

JPPC Meeting Rules

This content is intended as a precis of elements of the Constitution relating to the make up of the Council, Committees, etc. It also lists (i) the standard items of business, (ii) the order of those items of business, and (iii) the Motions that can be moved without notice, at a meeting. In some places the Constitution will refer to this content to identify which item of business/Motion/etc a particular meeting can consider/deal with. If there is any conflict between the wording of the Constitution and the contents of this content, the Constitution will prevail.

References to [A], [B], [C], etc, are to the notes at the bottom of the content.

JPPC

Constitution of Body	Meeting
Where to look for terms of reference, powers, etc	Part 6.5
Membership [A] - number of Councillors appointed as Members of Body	3 [O]
Substitutes appointed?	Yes [O]
Members appointed by?	[O]
Quorum	2
Councillor Membership politically balanced?	[O]
Number of other Members (see notes below and Constitution for who, how appointed, etc)	2 [O]

Standard Items of Business at Meeting (order cannot be varied)	Meeting
Elect a Member to preside if Chairman/Vice-Chairman of Body not present	Yes
Receive apologies for inability to attend the meeting	Yes
Chairman's remarks	Yes
Elect Chairman of Body (annually at Annual Meeting unless vacancy)	[O]
Elect Vice-Chairman of Body (annually at Annual Meeting unless vacancy)	[O]
Approve Minutes of previous meeting(s)	Yes
Receive Declarations of Interest	Yes
Elect Leader of Council (four-yearly at First Annual Meeting after elections unless vacancy)	No
Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)	No
Receive announcements from Chairman/Leader/Executive/Head of Paid Service	No

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)	Meeting
Receive Petitions	Yes
Respond to public written questions	Yes
Decide on Committees, size, terms of reference, allocation of seats, etc	No
Appoint Councillors to Committees	No
Appoint Councillors to Outside Bodies (if not delegated, eg to Leader)	No
Agree any amendments to Constitution	No
Respond to Petitions previously received	Yes
Consider Reports and Proposals from Executive/Scrutiny Commission/Officers	Yes
Deal with matters referred from Council/Scrutiny Commission	No
Receive Reports on joint arrangements/external organisations and receive questions/provide answers on such	Yes
Consider Motions submitted by Members	Yes
Respond to Councillors' written questions	Yes

Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)	Meeting
Consider Called In item	No
Consider business/any other business specified in the Agenda	Yes

Procedural Motions that may be moved without notice	Meeting
Appoint a Chairman for meeting if Chairman/Vice-Chairman absent	Yes
Accuracy of Minutes	Yes
Closure or adjournment of the meeting	Yes
Order of or next business	Yes
Refer any matter to Council / Executive / Committee / Statutory Officer	Yes
Establish a Committee and appoint members if such if arises from an Agenda item	Yes
Establish a Task Group and appoint members if such if arises from an Agenda item	Yes
Establish a Sub-Committee and appoint members if such if arises from an Agenda item	Yes

Procedural Motions that may be moved without notice	Meeting
Withdraw a Motion or amendment with leave of the Chairman	Yes
Amend a Motion as permitted	Yes
Amend the time limit for speeches (if any)	Yes
Allow member of the public to speak in accordance with Rules	Yes
Allow continuation of meeting past 22:00	Yes
Suspend a Rule of Procedure where permitted	Yes
Exclude the press and public in accordance with the statutory provisions	Yes
A Member named for disorderly conduct not to be further heard/leave the meeting	Yes
A Closure Motion	Yes

A Each Councillors' terms of office starts on the fourth day after being elected and finishes (except for the Chairman of Council and Leader of Council - see **[B]**) on the fourth day after the date of the next all council elections.

B The Chairman of Council and Leader of Council continue as Councillors (and thus in post) until the agenda items for election of Chairman and Leader at the first Annual Meeting of Council after all council elections.

O The Joint Public Protection Committee (JPPC) comprises six members, three from each local authority (for WBC, the relevant Executive Member and the Chairman of the Licensing Committee), plus a Substutute or Substitutes (for WBC the other

Executive Members) with the Chairmanship and Vice-Chairmanship rotating between the Executive membership.