

Appendix B**PROCEDURE RULES FOR COMMITTEE AND SUB-COMMITTEE MEETINGS****1. INTRODUCTION**

These rules are designed to ensure meetings run smoothly and are conducted properly. The rules apply to all Committees of the Council except for the following:

- Pension Fund Committee and Investment Sub-Committee and Pension Fund Board (special rules of procedure apply as shown in Annex 1)
- Cambridgeshire Health and Wellbeing Board (Standing Order applies as shown in Annex 2)
- Joint Committees.

So far as the law allows any of these rules may be suspended at any meeting, either for the whole meeting or for a particular item on the agenda. In order to achieve this, a motion must be moved and seconded and a vote carried.

2. ARRANGEMENTS FOR MEETINGS

The agenda and papers for meetings must be available at least five clear working days before the meeting.

A special meeting is arranged if the chairman/woman of the relevant committee or any six of its members request such a meeting, or by the Monitoring Officer if he/she considers it necessary.

~~Note: If any issues arise at a meeting in relation to interpretation of the procedure rules, the Chairman/woman's decision will be final.~~

3. CHAIRMAN/WOMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman/woman.

If any issues arise at a meeting in relation to interpretation of the procedure rules, the Chairman/woman's decision will be final.

3.4. QUORUM

The quorum of a meeting will be one quarter of the whole number of voting members. 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 the Chairman/woman does not fix a date, the remaining business will be considered at the next ordinary meeting.

5. **ORDER OF BUSINESS**

The order of business will usually be:

- at the first meeting after the annual Council meeting, appointing or noting the appointment of the Chairman/woman and Vice-Chairman/woman of the committee
- the choice of a person to preside if the Chairman/woman and Vice-Chairman/woman are absent
- confirmation of the minutes of the last meeting of the committee
- apologies for absence, including reasons
- declarations of interest
- business outstanding from the last meeting
- reports for decision by committee
- items requested by a Councillor, which the relevant Executive/Corporate Director, after consultation with the committee spokesmen/women has agreed should be included on the agenda.
- reports for information if updating, at the specific request of the Committee, progress of decisions previously agreed by a Committee.
- training plan including figures for attendance at each training session.
- agenda plan (if applicable).

4.6. **OTHER POINTS REGARDING THE ORDER OF BUSINESS**

At any time during the meeting the Chairman/woman can adjourn the meeting.

The order of business can be varied at the discretion of the Chairman/woman.

The minutes of ordinary meetings will not normally be confirmed at special meetings.

7. **AGENDA ITEMS REQUESTED BY COUNCILLORS**

Any Councillor who wishes an item relevant to the functions of a committee to be included on the agenda of that committee shall register a request with their spokesman/woman for that committee. The spokesman/woman shall refer the matter to the next available meeting of committee spokesmen/women. The relevant Executive/Corporate Director, after consultation with the committee spokesmen/women, shall be authorised to determine whether the item should be included on the agenda of the next available or a subsequent meeting. Where so approved, the Democratic Services Manager shall arrange for the item to be included on an agenda in accordance with the agreed timescale, subject to compliance with statutory notice requirements, and shall notify the Councillor who requested the item accordingly. Where the request is not approved, the Democratic Services Manager will arrange to inform the Councillor of the reasons why the Executive/Corporate Director, after consultation with the committee spokesmen/women, has decided not to include the item on an agenda of the committee.

6.8. DECLARATIONS OF INTEREST

Under the Localism Act 2011 and as part of the Code of Member Conduct, Members are required by law to complete a declaration of Disclosable Pecuniary Interests and Non Statutory Disclosable Interests. If a Member is at a meeting that is considering something in which he/she has a Disclosable Pecuniary Interest and that interest has not been registered, he/she must declare the interest and inform the Monitoring Officer within 28 days of the meeting.

Where any Councillor has a Disclosable Pecuniary Interest in any matter, they will declare it and leave the room in which the meeting is being held while the matter is under consideration unless:

- the Monitoring Officer has granted them a dispensation; or
- the matter is only under consideration by the meeting as part of a report of the Minutes of a committee or sub-committee and is not itself the subject of debate.

If the Councillor has chosen to remain within easy reach, that Councillor will be recalled by an appropriate officer before any further business is started.

