

## 14. OTHER COMMITTEE PROCEDURES

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### 14.1 Which committees do these procedures apply to?

These procedures apply to the:

- appointments committee
- area planning committees
- audit and governance committee
- disciplinary committee for chief executive, directors and heads of service
- general purposes licensing committee
- hackney carriages and private hire licensing sub-committee
- licensing and registration sub-committee
- licensing and gambling acts committee
- licensing and gambling acts casework sub-committee
- planning review committee
- standards committee

## 14.2 Appointment and membership of committees

Full Council is responsible for appointing and dissolving committees and for agreeing their membership and roles. Committees are responsible for appointing any sub-committees. Apart from the licensing and gambling acts committee and any sub-committees it appoints the number of members from each political group on committees will be in proportion to the size of the group.

There must always be at least one scrutiny committee and a committee that carries out responsibilities under the Licensing Act 2003 and the Gambling Act 2005.

## 14.3 ~~\_\_\_\_\_~~ Quorums and substitutes

Committee	Size	Quorum	Substitutes
Appointments committee	5	3 including at least one member of the Board	Permitted
Area planning committee <u>(East and West)</u>	9	5	Permitted
Audit and governance committee	7	3	Permitted
Disciplinary committee for chief executive, directors and heads of service	4	3 including at least one member of the Board	Permitted
General purposes licensing committee	10	4	Permitted
Hackney carriages and private hire licensing sub-committee	3	2	Permitted
Licensing and registration sub-committee	4	2	Permitted
Licensing and	15	5	Not permitted

gambling acts committee			
Licensing and gambling acts case work sub-committees	3	3	Only from the licensing and gambling acts committee
Planning <del>review</del> <u>Review</u> committee	9	5	Permitted <u>but members that have determined the application at the Area Planning Committee cannot be a substitute.</u>
Standards Committee	7 Councillors 1 non-voting co-opted member representing the Oxford Parish Councils	3	Permitted

If quorum cannot be made 15 minutes after the advertised start of the meeting, the meeting is cancelled.

#### 14.4 Vacancies on committee

##### a. ~~(a)~~ Procedure when a Councillor resigns from a committee

~~a.~~

A Councillor can resign from a committee by writing to the head of law and governance. A replacement will be appointed at the next full Council meeting.

##### b. ~~(b)~~ Procedure when someone stops being a Councillor

~~b.~~

If someone stops being a Councillor, any replacement committee member will be appointed at the next full Council meeting.

#### 14.5 Chair and vice chair

##### a. ~~(a)~~ Election of chair and vice chair

~~a.~~

The chair and vice chair are elected each year at the first meeting after annual Council.

The chair and vice chair of all the committees must be Councillors.

**~~b.~~ (b) — If the chair and vice chair are absent**~~b.~~

If the chair and vice chair are absent, a committee can elect another Councillor to chair the meeting. If the chair or vice chair arrives part of the way through the meeting, the acting chair will finish the agenda item they are on and hand over the chair.

**~~c.~~ (c) — Resigning as chair or vice chair**~~c.~~

If a Councillor wants to resign as chair or vice chair, they must write to the head of law and governance. A new chair or vice chair will be elected at the committee's next ordinary meeting.

**14.6 Meetings of committees****~~a.~~ (a) — Cancelling a meeting**~~a.~~

If a committee has nothing to do at one of its fixed meetings, the head of law and governance can cancel it after consulting the chair.

**~~b.~~ (b) — Special meetings**~~b.~~

The head of law and governance can arrange a special meeting after consulting the chair.

Special meetings will only deal with the business they have been called to deal with.

**14.7 Substitutes**

Substitutes are not permitted for the licensing and gambling acts committee.

For other committees, members can send other Councillors as substitutes. These will have the powers of an ordinary member of the committee.

Substitutions must be for the whole meeting. A member cannot take over from their substitute or hand over to them part of the way through. There is one exception to this: substitutes at the area planning committees and the planning review committee can attend for just a single item.

Substitutes on Planning Review Committee cannot have been a voting member at the meeting of the Area Committee that determined the application before it was called in to Planning Review.

Substitutes cannot appoint substitutes of their own.

If a member wants to send a substitute, they must tell the head of law and governance before the meeting.

#### 14.8 Speaking on agenda items

Where the press and public are not excluded any member of the public and any city Councillor can speak on any agenda item for up to five minutes if the chair agrees.

#### 14.9 Area planning committees and planning review committee

- (a) ~~No~~Councillors ~~can be~~ ~~may be~~ a member of more than one area planning committee. ~~A member of or~~ the planning review committee. ~~may not be a member of an area planning committee.~~ ~~These rules shall not apply to substitutes.~~  
However any member that determines an application at an Area Planning Committee cannot re-determine the same application at the Planning Review Committee.
- (b) The ~~east~~East area~~Area planning~~Planning Committee shall be responsible for reaching decisions on the matters in 5.3 within the following wards –
- Barton and Sandhills, Blackbird Leys, Churchill, Cowley, Cowley Marsh, Headington, Headington Hill and Northway, Littlemore, Lye Valley, Marston, Northfield Brook, Quarry, Risinghurst and Rose Hill and Iffley
  -
- (c) The ~~west~~West area~~Area planning~~Planning Committee shall be responsible for reaching decisions on the matters in 5.3 within the following wards:
- Carfax, Hinksey Park, Holywell, Iffley Fields, Jericho and Osney, North, St. Clement's, St. Margaret's, St. Mary's, Summertown, Wolvercote.
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#### 14.10 Gaps in these procedures

If there is a gap in these procedures, the chair will decide what to do.

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