Cabinet Committee shall be determined by the Leader or Cabinet in consultation with the Monitoring Officer.

4.32 Details of any Cabinet Committee will be notified to full Council and published on the Council's website.

Cabinet Meetings

4.33 Meetings of the Cabinet and any Cabinet Committee shall be conducted in accordance with the Cabinet Procedure Rules set out below under section 5 and shall be open to the press and public in accordance with the Access to Information Procedure Rules set out under Part 1 of this Constitution.

5. THE CABINET PROCEDURE RULES

Application

- 5.1 These Cabinet Procedure Rules (Rules) apply to the proceedings and meetings of the Cabinet.
- 5.2 These Rules do not apply to meetings of full Council, Council Committees or Sub-committees.

Delegations by the Leader

- 5.3 Each year the Leader will prepare a written record of the delegations of executive functions. The record of delegations will detail the executive functions which the Leader has delegated to the Cabinet, Cabinet Committees, specific Cabinet Members or Officers. The record of delegations will be presented to the Council at the Council's Annual Meeting and set out in this Constitution. The record of executive functions delegations will include:

- (a) The names, contact details and electoral area of those Councillors appointed to the Cabinet by the Leader;
- (b) The executive functions to be performed by the Cabinet;
- (c) The executive functions to be performed by a specific Cabinet Member / Portfolio Holder (including any limitations on their authority);
- (d) The constitution and terms of reference of any Cabinet Committee appointed by the Leader or the Cabinet, and the names of the Cabinet Members appointed by the Leader to serve on any Cabinet Committee;
- (e) The nature and extent of any executive function delegated to any Joint Committee or any other local authority, body or person along with the names of the Cabinet Members appointed to any Joint Committee for the municipal year;
- (f) Any changes to any of the delegations to Officers, the job title of the Officers to whom delegations are made, and any limits on their authority.

- 5.4 The record of delegations may be amended by the Leader for any reason at any time. The Leader must provide notice of any amendment to the Monitoring Officer, the as a whole Cabinet, or the Cabinet Committee, individual Cabinet Member or Officer concerned. The notice must set out the extent of the amendment and whether it concerns the withdrawal of a delegation to the Cabinet as a whole, a Cabinet Committee, individual Cabinet Member or Officer, a Joint Committee or joint working arrangement, or other body or person. Where the amendment concerns a change to a delegation to a Joint Committee or joint working arrangement, the Monitoring Officer will report the amendments to the next meeting of the Council.

- 5.5 Where the Leader withdraws a delegation from a Joint Committee, notice do so will be considered as having been provided to the Joint Committee when such notice has been provided by the Leader to the Chair of the Joint Committee.

Sub-delegations

- 5.6 Unless otherwise specified by the Leader or elsewhere under this Constitution the Cabinet or an individual Cabinet Member may sub-delegate to an Officer the discharge of an executive function for which the Cabinet or the Cabinet Member is responsible.
- 5.7 Where an executive function has been sub-delegated, it may still be performed by the Cabinet or the Cabinet Member who made the sub-delegation.
- 5.8 An Officer with delegated authority may refer back to the Cabinet or the Cabinet Member as applicable an executive function which they have been sub-delegated.

Conflicts of Interest

- 5.9 Where the Leader has a conflict of interest they must ensure and that the decision is taken by a Cabinet Member who does not have such a conflict of interest, that the Leader does not influence the decision to be taken.
- 5.10 If every Cabinet Member has a conflict of interest, consideration must be given to delegating the decision to the Chief Executive, appropriate Executive Director or a senior Officer, or to seeking a dispensation to taking the decision.
- 5.11 Where a decision is being taken regarding a service which is commissioned by a Cabinet Member from an external service provider, Cabinet Members must be mindful of potential conflicts of interest arising if they also sit on the board of the service provider, or are otherwise involved in its governance. In such circumstances Cabinet Members should seek advice from the Monitoring Officer before agreeing to sit on such a board or governance structure.

Cabinet Meetings

Applicable Rules

- 5.12 Cabinet meetings and meetings for Cabinet Committees are convened and conducted in accordance these Rules and the Access to Information Procedure Rules.
- 5.13 The Council Procedure Rules and the Committee Procedure Rules set out under Part 2 and Part 3 of this Constitution respectively do not apply to meetings of the Cabinet or Cabinet Committees.

