

## Children and Young People Scrutiny Meeting Rules

### The relevant rules and procedures relating to Children and Young People Scrutiny meetings

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.

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### Children and Young People Scrutiny Scrutiny

<b>Constitution of Body</b>	
<b>Where to look for terms of reference, powers, etc</b>	Part 6.10
<b>Membership [A] - number of Councillors appointed as Members of Body</b>	9
<b>Substitutes appointed?</b>	Yes
<b>Members appointed by?</b>	Council
<b>Quorum</b>	4
<b>Councillor Membership politically balanced?</b>	Yes
<b>Number of other Members (see notes below and Constitution for who, how appointed, etc)</b>	6

**Standard Items of Business at Meeting (order cannot be varied)**

<b>Annual meeting</b>	<b>Ordinary meeting</b>	<b>Extraordinary meeting</b>
<b>Elect a Member to preside if Chairman/Vice-Chairman of Body not present</b>		
No	Yes	Yes
<b>Receive apologies for inability to attend the meeting</b>		
[F]	Yes	Yes
<b>Chairman's remarks</b>		
No	No	No
<b>Elect Chairman of Body (annually at Annual Meeting unless vacancy)</b>		
[F]	No	No
<b>Elect Vice-Chairman of Body (annually at Annual Meeting unless vacancy)</b>		
[F]	No	No

**Standard Items of Business at Meeting (order cannot be varied)**

**Approve Minutes of previous meeting(s)**

No

Yes

No

**Receive Declarations of Interest**

No

Yes

Yes

**Elect Leader of Council (four-yearly at First Annual Meeting after elections unless vacancy)**

No

No

No

**Receive Leader's notification of number and membership of Executive (annually at Annual Meeting, unless change)**

No

No

No

**Receive announcements from Chairman/Leader/Executive/Head of Paid Service**

No

No

No

**Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)**

<b>Annual meeting</b>	<b>Ordinary meeting</b>	<b>Extraordinary meeting</b>
<b>Receive Petitions</b>		
No	Yes	No
<b>Respond to public written questions</b>		
No	No	No
<b>Decide on Committees, size, terms of reference, allocation of seats, etc</b>		
No	No	No
<b>Appoint Councillors to Committees</b>		
No	No	No
<b>Appoint Councillors to Outside Bodies (if not delegated, eg to Leader)</b>		
No	No	No

**Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)**

**Agree any amendments to Constitution**

No

No

No

**Respond to Petitions previously received**

No

No

No

**Consider Reports and Proposals from Executive/Scrutiny Commission/Officers**

No

Yes

No

**Deal with matters referred from Council/Scrutiny Commission**

No

Yes

No

**Receive Reports on joint arrangements/external organisations and receive questions/provide answers on such**

No

No

No

**Consider Motions submitted by Members**

No

No

No

**Standard Items of Business (where relevant) at Meeting (order can be varied by Chairman or on Motion)**

**Respond to Councillors' written questions**

No	No	No
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**Consider Called In item**

No	Yes	No
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**Consider business/any other business specified in the Agenda**

No	Yes	Yes
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**Procedural Motions that may be moved without notice**

<b>Annual meeting</b>	<b>Ordinary meeting</b>	<b>Extraordinary meeting</b>
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**Appoint a Chairman for meeting if Chairman/Vice-Chairman absent**

No	Yes	Yes
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**Accuracy of Minutes**

**Procedural Motions that may be moved without notice**

No

Yes

Yes

**Closure or adjournment of the meeting**

No

Yes

Yes

**Order of or next business**

No

Yes

Yes

**Refer any matter to Council/Executive/Committee/Statutory Officer**

No

Yes

Yes

**Establish a Committee and appoint members if such if arises from an Agenda item**

No

No

No

**Establish a Task Group and appoint members if such if arises from an Agenda item**

No

Yes

Yes

**Procedural Motions that may be moved without notice**

**Establish a Sub-Committee and appoint members if such if arises from an Agenda item**

No

Yes

Yes

**Withdraw a Motion or amendment with leave of the Chairman**

No

Yes

Yes

**Amend a Motion as permitted**

No

Yes

Yes

**Amend the time limit for speeches (if any)**

No

Yes

Yes

**Allow member of the public to speak in accordance with Rules**

No

Yes

Yes

**Allow continuation of meeting past 22:00**

Yes

Yes

Yes

<b>Procedural Motions that may be moved without notice</b>		
<b>Suspend a Rule of Procedure where permitted</b>		
No	Yes	Yes
<b>Exclude the press and public in accordance with the statutory provisions</b>		
No	Yes	Yes
<b>A Member named for disorderly conduct not to be further heard/leave the meeting</b>		
No	Yes	Yes
<b>A Closure Motion</b>		
No	Yes	Yes

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**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.

**F** At the first meeting of a committee in the municipal year, the Clerk will (i) take apologies for absence and (ii) seek nominations for Chairman, then the (newly) elected Chairman (or the Clerk if they are absent) will take nominations for Vice-Chairman.

**G** The following co-opted members are defined by statute where the functions of an overview and scrutiny committee relate to any education functions which are the

responsibility of the Executive: (i) a person nominated by the Diocesan Board of Education for any Church of England diocese which falls wholly or partly within West Berkshire; (ii) a person nominated by the bishop of any Roman Catholic diocese which falls wholly or partly in West Berkshire; (iii) an elected representatives of primary school parent governors at schools maintained by West Berkshire Council and (iv) an elected representatives of primary school parent governors at schools maintained by West Berkshire Council. In addition, the Children and Young People Scrutiny Committee has elected to appoint two non-statutory co-opted members to represent young people in west Berkshire.