

1. SCOPE

1.1 Except as otherwise provided these Rules apply to all meetings of the Council, the Cabinet, Committees, and Sub-Committees.

2. ADDITIONAL RIGHTS TO INFORMATION IN RELATION TO THE FUNCTIONS AND DEMOCRATIC ARRANGEMENTS OF THE COUNCIL AND CONNECTED AUTHORITIES

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2.1 The Monitoring Officer of the Council will ensure the publication of information by the Council in relation to:

2.1.1 the functions of the Council and any "Connected Authority"

2.1.2 the democratic arrangements of the Council and any "Connected Authority"

2.1.3 how members of the public can take part in those democratic arrangements and what is involved in taking part in relation to the Council and any "Connected Authority"

2.1.4 how to become a Councillor

2.1.5 what Councillors do

2.1.6 what support is available for Councillors

2.1.7 any petition scheme implemented by the Council

2.2 For the purpose of this Constitution a "Connected Authority" is a "Connected Authority" as defined within the Local Democracy, Economic Development and Construction Act 2009 and any amendment that may be made thereto.

2.3 The Monitoring Officer may comply with this obligation through the publication of one or more of the following:

2.3.1 detailed information included within the Council's Freedom of Information Act Publication Scheme

2.3.2 website links signposting information held by Connected Authorities

2.3.3 materials published in hard copy form.

2.4 The Monitoring Officer of the Council will ensure that where the Council considers it appropriate for representatives of local people (or of local persons of a particular description) to be involved in the exercise of any of its functions it will:

2.4.1 consult such persons

2.4.2 provide them with information in relation to the exercise of the function

2.5 These Rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

3. RIGHTS TO ATTEND AND SPEAK AT MEETINGS

3.1 Members of the public may attend all meetings other than Individual Cabinet Member meetings and meetings of the Standards Committee or a sub-committee thereof convened for the purpose of considering what action to take in respect of a complaint received by it subject only to the exceptions in these Rules.

3.2 Save for meetings of the Planning and Development Committee and the Council's Overview and Scrutiny Committees, members of the public may only speak at meetings of the Council when permitted to do so by the Chair of the meeting.

3.3 An invitation to speak on a matter at any other meeting will be at the discretion of the chair of the meeting and will ordinarily only arise where a member has submitted a public question. The opportunity to speak will not be provided at any meeting of Full Council, and at any other meeting of the Council with the exception of Planning and Development Committee and the Council's Overview and Scrutiny Committees will be restricted to expanding upon and clarifying a public question.

- 3.4 The rules in relation to the conduct of Overview and Scrutiny Committees are set out within the Additional Overview and Scrutiny Committee Procedure Rules at Section 6 below.
- 3.5 In respect of meetings of the Planning and Development Committee, a maximum of 2 public speakers, 2 ward members and an elected or appointed Community representative will be permitted to speak on each application before the Committee. The appointed Community representative must be a member of a Parish Council or a Town Council. Speakers must register their request to speak at the meeting in advance of the meeting with the Head of Regeneration and Planning Services.
- 3.6 The two public speakers will be restricted to one speaker to speak in favour of the application and one speaker to represent the views of any objectors to the application. If more than one request to speak in favour of the application and one request to speak against the application is made, speakers will be required to pool their opinions and 'elect' one speaker to represent them.
- 3.8 Each speaker is permitted to speak for a maximum of 3 minutes. However, for Ward Members the restriction of 3 minutes may be extended at the discretion of the chair of the meeting.

4. NOTICES OF MEETING

- 4.1 The Council will give at least five clear days notice of any meeting by posting details of the meeting at the Town Hall, St Nicholas Street, Scarborough.

5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

- 5.1 The Council will make copies of the agenda and reports open to the public available for inspection at the Town Hall at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. Where reports are prepared after the summons has been sent out, the Chief Executive shall make each such report available to the public as soon as the report is completed and sent to Councillors.