Time and Place of Cabinet Meetings

- 5.14 The Cabinet will meet no less than [] each municipal year. The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Monitoring Officer will send a summons signed by them to every Councillor of the Council. The summons will give the date, time and place of the meeting; specify the business to be transacted and will be accompanied by such reports as are available.

Quorum

5.15 The quorum for a Cabinet meeting is 50% of Cabinet Members, not including Cabinet Deputies. If the quorum is not present within ten minutes of the scheduled start of the meeting or such longer time as the Chair allows, the business of the meeting shall be adjourned to the next Cabinet Meeting.

Chair

5.16 The Leader, or in their absence the Deputy Leader shall chair a Cabinet Meeting. In the absence of both the Leader and the Deputy Leader, the Cabinet Members present at the meeting will appoint from amongst themselves some to chair the meeting.

Attendance at Cabinet Meetings

5.17 Members of the press and public may attend all Cabinet Meetings in accordance with Access to Information Procedure Rules set out under Part 1 of this Constitution, except when:

- (a) The Cabinet has decided that the press and public should be excluded for all or part of the meeting because a matter to be considered is likely to result in the disclosure of exempt or confidential information; or,
- (b) The person attending the meeting has been removed on the order of the Chair so as to prevent the disruption of the meeting.

5.18 A Councillor who is not Cabinet Member may attend a Cabinet meeting as a member of the public in accordance with the Access to Information Procedure Rules, except where excluded in accordance with Rule 5.19 above.

5.19 A Councillor who is not a Cabinet Member may only speak at a Cabinet meeting if invited to do so by the Chair and asking a question under Rule 5.36.

5.20 Officers may attend Cabinet Meetings as follows:

- (a) The Chief Executive and the Deputy Chief Executive may attend Cabinet meetings. Other Executive Directors may attend Cabinet meetings at the invitation of the appropriate Cabinet Member;
- (b) The Statutory Officers of the Council or their nominees may attend Cabinet meetings and speak on issues affecting their statutory responsibilities as of right, or otherwise when requested to do so by the Chair.

5.21 Cabinet Members are not permitted to appoint substitutes to attend Cabinet meetings in their place. The absence of a Cabinet Member will not prevent the consideration or making of decisions in respect of a matter. If a matter has been delegated to an absent Cabinet Member, it may be referred to the Cabinet as a whole for consideration and decisions to be made. An absent Cabinet Member may ask a Deputy Cabinet Member to speak on his / her behalf, if permitted by the Chair, but Deputy Cabinet Members are permitted to vote at Cabinet Meetings.

Order of Business

5.22 The following business will be conducted at each Cabinet meeting:

- (a) Elect a person to chair if the Leader and Deputy Leaders are not present to chair the meeting;
- (b) To approve the minutes of the last meeting;
- (c) To receive any apologies for absence;
- (d) To receive any declarations of interest;
- (e) To receive any statements from the Leader;
- (f) To consider petitions or motions referred by full Council which relate to executive functions;
- (g) To consider other matters set out in the meeting agenda. The agenda will indicate any matters which are Key Decisions or matters which are exempt or confidential and require the exclusion of the press and / or public.

Minutes

5.23 The Chair will sign the minutes of the proceedings at the next Cabinet meeting. The Chair will move that the minutes of the previous Cabinet meeting be signed as a correct record. The only part of the minutes which can be discussed is their accuracy.

5.24 Where an urgent Cabinet meeting is called in accordance with Rule 5.26 above, there is no requirement for the minutes of the previous Cabinet meeting to be signed at the urgent meeting.

Disturbance by the Public

5.25 If a member of the public interrupts the proceedings or otherwise interferes with the conduct of a Cabinet meeting the Chair will warn the person concerned. If that person continues to interrupt or interfere with the meeting the Chair will order their removal from the meeting room.

5.26 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part of the meeting room to be cleared.

Exclusion of the Press and Public

5.27 Members of the press and public may only be excluded from a meeting of the Cabinet in accordance with the Access to Information Procedure Rules set out under Part 1 of this Constitution.

Questions

Questions on Notice

5.28 Subject to Rule 5.37 any Councillor may ask a question of the Cabinet on any matter in relation to which the Council has powers or duties or which affects the administrative area of the Council.

Notice of Questions

5.29 A Councillor may ask a question under Rule 5.36 if either:

- (a) They have given notice of the question in writing or by e-mail to the Monitoring Officer no later than midday three clear working days before the day of the meeting; or,
- (b) The question relates to urgent matters, the Councillor has the consent of the Chair and the content of the question is received by the Monitoring Officer in writing or by e-mail by 9.00 a.m. on the day of the meeting.

