

## **Committee Procedure Rules (Part 4.5 of the Council's Constitution)**

### **Annex 1**

This Annex contains specific rules of procedure that relate to meetings of the Policy Committees and their sub-committee. In the event of a conflict between the rules in this Annex and the Committee Procedure Rules, the rules in this Annex shall apply.

The Policy Committees and their sub-committees shall have the following rules and procedures:

#### **1. Frequency of meetings of Policy Committees**

Each Policy Committee will meet approximately 6-8 times per annum, with the exception of the Strategy and Resources Committee which will meet on a monthly basis.

#### **2. Work Programme**

Each Policy Committee will set a Work Programme twice a year which sets out the matters that are likely to be considered by the committee in the next six months.

When drawing up its work programme, a Policy Committee will take into account the wishes of all members on that committee.

In setting its work programme, a Policy Committee will have regard to the Council's strategic priorities and policies, including the policy framework and budget and spending plans and their impact on service delivery and outcomes for the people of Bristol.

#### **3. Forward Plans**

Each Policy Committee will publish a Forward Plan in accordance with the rules set out in the Access to Information Procedure Rules.

#### **4. Sub-committees**

Each Policy Committee can establish sub-committees to discharge any of the functions of the committee.

The Chair of a sub-committee shall be a member of the Policy Committee that established the sub-committee.

Membership of any sub-committee established by a Policy Committee may include any member of the Council.

The membership of any sub-committee shall be determined by the Party Group Whips and shall be based on the political proportionality of the Council.

## **5. Task and Finish Groups**

Each Policy Committee can establish up to two Task and Finish Groups (e.g. Working Groups, Inquiry Days) in each municipal year.

The terms of reference and working arrangements for a Task and Finish Group shall be determined by the Policy Committee, taking into consideration the overall resources available to the Council following advice from officers.

When a Task and Finish Group has prepared its final report, it will submit its report and recommendations to the Policy Committee for consideration.

Where the report of the Task and Finish Group relates to a service which is provided directly by or is supported by the council, the appropriate senior officer(s) will then be invited to comment on the recommendations prior to the submission of the report to the Policy Committee.

Where the report of the Task and Finish Group relates to a service which is supplied by an external agency, then that agency will be invited to comment on the recommendations prior to the submission of the report to the Policy Committee.

## **6. Policy Development**

Each Policy Committee can undertake policy development work in respect of any matter within its terms of reference.

In carrying out policy development work, a Policy Committee shall take into consideration matters which are on its Work Programme or the Forward Plan for the Policy Committee.

Taking into consideration the overall resources available to the Council following advice from officers, a Policy Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

## **7. Statutory scrutiny functions**

The following rules apply to the discharge of statutory scrutiny functions by the relevant Policy Committee or sub-committee.

## **7.1 Health scrutiny**

Where a Policy Committee is exercising its functions in relation to the planning, provision or operation of local health services and it makes a report relating to the planning, provision and operation of health services in its area, it may make a report and recommendations to a local NHS body, that body must respond in writing within 28 days of the request (or if this is not possible, as soon as reasonably practicable thereafter to a timescale agreed with the proper officer).

Where a Policy Committee is exercising its functions in relation to the planning, provision or operation of local health services, a local NHS body must provide it with any such information as the Policy Committee may require in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 or any legislation that supersedes it.

## **7.2 Crime and disorder scrutiny**

Where a Policy Committee which is discharging a statutory crime and disorder function makes a report or recommendations to a responsible authority (including any part of the council) or cooperating person or body, the relevant Policy Committee must provide the responsible authority or cooperating person or body with a copy of the report or recommendations with a written notice requiring that they:

- (a) consider the report and recommendations;
- (b) respond in writing to the committee within 28 days of the date of the report or recommendations (or, if this is not possible, as soon as reasonably possible thereafter) indicating what (if any) action they propose to take;
- (c) have regard to report or recommendations in exercising its functions.

Where a Policy Committee makes a request in writing for information to a responsible body or co-operating person or body, that information must be provided in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009 or any legislation that supersedes it.

## **7.3 Flood risk management scrutiny**

Where a Policy Committee is discharging a statutory flood risk management function, it can make a request for information and make reports and recommendations to a flood risk management authority.

A flood risk management authority must comply with a request made by a policy committee for information and have regard to reports and recommendations of a Policy Committee discharging flood risk management functions.

## **8. Referral of matters to a Policy Committee**

The Chair or a Policy Committee, in consultation with the Monitoring Officer and Section 151 Officer may refer a matter to a Policy Committee for decision.

The Head of Paid Service, the Monitoring Officer and Section 151 Officer, in consultation with the Chair of a Policy Committee, may refer a matter to a Policy Committee for decision.

## **9. Recording of decisions**

All decisions taken by a Policy Committee shall be recorded in a log and published on the Council's website within two working days of the date of the decision.

The Chair of the relevant Policy Committee shall confirm that the decision record is accurate prior to publication of the record of decision. In the absence of the Chair, the Vice-chair of the relevant Policy Committee shall confirm that the decision record is accurate prior to publication.

Nothing in this rule shall require the publication of 'exempt' or 'confidential' information as defined in the Access to Information Procedure Rules.