

## Cabinet Committees

### (1) Proceedings of Committees

Any Committee of the Cabinet shall be subject to :

- (a) the Council's and the Cabinet's policies, budget and programme;
- (b) the Access to Information Procedure Rules as they apply to the Cabinet (or, in the case of Rules 13-24, as applied by Rule 12.1);
- (c) the provisions of the Council Procedure Rules enabling members of the public to present petitions at meetings and to request the opportunity to address meetings on items on the agenda;
- (d) the provisions of Rule 3 of the Cabinet Procedure Rules (Questions by Members of the Council) as far as is practicable;
- (e) the provisions of the Protocol on Members' Rights and Responsibilities to the extent specified in that Protocol; and
- (f) the procedure for inclusion of items in the agenda for its meetings set out in paragraph 8(d) of the Protocol on Members' Rights as if it was a Council Committee.

### (2) Individual Committees

- (a) Any such Cabinet Committee shall subject to (c) below comprise such of the Cabinet Members as the Cabinet shall determine.
- (b) The Leader of the Council and Deputy Leader of the Council shall have the right to attend and speak at meetings of the Committee.
- (c) In the absence of any or all the members referred to in (a) above any Cabinet Member(s) nominated by the Leader of the Council or the Deputy Leader of the Council may act in their place as full voting members of the Committee.
- (d) The Committee will meet at such times as shall be agreed by its members. Any member of the Council shall be entitled to attend and observe any meeting of the Committee.
- (e) The Committee shall not be quorate unless two voting members are present.
- (f) The Committee shall appoint one of its members to act as its Chairman, but that member shall not be entitled to cast a second or casting vote.
- (g) There shall be a right on the part of any member of the Committee to require the reference of any matter to the full Cabinet for determination.
- (h) Without prejudice to the provisions of the Protocol on Members' Rights and Responsibilities the local member for each division directly affected by a matter to be considered by the Committee shall be entitled to receive notification of that matter to enable her/him to make her/his views known to the Committee.