Content of Questions

5.30 All questions must, in the opinion of the Chair:

- (a) Not be unreasonable;
- (b) Contain no expressions of opinion;
- (c) Relate to matters on which the Council has or may determine a policy;
- (d) Not relate to questions of fact;
- (e) Not require the disclosure of confidential or exempt information;
- (f) Not relate to a matter which is of purely personal concern to an individual / family member.

Time Allowed for Questions

5.31 The number of questions asked under Rule 5.36 and the total time allowed for consideration of such questions shall be determined by the Chair;

5.32 At the conclusion of the response to the question under consideration or at the expiry of such time period as determined by the Chair from the time when the first questioner started to speak, the Chair shall conclude the meeting or proceed to the next item of business.

5.33 Any remaining questions shall be responded to in writing before the next ordinary meeting of the Cabinet.

Record of Questions

V2 following Comments from Committee 7.10.24

5.34 The Monitoring Officer will send a copy of any question received under Rule 5.36 to the Chair. Copies of all questions will be available to all Councillors and the public attending the meeting.

5.35 Rejected questions will be returned to the questioner with the reasons for rejection.

Order of Questions

5.36 Questions from Councillors will be asked in the order determined by the Chair except that if the largest opposition Group Leader has a question they will be invited to put it first.

Response

5.37 An answer to a question may take the form of:

- (a) A direct verbal answer;
- (b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) Where the reply cannot conveniently be given verbally, a written response will be provided no later than five clear working days after the meeting.
- (d) Copies of all questions and responses will be available on the Council's website with the minutes for the relevant meeting.

Suspension and Amendment of the Cabinet Procedure Rules

Suspension

5.38 Where permitted by law all of these Rules may be suspended by motion on notice or without notice if at least one half of the whole number of Cabinet Members are present. Suspension can only be for a single item or the duration of the Cabinet meeting.

Key Decisions

5.39 A "Key Decision" In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Key Decisions are decisions which:

- 5.39.1 Results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- 5.39.2 Is deemed to be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Council's administrative area.

5.40 For the purpose of being a key decision, the Council has determined that the level of expenditure or saving (the Key Decision Financial Threshold) shall be £500,000.

5.41 Subject to Rule 5.47 below (general exception), Rule 5.48 below (special urgency) or Rule 5.48 below (major emergencies), a Key Decision may not be taken unless:

- (a) At least twenty-eight clear days' notice has been published in connection with the matter in question (such notice shall be given by means of the Forward Plan); or
- (b) At least five clear days have elapsed since the publication of the notice of the decision, unless the decision taker has resolved that implementation of the decision is urgent in which case the decision can be implemented without delay; and
- (c) Where the decision is to be taken at a meeting of the Cabinet or a Cabinet Committee, notice of the meeting has been given in accordance with Access to Information Procedure Rules.

The Forward Plan

- 5.42 The Leader will ensure that notice of all Key Decisions are given at least twenty-eight clear days before they are due to be taken.
- 5.43 The Council will list all Key Decisions once a month in a Forward Plan indicating which decisions the Cabinet anticipate that they will take during the next four months, together with any particularly significant Key Decisions which are anticipated to be taken will take within the next four to twelve months. The Monitoring Officer may also include in the Forward Plan reference to such other decisions, which are to be taken by the Council or any of its Committees or Sub-Committee or Officers as they consider appropriate.
- 5.44 The Forward Plan will include the following information in respect of each Key Decision:
- (a) The matter in respect of which the decision is to be taken;
 - (b) The person or body by whom the decision is to be taken;
 - (c) The date on which, or the period within which, the decision is to be taken;
 - (d) A list of the documents which will be considered by the person or body taking the decision;
 - (e) Notice, if appropriate, that it is intended that a decision will be taken in a private session because the decision contains confidential or exempt information.
- 5.45 Where the Cabinet anticipate taking a Key Decision on a matter, and inclusion of the matter within the Forward Plan would disclose confidential or exempt information the Cabinet may limit the entry in the Forward Plan to such information as may be disclosed without disclosure provided that notice under Rule 5.43 (e) above has been given.
- 5.46 The Cabinet shall normally review and update the Forward Plan at least once in every calendar month, and shall make arrangements for the revised Forward Plan to be made available on the Council's website.

