

ANNEX 7 - STANDING ORDERS FOR THE EXECUTIVE

1. Meetings

- 1.1 The Executive shall meet when determined by the Leader.
- 1.2 The Executive's meetings are subject to the Access to Information Rules set out in Annex 4 in relation to attendance by the public and access to documents..

2. Quorum

The quorum for a meeting of the Executive is 3.

3. Person Presiding

The Leader, if present, presides at a meeting of the Executive. In the Leader's absence another member of the Executive chosen by the Executive shall preside.

4. Minutes

- 4.1 Minutes of each meeting shall be sent to every member of the Council as soon as practicable after the meeting and in any event no less than 3 clear days before the next meeting.
- 4.2 Minutes shall be kept in a book which shall be signed at the next meeting by the Leader/person presiding.
- 4.3 Minutes of the previous meeting shall be taken as read and no discussion shall take place except as to their accuracy.

5. Agendas

The Agenda for each meeting of the Executive is as determined by the Leader, but the following may require an item to come before the Executive:

- a) the full Council
- b) a Scrutiny Committee
- c) the Standards Committee
- d) the Head of Paid Service, Monitoring Officer or Chief Financial Officer.

6. Procedure

- 6.1 The conduct of the meeting shall be under the control of the Leader/person presiding whose ruling on a point of order shall be final.
- 6.2 Any question before the meeting on which a decision is required shall be determined by a show of hands. In the event of the votes cast being equal, the Leader/person presiding shall have a casting vote.

7. Interests

Members of the Executive must observe the provisions of the Code of Conduct for Councillors set out in Annex 18 while attending meetings, and shall, when required by the Code, declare an interest and withdraw from the room.