

## **COMMUNITY COMMITTEE PROCEDURE RULES<sup>1</sup>**

### **1.0 STATUS, ROLE, FUNCTIONS AND ACCOUNTABILITIES**

- 1.1 Community Committees are appointed by Full Council.
- 1.2 The role of Community Committees is set out in Article 10.
- 1.3 Community Committees may exercise both Executive and Council functions as set out in the Terms of Reference for Committee Committees and the Community Committee Executive Delegation Scheme.
- 1.4 The Local Government Act 2000 provides for the Executive to make arrangements for functions which are the responsibility of the Executive to be discharged by Community Committees. In exercising these functions each Community Committee is accountable to the Executive.
- 1.5 Each Community Committee is accountable to Full Council for the exercise of Council functions within their terms of reference.

### **2.0 APPOINTMENT OF CHAIR**

- 2.1 The Chair of each Community Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.
- 2.2 Each political Group<sup>2</sup> with Members elected within a Community Committee area may put forward a nomination from amongst Members on the Community Committee to Chair the Community Committee. An Independent Member may also put forward a nomination.
- 2.3 All nominations must be notified to the Head of Governance Services by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 2.4 Community Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day before the Annual Council Meeting.
- 2.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

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<sup>1</sup> These Procedure Rules should be read in conjunction with Article 10 and the Terms of Reference for Community Committees

<sup>2</sup> A nomination from a political group must be forwarded by a Whip

## *Community Committee Procedure Rules*

- 2.6 All agreed appointments will be reported to the Annual Council Meeting.
- 2.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Community Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- 2.8 Where it has not been possible to hold a meeting of the Community Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Community Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 2.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Community Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Community Committee.
- 2.10 Where it has not been possible to hold a meeting of the Community Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.
- 2.11 Where Council has made an appointment of Chair of a Community Committee the decision will be reported to the relevant Community Committee.

### **3.0 COMMUNITY COMMITTEE MEETINGS**

#### Frequency

- 3.1 There shall be at least four ordinary meetings of each Community Committee in each municipal year. A schedule of meetings will be approved by each Community Committee.
- 3.2 Special meetings of a Community Committee may be called in accordance with the Council Procedure Rules.

#### Business to be Transacted

- 3.3 All decisions or recommendations to be made by a Community Committee must be determined at a formal meeting of the Committee.
- 3.4 Community Committees will comply with the Executive and Decision Making Procedure Rules and the Access to Information Procedure Rules in Part 4 of the Constitution.

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- 3.5 The Community Committee will not deal with an individual's issues or complaints.

### Agenda Items

- 3.6 Community Committees shall consider the following business:

- exclusion of public;
- appeals against refusal of inspection of documents;
- late items;
- declarations of interest if any;
- apologies for absence;
- additional matters set out on the agenda for the meeting.

## 4.0 PARTICIPATION

- 4.1 Save for those parts of a meeting where the arrangements for exclusion of the press and public set out in the Executive and Decision Making Procedure Rules and the Access to Information Procedure Rules apply, all meetings will be held in public<sup>3</sup>.

### Co-optees

- 4.2 Co-opted members may participate<sup>4</sup> in the debate in the same way as Elected Members.
- 4.3 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

### Quorum and Substitution

- 4.4 The quorum for a meeting of an Community Committee shall be as set out in the Council Procedure Rules.

### Voting

- 4.5 Elected Ward Members are entitled to vote in relation to all business transacted at Community Committee meetings<sup>5</sup>.
- 4.6 Co-optees are non-voting members of the committee.
- 4.7 In the event of an equality of votes, the Chair will have a second, or casting, vote.

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<sup>3</sup> The Recording Protocol: Third Party Recording of Committees, Boards and Panels, set out in the Access to Information Procedure Rules applies.

<sup>4</sup> Section 102 (3) of the Local Government Act 1972 provides that a committee, other than a committee for regulating and controlling the finance of the local authority or of their area, may include persons who are not members of the appointing authority. Co-optees will not therefore participate in business of the committee which regulates or controls the finance of the area,

<sup>5</sup> Save where the Code of Conduct prevents this

## Community Committee Procedure Rules

### Rights to attend and speak

- 4.8 A Community Committee may invite representatives from other organisations to attend Community Committee meetings. These people may speak with the permission of the Chair.
- 4.9 Members of the public present at Community Committee meetings are observers and may speak with the permission of the Chair.

