

**Guidance for Cabinet Meetings.**

**(1) Attendance at Meetings.**

All meetings of the Cabinet are open to the public and press to attend unless the meeting has any confidential reports to discuss. If it has, this will be shown on the front pages of the agenda. The press and public will be excluded for those confidential items only. We try to keep confidential reports to an absolute minimum. We request that you show courtesy to all present and please keep mobile phones on silent. Meetings can reach full capacity and seats are allocated on a first come first come served basis.

**(2) Filming Cabinet.**

The Council will be filming the Cabinet meetings for publication on the web for public viewing. The intention is not to specifically film members of the public, however given the size of the room it is likely that you will be filmed in the background. By attending the meeting you are agreeing to this condition.

The webcasts are live and are available on the webcast site <https://towerhamlets.public-i.tv/core/portal/home>.

Cabinet meetings are normally held on a monthly basis on a Wednesday evening in Committee Room 1, Town Hall, Mulberry Place.

**(3) Decision Making at Cabinet and Membership.**

Tower Hamlets operates the Directly Elected Mayor system. Under this, Executive powers are held by the Mayor.

(Executive powers are most major decisions of the Council that aren’t specifically reserved to other bodies such as Full Council and Council Committees. Examples include: preparing the Council’s policies and budget for the Council to consider, implementing and monitoring them and other major decisions.)

The Mayor takes these decisions either with the Cabinet, made up of Councillors, appointed by himself to advise and support him or as Individual Mayoral Decisions.

The Chair of the Overview and Scrutiny Committee (OSC) is also present at Cabinet to present the views of OSC Members. The OSC will have scrutinised the Cabinet agenda at their meeting (usually a couple of days before Cabinet).

Further information on the role of the Mayor and the Cabinet can be found on the Cabinet Committee webpage, as detailed below.

**(4) Executive Key Decisions.**

The Mayor and Cabinet may take ‘Executive Key decisions’.

The Council’s constitution describes such decisions as an Executive decision which is likely:

1. result in the local authority incurring expenditure or the making of

savings of:

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| Savings | Where the proposal is expected to result in savings of above £1 Million |
| Revenue expenditure | Where the proposal involves revenue  expenditure of above £1 Million |
| Capital expenditure | Where the proposal involves capital  expenditure of above £1 Million |

OR

B. be significant in terms of its effects on communities living or working in

an area comprising two or more wards or electoral divisions.

Notice of any proposed Key decision shall be published individually on the [Forthcoming Decisions](http://moderngov.towerhamlets.gov.uk/mgDelegatedDecisions.aspx?bcr=1&RP=0&K=0&DM=0&HD=0&DS=1&H=1&META=mgforthcomingdecisions&V=1) page on the website and normally included in the monthly  [[Forthcoming Decisions](http://moderngov.towerhamlets.gov.uk/mgDelegatedDecisions.aspx?bcr=1&RP=0&K=0&DM=0&HD=0&DS=1&H=1&META=mgforthcomingdecisions&V=1) Plan](http://moderngov.towerhamlets.gov.uk/mgListPlans.aspx?RPId=320&RD=0) published 28 calendar days before each Cabinet meeting.

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| **Cabinet Webpages**  To view go to the Committee and Member Services web page: [www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee) - ‘agenda, reports, decisions and minutes’, then click on ‘Cabinet’.  The pages include:   * Cabinet Membership with contact details. * Terms of Reference for the Cabinet. * Meeting dates, agendas and minutes. * Agenda timetable including agenda publication dates. (To view click ‘[browse meetings and agendas for this committee](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=312)’, then ‘[show agenda management timetable](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?RP=312)’). |

**(5) Access to Cabinet Papers.**

The agenda for Cabinet Meetings is published five clear (working) days before the meeting (therefore usually Tuesday, the week before the meeting) and, barring any urgent late items, will contain the final list of reports to be considered.

All Committee papers (i.e. agendas, reports, minutes and decisions) are published on the website and also available on the Mod.Gov iPad, Windows and Android tablet apps downloadable for free from their respective app stores.

**(6) Declarations of Interest.**

At each meeting, Members are required to declare any personal interest in business being considered. In addition, if the interest is prejudicial, the Member must leave the meeting room for the consideration of that item. Fuller guidance on declarations of interests can be found on the agendas for meetings, attached to the declaration of interest item.

**(7) Who can speak at Cabinet meetings?**

Outside of the Mayor and Cabinet, other people can make contributions where this is requested by 5pm the day before the meeting, examples could include:

* Submit a petition
* Ask a question
* Raise a concern

Note that all submissions must relate to the reports on the agenda. You will need to contact the clerk to the Cabinet (details on the Cabinet agenda) to request an opportunity to address Cabinet.

**(8) How will the items be considered?**

The Mayor is the Chair of the meeting and he is in charge of the debate. Councillors may speak with the permission of the Chair and must signal to him when they wish to speak.

The Mayor will listen to the contributions of officers, Councillors and the public as appropriate and will then confirm his decision.

The basic structure of the meeting is as follows (following the public question and answer session):

* The Chair opens the meeting and establishes who has apologised for their absence.
* Members declare any declarations of interest.
* The meeting approves previous minutes.
* Overview and Scrutiny Business - Chair’s advise on Cabinet items and any Call-ins of Executive Decisions.
* Members of the meeting discuss, debate the reports on the agenda with the Mayor taking the final decision in each case.
* The Chair asks if there is any other business
* Any private session items are dealt with.
* The meeting is closed.

The Cabinet will normally consider the items in agenda order subject to the Chair’s discretion.

**(9) How can I find out about a decision?**

You can contact Democratic Services the day after the meeting to find out the decisions. The decisions will also be available on the Committee Services website on the Friday following the meeting. A slightly longer minute of the meeting will be published with the agenda of the next Cabinet meeting.

**(10) Queries on reports.**

For any questions, please contact the Officer named on the front of the report.

**(11) Published Decisions and Call-Ins**

Once the meeting decisions have been published, any 5 Councillors may submit a Call-In to the Committee Services Manager requesting that a Key Decision be reviewed. This halts the decision until it has been reconsidered. The deadline for call-ins is usually the second (5 working days after the decisions has been published).

Any Call-Ins will be considered at a meeting of the Overview and Scrutiny Committee. The Committee can reject the call-in or they can agree it and refer the decision back to the Mayor, with their recommendations, for his final consideration.

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