Any person or officer of the authority who is appointed to do anything in connection with the County Council which enables them to speak at meetings, will make the same disclosures of interests and will withdraw from the room in which the meeting is being held on the same occasions as they would have to do if they were a County Councillor. This does not apply to members of the public who are entitled to speak at Planning Committee.

7.9. PUBLIC SPEAKING AT COUNTY COUNCIL COMMITTEES

7.9.1 Public Speaking at County Council Committee Meetings

The County Council recognises the value that can be added by enabling contributions by the public to meetings of council committees and in order to facilitate this, the Chairman/woman or the person presiding at a meeting of a council committee may, at their absolute discretion, grant permission to a member of the public to speak during the meeting.

Speakers will usually only be permitted to speak once in any debate and speeches will usually be time limited to three minutes. Permission to speak may be refused in circumstances where this is not conducive to the orderly conduct of council business including where it is likely, in the opinion of the Chairman/woman, that defamatory, vexatious, discriminatory or offensive language will be used.

Permission to speak may also be declined if the anticipated contribution is not relevant to the agenda items of the meeting.

In order to assist meeting organisers members of the public* wishing to speak at a Committee meeting** are asked to make a request in writing no later than 12.00 noon three working days before the meeting via letter to the Democratic Services

Officer, Democratic and Members' Services, SH1102, Cambridgeshire County Council, Shire Hall, Cambridge CB3 0AP or via e-mail (this information is available at the bottom of the agenda front sheet) and provide the following details:

- **Name, address and contact details** of the person making a comment or asking a question
- **Details of the request to speak:** The full text of the question to be asked or a list of the main points regarding a comment about a matter on the agenda.

(Requests to speak received after the three day deadline may be permitted, at the discretion of the relevant Committee Chairman/woman.)

79.2 Participating in a Committee Meeting

If registered to speak, members of the public should arrive at the venue (usually Shire Hall) at least 15 minutes before the start of the meeting and report to the Democratic Services Officer present. The register of speakers will be kept by Democratic Services and provided to the Chairman/woman in advance of the meeting. No more than three speakers will normally be permitted per subject at a meeting (subject to the Chairman/woman's discretion). Only one question or comment may be allowed per speaker.

When the meeting reaches the agenda item, the Chairman/woman will ask the member of the public to speak. The member of the public is asked to behave appropriately for the nature of the meeting, and show courtesy and respect to everyone present. He/she should not make any remarks which are offensive, defamatory, insulting or discriminatory. The time limit to pose a question or make a comment will be three minutes for each speaker. The Democratic Services Officer will time each speaker to ensure that he/she does not exceed three minutes. The member of the public must cease speaking when so instructed by the Chairman/woman. The Chairman/woman may allow questions from Committee members to the speaker for clarification only.

The Chairman/woman will deal with the question or statement, or request that an appropriate Member or Officer reply orally. If this is not possible, the member of the public will be provided with a written answer using the contact details provided within ten working days.

If there should be a large number of requests for public speaking regarding one or more items on the agenda, the Chairman/woman may take steps to ensure that the meeting can be conducted in an appropriate fashion; for example, move the agenda item to the beginning of the meeting or limit the number of speakers. If the Chairman/woman should decide to limit the number of speakers, the Democratic Services Officer will ensure that all steps are taken to inform the "unsuccessful" speakers in advance and a written reply will be sent within ten working days after the meeting.

This process does not apply to County Councillors as their speaking rights as non-Committee members are covered in the Council's Constitution under

Part 4.4, paragraph 18. It also does not apply to employees of the Council except when acting as Trades Union representatives or private individuals, as they have sufficient channels of communication, both internally and through their representative bodies.

* *For the purposes of this guide a “member of the public” is defined simply as anyone who lives or works in Cambridgeshire or is affected by a decision made in Cambridgeshire.*

** *This procedure does not apply to meetings of Full Council and Planning Committee as these meetings have their own procedures.*

10. **PETITIONS TO COMMITTEES**

10.1 The Council will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition and it meets the criteria set out in the Petition Scheme. The Petition Scheme is set out in full in the Council Procedure Rules (Constitution Part 4.1), and includes guidance on submitting petitions, on types of petition that the Council will and will not consider, and on what action the Council may take when it receives a petition.

The following paragraphs relate to petitions that have been referred to one of the Council’s Committees or Sub-Committees.

