

COUNCIL & COMMITTEE PROCEDURE RULES

PART 1 - GENERAL

1. Introduction

The purpose of these Procedure Rules is to set out the procedures which the Council will use in its decision-making.

2. Interpretation of Rules

- (i) The ruling of the Chairman (or the Chairman of any Committee or Sub-committee insofar as applicable) as to the construction or application of any of these Rules, or as to any proceedings of the Council, Committee or Sub committee shall not be challenged.
- (ii) In these Rules unless the context requires otherwise:
 - (a) any reference to an officer of the Council shall include the officer having the duties and responsibilities of that post from time to time, howsoever that officer may be termed;
 - (b) any reference to a Head of Service followed by a description of any of the Council's services or functions shall be construed as a reference to the Head of Service or Chief Executive (as the case may be) for the time being having responsibility for that service or function;
 - (c) reference to any statutory provision or regulation shall include any statutory provision or regulation replacing the same;
 - (d) "Overview and Scrutiny Committee" means any committee (howsoever termed) whose terms of reference include the scrutiny of decisions, recommendations or proposals of the Executive Committee or Planning Committee.
- (iii) Unless the Council has resolved otherwise, any action or thing required or authorised by these Rules to be done by any Officer shall be proper if done by any other Officer of the Council to whom he may have delegated that matter.

3. Amendments

- (i) These Rules shall not be amended, except by Council upon the report of an appropriate Committee.
- (ii) No amendments shall be made to Rules prescribed by Regulations made under Section 20 of the Local Government and Housing Act 1989 which for the time being are:
 - a. 14 Signing of the Minutes;
 - b. 21 Recording of votes.

4. Suspension of Procedure Rules

- (i) Any Rules other than those mentioned in Rule 3(ii) above may be suspended by Council so far as they relate to any business at the meeting where the suspension is moved and PROVIDED that:
 - (a) Where notice has been given in accordance with Rule 10, the motion is approved by at least half of the members present at the meeting and voting; and

- (b) where notice has NOT been given in accordance with Rule 10, the motion is approved by at least half of the members present at the meeting and voting, AND at least one half of all members of Council are present at the meeting.
- (ii) None of the Rules referred to in Rule 3(ii) above shall be suspended.

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