

Part B – The Council

Section B2:- Committees

In Part B:-

Section B1 of the Constitution explains the process of electing Councillors (or “Members”) to the Council and then goes on to explain about meetings of the Council. It then sets out the roles, responsibilities and functions of the Council.

This Section (B2) sets out the details of the each of the authority’s committees. There is an overview of what the committee does and a detailed terms of reference section which sets out the extent of the committee’s powers. Membership details of committees are available from the Council’s website.

Section B3 sets out the roles and attributes of all Councillors, and then explains about the additional requirements of Councillors who undertake certain roles

Section B4 sets out the rules that govern how Council meetings.

Section B5 sets out the rules that govern Committee meetings.

Part B – The Council

Section B2:- Committees

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1. Introductory Notes

- 1.1 All functions that are not specifically reserved in this constitution to Council, a committee or the Cabinet are delegated to Officers in accordance with Section F.
- 1.2 Section B5 contains the procedure rules that apply to committee meetings.
- 1.3 More information on Council and Cabinet meetings how the public can take part in those meetings can be found in Sections B4 and C3.
- 1.4 Sometimes the terms and reference of a committee will provide that a matter need only be referred to the committee if objections or representations have been received or if, for example, the matter or the proposed decision will have a significant, major or material impact or might represent a significant or major departure from certain plans of policies.
- 1.5 In these instances there is discretion to be exercised as to what is major, significant, material or relevant and so whether a particular matter needs to be referred to a committee or not. That discretion is to be exercised by the relevant Director (or their authorised representative) in consultation with the relevant committee chairperson.

2. Audit and Governance Committee

Introduction and Composition

- 2.1 The Audit and Governance Committee is responsible for overseeing the council's audit and assurance arrangements, considering audit reports and the annual statement of accounts and making appropriate recommendations to Council.
- 2.2 The purpose of the committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees annual governance processes.

- 2.3 It also has other corporate governance responsibilities including making appointments to certain outside bodies and organisations and for considering Member Standards.
- 2.4 The committee comprises 9 Elected Members appointed on a politically proportionate basis in line with the political composition of the Council.

Terms of Reference

2.5 To undertake the following governance risk and control functions:-

- (a) To review the Council's corporate governance arrangements against recognised best practice and consider annual governance reports and assurances.
- (b) To review any issue referred to it by the Chief Executive or a Deputy Chief Executive, or any Council body.
- (c) To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the Head of internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance risk management and control.
- (d) To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- (e) To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- (f) To monitor the effective development and operation of risk management in the Council.
- (g) To monitor progress in addressing risk-related issues reported to the committee. and to consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions
- (h) To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- (i) To monitor the counter-fraud strategy, actions and resources

- (j) To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the Council's governance, risk management and internal control frameworks; and internal and external audit functions.
- (k) To report to full Council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- (l) To oversee the application of the governance arrangements for the Cheshire Pension Fund.

2.6 To undertake the following audit and accountancy functions:-

Internal Audit Function

- (a) To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- (b) To consider summaries of specific internal audit reports as requested.
- (c) To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit regulations.
- (d) To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.
- (e) To approve the internal audit charter.
- (f) To approve the risk-based internal audit plan, including internal audit's resource requirement, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- (g) To approve significant interim changes to the risk-based internal audit plan and resource requirements.

- (h) To contribute to the internal audit Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- (i) To review proposals made in relation to the appointment of external providers of internal audit services and make recommendations.
- (j) To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
- (k) To support the development of effective communication with the head of internal audit.

External Audit Function

- (l) To consider the external auditor's Annual Letter, relevant reports, and the report to those charged with governance.
- (m) To consider specific reports as agreed with the external auditor.
- (n) To comment on the scope and depth of external audit work and to ensure that it represents value for money.
- (o) To commission work from internal and external auditors.
- (p) To consider the external auditor's report and make recommendations to those charged with governance and on issues arising from the audit of the accounts.
- (q) To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Accountancy Function

- (r) To review and approve the Annual Statement of Accounts and specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or audit process that need to be brought to the attention of the Council.
- (s) To review and approve the Director of Finance's treasury management strategy report, treasury management annual report and treasury management mid-year review reports and recommend them to Council.