10.2 **Speaking at Council/Committee Meetings**

The Petition Organiser, or their nominee** will be able to speak at the meeting providing the following conditions are met:

- The petition must relate to the powers and duties of that committee / body.
- It must be signed by at least 50 ‘local people’ *** who have an interest in the subject of the petition - the addresses of the signatories must be included for this purpose.
- The petition must be received by no later than 9.00 a.m. 5 working days before the meeting.
- It must be accepted by the Chairman/woman of the Committee for presentation at the meeting. This is likely to be agreed unless there are exceptional circumstances.

** County Councillors will not usually be allowed to speak to petitions under this procedure as they have other opportunities to make their views known. This may however be allowed where the Councillor has a prejudicial interest preventing them from speaking to a report, or where the Petition Organiser or other representative of the petitioners is unable to attend the meeting. In these circumstances the Chairman/woman of the meeting concerned will be consulted and asked to exercise their discretion to allow a County Councillor to present the petition.

*** A 'local person' is anyone who lives, owns a business, or works in the area (business address to be recorded where appropriate), or who attends a school or college in the area at the time the petition is submitted.

10.3 **Process at Meeting**

If there is an item / report on the agenda which relates to the petition, the Petition Organiser will usually be asked to make their presentation at the beginning of that item. The meeting will take into account the views expressed in the petition when reaching a decision on the issue. Time for presenting a petition will be limited to 3 minutes. The Chairman/woman of the meeting may extend the time allowed, but only in exceptional circumstances. Once they have spoken to the meeting, Councillors may wish to ask them questions about the petition. The person presenting the petition will not be allowed to take part in the subsequent debate on the petition unless the Chairman/woman considers it appropriate with the agreement of the Committee.

If there is no relevant item on the agenda, petitions will usually be heard at the start of the meeting. The petition after its presentation cannot normally be discussed at the meeting. However the petition will be considered informally by the relevant officer and Councillors following the meeting. This could involve a report being made to a future meeting of the Committee.

Petition Organisers will either receive from the Chairman/woman of the meeting a written confirmation of the outcome of their petition within ten working days of the meeting, or where the outcome is not yet known, will within ten working days of the meeting receive an update on the action proposed, and written confirmation of the outcome from the Chairman/woman as soon as reasonably possible.

If your petition is about something over which the Council has no direct control, the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible, will liaise with these partners to respond to your petition. If the Council is not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then it will set out the reasons for this in the Council's response to the Petition Organiser.

8.11. **CONSIDERATION OF RECOMMENDATIONS IN REPORTS**

Officers' recommendations are deemed to be moved and seconded to facilitate a less bureaucratic approach to handling amendments.

Amendments to motions may be moved and seconded without notice but must be provided in writing to the Chairman/woman when being moved.

9.12. **MOTIONS NOT REQUIRING PRIOR WRITTEN NOTICE**

The following motions can be moved and seconded orally to ensure meetings run smoothly and are conducted properly:

- appointment of a Chairman/woman for the meeting in the absence of the Chairman/woman and Vice-Chairman/woman
- request to withdraw a motion
- that the matter be put to a vote
- that the meeting be adjourned
- variation of the order of business
- suspension of the procedure rules
- exclusion of the public
- that a named Councillor should not be heard further.

40.13. THE RULES OF DEBATE

If a Councillor wishes to speak they should indicate their intention by raising their hand.

The Chairman/woman will decide the order in which speakers will be heard. Any Councillor who wishes to speak will be given the opportunity to do so unless any of the exceptions contained in these rules of debate apply.

Councillors can speak for a maximum of 5 minutes, subject to any exceptions set out below, and the discretion of the Chairman/woman.

Councillors when speaking must address the Chairman/woman.

Councillors must speak strictly to the subject under discussion.

Any Councillor may at any time during a meeting request that the meeting be adjourned for up to one hour. The Chairman/woman of the meeting has discretion to decide whether to agree the request and, if agreed, to determine the length of any such adjournment.

If the motion has been amended since the Councillor last spoke, that Councillor may move a further amendment to the motion.

A motion may be altered with the consent of the meeting. The meeting's consent will be signified without discussion.

41.14. POINTS OF ORDER AND PERSONAL EXPLANATIONS

With the consent of the Chairman/woman any Councillor may make a brief comment, ask a question designed to clarify a matter which has been raised, or indicate where they feel the procedure rules have not been followed. They may not introduce new material or make a speech on this.

