

APPENDIX 10

[Text changes are at paragraph 12 only. Text shown struck through is for deletion and text shown in italics and underlined is for insertion or addition]

Part Four, Section D

Access to Information Procedure Rules

ACCESS TO INFORMATION PROCEDURE RULES

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12. APPLICATION OF RULES TO THE EXECUTIVE

Rules 13 - 22 apply to the Cabinet and its Committees. If the Cabinet or its Committees, *or the Leader or an individual Cabinet Member*, meet to take a key decision then ~~it~~ the procedure must by law also comply with Rules 1 - 11 unless Rule 15 (general exception) or Rule 16 (special urgency) apply.

A key decision is defined as:

A Cabinet (“executive function”) decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

In terms of the first part of the definition, commitment to the award of contracts or expenditure estimated at £500 K or above (except for spot contracts and contracts for the supply of energy to the Council), virements between directorate revenue cash limits in excess of £250 K and virements between programme areas within directorate capital budgets, will all be key decisions.

Rules 1 - 11 will apply to all meetings of the Cabinet and its Committees convened to decide a key decision to be taken collectively, unless Rule 15 (general exception) or Rule 16 (special urgency) applies. This requirement does not include meetings, whose principal purpose is for officers to brief members.