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## **PART II - MEETINGS AND PROCEEDINGS OF COMMITTEES**

### **24. APPLICATION OF COUNCIL PROCEDURE RULES TO COMMITTEES**

All of the Council Rules of Procedure apply to meetings of Full Council. Only Rules 5–13 (with the exception of Rule 9 and subject to Rule 13 being extended to allow a Member to speak more than once on a matter at the discretion of the Chairman), and 14–23 (but not Rule 16.3 and 19.1) apply to meetings of Committees. The Licensing Committee has resolved to adopt the Rules that apply to the proceedings of Committees, panels etc of the Council but separate proceedings will apply to the hearings of its Sub-Committees.

### **25. APPOINTMENT OF COMMITTEES**

The Council shall at the annual meeting appoint such standing committees as set out in standing order 25A and may at any time appoint other committees or working parties as are necessary to carry out the work of the Council but

(i) shall not appoint any member of a committee to hold office later than the next annual meeting of the Council

and

(ii) may at any time dissolve or alter the membership of a committee other than a standing committee.

### **25A. APPOINTMENT OF STANDING COMMITTEES**

(i) The Council shall at its annual meeting appoint the following Standing Committees:-

- Policy and Resources Committee
- Planning Committee
- Overview and Scrutiny Committee
- Licensing Committee

(ii) With the exception of the Licensing Committee, the powers and duties of committees and sub-committees and the Planning Committee and the extent of

their authority to act are determined by Council on the recommendation of the Policy and Resources Committee or other committee as appropriate. They are incorporated in the Council's Scheme of Delegation.

- (iii) Members may only sit on one of the following committees as a substantive member:
  - Policy and Resources Committee
  - Planning Committee
  - Overview and Scrutiny Committee
- (iv) The Licensing Committee shall have the same membership as the Planning Committee

#### 25B. **SUB-COMMITTEES**

- (i) Every standing committee appointed may appoint sub-committees for purposes to be specified by that committee.
- (ii) The Chairman of a standing committee shall be an ex officio member of every sub-committee appointed by that standing committee and shall be ex officio chairman of such sub-committee.
- (iii) If the chairman of a sub-committee is absent from a meeting of the sub-committee another member of the sub-committee chosen by the members of the sub-committee present shall preside.
- (iv) With the exception of the Licensing Committee, a standing committee may appoint members who do not serve on that standing committee to serve on a sub-committee.
- (v) Substitutes may be appointed to sub-committees, subject to any relevant training requirements being fulfilled.

#### 25C. **WORKING PARTIES**

- (i) Every standing committee may appoint working parties for purposes to be specified by the committee.

- (ii) The chairman of a standing committee shall have the right to be an ex officio member and Chairman of every working party appointed by that standing committee.
- (iii) If the Chairman of a Working Party is absent from a meeting of the Working Party another member of the Working Party chosen by the members of the working Party present shall preside.
- (iv) A standing committee may appoint members who do not serve on that standing committee to serve on a Working Party.

## **26. ORDINARY MEETINGS OF COMMITTEES**

Ordinary Meetings of Committees must be held on dates and times fixed by the Council. The date and time fixed may be altered by the Chairman of the Committee if, for good reason, he/she considers that the date fixed is inconvenient for the despatch of business.

## **27. SPECIAL MEETINGS OF COMMITTEES**

The Chairman of the Council or the Chairman of the Committee may call a Special Meeting of the Committee at any time. Any Special Meeting can also be requisitioned by at least one quarter of the whole number of the Members of the Committee, subject to a minimum of three Members. The requisition must be delivered in writing to the Proper Officer and must specify the business which it is proposed to transact at the meeting. The summons for the Special Meeting must set out the specified business to be transacted, and no other business can be considered at that meeting.

## **28. SUBSTITUTE MEMBERS OF COMMITTEES**

### **28.1 Number**

For each Committee or Sub-Committee where substitution is applicable, the maximum number of substitutes in respect of each Political Group at any meeting shall be 50% of that Group's membership on the relevant Committee or Sub-Committee, rounded up if necessary, subject to a minimum of two.

## 28.2 Powers and duties

Substitute Members will have all the powers and duties of any ordinary Member of the committee or sub-committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting. Substitute Members shall abide by any voting restrictions which would have applied to the Member for whom they are substituting.

## 28.3 Substitution

Substitute Members may attend meetings in that capacity only:

- (i) to take the place of the ordinary Member for whom they are the designated substitute;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Proper Officer by 12 noon on the day of the meeting of the intended substitution.

## 28.4 Overview and Scrutiny Committee

Substitution shall not apply to the Overview and Scrutiny Committee.

28.5 Where a Member of Overview and Scrutiny Committee has acted as a named substitute at any Policy Committee they may not subsequently scrutinise any decision in which they have been involved.

## 28.6 Licensing Committee and Licensing Sub-Committee

Substitution shall not apply to the Licensing Committee and Licensing Sub-Committee.

## 29. INDEPENDENT PERSONS

29.1 A meeting of the Overview and Scrutiny Committee acting as the Corporate Governance Standards Committee must seek and take into account the views of the

duly appointed independent persons before it makes its decision on an allegation that has been investigated.

29.2 Two independent persons have been appointed by Council.

30. **CHAIRMEN OF COMMITTEES**

If the Council has not done so at its Annual Meeting every Committee at its first meeting in every year must, as its first item of business, elect a Chairman and appoint a Vice-Chairman.

The Chairman of the Council, by virtue of office, is not eligible to hold office as a Chairman of a Committee during his/her term.

No Member of the Council is entitled to hold the office of the Chairman of more than one Committee at any time.

31. **PROPOSER OF MOTION MAY ATTEND**

A Member of the Council who has proposed a motion which has been referred to any Committee of which he/she is not a Member is entitled to attend the Committee at which the motion is to be considered and to speak at the meeting, but may not vote.

32. **ITEMS FOR AGENDA**

A Member can require that an item be placed on the agenda for a Committee if he/she gives notice of such a request not later than noon six working days preceding the meeting in question; provided that no Member may seek to exercise his/her right under this Rule in relation to an item which he/she has previously had placed on an agenda within the preceding six months, or where the matter has been debated and determined within the preceding six months.

33. **ATTENDANCE OF MEMBER AS OBSERVER**

Non-Members of Committees have the right to attend the meetings as observers. They may speak by invitation only from the Chairman, but may not vote.

34. **SUSPENSION OF PROCEDURE RULES**

All of the Rules of Procedure which apply to meetings of Committees except Rule 15.6 and Rule 16.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Committee are present and support the suspension. Suspension can only be for the duration of the meeting.

35. **SPEAKING RIGHTS AT PLANNING COMMITTEE**

- (1) At meetings of the Planning Committee the applicant, District Councillor not on the Planning Committee, Parish Council, one supporter and one objector may speak on individual planning applications which the Committee is being invited to determine. Only one speaker per category is allowed to address the Committee.
- (2) People wishing to speak are advised to register with the Committee Secretariat by 11.00 am on the day of the meeting. Speakers have a maximum of three minutes to speak. The District Councillor is normally heard first, the Parish/Town Council second, then the supporter, objector and finally the applicant or agent. There is no public right of reply following the decision of the Planning Committee.

*For virtual meetings, where a speaker is unable to access the meeting electronically, a written representation may be read to the meeting on their behalf.*