

4.2 Mayoral Procedure Rules

1. Introduction

- 1.1 These Rules apply to the Mayor or any other decision-maker exercising any Mayoral Function under arrangements made by the Mayor.
- 1.2 The decision-maker should make decisions in accordance with the principles set out in Article 6 (Decision-making) in **Part 2** of the Constitution
- 1.3 The decision-maker must comply with any applicable Code or Protocol set out in **Part 5** of the constitution, including the relevant Code of Conduct.

2. Mayoral General Functions

- 2.1 The decision-maker must give notice of any Key Decision on the Forward Plan, in accordance with the Access to Information Rules in **Part 4** of the Constitution, subject to the general exception and cases of special urgency provisions.
- 2.2 Where the decision-maker is the Mayor or any other Combined County Authority Member the Key Decision must be taken at a meeting of the Combined County Authority, unless the decision-maker has obtained agreement from the Chair of any relevant overview and scrutiny committee that the making of the Key Decision is urgent and cannot be deferred.

Statutory Consent Requests for Mayoral General Functions

- 2.3 A Statutory Consent is required in relation to the exercise of Mayoral General Functions where the function is a Function conferred by the 2024 Order which requires:
 - the Statutory Consent of a Constituent Council Combined County Authority Member (or Substitute Member), or
 - the Statutory Consent of a district or borough council who local government area is affected by the exercise of the function, or
 - the Statutory Consent of the Peak District National Park Authority if the function is to be exercised within the Peak District National Park, or
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- the Statutory Consent of the Constituent Council Combined County Authority Member appointed by a Constituent Council (or Substitute Member) where the decision of the Mayor gives rise to a financial liability for a Constituent Council.

2.4 Where a Statutory Consent is required, agreement to seek a consent will be agreed at the Combined County Authority meeting, and then said Statutory Consent will be sought ahead of the next meeting where it is presented in writing to the Combined County Authority meeting for agreement.

2.5 The Mayor must seek any Statutory Consent Request in a timely way. To facilitate this and to promote transparency, the Mayor should publish a notice of the Statutory Consent Request (a Statutory Consent Request Notice) on the Combined County Authority’s Forward Plan at least 28 clear days before the meeting of the Combined County Authority at which the Statutory Consent will be sought, subject to this requirement being waived in exceptional circumstances by any relevant Chief Executive.

2.6 Any Statutory Consent given will be recorded in the minutes of the meeting.

Other Decisions

2.7 The decision-maker may take any decision which is not a Key Decision nor a Statutory Consent outside of a meeting of the Combined County Authority, subject to the requirements below in relation to recording and publishing decisions.

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