- (t) To review and approve the Director of Finance's treasury management quarterly monitoring reports.

2.7 To undertake the following other governance functions:-

- (a) To nominate local authority school governors, lay members to serve on independent schools admissions and exclusion appeals panels and, on behalf of the Council, to make appointments to those external organisations that the Cabinet is not responsible for appointing to.
- (b) To receive recommendations in relation to the appointment of Honorary Aldermen and Freemen in accordance with procedures adopted by Council.
- (c) To review electoral arrangements and make recommendations to the Returning Officer.
- (d) In respect of charities where the Council is a charity trustee, the supervision on behalf of the Council of the exercise of delegated powers and discretions by officers in relation to those charities and the taking of decisions to amend their governing documents (where the consent of the Charity Commission is required).

2.8 To undertake the following Standards functions:-

- (a) To promote and maintain high standards of conduct by members and co-opted members of the Council.
- (b) To advise the Council on the adoption or revision of the code of conduct for members and registration of interests.
- (c) To ensure members receive appropriate advice and training on registration of interests, the code of conduct and standards of behaviour generally
- (d) To make arrangements under which allegations about member conduct can be investigated and decisions on allegations can be made and to appoint parish representatives.
- (e) To oversee the production of the Standards Annual Report and recommend it to Council.

- (f) To support town and parish councils in their duty to promote and maintain high standards of conduct and to assist their members to follow codes of conduct and to work closely with the Cheshire Association of Local Councils on standards and code of conduct issues and on the selection of parish representatives.
- (g) To ensure advice and training on standards is available to town and parish council clerks and members.
- (h) To support the Council's statutory officers in the performance of their duties.
- (i) To decide on applications for dispensations in respect of members' interests.

2.9 In respect of Standards, Audit and Governance Committee has established the following:

Standards Complaints Panel

The Standards Complaints Panel will be convened by the Monitoring Officer when required:

- To conduct hearings and make decisions on allegations following investigation
- To make decisions on allegations where the Monitoring Officer considers that it is not appropriate for the decision to be made under delegated powers and refers the complaint to the Panel.

Composition

3 members of Audit and Governance Committee.

The Panel will seek and take into account the views of an Independent Person and, where a complaint concerns a parish or town council member, a Parish Representative, before making a decision on any allegation which has been investigated.

Standards Dispensations Panel

- To determine requests for dispensations in respect of members' interests.

Composition

3 members of Audit and Governance Committee.

3. Staffing Committee

Introduction and Composition

- 3.1 The Staffing Committee deals with the Council's human resources strategies and policies that apply to all of its employees. It is also responsible for employment matters relating to the Council's most senior officers and for appointing subcommittees to hear employment appeals in accordance with the Council's policies.
- 3.2 The Committee comprises 9 Members and is constituted on a politically proportionate basis in line with the political composition of the Council.

Terms of reference

- 3.3 To undertake the following functions:-
- (a) To develop and approve the Council's human resources strategies, policies and officer terms and conditions of employment subject to the approval of any budget implications by the Cabinet and/or Council as appropriate.
 - (b) To approve programmes of voluntary or compulsory redundancies and settle redundancy arrangements where the associated costs will be in excess of approved budgets (see section G4C para C19.1).
 - (c) To appoint an Appeals Subcommittee (comprising 3 trained Members of the Staffing Committee) to hear and determine appeals in accordance with the Council's human resources policies and Officer Employment Procedure Rules.
- 3.4 In respect of the posts of Chief Executive and Strategic Director, and in accordance with the Council's Officer Employment Procedure Rules, to:-

- (a) Undertake the appointment selection process (and in the case of the Chief Executive to make a recommendation to appoint to Council)
- (b) settle levels of remuneration
- (c) authorise changes to the terms and conditions of employment
- (d) hear and determine employment appeals
- (e) authorise dismissals

4. Appeals Committee

Introduction and Composition

- 4.1 The Appeals Committee is responsible for hearing and determining appeals made against decisions taken in respect of various statutory functions.
- 4.2 The committee comprises 11 members constituted on a politically proportionate basis in line with the political composition of the Council.

