

# Part 3

## Procedure Rules

The Council is required by law to have procedural rules that govern proceedings at decision making meetings. The Council has the following Procedure Rules:

1. Council Procedure Rules: These set out how meetings of the Council and most Committees and Sub-Committees will be conducted, for example, who can speak when and for how long. They include provision for members of the public to submit questions to meetings. For the purposes of these Rules a Sub-Committee does not include a Task and Finish Group or Advisory Group.
2. Executive Procedure Rules: These explain how executive decisions are made, how the Executive's meetings will run and also include provision for members of the public to ask questions.
3. Access to Information Procedure Rules: These rules set out the principles of how information can be obtained in relation to meetings of the Council, its Committees and Sub-Committees, Joint Committees and to public meetings of the Executive.
4. Budget and Policy Framework Procedure Rules: These set out the rules for developing the broad financial envelope and the policies for decisions made by the Executive.
5. Overview and Scrutiny Procedure Rules: As the Council operates an Executive model of governance, it is required to have at least one scrutiny committee. The Council has five Overview and Scrutiny Committees and one Joint Scrutiny Committee.
6. Finance Procedure Rules: These provide the framework for managing the Council's financial affairs, in order to ensure that they are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge to the Council.
7. Contracts Procedure Rules: These set out the principles, roles and processes involved in procuring works, goods or services at the Council. Following these rules will ensure that the Council buys works, goods and services in as transparent and fair way as possible.
8. Employment Procedure Rules: These set out the rules for appointment, discipline and dismissal of Statutory Chief Officers, appointment of Chief Officers and for determining terms and conditions of employment of Officers.
9. Outside Body Procedure Rules: These set out the procedure by which the Council will appoint officers or members to sit on outside bodies.