

ARTICLE 8 - ORDINARY COMMITTEES

8.01 Ordinary Committees

The Council Meeting will appoint the Ordinary Committees set out in the **Scheme of Delegation** (Part 3 of this Constitution) to discharge the functions specified.

8.02 Procedures

- a) The Council Meeting Procedure Rules (**Part 5 PR1**) apply to meetings of Ordinary Committees to the extent indicated in Rule 26 of those rules.
- b) Any Councillor may request Democratic Services to place an item on the agenda for an Ordinary Committee subject to giving ten clear days' notice prior to the meeting. The item must relate to the business of the Committee and will normally be placed at the end of the Agenda.
- c) Where an Ordinary Committee is considering a licensing application or appeal any Councillor who is not present throughout the proceedings will not be entitled to participate in the decision.

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8.03 Membership – casual vacancies

Where the Council Meeting has determined the allocation to different political groups of seats on Committees then, where a casual vacancy occurs, the Councillor nominated by the political group entitled to fill that vacancy will become a member of that Committee on the day following receipt of notice to that effect by the Chief Executive.

8.04 Membership – training

Members of the Planning & Highways Committee, Licensing Environment & Safety Committee and its sub-committees, and the Employment Appeals Committee must have received appropriate training as determined by the Corporate Director for Place Management & Regeneration or the Head of Legal and Democratic Governance [prior to participating in such committee meetings](#).

8.05 Access to Information

Ordinary Committees will comply with the **Access to Information Rules (Part 5 PR7)**.

8.05 Programme of Meetings

Ordinary Committee meetings will be held in accordance with a programme of meetings agreed by the Council Meeting and at such other times as the particular Committee may reasonably determine.

8.06 Quorum

Business shall not be transacted at a meeting of an Ordinary Committee unless at least one quarter of the membership is present. Provided that in no case shall the quorum of a Committee be less than 2 members.

8.07 Public Question Time

A 'public question time' will be held at meetings of Ordinary Committees in accordance with the agreed Code of Practice (Part 6 CP5).

8.08 Substitute Members

Substitutes are permitted for Ordinary Committees. Members can appoint their own substitute from within their group, provided that they inform Democratic Services prior to the commencement of the meeting.

A member wishing to arrange a substitute for a particular meeting is not required to give a reason for his or her proposed absence.

A notice to the effect that a member will not be able to attend a meeting may be withdrawn only with the agreement of the arranged substitute member (if any).

Substitute members of the Planning & Highways Committee, Licensing Environment & Safety Committee and its sub-committees, and the Employment Appeals Committee must have received appropriate training as determined by the Corporate Director for Place Management & Regeneration or the Head of Legal and Democratic Governance [prior to participating in such committee meetings](#).