

## AREA COMMITTEE PROCEDURE RULES

### 1. Arrangements for Area Committees

#### 1.1 Composition

There shall be seven Area Committees as set out in the table below. They shall be constituted and operate in accordance with Article 10 of this Constitution and these Procedure Rules.

Name of Area Committee	Comprising these Wards

## **1.2 Delegation of functions**

The Area Committees shall operate according to the Terms of Reference set out in Part 3 of this Constitution. They shall carry out such non-executive functions as are delegated by the Full Council and such executive functions as are delegated by the Executive in accordance with the Leader's Scheme of Delegations of Executive Functions from time to time in force.

## **1.3 Sub-delegation of Functions**

- (a) Subject to any statutory provisions about the discharge of executive functions and unless the Leader specifies otherwise, where executive functions have been delegated to an Area Committee, they may be delegated further to an officer of the Council.
- (b) Where non-executive functions have been delegated to an Area Committee, they may be delegated further to an officer of the Council.
- (c) The further delegation of a function does not prevent it from being discharged by the Area Committee.

## **1.4 Conflicts of Interest**

- (a) Where the Chair or any Member of an Area Committee has a conflict of interest this will be dealt with as set out in the Council's Code of Conduct for Members in Part 5 of this Constitution.
- (b) If the exercise of an executive function has been delegated to an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Council's Code of Conduct for Members in Part 5 of this Constitution.

## **2. The Operation of Area Committees**

### **2.1 Frequency and location of meetings**

Each Area Committee will meet at least 4 times each year at a publicly accessible location agreed by its Chair. Meetings shall be convened more regularly if the Chair decides it is necessary.

### **2.2 Public access to meetings and papers**

Meetings, agenda and minutes of Area Committees will be open to the public and press, except as permitted under legislation and the Access to Information Rules in Part 4 of this Constitution.

### **2.3 Quorum**

The quorum for a meeting of an Area Committee shall be half of its membership.

## **2.4 Meetings of and decisions taken by an Area Committee**

- (a) Meetings of Area Committees will be convened and conducted in accordance with the Access to Information Rules in Part 4 of this Constitution.
- (b) Where executive decisions have been delegated to an Area Committee, the Rules applying to meetings of, papers of and decisions taken by the Committee shall be the same as those applying to those taken by the Executive.

## **2.5 The Chair of Meetings**

Each Committee shall appoint a Chair and Deputy Chair for the year from its membership comprising the Ward Councillors of that Committee. Meetings will be chaired by the Chair if present and, in his or her absence, the Deputy Chair will chair. In the absence of both the Chair and the Deputy Chair, the Members present shall elect one of their number to chair.

## **2.6 The Business to be Conducted**

At each meeting of an Area Committee, the following business will be conducted:

- (i) exclusion of the public and press;
- (ii) consideration of the minutes of the last meeting;
- (iii) declarations of interest, if any;
- (iv) public questions and petitions;
- (v) any matters referred to the Area Committee for consideration by the Full Council, a Council Committee, an Overview and Scrutiny and Policy Development Committee (in accordance with the Scrutiny Procedure Rules in Part 4 of this Constitution) or the Executive;
- (vi) matters set out in the agenda for the meeting, and which shall indicate which are Key Decisions and which are not in accordance with the Access to Information Procedure Rules set out in Part 4 of this Constitution.

## **2.7 Placing items on the Area Committee agenda**

- (a) A Chief Officer may, in consultation with the Chair and subject to compliance with the Access to Information Rules in Part 4 of this Constitution, put on the agenda of an Area Committee meeting, any matter which he or she considers necessary or appropriate,
- (b) A matter referred to an Area Committee by Full Council, a Council Committee, an Overview and Scrutiny and Policy Development Committee or the Executive, shall be placed on the agenda for the next Area Committee meeting, subject to compliance with the Access to Information Rules. The

Leader or other Executive Member may address the Committee on an executive matter referred to them but shall not be entitled to participate in debate or to vote on the item unless he or she is a Member of the Area Committee.

- (c) The Chief Executive, the Monitoring Officer and the Chief Finance Officer may, subject to compliance with the Access to Information Rules in Part 4 of this Constitution, put on the agenda of any Area Committee meeting, any matter they consider necessary or appropriate. Any of those officers, where they consider it necessary to do so, may require a meeting of an Area Committee to be called to consider a particular matter.

## **2.8 Attendance by others**

- (a) Area Committees may, through the Chair, invite representatives of other public, private and voluntary/community organisations with an interest in the issue and/or members of the general public to meetings to contribute to their discussions.
- (b) External experts and other persons identified as possible contributors may be invited to attend meetings to give evidence and advice and answer questions put to them by an Area Committee, but cannot be required to do so and therefore their participation will be on a voluntary basis.

## **2.9 Placing items on a Cabinet agenda**

- (a) An Area Committee can request that an item discussed at one of its meetings is placed on the agenda of the next relevant meeting of Cabinet;
- (b) The request will be forwarded in writing by the Chair to the Cabinet member with the relevant portfolio or the Leader who will take one of the following actions:
  - (i) refer the matter to an Executive Director
  - (ii) refer the matter to another relevant officer
  - (iii) refer the matter to Cabinet by way of a report;
- (c) If the matter is referred to Cabinet the rules relating to items being placed on a Cabinet agenda set out in the Executive Procedure Rules shall apply.