General Exception

5.47 Subject to Rule 5.48 (special urgency) or Rule 5.489 (major emergencies) if a matter which is likely to be a Key Decision has not been published for a minimum of twenty-eight clear days on the Council's website, the decision may still be taken if:

- (a) The decision must be taken by such a date that it is impracticable to defer the decision until it has been possible for twenty-eight clear days' notice to be given;
- (b) The Monitoring Officer has informed the relevant Scrutiny Committee Chair in advance in writing and made copies of that notice available to the public at the Council's offices and on the Council's website; and
- (c) At least five clear days have elapsed since the Monitoring Officer complied with (b) above.

Special Urgency

5.48 If Rule 5.49 (major emergencies) below does not apply and, by virtue of the date by which a decision must be taken, Rule 5.47 (general exception) above cannot be followed, and the five clear days' notice of the decision cannot be given, then the decision can only be taken if the agreement of the Chair of the relevant Scrutiny Committee that the taking of the decision cannot be reasonably deferred. Notice in writing of the application to the Chair of the appropriate Scrutiny Committee must be published on the Council's website and copies made available to at the Council's offices. If there is no Chair of a relevant Select Committee, or if the Chair of the relevant Scrutiny Committee is unable to act, then the agreement of the Mayor, or in their absence the Deputy Mayor will suffice.

Major Emergencies

5.49 In the event of an emergency as listed below, the Leader may take any immediate urgent decision required without consultation. In the event that the Leader cannot be contacted or is unavailable the Deputy Leader may take any immediate urgent decision required without consultation. In the event that neither the Leader or the Deputy Leaders can be contacted, or are unavailable to act for any reason, the Chief Executive may take any immediate urgent decisions required without consultation. A major emergency is any event or circumstance (happening with or without warning) that causes or threatens:

- (a) Death or injury; or,
- (b) Disruption to the community; or,
- (c) Damage to property or to the environment on such a scale that the effects cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal, day-to-day activities.

Quarterly Reports on Special Urgency Decisions

5.50 The Leader will submit quarterly reports to the Council on the Key Decisions taken in accordance with Rule 5.48 (special urgency) above and / or Rule 5.49 (major emergencies) above in the preceding three months. The report will include the number

of decisions so taken and a summary of the matters in respect of which those decisions were taken and the reasons for urgency.

Record of Executive Decisions

- 5.51 After any meeting of the Cabinet, the Monitoring Officer, will produce a record of every executive decision taken at that meeting as soon as practicable. The record will include the decisions taken, the date the decisions were taken, a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting with the reasons. The record will also include any conflicts of interest declared in relation to a decision, detail whether the Monitoring Officer agreed to make a dispensation where a conflict of interest was declared before the decision was taken.
- 5.52 Where an individual Cabinet Member or Officer takes an executive decision under delegated authority the Monitoring Officer will produce a written record detailing the information specified in Rule 5.51 above.
- 5.53 A copy of a record produced in accordance with Rule 5.51 and Rule 5.52, and any report considered by the decision maker will be published on the Council's website and available at the Council's offices.
- 5.54 Nothing in these Rules 5.51 – 5.53 requires the disclosure of exempt or confidential information.

Provision of Reports to Scrutiny Committee

- 5.55 On the provision of report in accordance with Rule 5.54 , the person who prepared the report will also provide give a copy of it to the Chair of the relevant Scrutiny Committee as soon as reasonably practicable, and make it publicly available at the same time, provided that such reports do not contain confidential or exempt information.

Record of Individual Decisions

- 5.56 As soon as reasonably practicable after any decision has been taken by a Cabinet Member, or an Executive Director or relevant senior Officer, which would be an executive decision if taken by a Cabinet Member, the decision maker will prepare, or instruct the Proper Officer to prepare, and publish, a record of the decision; and, as appropriate, a statement of the reasons for it and any alternative options considered and rejected. This does not require the disclosure of exempt or confidential information.

6. JOINT ARRANGEMENTS

- 6.1 Southend-on-Sea City Council works with a wide range of organisations to promote the economic, social and environmental well-being of its residents and businesses. These arrangements can take a variety of forms including formal agreements, joint working, appointments, joint committees and cooperation with third parties.
- 6.2 The Council has entered into the joint authorities and joint committees set out below.

Joint Authorities

- The Health and Wellbeing Board and related partnership arrangements;
- Southend Community Safety Partnership

Joint Committees

- Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC);
- Rochford and Southend-on-Sea Area Action Plan Committee (re Airport)
- Essex Waste Partnership;
- Essex and Southend Joint Waste Project Board;
- South Essex Councils (SEC)