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# Hub Committee Procedure Rules

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# Hub Committee Procedure Rules

## 1. HOW DOES THE HUB COMMITTEE OPERATE?

### 1.1 Who may make Hub Committee decisions?

1.1.1 The role, form, and composition of the Hub Committee are as laid out in

Article 6 of the Council's Constitution.

1.1.2 Hub Committee functions may be discharged, in accordance with the Scheme of Delegation by:

- i) the Hub Committee as a whole;
- iii) a committee of the Hub Committee;
- iv) an officer; or
- v) another local authority, whether under joint arrangements or otherwise.

### 1.5 Conflicts of Interest

1.5.1 Where the Leader of the Council has a conflict of interest this should be dealt with as set out in the Council's Members' Code of Conduct in Part 5 of this Constitution.

~~1.5.2~~ If every Member of the Hub Committee has a conflict of interest this should be dealt with as set out in the Council's Members' Code of Conduct in Part 5 of this Constitution.

1.5.3 If the exercise of an Hub Committee function has been delegated to a committee of the Hub Committee, an individual member or an officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the Hub Committee and otherwise as set out in the Council's Members' Code of Conduct in Part 5 of this Constitution.

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## 1.6 Hub Committee meetings

- 1.6.1 The Hub Committee will meet at least 8 times per year.
- 1.6.2 The Head of Paid Service may also call for additional meetings at his or her discretion.
- 1.6.3 The Monitoring Officer and/or the Section 151 Officer may call an additional meeting if either believes it is necessary so to do in order to fulfil their statutory duties.
- 1.6.4 In other circumstances where any of the Head of Paid Service, Section 151 Officer and Monitoring Officer are of the opinion that a meeting of the Hub Committee needs to be called to consider a matter that requires a decision he/she will have the right to call such a meeting.
- 1.6.5 The Hub Committee shall meet at the Council's main offices or another location to be agreed by the Leader of the Council.

## 1.7 Public or private meetings of the Hub Committee?

- 1.7.1 The Hub Committee and any sub Committee of the Hub Committee will normally meet in public in line with the principles set out in Article 11. The exception will be when considering exempt or confidential items.
- 1.7.2 It may also choose to meet on occasion in informal sessions and those sessions may be in private.

## 1.8 Quorum

- 1.8.1 The number of Members of the Hub Committee shall be nine including the Leader of the Council and Deputy Leader of the Council.
- 1.8.2 The quorum for a meeting of the Hub Committee shall be four.
- ~~1.8.3 In the event that both the Leader and the Deputy Leader of the Council are prevented from attending a meeting of the Hub Committee, in circumstances which any two of the statutory officers consider to be exceptional, the quorum at a meeting of the Hub Committee will be 50% plus one of the Hub Committee membership.~~
- 1.8.4 The quorum at a meeting of a sub committee of the Hub Committee shall be two members.

## 1.9 How are decisions to be taken by the Hub Committee?

- 1.9.1 ~~Hub Committee~~ Decisions which are to be taken by the Hub Committee as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part 4 of the Constitution.
- 1.9.2 Where decisions are taken by a Sub Committee of the Hub Committee, the rules applying to Hub Committee decisions taken by them, shall be the same as those applying to those taken by the Hub Committee as a whole.

## 2. HOW ARE HUB COMMITTEE MEETINGS CONDUCTED?

### 2.1 Who presides?

If the Leader of the Council is present he/she will preside. In his/her absence, then the Deputy Leader of the Council shall preside. In the exceptional circumstances contemplated in paragraph 1.8 (Quorum) then a person appointed to do so by those present at the meeting will preside.

### 2.2 Who may attend?

- 2.2.1 All borough councillors can attend meetings of the Hub Committee or a committee of the Hub Committee.
- 2.2.2 The press and public can attend meetings of the Hub Committee or a committee of the Hub Committee subject to the Access to Information Procedure Rules.
- 2.2.3 On occasion the Hub Committee may wish to meet informally for discussion purposes only and those informal sessions ~~may~~ be held in private. Informal sessions will not constitute meetings of the Hub Committee.
- 2.2.4 The Hub Committee will actively encourage wherever possible the involvement of the specific expertise or knowledge of other borough councillors as part of the deliberations of the Hub Committee whether those deliberations are at meetings of the Hub Committee or a committee of the Hub Committee or at informal sessions.

## 2.3 Who may speak and vote?

2.3.1 All borough councillors can attend and speak, subject to adherence to the Council Rules of Debate. Only Hub Committee Members may vote.

2.3.2 Members of the public may speak only to ask questions at the start of the meeting in accordance with Article 3 of the Council's Constitution and the guidance currently in place.

## 2.4 What business?

At each meeting of the Hub Committee, the following business will be conducted:

- i) consideration of the minutes of the last meeting;
- ii) declarations of interest, if any;
- iii) public questions;
- iv) the Hub Committee Forward Plan
- v) matters referred to the Hub Committee (whether by **Overview and Scrutiny** or by the Council) for reconsideration by the Hub Committee in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of this Constitution;
- vi) consideration of reports from any non-Hub Committee body of the Council; and
- vii) matters set out in the agenda for the meeting.

**Commented [KT1]:** This will be included on future Hub Committee agendas

## 2.5 Consultation

2.5.1 All reports to the Hub Committee from any Member of the Hub Committee or an officer on proposals relating to the budget and policy framework must contain details of the nature and extent of consultation with stakeholders and relevant non-Hub Committee bodies of the Council, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

## ~~2.6 Who can put items on the Hub Committee agenda?~~

~~2.6.1 The Leader of the Council will decide upon the schedule for the meetings of the Hub Committee. He/she may put on the agenda of any Hub Committee meeting any matter which he/she wishes, whether or not authority has been delegated to the Hub Committee, or officer or another local authority in respect of that matter. The Monitoring Officer will comply with the Leader of the Council's requests in this respect.~~

~~2.6 Who can put items on the Hub Committee agenda? (cont'd)~~

~~2.6.2 Any Member of the Hub Committee may require the Monitoring Officer to make sure that an item is placed on the agenda of the next available meeting of the Hub Committee for consideration. If he/she receives such a request the Monitoring Officer will comply.~~

~~2.6.3 Full Council may require any item to be placed on the agenda of the next reasonably available meeting of the Hub Committee.~~

~~2.6.5 Any Member of the Council may ask the Leader of the Council to put an item on the agenda of an Hub Committee meeting for consideration, and if the Leader of the Council agrees the item will be considered at the next reasonably available meeting of the Hub Committee. The notice of the meeting will give the name of the Councillor who asked for the item to be considered.~~

~~2.6.6 The Head of Paid Service, or any Senior Officer may include an item for consideration on the agenda of an Hub Committee meeting. In addition, the Monitoring Officer and the Section 151 Officer may put an item on the agenda if either believes it is necessary to do so to carry out his or her statutory duties.~~