### Deputations

- 4.10 A Community Committee may receive up to three<sup>6</sup> Deputations, relevant to some matter in relation to which the committee has powers or duties or which affects the committee's area<sup>7</sup>, at any meeting of the Committee.
- 4.11 A request to bring a deputation must be submitted, to the Council's Head of Governance Services, at least fourteen clear working days in advance of the Community Committee meeting for which permission is sought. The request must include a copy of the proposed deputation speech.
- 4.12 The suitability of the deputation shall be determined by the Assistant Chief Executive (Citizens and Communities). Permission to present the deputation shall be issued by the Head of Governance Services<sup>8</sup>.
- 4.13 A deputation shall consist of at least two and no more than five people, only one of whom shall speak except by permission of the Chair. The deputation may address the Committee for not more than five minutes in duration.
- 4.14 Deputations shall be heard in the same order in which notices were received.
- 4.15 Any Member of the Community Committee may propose that the deputation be or not be received, or that the subject matter be referred to the appropriate Director or Committee. If the proposal is seconded the Chair shall put the proposal to the vote.

### Open Forums

- 4.16 At the discretion of the Chair a period of up to 10 minutes<sup>9</sup> may be allocated at each ordinary meeting of a Community Committee for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee. The period of time may be extended at the discretion of the Chair.

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<sup>6</sup> This number may be extended at the discretion of the Chair but shall be fixed in advance of any meeting.

<sup>7</sup> Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.

<sup>8</sup> A deputation shall not be admitted about any matter which has been the subject of deputation in the preceding six months.

<sup>9</sup> Which may be extended at the discretion of the Chair

## Community Committee Procedure Rules

- 4.17 No member of the public shall speak for more than three minutes in the open forum, except by permission of the Chair.

### Advisory Or Consultative Forums

- 4.18 A Community Committee may establish<sup>10</sup> and set terms of reference for one or more<sup>11</sup> area or issue based Community Forums<sup>12</sup>, to act in an advisory or consultative capacity.
- 4.19 Where a Community Committee establishes a Community Forum, the Chair of that Forum must be appointed by the Community Committee<sup>13</sup>.
- 4.20 Where disputes arise with regard to the appointment of Chairs of Community Forums these will be referred to the Member Management Committee for resolution.

## 5.0 DECISION MAKING

- 5.1 Community Committees must make decisions:
- in accordance with all relevant procedure rules<sup>14</sup> within the Constitution;
  - in accordance with the Council's Budget and Policy Framework<sup>15</sup>;
  - in accordance with the Community Plan for the area and any other relevant strategy or plan approved by the Executive Board; and
  - following consideration of a report from relevant Director or his/her nominee.
- 5.2 A Community Committee, or two or more Community Committees jointly, may refer any matter in relation to its executive functions to the Executive Board for decision.

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<sup>10</sup> The Community Committee shall determine how the membership of the Forum shall be decided.

<sup>11</sup> The total number of forums established and the frequency of meetings will need to be sustainable for the Members, officers of the Council and other service providing agencies, and community representatives.

<sup>12</sup> A forum may cover the whole of the Committee's area or smaller areas within it, for example, one ward

<sup>13</sup> The committee must ensure that the Chair is appointed with regard to the political balance of the ward to which a forum relates and having regard to the number of ward based Community Forums. Where a political group has the majority of members within a ward, the chair will be appointed from amongst or be a nominee of those Members. Where no political group has a majority, the chair will be appointed by the Community Committee from Members of the ward to which the forum relates or a nominee of those Members.

<sup>14</sup> Council Procedure Rules, Executive and Decision Making Procedure Rules, Community Committee Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Appointments to Outside Bodies Procedure Rules and Access to information Procedure Rules

<sup>15</sup> Subject to the provisions of the Budget and Policy Framework Procedure Rules