

# **Standing Orders – Committee and Sub-Committee Meetings**

## **Contents**

### **Standing Order**

- B1. Election of Chairmen/women
- B2. Appointment of substitute members of committees and sub-committees
- B3. Quorum
- B4. Attendance at committee meetings
- B5. Rules of Debate
- B6. Application of Standing Orders in relation to Council meetings to meetings of committees and sub-committees
- B7. Application of Standing Orders in relation to Access to Information to meetings of committees and sub-committees

**B1. Election/appointment of Chairmen/Women and Vice-Chairmen/Women  
(To apply to Overview and Scrutiny)**

- B1.1 A Chairman/woman and Vice-Chairman/woman shall be elected/appointed for each Municipal Year at the Annual Council meeting for every committee and sub-committee, except for those committees and sub-committees which meet on an ad-hoc basis and require a different Chairman/woman for each meeting e.g. Licensing Sub-Committee, and that committee or sub-committee shall elect/appoint a Chairman/woman and a Vice-Chairman/woman for that meeting only
- B1.2 In the absence of the Chairman/woman and Vice-Chairman/woman at any meeting, a Chairman/woman for that meeting shall be elected. Where the committee/sub-committee fail to nominate a Chairman/woman or there is an equality of votes on the nomination, the meeting will resolve to proceed without a Chairman/woman or the meeting will be adjourned. If the meeting resolves to proceed without a Chairman/woman, the most senior officer in attendance will call the agenda items and ensure a resolution is passed before moving to the next item. If a resolution is not passed the item shall stand deferred to the next meeting. The senior officer will not take part in the debate.

**B2. Appointment of Substitute Members of Committees and Sub-Committees (To apply to Cabinet and Overview and Scrutiny)**

- B2.1 Where the membership of a committee or sub-committee has been determined as consisting of representatives of the political groups on the Council, such representatives may be varied by the respective groups provided notice of the variation (signed by the Leader or Deputy Leader of the group or the Leader of the Council in respect of Cabinet Members substituting at Cabinet meetings) has been delivered to the Head of Governance Support before the commencement of the meeting or adjourned meeting. For the avoidance of doubt any member may be appointed as a representative of a group on a committee or sub-committee if that member agrees to such appointment even if this means that the political balance of the committee does not reflect the political balance of the Council. The Chairman/woman of the Council shall not attend any meeting as a substitute.
- B2.2 Where the notice has been delivered to the Head of Governance Support, it shall be effective until the end of the relevant meeting (including any adjourned meeting unless the substitution expressly excludes adjourned meetings or unless the variation only applied to one or more specific items and those items have been determined) and may be withdrawn by the Group Leader or Deputy Leader or Leader of the Council. Once the notice has been delivered the member who has been substituted shall not vote at the relevant meeting (or on the relevant item if the variation has only related to one or more specified items) even if the substitute member does not attend.
- B2.3 Where a meeting of a Council committee or sub-committee would otherwise be inquorate an elected member may be substituted by any other elected member for one or more items on the agenda for the meeting (including any item raised under "Urgent Items") without prior written notice but with the approval of the person presiding for the item in question.

**B3. Quorum (To apply to Cabinet and Overview and Scrutiny)**

B3.1 The quorum of a committee or sub-committee meeting shall be as set out in the table below:

Number of members (excluding co-opted members)	Quorum of members (excluding co-opted members but including the person presiding)
3-8	3
9-12	4
13-16	5
17-20	6
21-24	7
25-28	8
28-36	9

B3.2 During any meeting if the Chairman/woman 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 Chairman/woman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

B3.3 No committee shall comprise less than three members.