The Chairman/woman's ruling on this will be final and they may limit such exchanges to maintain the flow of debate.

42.15. AMENDMENTS TO RECOMMENDATIONS AND MOTIONS

Amendments to a motion can be moved or seconded by any Councillor to leave out words, to add words or both provided that such changes must not have the effect of reversing a proposal (for example to recommend approval instead of refusal) and must be relevant to the original motion.

Amendments must be dealt with and voted on one at a time, subject to the exceptions set out in the Rules of Debate.

If an amendment is not carried following a vote then alternative amendments can be moved.

If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

After an amendment has been carried, the Chairman/woman will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

43.16. BRINGING DEBATE TO EARLY CLOSURE

If the Chairman/woman feels there has been sufficient discussion of the issue he/she may put the motion to the vote.

17. PREVIOUS DECISIONS AND MOTIONS**17.1 Motion to Rescind a Previous Decision**

A motion or amendment to rescind a decision made at a meeting of the Committee or Sub-Committee within the past six months cannot be moved unless information which was not available when the resolution was passed is placed before the Committee or Sub-Committee.

17.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of the Committee or Sub-Committee in the past six months cannot be moved unless information which was not available when the motion or amendment was rejected is placed before the Committee or Sub-Committee. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

44.18. VOTING

Votes in committee are to be determined by a show of hands.

Where there is an equal number of votes for and against a motion the Chairman/woman can exercise a second or casting vote.

A recorded vote will be taken if 5 or more Councillors request it. The process will be as follows:

- The names of all Councillors will be called and the vote of each Councillor recorded.
- The Chairman/woman will announce the result.
- The minutes will record how each Councillor voted.

Any Committee member can require, during the item of business, that the minutes of the meeting record how they voted on any decision taken.

~~45.19.~~ **DISORDERLY CONDUCT BY MEMBERS**

If, at any meeting, any Councillor in the opinion of the Chairman/woman of the meeting misbehaves by persistently disregarding their ruling, or by behaving improperly or offensively, or by obstructing the business of the meeting, the Chairman/woman may move 'that [the Councillor named] should not be further heard' and the motion, if seconded, will be voted on without discussion.

If any Councillor named continues the misconduct after a 'should not be further heard' motion has been carried, the Chairman/woman:

- may request the Councillor to leave the meeting; or
- may adjourn the meeting for any period considered necessary

In the event of a general disturbance which in the opinion of the Chairman/woman makes business impossible, the Chairman/woman may adjourn the meeting for any period considered necessary and/or order that the public leave.

~~46.20.~~ **DISTURBANCE BY PUBLIC**

Removal of Member of the Public

If a member of the public interrupts proceedings, the Chairman/woman will warn the person concerned. If he/she continues to interrupt, the Chairman/woman will order his/her removal from the meeting room.

Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman/woman may call for that part to be cleared.

~~47.21.~~ **PHOTOGRAPHY AND AUDIO RECORDINGS OF MEETINGS**

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements will operate in accordance with a protocol agreed by the Chairman/woman of the Council and political Group Leaders. This



protocol will be published on the Council's website.

18-22. ATTENDANCE OF OTHER COUNTY COUNCILLORS

Any County Councillor who wishes to attend a meeting of a committee or sub-committee of which they are not a member will be entitled to do so. With the consent of the meeting they will be entitled to speak but not vote:-

- on any matter affecting their electoral division or its inhabitants; or, but not to vote.
- on an item which they have requested be included on the agenda in accordance with Procedure Rule 7.

A County Councillor who attends a meeting in this capacity will be entitled to remain in the meeting when a resolution excluding the public is in force.

These provisions do not apply where a committee or sub-committee is exercising a function which is judicial in nature.

-23. APPOINTMENTS TO COMMITTEES

Any changes in a committee's membership must be notified by the Group Leader or the majority of their group to the Democratic Services Manager no later than 12.00 noon five (5) clear working days before the relevant meeting.

Democratic Services will ensure that all appointments to committees are reported to the next meeting of the appropriate committee.

Annex 1

Rules of Procedure for the Pension Fund Committee, Investment Sub-Committee and Pension Fund Board

The Council's Rules of Procedure set out in Part 4 of the Constitution apply to the Pension Fund Committee, the Investment Sub-Committee and Pension Fund Board except where they concern the following matters:

- Frequency of meetings
- Appointment of Chairman/woman and Vice Chairman/woman
- Voting Rights
- Quorum
- Training Requirement

in which case the rules are modified as necessary to accommodate the provisions set out in the table below.