Terms of reference

- 4.3 Sitting as panel comprising 3 Members (drawn from the Committee on a broadly politically proportionate basis) to hear and determine any appeals lodged:-
 - (a) in respect of the provision of school transport
 - (b) by transport contractors in accordance with the contract procedures
 - (c) under the Marriage Acts
 - (d) under all education legislation (with the exception of school admissions and exclusions appeals)
 - (e) under social services legislation
 - (f) in respect of Discretionary Rate Relief.

5. Planning Committee

Introduction and Composition

- 5.1 Planning Committee is responsible for determining applications for planning permission that are not determined by the Senior Manager – Planning and Strategic Transport and for determining applications in relation to public rights

of way and commons or town and village greens that are not determined by Director of Places Strategy.

- 5.2 Planning Committee comprises of 11 Members constituted on a politically proportionate basis in line with the political composition of the Council.

Terms of Reference

- 5.3 To determine applications for planning permission in connection with large scale major development as defined by the DCLG from time to time (as refined or amended in these Terms of Reference) currently being:-

- (a) residential developments of 200 dwellings or more or where the built site area is to be 4 hectares or more
- (b) non-residential developments where the floor space to be built is 10,000 square metres or more or where the built site area is to be 2 hectares or more

- 5.4 To determine all applications for planning permission in connection with small scale major development as defined by the DCLG from time to time (as refined or amended in these Terms of Reference) currently being:-

- (a) residential developments of between 10-199 dwellings inclusive or where the built site area is between 0.5 and 4 hectares
- (b) non-residential developments where the floor space to be built is between 1,000 and 9,999 square metres inclusive or where the built site area is between 1 and 2 hectares;

where there is a recommendation for approval which would, in the opinion of the Senior Manager – Planning and Strategic Transport, constitute a significant departure from planning policy.

- 5.5 To determine all applications for planning permission:-

- (a) in connection with major minerals or waste development and onshore oil and gas exploration.

- (b) in connection with developments which have strategic social, economic or environmental implications by reason of their scale, nature or location.
- 5.6 To determine applications for planning permission:-
- (a) called-in for determination in accordance with the Planning Committee Members' Call-in Procedure set out in Section B5.
 - (b) made by or on behalf of any Member or by a member of their immediate family, or in respect of land within their ownership or control.
 - (c) made by or on behalf of any Officer holding a post at or equivalent to Chief Executive, Strategic Director, or Directors by a member of their immediate family, or in respect of land within their ownership or control.
 - (d) made by or on behalf of any officer directly involved in determining planning applications or by a member of their immediate family, or in respect of land within their ownership or control.
 - (e) made by or on behalf of the Council (except those matters which the Senior Manager – Planning and Strategic Transport considers to be of a minor or routine nature and where the decision proposed is in accordance with the planning policy).
 - (f) that the Senior Manager – Planning and Strategic Transport, in consultation with the Chairman of the Planning Committee, considers should be determined by the Committee.
- 5.7 In each case described in paragraphs 5.3 to 5.6 above, the Committee's remit shall not extend to the determination of applications to vary or extend existing permissions or determine reserved matters applications where the Senior Manager – Planning and Strategic Transport considers that granting permission would not give rise to any new material planning impacts. Decisions in such cases stand delegated to officers.
- 5.8 To determine applications made in relation to the public rights of way network and the registers of Commons and Town and Village Greens that are called-in for determination in accordance with the Members' Call-in Procedure set out in Section B5.

6. Licensing Committee

Introduction and Composition

- 6.1 The Licensing Committee is responsible for determining licensing policy and applications across a wide range of local authority licensing functions in accordance with the following terms of reference.
- 6.2 The Committee comprises 15 Members and is constituted on a politically proportionate basis in line with the political composition of the Council.
- 6.2.1 Members of the Licensing Committee will sit as a statutory Licensing Committee as defined by the Licensing Act 2003 and the Gambling Act 2005 when carrying out functions of and ancillary to those Acts, Members of the Licensing Committee will sit as a general Licensing Committee when dealing with any other licensing functions of the Council.

