

## **6. CABINET**

The Council operates an Executive form of governance. This means that Full Council appoints an Executive Leader. The Leader then appoints between two and nine other councillors who, together with the Leader, form the Cabinet. The Cabinet is the part of the council that is responsible for most day-to-day decisions.

### **Executive Leader**

The Executive Leader is a councillor elected at the first annual meeting of the Full Council after election and holds office for four years until the day of the annual meeting of the Full Council after the next election unless, at an earlier date:

- (a) they resign from office
- (b) they are disqualified from office
- (c) the expiry of their fixed term, i.e. the date of the post-election annual meeting that follows their election as Leader
- (d) they are removed from office by Full Council resolution, submitted by at least five councillors and nominating an alternative candidate for the vacated position in accordance with Procedure Rules (see Part 4A Section 9)

If the council passes a resolution to remove the Leader, a new Leader is elected either at the meeting at which the Leader is removed from office or at a subsequent meeting.

If a vacancy in the office of Leader arises for the reasons set out at (a) or (b) above, a new Leader is elected at the next scheduled meeting of Full Council or at an Extraordinary Meeting of the council.

The Leader, or when absent, the Deputy Leader, will chair Cabinet meetings. Otherwise, councillors present will elect a chairman for that meeting.

The Leader determines which individual Cabinet members, Cabinet committees, officers or joint or other bodies are responsible for the exercise of particular Executive functions. In particular, the Leader may:

- (a) allocate areas of responsibility to those councillors or bodies
- (b) arrange for the discharge of Executive functions by himself, the Cabinet collectively, Cabinet committees, individual Cabinet members or senior managers
- (c) determine the membership of Cabinet committees

All the Leader's decisions under (a)-(c) take effect only when they have been notified to all councillors through the Monitoring Officer. Any subsequent changes must similarly be notified to all councillors before any decision under those changed arrangements can be made.

Cabinet members can be removed from office by the Leader by written notice to the councillor concerned and the Monitoring Officer.

### **Deputy Leader**

The Leader must appoint at least one of the Cabinet Members as Deputy Leader, who holds office until the end of the Leader's term of office, unless they:

- (a) resign as Deputy Leader
- (b) cease to be a councillor

- (c) are removed from office by the Leader

Where a vacancy occurs, the Leader must appoint another Deputy Leader.

In the absence of the Leader, the Deputy Leader exercises the Leader's powers in respect of portfolio responsibilities, but not the functions conferred by statute solely on the Leader, such as appointing or removing Cabinet Members or objecting to senior officer appointments and dismissals.

If, for any reason, both the Leader and Deputy Leader are unable to act or both offices become vacant, the Cabinet must act in the Leader's place or arrange for another Cabinet Member to act in their place until the Chairman of the Council can call a meeting of Full Council to elect a new Leader.

### **Other Cabinet Members**

Other Cabinet Members hold office until:

- (a) they resign from office
- (b) they are no longer a councillor
- (c) the expiry date of their term of office (i.e. at the date of the Annual Meeting of the council in any year) save that the Leader may remove a Cabinet Member from office at an earlier date

No substitution arrangements will apply to the Cabinet, and neither the Chairman nor Vice Chairman of the Council may be appointed to the Cabinet.

### **Cabinet Proceedings**

Proceedings of the Cabinet take place in accordance with the Procedure Rules set out in Part 4B.

Cabinet meetings are held at a time and place determined by the Cabinet. Cabinet Meetings are held in public unless the law requires or, where lawfully allowed, Cabinet decides it is expedient to exclude the press and public.

Cabinet meeting agendas are determined by the Leader, in consultation with relevant chief officers. Items will only be placed on the agenda if they have appeared on the Forward Plan, unless the general notice or special urgency provisions apply in exceptional circumstances (see Part 3 Section 17).

The quorum of the Cabinet is three. Voting is usually by a show of hands. A simple majority prevails and in the event of a tied vote the chairman will have a second or casting vote.

Members of the public have the right to ask questions at each ordinary Cabinet meeting.

Members of the council may ask questions about budget and policy at a strategic level, and will be given an opportunity to speak on each item before the vote is taken.

The Isle of Wight Youth MP may attend (unless the press and public have been excluded) and speak at any meeting of the Cabinet in a non-voting consultative capacity.

The Isle of Wight Youth Council may nominate two of their members (in a non-voting capacity) to attend the Cabinet as a point of consultation between the Cabinet and the Youth Council. They may attend (unless the press and public have been excluded) and speak at any meeting of the Cabinet in a non-voting consultative capacity.