**B4. Attendance at Committee Meetings (To apply to Cabinet and Overview and Scrutiny)**

B4.1 Any councillor may attend and speak at any meeting of the Council’s committees, sub-committees, working parties, review panels, Cabinet, or outside bodies with the agreement of the Chairman/outside body, except the Employment Committee where they are not a member, unless those bodies resolve to suspend Standing Order B4.1 in whole or in part; or to speak at Licensing Sub-Committee on Licensing Act 2003 applications where the councillor is required to submit a valid written representation to the Licensing Authority within the prescribed consultation period; or Planning Committee where the councillor is required to register their intention to speak prior to the meeting with the Governance Support Team.

B4.2 Standing Order B4.1, shall not entitle any councillor (even if they are a member of that committee, sub-committee, working party or body) to remain in the room in which a meeting is taking place during the consideration of any matter in which he/she has a pecuniary interest or during the consideration of any matter that is confidential (as defined in Part 5A of the Local Government Act 1972). Nor shall Standing Order B4.1 entitle any councillor to remain in the room in which a meeting is taking place if the person presiding at the meeting (if so recommended by the Monitoring Officer (or his/her representative)) considers that the presence of the councillor might prejudice the interest of the Council, be contrary to any relevant Code or Protocol adopted by the Council, or lead to an allegation of maladministration, impropriety or bias.

B4.3 Under no circumstances shall a councillor attending a meeting under this Standing Order B4.1 be entitled to propose or second motions (or amendments) or vote at the meeting.

B4.4 Standing Order A25 (Members' conduct) shall apply to councillors attending meetings under this Standing Order B4.

B4.5 A member's attendance under Standing Order B4 shall be recorded in the minutes for the meeting concerned. However, it shall be the responsibility of members attending under the Standing Order to ensure that the Governance Support Officer is aware of their attendance so that it can be recorded in the minutes of the meeting.

**B5. Rules of Debate (to apply to Cabinet and Overview and Scrutiny)**

B5.1 The Chairman/woman may request officers to provide members with a briefing on agenda items before they are considered. Questions must only relate to factual elements of the matter under discussion and not draw the officer into the debate of members.

B5.2 Following any presentation, the Chairman/woman will invite debate.

B5.3 During debate a proposal may be moved. No speeches may be made after the mover has moved a proposal, explained the purpose of it and until the motion has been seconded.

B5.4 The Chairman/woman may require the motion to be written down and handed to him/her before it is discussed. The Chairman/woman may also require an amendment to be written down and handed to him/her before it is discussed.

B5.5 An amendment to a motion must be reasonably relevant (in the opinion of the Chairman/woman) to the motion and must seek to:

- (i) refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) delete words;
- (iii) delete words and add other words; or
- (iv) add words,

and an amendment that otherwise complies with this Standing Order shall be valid even if the direct or indirect consequence of the amendment (if carried) would be to negate the motion (except amendments made at Planning Committee).

- (b) Only one amendment may be moved and discussed at any one time except that the Chairman/woman may permit more than one amendment to be debated at the same time if he/she considers this would facilitate the efficient running of the business and if a majority of members present do not object. No further amendment may be moved until the amendment under discussion has been disposed of. Amendments to motions will be moved at the earliest possible opportunity during the debate.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.

- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which further amendments may be moved. At the end of the debate, the substantive motion will then be put to the vote.

B5.6 A member may alter a motion which he/she has moved with the consent of the seconder. Only alterations which could be made as an amendment (in accordance with Standing Order B5.5) may be made.

B5.7 A member may withdraw a motion which he/she has moved with the consent of the seconder. No member may speak on the motion after the mover has asked permission to withdraw it unless the seconder refuses consent to withdraw the motion.

B5.8 When a motion is under debate, the following procedural motions may be moved:

- (i) to proceed to the next business;

If a motion to proceed to the next business is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

- (ii) that the motion/amendment be now put to the vote;

If a motion that the motion/amendment be now put to the vote is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

- (iii) to adjourn a debate;

If a motion to adjourn the debate is seconded and the Chairman/woman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply. If the motion is carried and no timeframe is explicit the discussion will be resumed at the next ordinary meeting of the Council and the member who moved its adjournment shall be entitled to speak first. If the motion to adjourn is lost, a second motion for adjournment may be moved during the same meeting and the Chairman/woman thinks a reasonable amount of time has lapsed since the last motion to adjourn.

