

PART 2 – ARTICLES

Article 8 – Council Committees and Bodies

8.03 Registration and Appeals Committee

(c) Terms of Reference

To hear and determine:

12. Under the terms of the Commons Act 2006, to consider and determine applications for registration of Village Greens.

PART 4 – RULES OF PROCEDURE

A. Council Procedure Rules

10. Questions from Members of the Public

10.5 Scope of questions

The Head of Democratic Services may reject a question if it:

- is not from a resident of the borough or a person whose principal place of work or study is within the borough;
- is not about a matter for which the local authority has a responsibility or which affects the borough;
- is defamatory, frivolous or offensive;
- is substantially the same, similar in nature or concerning the same subject matter as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information as defined in the Access to Information Rules.

22. RECORD OF ATTENDANCE

22.1 All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

22.2 For an attendance to be considered valid the Member

- must be a member of the committee, sub-committee, panel, working group etc that they are attending
- must be present for at least 50% of the items on the agenda, (excluding standard items such as 'Apologies', 'Minutes' and 'Declarations of Interest'), unless given leave to depart earlier by the Chairman of the meeting.

C. Standards Committee Procedure Rules

3. ASSESSMENT

3.1 Upon receipt of a written complaint, the Monitoring Officer will normally:

- Acknowledge receipt in writing within 3 working days, requesting any additional information that may be required to assist with the assessment of the complaint*;
- Notify the subject Member that a complaint has been made, giving details of the complainant (unless the complainant has made a request for confidentiality and the Assessment Sub-Committee has yet to determine whether to grant it), details of the sections of the Code of Conduct to which the alleged breach relates **and requesting any additional information that may be required to assist with the assessment of the complaint***;
- Notify the subject Member that a full written summary will be provided once the Assessment Sub-Committee has met to consider the complaint;
- Arrange for a meeting of the Assessment Sub-Committee to be held within 15 working days;
- Prepare a report for the Assessment Sub-Committee, summarising the complaint and giving full details of the alleged breach along with any additional information the Sub-Committee may need to assist with its deliberations.

*N.B – at this stage seeking additional information should not in anyway amount to an investigation e.g. interviewing witnesses etc, but should be a factual clarification of any ambiguities.