Terms of Reference

- 6.3 Sitting as the full Committee, to:-
- (a) approve licensing policy (with the exception of matters specifically reserved by statute to Council or the Cabinet)
 - (b) determine all applications for the grant and variation of Sex establishment licences
 - (c) to determine all applications for the renewal or transfer of sex establishment licences where objections have been received.
- 6.4 Sitting as a Panel comprising 3 Members (drawn from the full Committee on an ad-hoc basis):-
- (d) to hold hearings to determine licensing matters where such hearings are required by the Licensing Act 2003 (“the 2003 Act”) and associated regulations

- (e) to determine applications for a provisional statement or the grant, variation, or transfer of a premises licence under the Gambling Act 2005 (“the 2005 Act”) where a representation has been received or where the Head of Service proposes that the power under Section 169(1)(b) be exercised to exclude certain licence conditions.
- (f) to determine all matters in relating to the review of a premise licence under the 2005 Act.
- (g) to determine applications for club gaming and club machine permits under the 2005 Act where objections have been received and matters relating to the cancellation of club gaming and club machine permits or licensed premises gaming machine permits
- (h) to determine all matters relating to temporary or occasional use notices under the 2005 Act where objections have been received.

6.5 Sitting as a Panel comprising 3 Members (drawn from the full Committee on a politically proportionate basis):-

- (a) to determine all matters relating to the grant, renewal or review of taxi licences (which, for the avoidance of doubt, in these Terms of Reference shall include hackney carriage and private hire vehicle driver and operator licences) where evidence exists as to whether the applicant is a fit and proper person and to suspend or revoke taxi licences in accordance with legislation
- (b) In cases where the Director has on public safety grounds revoked with immediate effect a taxi licence, to determine an application for the grant of a new licence submitted by the driver/operator whose earlier licence was revoked.
- (c) to determine all matters relating to street trading consents where representation or objections have been received

- (d) to determine appeals against officer decisions to reject applications for licences.

7. Community Governance Review Committee

Introduction and Composition

- 7.1 Established in accordance with the recommendation of the former Overview and Scrutiny Committee following a scrutiny review of the Council's relationship with the Borough's Local (i.e. town and parish) Councils conducted during 2010 and endorsed by Executive on 8 June 2011. Agreed Council Minute 29, 28 July 2011. (7 Members)

Terms of Reference

- 7.2 Key Purpose: To make recommendations to the Council on the outcomes of each Community Governance Review. Council will be required to approve the final recommendations before a Community Governance Order is made.
- 7.3 Key Responsibilities:
- (i) To agree the terms of reference for each Community Governance Review;
 - (ii) To determine a detailed timetable and consultation programme for each Community Governance Review;
 - (iii) To progress each review in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and the Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and The Local Government Boundary Commission for England in March 2010;
 - (iv) To consider all options for future community governance of the area under review, taking into account current community representation and community engagement arrangements and electorate and demographic forecasts;
 - (v) To determine appropriate electoral arrangements for the area under review, where necessary; and
 - (vi) To consider any consequential matters arising from the review which are required to give effect to any subsequent Community Governance Order, e.g. the transfer and management or custody of property, the setting of

precepts for new parishes, provision for the transfer of any functions, rights, liabilities, staff, etc.

- 7.4 Membership: Seven Councillors appointed in accordance with political proportionality. Consideration may be given to the co-option of other interested parties onto the Committee in a non-voting capacity, e.g. representatives from the Cheshire Association of Local Councils.
- 7.5 Chairman / Vice-Chairman: To be appointed each year by the Council.
- 7.6 Meetings: The Committee shall meet as and when necessary. All meetings will be held in public session. The Committee shall be authorised to invite external organisations to attend for the purposes of fact finding and consultation.

8. Health and Well-Being Board

CHESHIRE WEST AND CHESTER HEALTH AND WELLBEING BOARD:

8.0 INTRODUCTION AND COMPOSITION:

- 8.1 The Health and Wellbeing Board is a statutory committee of the Council established under the provisions of the Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- 8.2 The Board comprises the following Members who have committed to support the Board discharge its statutory duties.

