

## **Part Five – Committees and Non-Executive Functions**

### **Section One – Committee Duties, Membership and Chairmanship**

#### **1. GENERAL DUTIES OF COUNCIL COMMITTEES**

- 1.01 Council committees are required to carry out those functions of the Council that are not within the remit of the Executive. This includes the determination of applications or the direct regulation of a person where sufficient discretion exists and the setting of any fees and charges relating to their activities.
- 1.02 The Council will appoint the committees as set out below to discharge the functions described.
- (a) Committees report to the Council from time-to-time upon the exercise of their functions and, where appropriate, make recommendations.
  - (b) Committee members hold office until their successors are appointed.
  - (c) Committees may appoint sub-committees as necessary.

#### **2. MEMBERSHIP OF COMMITTEES**

- 2.01 Whether or not they have been appointed to any committee, delivery board or subsidiary forum, Councillors can attend meetings of those groups unless they have ceased to be members of the Council. Councillors who attend meetings under this article do not speak except with the permission and at the sole discretion of the chairman, nor do they vote.
- 2.02 If a Councillor (including a co-opted member) fails throughout a period of six consecutive months to attend any meetings of a committee or, delivery board to which he or she has been appointed or co-opted, they will cease to be a member of that committee or group unless their absence is due to a reason which has been previously approved.
- 2.03 The Mayor and Deputy Mayor are, ex-officio, non-voting members of every committee of the Council (although this does not prevent the Deputy Mayor being appointed as a voting member of any committee of the Council).
- 2.04 Committees are constituted to reflect the statutory obligation to give effect so far as is reasonably practicable to the principles of political proportionality. The membership of committees and sub-committees therefore reflects the political balance of the whole Council.

#### **3. LIMITATION ON CHAIRMEN OR VICE-CHAIRMEN OF COMMITTEES**

- 3.01 A Councillor holds the office of chairman and vice-chairman of a committee for one year until the appointment of committees at the Annual Meeting.
- 3.02 In the case of an appointment to fill a casual vacancy a Councillor holds office as chairman or vice-chairman until the next annual appointment of committees.

*Constitution Part Five, Sections One and Two – Committee Duties, Membership and Chairmanship*

- 3.03 A Councillor who has held office as chairman or vice-chairman of a committee may be re-elected to office at the first meeting of the Committee following the Annual Meeting.