- (iv) to adjourn a meeting;

If a motion to adjourn the meeting is seconded and the Chairman/woman shall invite the Chief Executive, Monitoring Officer and Chief Finance Officer to indicate whether there is any other business that they believe should be transacted at that meeting (in accordance with Standing Order A11.2) and it shall be put to the vote without debate and without giving the mover

of the original motion the right of reply.

- (vii) that the meeting continue beyond four hours in duration;

If a motion that the meeting continue beyond four hours in duration or a motion to adjourn the meeting is moved, the Chairman/woman shall invite the most senior officer present to indicate whether there is any other business that they believe should be transacted at that meeting (in accordance with Standing Order A11.2) and if the motion is then seconded it shall be put to the vote without debate.

- (viii) to exclude the public and press in accordance with the Standing Orders in relation to Access to Information; and

If a motion to exclude the press and public in accordance with the Standing Orders in relation to Access to Information is seconded, it shall be put to the vote without debate but the Chairman/woman may invite the Chief Executive and/or the Monitoring Officer to advise on the matter.

- (ix) in accordance with Standing Order A25 (members' conduct), to not hear further a member or to exclude them from the meeting.

**B6. Application of Standing Orders in Relation to Council Meetings to Meetings of Committees and Sub-Committees**

B6.1 The following Standing Orders in relation to Council Meetings will apply to committee and sub-committee meetings:

- A2.2 (ii) to (iv), (xiii)..... Ordinary Meetings
- A3 ..... Extraordinary Meetings
- A4 ..... Time, place and arrangement of meeting
- A5 ..... Notice of and Summons to Meetings
- A8.2 ..... Chairman/woman of Meeting
- A11 ..... Duration of meeting
- A14 ..... Motions which may be moved without Notice and/or during debate
- A17 ..... Previous Decisions and Motions
- A18 (except A18.5)..... Voting (Standing Order A18.1 shall not apply to meetings of the Civic Committee determining nominations for Honorary Freeman or Honorary Alderman where the vote must be unanimous to recommend to the Council to accept the nomination)
- A19 (except A19.2)..... Minutes
- A20 ..... Record of attendance
- A21 ..... Exclusion of public
- A22 ..... Representations in respect of Planning and Licensing Applications
- A25 ..... Members' conduct
- A26 ..... Disturbance by members of the public
- A27 ..... Use of cameras and tape and video recorders
- A28 ..... Prohibition of smoking, alcohol and drugs at meetings

- A29..... Suspension and amendment of Standing Orders
- A30..... Interpretation

B6.2 In applying these Standing Orders to meetings of committees and sub-committees references to “the Council” shall be deemed to be references to “the committee” (or “the sub-committee”, as appropriate) and references to the Chairman/woman of the Council and/or Vice-chairman/woman of the Council shall be deemed to be references to the “Chairman/woman of the committee/sub-committee” and/or “Vice-chairman/woman of the committee/sub-committee.”

**B7. Application of Standing Orders in Relation to Access to Information to Meetings of Committees and Sub-Committees**

- B7.1 The following Standing Orders in relation to Access to Information will apply to committee and sub-committee meetings:
- E1 ..... Scope
  - E2 ..... Additional rights to information
  - E3 ..... Rights to attend meetings
  - E4 ..... Notices of meeting
  - E5 ..... Access to agenda and reports before and during a meeting
  - E6 ..... Supply of copies
  - E7 ..... Access to information after a decision has been made
  - E8 ..... Background papers
  - E9 ..... Summary of public’s rights
  - E10 ..... Exclusion of access by the public to meetings
  - E11 ..... Exclusion of access by the public to reports
  - E21 ..... Access to information - members