6. SUPPLY OF COPIES

- 6.1 The Council will supply copies of:
- (a) any agenda and reports which are open to public inspection;
 - (b) any further statements or particulars necessary to indicate the nature of the items on the agenda; and
 - (c) if the Chief Executive thinks fit, copies of any other documents supplied to Councillors in connection with an item

to any person on payment of a charge for postage and any other costs.

7. ACCESS TO MINUTES ETC AFTER THE MEETING

- 7.1 The Council will make available copies of the following for six years after a meeting:
- (a) the minutes of the meeting or records of decisions taken, together with reasons, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
 - (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
 - (c) the agenda for the meeting; and
 - (d) reports relating to items when the meeting was open to the public.

8. BACKGROUND PAPERS

8.1 List of background papers

Every report will include a list of those documents (called background papers) relating to the subject matter of the report which:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) which have been relied on to a material extent in preparing the report

but this does not include published works or those which disclose exempt or confidential information (as defined in Rule 10).

8.2 Public Inspection of background papers

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

9. SUMMARY OF PUBLIC'S RIGHTS

9.1 A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at and available to the public at the Town Hall, St Nicholas Street, Scarborough.

10. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS

10.1 Confidential information – requirement to exclude public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

10.2 Exempt information – discretion to exclude public

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed. Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions. The Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in the Act.

10.3 Meaning of Confidential information

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

10.4 Meaning of exempt information

In relation to any meeting of the Council excluding a meeting of the Standards Committee or a sub-committee of the Standards Committee, Exempt Information means information (subject to any specified condition) which falls within categories 1-7 which follow.

In relation to a meeting of the Standards Committee or a sub-committee of the Standards Committee, Exempt Information includes information which falls within categories 1 – 10 below:

Category	Condition
1. Information relating to any individual.	
2. Information which is likely to reveal the identity of any individual.	
3. Information relating to the financial and business affairs of any particular person (including the authority holding that information).	
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders, under, the authority.	Information is not exempt information by virtue of this paragraph if it is required to be registered under: (a) the Companies Act 1985 (b) the Friendly Societies Act 1974 (c) the Friendly Societies Act 1992 (d) the Industrial and Provident Societies Acts 1965 to 1978 (e) the Building Societies Act 1986 (f) the Charities Act 1993
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	
6. Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment	
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	
In relation to the Standards Committee the following additional rules apply:	
8. Information which is subject to any obligation of confidentiality	
9. Information which relates in any way to matters concerning national security.	
10. The deliberations of the Standards Committee or a sub-committee of a Standards Committee in reaching any finding on a matter referred to it for hearing.	

Information falling within any of paragraphs 1-7 is not exempt by virtue of that paragraph if it relates to proposed development for which the local planning authority can grant itself planning permission under Regulation 3 of the Town and Country Planning General Regulations 1992.

11. EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS

11.1 If the Chief Executive thinks fit, the Council may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with Rule 10, the meeting is likely not to be open to the public **or is not open to the public.**

11.2 **Meetings to which the provision for exclusion of the public applies include meetings of such working groups as may be established by the Council or its Committees from time to time, including but not limited to:**

(a) **the Corporate Finance and Strategy Group**

(b) **the Corporate Efficiency Board**

11.3

Such reports will be marked "Not for publication" together with the category of information likely to be disclosed.

12. THE COUNCIL PETITION SCHEME

12.1 FORM OF PETITION

Petitions to the Council may take one the following forms:

12.1.1 An "Ordinary Petition" – a document signed by the qualifying minimum number of people who live, work or study in the area of the authority whether submitted to the Council in the form of a written document or electronically

12.1.2 A "Petition to hold a Chief Officer to Account" – a Petition signed by the qualifying minimum number of people who live, work or study in the area of the authority, requiring a Committee of the Council to hold a Chief Officer of the Council to account in relation to the obligations of his position

12.1.3 A "Youth Council Petition" – a Petition submitted by a qualifying Youth or School Council within the Borough

12.1.4 A "Petition Requiring Debate by Full Council" – a Petition signed by the number of people determined by Council from time to time which necessitates a referral to Full Council of the matter for Debate.