	Representative / Role:	Organisation:
1.	Leader of the Council (Chair)	Cheshire West and Chester
2.	Healthwatch Chairman (Deputy Chair)	Healthwatch Cheshire West and Chester
3.	Chief Executive	Cheshire West and Chester
4.	Strategic Director (Statutory Responsibility for Adult Social Services)	Cheshire West and Chester
5.	Strategic Director (Statutory Responsibility for Children Social Services)	Cheshire West and Chester
6.	Strategic Director (Responsibility for Place Services)	Cheshire West and Chester
7.	Director of Public Health Services	Cheshire West and Chester
8.	Cabinet Member Adult Social Care and Health	Cheshire West and Chester

9.	Cabinet Member Culture, Leisure and Wellbeing	Cheshire West and Chester
10.	Shadow Cabinet Member Adult Social Care and Health	Cheshire West and Chester
11.	Clinical Chair	NHS West Cheshire CCG
12.	Chief Operating Officer	NHS West Cheshire CCG
13.	Chair / Clinical Lead	NHS Vale Royal CCG
14.	Accountable Officer	NHS Vale Royal CCG
15.	Representative Sub-Regional Attendee	NHS England Local Area Team
16.	Police Inspector	Cheshire Police
17.	Chief Executive	NHS Countess of Chester Foundation Trust
18.	Chief Executive	NHS Mid-Cheshire Hospital Foundation Trust
19.	Chief Executive	NHS Cheshire and Wirral Partnership
20.	Chief Executive	Healthwatch Cheshire West and Chester

8.3 Other members may be co-opted as appropriate with agreement of the Board Members. Members who are co-opted on to the Health and Wellbeing Board will be on a temporary or fixed term-basis. Members who are co-opted to the Board shall not be entitled to vote.

ACCOUNTABILITY:

8.4 The Health and Wellbeing Board shall be accountable to the Council for the delivery of the Board's Joint Health and Wellbeing Strategy (2015-2020). This Strategy has been approved by all members of the Board, and contains the overarching vision for health and wellbeing in the Borough.

8.5 The Board is also accountable to a number of national bodies and organisations for the provisions of information and mandated returns (for example: quarterly BCF performance report).

PURPOSE OF THE BOARD:

8.6 To be responsible for the health and wellbeing of the people of Cheshire West and Chester, by leading the development of improved and integrated health and social care services and using collective resources to reduce health inequalities and address variances in the quality of health and social care.

8.7 The primary focus of the Health and Wellbeing Board will be the improvement and co-ordination of services related to NHS, social care and related children's and public health. However, this will be within the context that the Board is a lever to improve the Health and Wellbeing of the citizens of Cheshire West.

FUNCTIONS OF THE BOARD:

- 8.8 To provide the structure for overseeing local planning and accountabilities for health and wellbeing related services and interventions.
- 8.9 To bring together key NHS, public health and social care leaders across the Cheshire West and Chester area. This includes representatives as both commissioners of services, and providers of services as reflected in the Board's Membership.
- 8.10 To bring together partner agencies and organisations that contribute towards the wider determinants of health in the Borough, with representatives from Place based Services and wider partner organisations as reflected in the Board's Membership.
- 8.11 To provide oversight of development the Joint Strategic Needs Assessment for Cheshire West and Chester, and ensure that this information is used in a meaningful manner to shape strategic decisions.
- 8.12 To design and deliver a Joint Health and Wellbeing Strategy and Plan that identifies key priorities for commissioning of services and to enable the delivery of the Health and Wellbeing Strategy in a co-ordinated and realistic way.
- 8.13 To publish and maintain a statement of needs for pharmaceutical services across the Cheshire West and Chester area.
- 8.14 To promote an ethos of integration and partnership in the planning, commissioning and delivery of services to improve the health and wellbeing of the whole population of Cheshire West and Chester.
- 8.15 To have the flexibility to go beyond its minimum statutory duties to promote joining-up of a much broader range of local services (i.e. further integration of health with more services around the wider determinants of health and wellbeing).
- 8.16 To listen, involve and engage service users, patients and the wider public in order to influence and inform the broader work of the Board.
- 8.17 To maintain an overview of the delivery of outcomes within the NHS, Public Health and Adult Social Care outcomes frameworks.
- 8.18 To provide oversight and support for the transformation of public services for older people as part of partner organisations' Transformation Programmes. This will include, but is not limited to:
- NHS West Cheshire Clinical Commissioning Group: West Cheshire Way Programme.

