

THE CONSTITUTION - SECTION 9

9. REGULATORY AND OTHER COMMITTEES

9.1 Regulatory and Other Committees

The Council will appoint the Committees to discharge the functions set out in Section 13 of this Constitution.

9.2 The Governance and Audit Committee

9.2.1 The Council will appoint a Governance and Audit Committee to discharge the functions described in Section 13 of this Constitution and in accordance with sections 81-87 of The Measure as amended.

9.2.2 The Committee shall comprise of twelve Members made up as follows:-

(a) eight Councillors; and

(b) four Members who are not Members of the Council (Independent Lay Members).

9.2.3 The Chair of the Governance and Audit Committee is appointed by the Committee and the member appointed must be a lay member. The Deputy Chair is also appointed by the Committee and cannot be a Member of the Executive Board or an assistant to the executive.

9.2.4 All Members of the Governance and Audit Committee may vote on any matter before the Committee.

9.3 The Democratic Services Committee

9.3.1 The Council will appoint a Democratic Services Committee to discharge the functions described in Section 13 of this Constitution.

9.3.2 The Committee shall comprise of thirteen Councillors but no more than one Member of the Executive Board (which Executive Board Member must not be the Leader).

9.3.3 The Chair of the Democratic Services Committee is appointed by Full Council and must not be the Executive Board Member.

9.4 Planning Committee

9.4.1 The Council will appoint a Planning Committee to discharge the functions described in Section 13 of this Constitution.

9.4.2 The Committee shall comprise of sixteen Councillors none of whom may be a Member of the Executive Board and only one Councillor in any multiple member ward shall be eligible for appointment.

9.5 Environmental Licensing Committee

9.5.1 The Council will appoint an Environmental Licensing Committee to discharge the functions described in Section 13 of this Constitution.

9.5.2 The Committee shall comprise of fourteen Councillors.

9.6 Licensing Committee

9.6.1 The Council will appoint a Licensing Committee to discharge the functions described in Section 13 of this Constitution.

9.6.2 The Committee shall comprise at least ten but no more than fifteen Councillors; the Committee shall comprise of the same fourteen Councillors comprising the Environmental Licensing Committee and the same Chair.

9.7 Appointments Committee

9.7.1 The Council will appoint an Appointments Committee to discharge the functions described in Section 13 of this Constitution.

9.7.2 The Committee shall comprise ten Councillors of whom at least one but no more than five shall be a Member of the Executive Board; Members of the Executive Board must not comprise a majority on this Committee.

9.8 Other Committees and Sub-Committees

9.8.1 The Council will appoint such other Committees as it considers appropriate to the exercise of its functions.

9.8.2 Any Committee appointed by the Council may at any time appoint additional Sub-Committees and panels throughout the year. The terms of reference and delegation of powers to them shall be explicit and within the appointment Committees terms of reference.

9.9 Rules of Procedure for Committees

9.9.1 Time and Place of Meetings

The time and place of meetings will be determined by the Chief Officer Governance & Customer and notified in the summons.

9.9.2 Notice of and Summons to Meetings

The Chief Officer Governance & Customer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules in Section 14. At least three

clear days before a meeting, the Chief Officer Governance & Customer will send a summons signed by him/her to every Member of the Committee. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

9.9.3 Chair of Meeting

The person presiding at the meeting may exercise any power or duty of the Chair.

9.9.4 Quorum

The quorum of a meeting will be one quarter of the whole number of Members of that Committee with the exception of Planning Committee (see Rule 9.9.5 below). During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of that Committee.

9.9.5 Quorum at Planning Committee

No business shall be conducted at a meeting of the Planning Committee or at a Sub-Committee of the Planning Committee unless at least half of the total number of members of the Committee rounded to the nearest whole are present.

9.9.6 Remote Attendance

Remote attendance is permitted at all meetings of committees and sub-committees provided that those participating are able to speak to and be heard by each other and in meetings which are webcast to also be able to see and be seen by each other

9.9.7 Questions on Notice at Committees

- (a) Subject to paragraph (b) below, a Member of a Committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which affects the County Borough and which falls within the terms of reference of that Committee.
- (b) A Member may ask a question under Rule 9.9.7 if either:
 - (i) they have given at least 3 clear working days' notice in writing of the question to the Chief Officer Governance & Customer; or
 - (ii) `` the question relates to urgent matters, they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Chief

Officer Governance & Customer by 4 pm on the working day prior to the meeting.

9.9.8 Voting

- (a) Any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.
- (b) Voting shall be by show of hands, or if there is no dissent, by the affirmation of the meeting.
- (c) If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

9.9.9 Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

9.9.10 Record of Attendance

All Members of the Committee present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

9.9.11 Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Section 14 of this Constitution or Rule 9.9.13

9.9.12 Members' Conduct

- (a) When a Member speaks he/she must address the meeting through the Chair. If more than one Member wishes to speak the Chair will ask one to speak and invite other Members in turn. Other Members must remain silent whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.
- (b) When the Chair speaks during a debate, any Member speaking at the time must stop. The meeting must be silent.
- (c) If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.
- (d) If the Member continues to behave improperly after such a motion is carried, the Chair may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

9.9.13 Disturbance by Public

- (a) If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair may order their removal from the meeting room.
- (b) If there is a general disturbance in any part of the meeting room open to the public, the Chair may adjourn the meeting for so long as the Chair considers necessary or call for that part to be cleared.

9.9.14 Filming and Use of Social Media During Meetings

Filming and use of social media is permitted during meetings so long as there is no disturbance to the conduct of the meeting.

9.9.15 Rules of Debate

The Rules of Debate in Rule 4.23 shall apply.