

SPC Standing Orders Draft amendments

Item 9.3

Briefing Notes

Please see below in red suggested amendments to Section 4 of our SPC Standing Orders. This allows for the incorporation of the reformed Neighbourhood Plan Steering Committee, plus some suggested amendments to quorum numbers for two other Committees, to help avoid having to cancel future committee meetings

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, which will include the following standing committee and maximum membership of each

Community Committee – 9 Councillors with a quorum of ~~5~~ 4 Councillors

Planning and Premises Committee – 8 Councillors with a quorum of 3 Councillors

Neighbourhood Plan Steering Committee – ~~4~~ 8 Councillors and ~~8~~ 4 Unelected members with a quorum of 5 members

Finance and General Purposes Committee – 9 Councillors including the Chair of the Council, Chair of Community and Chair of Planning and Premises. With a quorum of ~~5~~ 4 councillors.

- i. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
- v. shall, after it has appointed the members of a standing committee, appoint the chairman and Vice-Chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee **(see above)** and a sub-committee which, ~~in both cases,~~ shall be no less than three; ~~but five in the cases of Finance and General Purposes Committee and the Neighbourhood Plan Steering Committee.~~
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.