



Committee: Governance and Audit Committee

16 January 2018

Subject: Concurrent Meetings Protocol

Report by:

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Purpose / Summary:

To clarify the protocol for the occasions where Prosperous Communities and Corporate Policy and Resources meet concurrently.

RECOMMENDATION:

- 1. To adopt the concurrent protocol as outlined in the report;**

IMPLICATIONS

Legal: None.

Financial: FIN/133/18

There are no financial implications arising from this report

Title and Location of any Background Papers used in the preparation of this report:
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Amendment to the Constitution to permit concurrent meetings of the two Policy Committees report – Full Council 4 September 2017

1. Summary

- 1.1 Following Full Council on 4 September 2017, Governance and Audit were tasked with establishing a protocol for running concurrent policy committee meetings.

2. Background

- 2.1 Currently, reports that require sign off from both the Prosperous Communities Committee and the Policy and Resources Committee go through each Committee in turn;
- 2.2 Concurrent Committees have taken place in other authorities. Both Westminster, and South Norfolk have held one-off meetings.

3. Protocol

3.1 Calling meetings

As per Part IV page 29 of the Constitution **and agreed by Council on 4 September 17** a concurrent meeting of the Policy Committees can be called by the Head of Paid Service “when it is considered prudent and efficient to do so.”

3.2 Consultation requirements

The Chairman of Prosperous Communities and the Chairman of the Corporate Policy and Resources Committee will be consulted, and their agreement sought prior to the meeting being formally announced as ‘concurrent’.

3.3 Agenda

A single agenda will be published – the meeting will consider the same report(s), but the recommendations will clearly state which Committee is being requested to pass which resolution(s).

3.4 Chairmanship

If in attendance, The Chairman of the Corporate Policy and Resources Committee (as the most senior committee of the Council, as specified in the Constitution) will Chair all concurrent meetings. The Chairman of Prosperous Communities Committee will act as Vice-Chairman for concurrent meetings.

In the absence of the Chairman of the Policy and Resources Committee the role of Chairman for the meeting will be allocated in the following priority order:-

- Chairman of Prosperous Communities;
- Vice -Chairman of Corporate Policy and Resources;
- Vice Chairman 1 of Prosperous Communities;
- Vice Chairman 2 of Prosperous Communities.

In the event that the Chairman of Prosperous Communities assumes the role of Chairman due to circumstances as outlined above, the position of Vice-Chairman will be allocated by way of the same priority order, to those positions mentioned above.

3.5 Quorum

No quorum will apply to the Concurrent Committee itself; the usual quorum will apply to each Committee (4). Those Councillors who are Members of both of the Policy Committees will be marked as present at each Committee.

There could be a situation whereby up to 6 Members are present at the concurrent meeting, but this would not necessarily mean that either of the Policy committees are quorate. In this case the usual rules would apply to inquoracy; ie no decisions could be taken and the meeting would be adjourned as per 8.2 of Part 4 of the Constitution. If there was a quorum for only one of the meetings, the following would occur:

- PC is quorate but CPR isn't – only the PC elements of the report could be agreed;
- CPR is quorate but PC isn't – nothing could be signed off as the policy should be agreed before the spend

3.6 Voting and Order of Decision making

Recommendations within concurrent reports will clearly include which Policy committee they apply to.

Only Members of the relevant Policy Committee can move recommendations relevant to that Committee.

Policy decisions required from the Prosperous Communities Committee will be taken in the first instance followed by the financial decisions required by the Corporate Policy and Resources Committee

There will be a separate vote for each Committee, each conducted by the Chair of the concurrent meeting

As it is likely a number of “dual-hatted” Members will be present, the casting of votes will be way of alphabetical roll call, to ensure only those committee Members permitted to vote do so.

Following both votes, the Chairman of the Concurrent Committee would then sum up proceedings, and confirm what had happened during each vote;

3.7 Casting Vote

The Chairman of the Concurrent Committee would not have an overall casting vote. The casting vote would remain with the Chairman of each Policy Committee.

In the event that either is not present the right of casting a vote would fall to their respective Vice-Chairman (Vice-Chairman 1 in the case of Prosperous Communities Committee)

3.8 Substitutes

Substitutes would be allowed for the Concurrent Committee subject to the standard rules in paragraph 4.3 of part 5 of the Constitution. If a Councillor is substituting for a dual-hatted Member (a member of both PC and CPR), then this would need to be made clear before the start of the meeting in writing to Democratic Services.

Note: - All procedure rules marked * (As referenced in paragraph 21 of Part V, Council Procedure rules) will apply to concurrent committee meetings as specified also, unless separately addressed by this procedure.