

## **EXECUTIVE PROCEDURE CORONAVIRUS PERIOD RULES**

1. The Leader may undertake all executive decisions personally, arrange for them to be undertaken by the Executive, a committee of the Executive or delegate decisions to a Portfolio Holder or an Officer. Matters presently allocated for decision in the Executive Arrangements in the Constitution and the Scheme of Delegation to officers will have been presumed to have been so delegated unless the Leader decides to reallocate.
2. Where the Leader revises an existing delegation he will by e-mail notify the Chief Executive and the Monitoring Officer forthwith who will revise the Scheme of Delegation and advise all members of the relevant Policy Development and Scrutiny committee.
3. Where the Leader or a Portfolio Holder is of the opinion that a decision can be made without the need for a virtual public meeting, then they can after consultation with the relevant Policy Development and Scrutiny Chairman (or in their absence the Vice-chairman or Mayor) make the decision in accordance with the attached protocol (Appendix 1).
4. The presumption is that decisions which would normally be made following a resolution to exclude the public will be made in accordance with the rules set out in The Protocol and not at a virtual meeting.
5. Where a virtual meeting is held it will be conducted in accordance with the Virtual Meeting Procedure Rules and will take place on a day and time set by the Leader or a Portfolio Holder taking the decision.
6. All documents which would previously have been made available to members of the public in paper form will be made available electronically on the Council's website.
7. Save where amended by these rules, or where they are incompatible with the provisions of the regulations, all other rules of procedure will apply. Where a virtual meeting is held the provisions in the Coronavirus Virus Meetings Rules will be followed.
8. Where there is an urgent need to change any rule regulating Executive procedure in the Constitution the Monitoring Officer may amend either these rules or the Constitution with the agreement of the Leader.

## **Appendix 1**

### **LEADER AND PORTFLIO HOLDER DECISION MAKING PROTOCOL**

1. Where the Leader considers that an Executive decision needs to be made he will either take that decision himself or authorise a Portfolio Holder to take that decision.
2. The requirements of the forward plan will be complied with in the usual way.
3. At least 5 clear days before the Leader or Portfolio Holder is minded to make a decision the Director of Corporate Services will publish on the Council's web site a report setting out the decision(s) the Leader or Portfolio Holder is minded to make and reasons for that decision using the same format used for member reports. Reports dealing with Exempt or confidential matters will not be published but a summary of any decision made will be produced and published.
4. Prior to publication of a report the Director of Corporate Services will send an electronic copy of the report to Members of the relevant Policy Development and Scrutiny Committee (PDS Committee) Members will be provided with exempt and confidential reports as well as public reports and must comply with the usual duties of confidentiality.
5. The Leader or Portfolio Holder will liaise with the Chairman of the relevant PDS Committee to establish the methodology for pre-decision scrutiny of the proposed decision(s). This will include but not be limited to;
  - a. Receiving comments by email from Members of the PDS Committee either directly or co-ordinated through the Chairman.
  - b. Setting up a virtual consultation discussion where views of those Members can be sought.
  - c. A combination of (a) and (b)
6. The Leader or Portfolio Holder acting reasonably can set a time scale during which pre-decision scrutiny must take place.
7. The Leader or Portfolio Holder will consider any comments made and may either make the decision proposed, modify that decision, defer it for further work to be undertaken or decide not to make the decision and will make a record of the decision and sign (including electronic signature) that record and publish any decision made as soon as possible.
8. Call-in will continue to apply to non-urgent decisions.