12.2 These Rules do not affect any more specific rights to petition the Council contained elsewhere in this Constitution or the law, in particular the right to Petition the Council to request a Referendum upon whether to establish an elected Mayor.

12.3 CRITERIA FOR PETITIONS

Members of the Public who live, work or study within the Borough of Scarborough have a right to submit a Petition to the Council where the following criteria applies:

12.3.1 The Petition must relate to an issue:

12.3.1.1 for which the Council has decision making powers, or

12.3.1.2 that concerns the improvement in the economic, social or environmental well-being of the authority's area, or

12.3.1.3 Upon which the authority has Significant Influence.

12.3.2 Whether the authority has Significant Influence within the meaning of this Constitution upon an issue shall be determined by the Monitoring Officer following consultation with the Chief Executive.

12.4 WORDING OF PETITIONS

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The wording of a Resolution proposed within a Petition must be written or translated into the English Language.

12.4.1 A Petition will not be accepted if it:

- 12.4.1.1 includes abusive or insulting words
- 12.4.1.2 relates to the personality or private life of an individual
- 12.4.1.3 relates to a matter which is the subject of existing legal proceedings to which the Council are a party
- 12.4.1.4 relates to a decision of one of the Council's Regulatory Committees in respect of an application (Planning, Licensing and Appeals)
- 12.4.1.5 is in a form that is likely to cause distress, disruption or irritation without proper or justified cause

12.4.2 Except where a petition is a "Petition to hold a Chief Officer to Account" the Petition must not ordinarily be worded so as to include the name or identifying details of any individual.

12.4.3 The Petition must set out in clear language the Resolution that is proposed for consideration by the Council.

12.5 ORGANISER OR SPONSOR FOR A PETITION

12.5.1 The Petition must identify a person as the Organiser of that Petition, or in the case of a Youth Council Petition, an adult identified as the Sponsor for that Petition with whom the Council may communicate. That individual must live, work or study the Borough of Scarborough save where the Petition is a Youth Council Petition.

12.5.2 The Organiser of the Petition, or in the case of a Youth Council Petition, the Sponsor, must provide a name and address for communications. The Organiser or Sponsor will be requested to provide a telephone contact and electronic mail address, and where the petition is submitted via a web page or pages provided by the Council for the purpose of Petitions, an electronic mail address must be provided.

12.6 REQUIRED SIGNATURES

A document will not be accepted as being a Petition within the meaning of this section unless or until:

12.6.1 In the case of an Ordinary petition or a Petition to hold an Officer to Account it is supported by a minimum of 500 individuals who live, work or study in the Borough of Scarborough.

12.6.2 In the case of a Youth Council Petition it is supported by a copy of a resolution from the Youth Council certified by the Sponsor as a true record

12.6.3 In the case of a Petition Requiring Debate by Full Council it is signed by a minimum of 1500 individuals who live, work or study in the Borough of Scarborough..

12.7 FORM OF PETITION

12.7.1 Petitions must be provided in the form of a physical document save where the Council provide a website page or pages for the purpose of submitting electronic petitions.

12.7.2 Where the Council provide a facility for electronic petitions, such petitions may be submitted via the website page or pages provided by the Council for this purpose.

12.7.3 Save in respect of a Youth Council Petition any individual who wishes to support a petition must provide their full verifiable name and home address and where the Petition is submitted via a website page provided by the Council to facilitate the making of petitions, their email address.

