

# **Council Constitution**

## **Part 3 - Responsibility for Functions**

### **1. Responsibility for Council Functions**

These are set out in the Council's Terms of Reference and Scheme of Delegation.

### **2. Responsibility for Executive Functions**

1. The Executive Cabinet, Executive Members and Officers will be authorised to determine Executive functions in accordance with the Council's Terms of Reference and Scheme of Delegation.
2. The Executive Leader will present to the Annual Business Meeting of the Council a written record of delegations made by him for inclusion in the Council's Scheme of Delegation at Part 3 of the Constitution.

### **3. Terms of Reference for the Executive Cabinet**

1. The Executive Cabinet shall have delegated powers to determine all matters (other than those which are reserved for approval by the Full Council, the Speakers Panels or delegated to Officers) provided such matters are in accordance with the Council's approved budget and policy framework, and any Key Decisions are included in the Council's Forward Plan.
2. All such other matters shall be the subject of approval by the Full Council.

### **4. Quorum for Executive Cabinet**

The quorum for public meetings of the Executive Cabinet shall be one quarter of its total Membership.

### **5. The Business**

At each ordinary public meeting of the Executive Cabinet the following business will be conducted:-

1. consideration of the Minutes of the last meeting;
2. declarations of interest(s), if any;
3. matters referred to the Executive (whether by a Scrutiny Panel or by the Council) for reconsideration by the Executive in accordance with the provisions contained in the Council's Budget and Policy Framework;
4. consideration of reports from other bodies;
5. matters set out in the agenda for the meeting, and which shall indicate which items are Key Decisions and which are not, in accordance with the Access to Information Procedure Rules set out in the Constitution.

### **6. Consultation**

All reports to the Executive Cabinet on proposals relating to the budget or policy framework must contain details of appropriate consultation with stakeholders and the relevant Scrutiny Panels and the outcome of that consultation. Reports on all other matters must set out the details of consultation as appropriate. The level of consultation required will be appropriate to the matter under consideration.

## **7. Who can put items on the Executive Cabinet agenda?**

The Executive Leader and the Chief Executive shall determine the content of the business to be dealt with at the Executive Cabinet.