Frequency of Meetings	<p>The Committee will meet a minimum of five times a year. The date, hour and place of routine meetings shall be fixed by the Committee, but the Chairman/woman may call additional meetings if deemed necessary.</p> <p>The Investment Sub-Committee will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the Committee, but the Chairman/woman of the Sub-Committee may call additional meetings if deemed necessary.</p> <p>The Board will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the Board, but the Chairman/woman may call additional meetings if deemed necessary.</p>
Chairman and Vice Chairman's Term of Office	<p>The normal term for the Pension Fund Committee and Board's Chairman/woman and Vice Chairman/woman shall be one year subject to earlier removal by vote of the Pension Fund committee or Board respectively.</p>
Voting Rights	<p>All Committee Members, Investment Sub-Committee Members and Board Members shall have the right to vote in their respective meetings.</p>



Quorum	<p>5 (1/3 plus 1) Committee Members shall form a quorum for meetings of the Committee.</p> <p>4 (1/3 plus 1) Investment Sub-Committee Members shall form a quorum for meetings of the Investment Sub-Committee.</p> <p>2 (1/3) Board Members shall form a quorum for meetings of the Board (shall include one each from the employer and member sides).</p> <p>No business requiring a decision shall be transacted at any meeting of the Committee or Investment Sub-Committee or Board unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the Chairman/woman shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting.</p>
Training Requirement	<p>Members may not take part in meetings of the Pension Fund Committee, Investment Sub-Committee or Board unless they have complied with any training requirements set out by the Chairman/woman of the Pension Fund Board or for Board members as set out in the Public Services Pensions Act.</p>

Annex 2**Cambridgeshire Health and Wellbeing Board (Standing Orders)****1. Co-optees**

The Chairman/woman or the Board will be entitled to appoint, in consultation with the Board via e-mail, up to 3 people at any one time as non-voting co-opted members of the Board. The Board shall determine whether the co-options shall be for a specified period, for specific meetings or for specific items.

Co-options may only be made if the person co-opted has particular knowledge or elected expertise in the functions for which the Board is responsible, or knowledge/responsibility for a geographic or academic agenda issue.

2. Notice of Meetings

Meetings of the Board will be convened by the County Council, who will also arrange the clerking and recording of meetings (a member of the County Council's Democratic Services Team will act as Clerk).

3. Chairmanship

The appointment of the Chairman/woman will be determined by full Council at the annual general meeting, or at any subsequent meeting should the need arise; having regard to recommendations from the political Group Leaders.

The Cambridgeshire Health and Wellbeing Board will elect annually a Vice-Chairman/woman who will not represent the County Council.

4. Quorum

The quorum for all meetings of the Board will be five members (Chairman/woman or Vice-Chairman/woman to be in attendance).

5. Appointment of Substitute Members

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

6. **Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting. If there are equal numbers of votes for and against, the Chairman/woman will have a second or casting vote. There will be no restriction on how the Chairman/woman chooses to exercise a casting vote.

7. **Meeting Frequency**

The Board will meet **at least** four times a year.

In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chairman/woman, by any three members of the Board or by the Director of Public Health if he/she considers it necessary or appropriate.

8. **Supply of information**

The Health and Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board under this section may be used by the Board only for the purpose of enabling or assisting it to perform its functions.

9. **Status of Reports**

Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at Cambridgeshire County Council’s offices and on the County Council’s website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Board’s papers on Cambridgeshire County Council’s website.

10. Press Strategy

An electronic link to agendas for all meetings will be sent to the local media. Cambridgeshire County Council will be responsible for issuing press releases on behalf of the Board and dealing with any press enquiries. Press releases issued on behalf of the Board will be agreed with the Chairman/woman or Vice-Chairman/woman and circulated to all Board members.

11. Members' Conduct

Part 5 - Codes and Protocols of the County Council's Constitution applies to all elected and 'co-opted' members of the Board

http://www.cambridgeshire.gov.uk/info/20050/council_structure/288/councils_constitution

12. Amendment of the Terms of Reference

The Board may recommend variations to its Terms of Reference by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

13. Governance and Accountability

The Board will be accountable for its actions to its individual member organisations.

There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Board will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies.

It is expected that decisions will be reached by consensus.