

APPENDIX 9

PROCEDURE RULES FOR COMMITTEES AND SUB-COMMITTEES OF COUNCIL

1. Committees and Sub-committees

The committees and sub-committees of the Council and their membership size are:

Audit and Risk Committee	7 *
Conservation Advisory	5
Employees' Consultative Committee	7
Grants Assessment Panel	9
Health and Wellbeing Scrutiny Committee	11
Joint Parking	4
Licensing Committee	15
Planning Committee	15
Public Protection Committee	13
Staffing Committee	11
Standards Committee	8
Active and Cohesive Communities Scrutiny Committee	11
Cleaner, Greener and Safer Communities Scrutiny Committee	11
Economic Development and Enterprise Scrutiny Committee	11
Finance, Resources and Partnerships Scrutiny Committee	11
Chief Officers Appointments, Dismissal, Review and Appeals Committee	**

* (plus one Independent)

** The membership of this committee is ad hoc but must contain at least one Cabinet member when dealing with the appointment or dismissal of the Head of the Paid Service and statutory and non-statutory chief officers and their deputies.

- 2.1 The Council may appoint other committees and sub-committees with delegated powers to act under specific terms of reference.
- 2.2 Committees may appoint sub-committees for purposes to be specified within the terms of reference of the committee.
- 2.3 The Chair and Vice Chair of a committee shall be ex officio members of every sub-committee appointed unless they signify the wish not to serve.

3. Rules of Procedure to apply to Committees etc.

- 3.1 In addition to rules which relate specifically to committees and sub-committees the following rules (with any necessary modifications) shall apply:

Rule 1.2	Time and place of meetings
Rule 1.3	Notice of meetings
Rule 1.4	Special meetings
Rule 7	Urgent business

Rule 13	Rules of debate
Rule 14*	Changing an earlier resolution
Rule 15	Voting
Rule 16	Duration of the meeting
Rule 17	Public access to meetings
Rule 19	Recording and social media
Rule 20	Disorderly conduct and disturbance
Rule 21	Records of attendance
Rule 23	Personal and prejudicial interests
Rule 25	Confidentiality
Rule 27	Interpretation of the Rules of Procedure.

3.1 (a)* In the case of Rule 14 (Changing an earlier resolution) at a meeting of a committee or subcommittee no motion or amendment shall be moved which was passed within the preceding six months or which is to the same effect as one which has been rejected within that period unless it is recommended by Full Council. A decision shall only be referred back to the original decision making body once.

(b) Section 3.1 (a) only applies where the earlier resolution was a key decision as defined in Section 13 in Part 2 of the Constitution. Where the decision is not a key decision Rule 14 of the Councils procedure rules (Appendix 7) does not apply.

3.2 Quorum

(a) Except where authorised by statute or ordered by the Council, business shall not be transacted at a meeting of any committee or sub-committee unless a quorum is present.

<u>No. of Members</u>	<u>Quorum</u>
16 or over	5 persons
10 to 15	4 persons
5 to 9	3 persons
Less than 5	2 persons

(b) A meeting of the Standards Committee may not conduct business relating to Parish Councils unless a Parish Council representative is present.

3.3 Chair

(a) Meetings shall be chaired by the Member appointed by the Council or in the absence of the Chair the Vice Chair or in the absence of both a Chair for the meeting may be appointed

(b) Joint meetings of committees and sub-committees shall be chaired by the Chair or in his absence the Vice Chair of the committee or sub-committee initiating the arrangements for the meeting.

4. Substitutes

4.1 For every member of a committee, there can be one substitute nominated

- 4.2 Any Member who is due to miss a meeting should inform the Chair of the relevant committee at least 24 hours before the committee is due to meet (and that it is the Member concerned who does this)
- 4.3 At any one meeting, there should be no more than 2 substitutes per political grouping present
- 4.4 Training will be provided for nominated substitutes on regulatory committees
- 4.5 Where a Planning Committee site visit is involved, substitutes will only be allowed to attend and vote at the relevant Planning Committee if they have been on the site visit.

Updated March 2015