12.8 PROCEDURE UPON RECEIPT OF A PETITION

- 12.8.1 Where the Council receives a Petition the Monitoring Officer will acknowledge receipt of that Petition to the Organiser or the Sponsor within fourteen days of receipt.
- 12.8.2 The Monitoring Officer of the Council will determine whether the Petition accords with the Council's Scheme, and advise the Organiser or Sponsor accordingly. If the Monitoring Officer determines that a Petition is outside the scope of the scheme he shall explain the reasons for this determination and how the matter may be capable of being taken forward outside the Council's Petition Scheme.
- 12.8.3 Where the Petition relates to a specific agenda item that is to be considered at a meeting of the Council, and the Petition has been received more than five clear days before that meeting, the Monitoring Officer will include reference to the Petition on the agenda of that meeting so that it may be considered with that item.
- 12.8.4 Where the Petition does not relate to a specific agenda item on the agenda of a meeting, but relates to the business of one Area of the Borough, the Petition will be placed on the Agenda of the next meeting of the Area Committee for the Area of the Borough to which the subject matter of the Petition relates.
- 12.8.5 Where the Petition relates to an issue that affects more than one Area of the Borough the Monitoring Officer may take one or more of the following actions:
- 12.8.5.1 Arrange a meeting with the Organiser or Sponsor of the Petition to consider with the Organiser how to take the issues identified within the Petition forward
- 12.8.5.2 Write to the Petition Organiser setting out the views of the Council upon the request in the petition
- 12.8.5.3 Place the Petition on the agenda of a Council Overview and Scrutiny Committee
- 12.8.5.4 If the Petition is a "Petition Requiring Debate" place the Petition on the agenda of the next full Council meeting for debate.
- 12.8.6 Following consideration of the Petition the Monitoring Officer shall notify the Organiser of the publish the steps that have been taken in response to the Petition and publish the outcome on the Council's website.

12.9 REQUESTS TO REVIEW THE RESPONSE OF THE AUTHORITY TO A PETITION

- 12.9.1 Where the Organiser or Sponsor of a Petition is not satisfied with the way that the Council has dealt with a Petition, the Organiser or Sponsor can require that the item be placed on the Agenda of an Overview and Scrutiny Committee of the Council for review.
- 12.9.2 Upon such a request the Monitoring Officer shall arrange for the request for a Request for a Review to be placed on the agenda of the next appropriate meeting of a Council Overview and Scrutiny Committee.

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13. PROCEDURE BEFORE TAKING KEY DECISIONS

- 13.1 Subject to Rule 14 (general exception) and Rule 15 (special urgency), a key decision may not be taken unless:
- (a) a notice (called here a Forward Plan) has been published in connection with the matter in question;
 - (b) at least five clear days have elapsed since the publication of the Forward Plan; and
 - (c) where the decision is to be taken at a meeting of the Cabinet or its Sub-Committees, notice of the meeting has been given in accordance with Rule 4 (notice of meetings).

14. THE FORWARD PLAN

14.1 Period of Forward Plan

Forward Plans will be prepared to cover a period of four months, beginning with the first day of any month. They will be prepared on a monthly basis and subsequent plans will cover a period beginning with the first day of the second month covered in the preceding plan.

14.2 Contents of Forward Plan

The Forward Plan will contain matters which are likely to be the subject of a key decision in the course of the discharge of an executive function during the period covered by the Plan. It will describe the following particulars in so far as the information is available or might reasonably be obtained:

- (a) the matter in respect of which a decision is to be made;
- (b) where the decision taker is an individual, his/her name and title, if any and where the decision taker is a body, its name and details of membership;
- (c) the date on which, or the period within which, the decision will be taken;
- (d) the identity of the principal groups whom the decision taker proposes to consult before taking the decision;
- (e) the means by which any such consultation is proposed to be undertaken;
- (f) the steps any person might take who wishes to make representations to the Cabinet or decision taker about the matter in respect of which the decision is to be made, and the date by which those steps must be taken; and
- (g) a list of documents submitted to the decision taker for consideration in relation to the matter.

