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 sub-committee 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 Council’s 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.

<table>
<thead>
<tr>
<th>No. of Members</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or over</td>
<td>5 persons</td>
</tr>
<tr>
<td>10 to 15</td>
<td>4 persons</td>
</tr>
<tr>
<td>5 to 9</td>
<td>3 persons</td>
</tr>
<tr>
<td>Less than 5</td>
<td>2 persons</td>
</tr>
</tbody>
</table>

(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.

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