

## 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
Central	Broomhill and Sharrow Vale City Hillsborough Walkley
East	Darnall Manor Castle Park and Arbourthorne Richmond
North	East Ecclesfield Stannington Stocksbridge and Upper Don West Ecclesfield
North East	Burngreave Firth Park Shiregreen and Brightside Southey
South	Beauchief and Greenhill Gleadless Valley Graves Park Nether Edge and Sharrow
South East	Birley Beighton Mosborough Woodhouse
South West	Crookes and Crosspool Dore and Totley Ecclesall Fulwood

## **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 functions as are delegated by the Full Council.

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

- (a) Where functions have been delegated to an Area Committee, they may be delegated further to an officer of the Council.
- (b) 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 Councillor Code of Conduct in Part 5 of this Constitution.
- (b) If the exercise of a 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 Councillor Code of Conduct 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 provided 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**

Meetings of Area Committees will be convened and conducted in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

## **2.5 The Chair of Meetings**

Each Area Committee shall appoint a Chair and Deputy Chair for the year from its membership comprising the Ward Councillors of that Area 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 or a Council Committee;
- (vi) matters set out in the agenda for the meeting.

## **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 or a Council Committee shall be placed on the agenda for the next Area Committee meeting, subject to compliance with the Access to Information Rules. The Leader of the Council, or the Chair or other Member of a referring Council Committee may address the Area Committee on a matter referred to it 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 Procedure Rules in Part 4 of this Constitution, put any matter they consider necessary or appropriate on the agenda of any Area Committee meeting. Any of those officers may, where they consider it necessary to do so, 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 or 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 Council Committee agenda**

- (a) An Area Committee can request that an item discussed at one of its meetings is placed on the agenda of the next meeting of the relevant Committee of the Council;
- (b) The request will be forwarded in writing by the Chair to the Chair of the relevant Committee 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 the Committee by way of a report;