The Forward Plan must be published at least 14 days before the start of the period covered. The Chief Executive will publish once a year a notice in at least one newspaper circulating in the area, stating:

- (a) that key decisions are to be taken on behalf of the Council;
- (b) that a Forward Plan containing particulars of the matters on which decisions are to be taken will be prepared on a monthly basis;
- (c) that the Plan will contain details of the key decisions to be made for the four month period following its publication;
- (d) that each Plan will be available for inspection at reasonable hours free of charge at the Council's offices;
- (e) that each Plan will contain a list of the documents submitted to the decision takers for consideration in relation to the key decisions on the plan;
- (f) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extract from, any document listed in the Forward Plan is available;
- (g) that other documents may be submitted to decision takers;
- (h) the procedure for requesting details of documents (if any) as they become available; and
- (i) the dates on each month in the following year on which each Forward Plan will be published and available to the public at the Council's offices.

Exempt information need not be included in a Forward Plan and confidential information cannot be included.

15. GENERAL EXCEPTION

15.1 If a matter which is likely to be a key decision has not been included in the Forward Plan, then Subject to Rule 15 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next Forward Plan and until the start of the first month to which the next Forward Plan relates;
- (b) the Chief Executive has informed the Chairman of the relevant Overview and Scrutiny Committee, by notice, of the matter to which the decision is to be made;

- (c) the Chief Executive has made copies of that notice available to the public at the offices of the Council; and
- (d) at least five clear days have elapsed since the Chief Executive complied with (a) and (b).

Where such a decision is taken collectively, it must be taken in public.

16. SPECIAL URGENCY

- 16.1 An urgent decision is a decision for which any delay in implementation would seriously prejudice the interests of the Council or the public. If by virtue of the date by which an urgent decision must be taken Rule 14 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chairman of the body making the decision, obtains the agreement of the Chairman of the relevant Overview and Scrutiny Committee that the taking of the decision cannot be reasonably deferred. If there is no Chairman of a relevant Overview and Scrutiny Committee, or if the Chairman of each relevant Overview and Scrutiny Committee is unable to act, then the agreement of the Mayor, or in his/her absence the deputy Mayor will suffice. The call-in procedure set out in Part 6, para 10 shall not apply where the decision being taken is urgent.

17. REPORT TO AND REVIEW BY FULL COUNCIL

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17.1 When an Overview and Scrutiny Committee can require a report

If an Overview and Scrutiny Committee thinks that a key decision has been taken which was not:

- (a) included in the Forward Plan; or
- (b) the subject of the general exception procedure; or
- (c) the subject of an agreement with the relevant Overview and Scrutiny Committee Chairman, or the Mayor or Deputy Mayor under Rule 15;

The Committee may require the Cabinet to submit a report to the Council within such reasonable time as the Committee specifies.

The power to require a report rests with the Committee, but is also delegated to the Chief Executive, who shall require such a report on behalf of the Committee when so requested by (the Chairman or any 5 Members). Alternatively the requirement may be raised by resolution passed at a meeting of the relevant Overview and Scrutiny Committee.

17.2 Where an Overview and Scrutiny Committee can require a Review by Full Council

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Where following receipt of a Petition, an overview and scrutiny committee believes that the authority is seriously neglecting its responsibility to listen to local people the committee can require full council to carry out the review function.

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17.3 The Cabinet's report to Council

The Cabinet will prepare a report for submission to the next available meeting of the Council. However, if the next meeting of the Council is within 7 days of receipt of the written notice, or the resolution of the Committee, then the report may be submitted to the meeting after that. The report to the Council will set out particulars of the decision, the individual or body making the decision, and if the Leader is of the opinion that it was not a key decision, the reasons for that opinion.

17.4 Quarterly reports on special urgency decisions

In any event the Leader will submit quarterly reports to the Council on the executive decisions taken in the circumstances set out in Rule 16 (special urgency) in the preceding

three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

18 RECORD OF DECISIONS

18.1 After any meeting to which these rules apply, whether held in public or private, the **Monitoring Officer** or, where no Officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as practicable. The record will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.