- NHS Vale Royal Clinical Commissioning Group: Connecting Care in Central Cheshire Programme.
- Cheshire West and Chester Council: West Cheshire Offer Programme

8.19 To hold partner agencies to account for performance on agreed priorities.

RESPONSIBILITIES OF MEMBERS

- 8.20 To attend and contribute to meetings and, if unable to do so, to send an appropriate deputy able to act on their behalf. (The deputy will also have signed up to the Council's Code of Conduct)
- 8.21 To keep their organisation informed of the work of the Health and Wellbeing Board.
- 8.22 To feed back to and consult with their organisation on issues being discussed by the Health and Wellbeing Board.
- 8.23 To commit resources to work which will assist with the development and delivery of agreed priorities.
- 8.24 To a deputy who will have the authority to make decisions in the event that they are unable to attend a meeting.
- 8.25 To sign a register of attendance at each meeting and should not normally miss more than one meeting within a financial year.
- 8.26 To agree to comply with the Council's Member Code of Conduct in relation to the Business of the Board.

MEETING FREQUENCY

- 8.27 The Board shall meet six times within a financial year. Additional meetings may be held at the discretion of the Chair.

CONDUCT OF MEETINGS

- 8.28 Board meetings will ordinarily be held in public unless the information to be discussed:-
- (a) cannot be discussed in public without risk of breaching a duty of confidence that the authority is under (usually because the information to be discussed was supplied in confidence or is subject to a court order prohibiting its disclosure); and/or, (b) is exempt from disclosure under Schedule 12A of the Local Government Act 1972, the Freedom of Information Act 2000, the Data Protection Act 1998, the Human Rights Act 1998 or any other legislation

relating to the prevention of disclosure of information. If all (or by decision, part) of any Board meeting is held with the exclusion of the press and public, reasons for the need for such exclusion will be given by reference to any or all of the relevant circumstances set out in paragraph 7.1(a) and/or (b) above.

QUORUM

8.29 The quorum of the Board will be four members, with one representative each from the following organisations:

- Cheshire West and Chester Council;
- Cheshire West and Chester Healthwatch;
- NHS West Cheshire Clinical Commissioning Group;
- NHS Vale Royal Clinical Commissioning Group.

8.30 Beyond the appropriate representation of partners as outlined in section 8.1, the Board will also require at least 25% of Board members to be present for the meeting to be quorum.

VOTING

8.30 All matters will be decided by a simple majority of those Members present and voting in the room at the time the question is put.

8.31 Members must be in their designated seats for their vote to be counted.

8.32 Voting will be by a show of hands, or if there is no dissent and no call for a vote, by the Chairman being satisfied of the unanimous approval of the meeting.

PUBLIC QUESTION TIME

8.33 Members of the public may speak or ask a question at Board meetings on any subject within the terms of reference of the committee.

8.34 Persons wishing to speak or ask a question are requested to give notice to the Council's Governance Manager at least three days before the meeting in question. This is to ensure that:-

- The topic is appropriate for the meeting in question;
- The time allotted for public speaking and questions can be properly managed;
and
- Any information needed to answer a question can be provided to the meeting.

- 8.35 The Chairman will retain sole discretion as to the management of public speaking and questions normally a total period of 15 minutes will be permitted with speakers being allowed to speak for up to 5 minutes each.
- 8.36 Questions will be asked and answered without debate.
- 8.37 In responding to questions Members may: - decline to answer; agree to answer at or by a later (specified) date (whether or not in writing); refer the question to a more appropriate forum, Member or Officer.

MINUTES OF MEETINGS

- 8.38 Minutes of meetings will be available on the websites of the Council and partner agencies.
- 8.39 At each ordinary meeting the Chair will move that the Minutes of the last meeting be confirmed as an accurate record.
- 8.40 Agendas and supporting papers will be available on the websites of the Council and partner agencies one week before the meeting.