

## **Protocol on Select Committees**

1.0 Any Committee of the Council may appoint Select Committees (to a maximum of three at any one time).

2.0 All Members of the Council other than Members of the Executive Committee shall be eligible to serve on Select Committees. Members of the Executive Committee may serve on Select Committees appointed by that Committee. The appointing Committee may also invite non-Members of the Council to serve on Select Committees.

3.0 Select Committees will normally be politically balanced but need not be if the Committee considers that this requirement will prevent Members possessing particular knowledge or expertise serving on a particular Select Committee.

4.0 The subject matter for each Select Committee shall be chosen by the Committee either:

4.1 On its own initiative.

4.2 At the request of the Council or another Committee of the Council.

Or

4.3 At the written request of any ten Members of the Council.

5.0 A Committee shall, on setting up any Select Committee, specify its Terms of Reference and may if it wishes, specify areas which shall not come within those

Terms of Reference.

6.0 A Committee shall, on setting up any Select Committee, specify how long shall be allocated for its task, this period not normally to exceed six months.

7.0 Select Committees shall decide on their own procedures and may meet at or away from the Council Offices. They may invite Officers, Members, Groups and individuals to state views or give evidence either in writing or in person.

8.0 They shall elect a Chairman and may elect a Vice-Chairman. They may meet at such intervals as they may decide (after consultation with the Director of Health and Corporate Services as to the availability of support staff and meeting venues).

9.0 On completion of their assigned task a Select Committee shall submit its report (which may include minority reports if three or more members so desire) to the appointing Committee.

10.0 A Committee shall consider all reports submitted to it and may refer such reports on with or without its own comments. Such reports shall normally be made public subject to the exclusion of Exempt matters as defined in Schedule 12A to the Local Government Act 1972.