

## Part 6: Executive Procedure Rules

(March 2026)

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The arrangements for the discharge of executive functions are set out in the Executive Terms of Reference (Part 2 of the Constitution).

Information in respect of the Executive Forward Plan, Executive Portfolio Holder decisions and access to documents under the control of the Executive is set out in the Access to Information Procedure Rules (Part 21 of the Constitution).

### **6.1 Agendas for Executive Meetings**

An agenda will be published at least 5 clear days before the meeting setting out any business to be transacted in private (exempt or confidential), the reason why it is exempt or confidential and any representations received and response given regarding these.

At each meeting of the Executive the following business will be conducted:

- elect a person to preside if the Chair and Vice-Chair are not present;
- receive any apologies for absence;
- receive any declarations of interest from members;
- to report any petitions and requests to address the meeting on an item on the agenda, or to receive an address;
- consider any urgent items of business as agreed by Chair;
- approve the minutes of the last meeting;

- deal with any business remaining from the last meeting;
- any other business on the agenda, including referrals from Council, Committees, Executive Portfolio Holders;
- pass a resolution to exclude the public for any items involving the likely disclosure of exempt or confidential information;
- any exempt business on the agenda;

The Chair, or the meeting by resolution, may vary the order of business.

## **6.2 Rights to Request or Require an Agenda Item**

### **6.2.1 Members of Council**

Any Member of the Council may ask the Leader to put an item on the agenda of an Executive meeting for consideration. If the Leader agrees the item will be considered at the next available meeting of the Executive.

The agenda for the meeting will give the name of the Member who asked for the item to be considered and they will be invited to attend the meeting, to be able to address the Executive.

If an item is requested for inclusion on the agenda by a member of the Council (including a member of the Executive), then it will be included with such information as is available at the time, but it shall only be considered and decided if it is possible to produce a full report containing relevant information to enable a decision to be properly made.

The Executive will be able to defer any matter added to its agenda in this way, to enable a proper report to be prepared and, if this is the case, the matter will normally be considered at the next meeting.

If there are several such items on the Executive's agenda it may decide to defer consideration of any of them, as it sees fit.

### **6.2.2 Head of Paid Service, Monitoring Officer and Section 151 Officer**

The Head of Paid Service, Monitoring Officer and/or the Section 151 Officer may include an item for consideration on the agenda of an Executive meeting. The Monitoring Officer and Section 151 Officer may require the Chief Executive to call such a meeting in pursuance of their statutory duties.

In other circumstances, where any two of the Head of Paid Service, Section 151 Officer and Monitoring Officer are of the opinion that a meeting of the Executive needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of an Executive meeting.

If there is no meeting of the Executive 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 the matter will be considered.

### **6.3 Volume of Business**

If the volume of business for a meeting of the Executive is considered to be excessive, the Leader may defer consideration of items to a later meeting with the exception of:

- items referred to Executive by Council or the Overview and Scrutiny Committee, if the Council or Overview and Scrutiny Committee has requested they be dealt with at that meeting.
- reports of Statutory Officers unless the relevant Officer concurs.

Deferred items will be dealt with at the next ordinary Executive meeting or a Special Meeting convened for the purpose within 4 weeks.

### **6.4 Minutes of Executive Meetings**

The minutes will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting, any conflicts of interest declared and any dispensations granted.

### **6.5 Consultation**

All reports to the Executive must contain details of the nature and extent of consultation with stakeholders and the Overview and Scrutiny Committee, and the outcome of that consultation. The level of consultation required will be appropriate to the nature of the matter under consideration.

### **6.6 Budget and Policy Framework**

#### **6.6.1 Process for developing the Policy Framework**

The Executive Work Programme (including the 28 day notice) will set out the timetable for making proposals to the Council to develop the budget and policy framework and the arrangements for consultation. Four months' notice (and at least 6 weeks) will normally be provided.

At the end of that period, the Executive will then draw up proposals having regard to the consultation responses received. If the Overview and Scrutiny Committee wishes to respond to the Executive in that consultation process then it may do so. The report will reflect the comments made by consultees (in particular Overview and Scrutiny) and the Executive's response to them.

The proposals will be referred to Council for decision at the earliest opportunity.

### **6.6.2 Decisions outside the Budget or Policy Framework**

If the Executive or any Committees of the Executive discharging executive functions wish to make such a decision, they shall take advice from the Monitoring Officer and/or the Section 151 Officer as to whether the decision they wish to make would be contrary or not wholly in accordance with the policy framework, or budget.

If the advice of either of those Officers is that the decision would not be in line with the existing budget and/or policy framework, then the decision must be referred by that body or person to the Council for decision, except in the circumstances as set out below:

### **6.6.3 In-year changes**

The Executive may make in-year changes to the Budget and Policy framework in the following circumstances only:

- Changes which will result in the closure or discontinuance of a service or part of service or level of service to meet a budgetary constraint;
- Changes which may be necessary to ensure compliance with the law, ministerial direction or government guidance;
- Changes which may vary or develop the policy framework provided they are consistent with its principles and which, with any virement or supplementary expenditure, that may be possible under the Council's Financial Procedure Rules, be implemented within budget for the year, provided such changes do not commit the Council to expenditure in subsequent financial years.

### **6.6.4 Urgent changes**

A decision outside the budget and/or policy framework may be made under the Executive arrangements, if it is not practical to convene a quorate meeting of full Council and if the Chair of the Overview and Scrutiny Committee (or in their absence the Chair of Council) agrees.

The reason why it is not practical to convene a quorate meeting of full Council and the consent of the Chair of the Overview and Scrutiny Committee to the decision being taken as a matter of urgency must be noted in the record of the decision.

Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

### **6.6.5 Virement**

The Executive arrangements discharging functions to implement Council policy shall not exceed those budgets allocated to each budget head. However, they shall be entitled to vire across budget heads in accordance with the rules specified by the Council's Financial Procedure Rules.