19. OVERVIEW AND SCRUTINY COMMITTEE ACCESS TO DOCUMENTS

19.1 Rights to copies

Subject to Rule 19.2 below, an Overview and Scrutiny Committee will be entitled to copies of any documents which is in the possession or control of the Cabinet or its Sub-Committees and which contains material relating to:

- (a) any business transacted at a public or private meeting of the Cabinet or its Sub-Committees; or
- (b) any decision taken by an individual member of the Cabinet.

19.2 Limit on Rights

An Overview and Scrutiny Committee will not be entitled to:

- (a) any document that is in draft form;
- (b) any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision it is reviewing or scrutinising or intends to scrutinise.

20 ADDITIONAL RIGHTS OF ACCESS TO DOCUMENTS FOR MEMBERS

20.1 General provisions

Each Member has a right to inspect any report or document that contains exempt information that is presented to a member or members exercising Executive powers (ie Cabinet, an Area Committee, a Harbour Committee, the Leader or other Member of Cabinet) to allow for exercise of the right to "call-in" a decision for scrutiny. Where a copy of any report or document that contains exempt information is provided to a member, the document shall include a watermark identifying the name of the member concerned and that member shall be responsible for safekeeping the document and ensuring its return to the Monitoring Officer or confidential destruction.

In respect of any other Committee a Member has the same right to inspect any document, as any member of the public. A document containing exempt or confidential information as defined in Rule 10 above, will only be provided to the members of the Committee concerned unless a Member is able to establish that he has a "need to know" the information enclosed therein. A Member shall not knowingly inspect, and shall not call for a copy of, any document relating to a matter in which he or she has a prejudicial interest within the meaning of the Members' Code of Conduct. This does not affect the right of the Head of Legal and Support Services to decline to allow inspection of any document which is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.

The Head of Legal and Support Services is responsible for determining whether any member has a "need to know" any information included within a document.

21. RIGHTS OF MEMBERS NOT SERVING ON A BODY TO ATTEND AND SPEAK.

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Deleted: <u>which will be provided to Members on a need to know basis only), which has been considered by the Council, the Cabinet, a Committee or Sub-Committee or individual Cabinet Member, including any reports, correspondence or other document which is circulated after the agenda or at the meeting, and if copies are available shall, on request, be supplied with a copy of such document in electronic form, if practicable, provided that</u>
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- (a) Members have the right to attend any meeting of the Cabinet
- (b) Members have the right to attend and with the Chairman's consent to speak at any such meeting, on any matter on the agenda of that meeting, subject to having no prejudicial interest in the matter.

22. DECISIONS BY INDIVIDUAL MEMBERS OF THE CABINET

22.1 Provision of copies of reports to individual cabinet members in relation to a proposed decision

An officer of the Council seeking a decision by an Individual Cabinet Member will forward a report to the Chief Executive who will provide a copy to the relevant Individual Cabinet Member and make it publicly available at the same time.

22.2 Reports intended to be taken into account

Where an individual member of the cabinet receives a report which he/she intends to take into account in making any decision, then he/she will not make the decision until at least 3 clear days after receipt of that report.

22.3 Record of individual decision

As soon as reasonably practicable after an executive decision has been taken by an individual member of the Cabinet he/she will prepare, or instruct the Chief Executive to prepare, a record of the decision, a statement of the reasons for it, any alternative options considered and rejected and conflicts of interest declared. The provisions of Rules 7 and 8 (inspection of documents after meetings) will also apply as far as relevant to the making of decisions by individual members of the cabinet.

22.4 Decisions by individual members of the Cabinet will be reported to the meeting of Cabinet which follows the decision coming into effect.

22.5 This Rule 22 does not require the disclosure of exempt or confidential information.