

PLANNING COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act, 1972.

1. Exercise of the Full Council's functions under Part 3 of this Constitution including:
 - i. Functions relating to Town and Country Planning and Development Control;
 - ii. Miscellaneous functions relating to the creation, diversion, extinguishment stopping up of footpaths and bridleways and the diversion or extinguishment of a rail crossing.
 - iii. Functions relating to complaints about high hedges.
2. Advise and recommend to the Executive on the preparation, content and implementation of the Local Development Framework and supporting planning policy.

EMPLOYEE RELATIONS DISPUTES RESOLUTION COMMITTEE

This is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act, 1972.

1. To consider disputes of a collective nature, or which have collective application, not resolved through the Corporate Negotiating Group, in line with Part 3 – Disputes Resolution, of the Industrial Relations Framework.

CHIEF OFFICERS' APPOINTMENTS COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To exercise the Full Council's functions under Part 3 and the Employment Procedure Rules of this Constitution in respect of appointment of Chief Officers of Chief Executive (Head of Paid Service), Directors, Monitoring Officer and Chief Financial Officer (Section 151 Officer).
2. To establish an appointment panel comprising up to five members of the Chief Officers' Appointments Committee, that will include two members of the Cabinet nominated by the Mayor for each Chief Officer Post to be appointed to. Full Council approval is required for the appointment of the three Relevant Officers – Chief Executive (Head of Paid Service), Monitoring Officer and Chief Financial Officer (Section 151 Officer).
3. To compromise any claims or agree terms for the settlement of any dispute involving Chief Officers (of Chief Executive (Head of Paid Service), Directors, Monitoring Officer and Chief Financial Officer (Section 151 Officer)).

CHIEF OFFICERS INVESTIGATORY SUB-COMMITTEE

This Sub-Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972 and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015; including the appointment of such relevant independent persons.

DELEGATED MATTERS:-

In relation to the Chief Executive (Head of Paid Service), Monitoring Officer and Chief Financial Officer (Section 151 Officer).

- i. To discharge the functions of the Panel as defined by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.
- ii. To consider any allegations made against the Chief Executive (Head of Paid Service), Monitoring Officer or Chief Financial Officer (Section 151 Officer) and decide if further investigation is required, to undertake suspension and take disciplinary action short of dismissal.
- iii. To carry out an investigation and determine if a question of discipline exists which requires disciplinary action to be taken.
- iv. To make recommendations to Full Council for approval of any proposed dismissal before notice is given to the Chief Executive (Head of Paid Service), Monitoring Officer or Chief Financial Officer (Section 151 Officer).

CHIEF OFFICERS' APPEALS COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act, 1972.

1. To hear appeals against decisions of the Chief Officers' Appointments Committee.
2. To hear appeals against any action short of dismissal taken by the Investigatory Sub-Committee against the Chief Executive (Head of Paid Service), Chief Financial Officer (Section 151 Officer) and Monitoring Officer.
3. To hear appeals against decisions to dismiss or action short of dismissal taken by the Chief Executive.

LICENSING COMMITTEE

This Committee is a Committee of the Council constituted:

- (1) In relation to its functions under the Licensing Act 2003, under Section 6 of that Act.
- (2) In relation to its functions under the Gambling Act 2005.
- (3) In relation to their functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.
- (4) In relation to its other functions, under Sections 101 and 102 of the Local Government Act 1972.

Terms of Reference

FOR RECOMMENDATION TO COUNCIL:-

1. In respect of the relevant prescribed period to consider the adoption of the Statement of Licensing Policy.
2. During the relevant prescribed period to keep the Statement of Licensing Policy under review, and to recommend any revisions to it.

FOR RECOMMENDATION TO THE EXECUTIVE AND THEN TO COUNCIL:-

1. In respect of the relevant prescribed period to advise on the preparation, content and implementation of the Statement of Gambling Policy.
2. During the relevant prescribed period to keep the Statement of Gambling Policy under review, and to recommend any revisions to it.

DELEGATED MATTERS:-

1. To discharge the functions of the Council that are licensing functions within the meaning of the Licensing Act 2003 as amended.
2. To discharge the functions of the Local Authority as set out in the Gambling Act 2005.
3. The appointment of Licensing Sub-Committees under Section 10 of the Licensing Act 2003.
4. The appointment of Licensing Sub Committees In relation to functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.

5. To determine Policies that are relevant to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions unless the policy must be determined by Full Council.
6. To exercise the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions except where the function has been delegated to Officers of the Council

LICENSING SUB-COMMITTEES

These Sub-Committees are Sub-Committees of the Licensing Committee appointed by that Committee and constituted:

- (1) Pursuant to section 10 of the Licensing Act 2003, In relation to their functions under the Licensing Act 2003, under Section 6 of that Act.
- (2) In relation to their functions under the Gambling Act 2005.
- (3) In relation to their functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.
- (4) In relation to the other licensing and registration functions as set out in Part 3 of the Council's Constitution.

Terms of Reference

1. To determine applications under the Licensing Act 2003, where relevant representations are received.
2. To determine applications under the Gambling Act 2005, where relevant representations are received.
3. To determine applications in relation to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions, where relevant representations are received.
4. To determine applications and reviews in relation to the licensing of private fire and hackney carriage drivers, operators and vehicles except where those functions have been delegated to officers under the Council's Hackney Carriage and Private Hire Licensing Policy.
5. To determine all other applications and reviews in relation to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions, except where those functions have been delegated to officers.

ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. TO MAKE RECOMMENDATIONS TO FULL COUNCIL IN RELATION TO:-

- i. Submission of proposals to the Secretary of State for pilot schemes for local elections.
- ii. To change the name of a parish.
- iii. The making and revision of Byelaws.
- iv. Promotion of or opposition to local or personal bills.
- v. Boundary, structural and electoral reviews.
- vi. Any proposed revisions to the Council's Constitution except those in relation to the Code of Conduct, Ethical Governance and Corporate Governance issues.
- vii. To monitor, review and make recommendations on the operation of the Council's decision-making structures.

2. TO EXERCISE THE FUNCTIONS OF FULL COUNCIL IN RELATION TO:-

- i. Electoral Registration and Elections.
- ii. All other Full Council functions not specifically dealt with by other Committees or reserved to the Council.

AUDIT COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

Statement of Purpose

1. Our Audit Committee is a key component of Doncaster Council's Corporate Governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our Audit Committee is to provide independent assurance to the Members on the adequacy of the risk management framework and the internal control environment. It provides an independent review of Doncaster Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

FOR RECOMMENDATION TO COUNCIL:-

- (a) The adoption or revision of the Members' Code of Conduct.

DELEGATED MATTERS:- (the Committee may recommend any matter to Full Council when it considers it expedient to do so, after taking advice from the Head of Paid Service)

1. Audit Activity

INTERNAL AUDIT

- I. To approve the Internal Audit Charter.
- II. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- III. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- IV. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.

- V. To consider any impairments to independence or objectivity arising from additional roles and responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.
- VI. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services where used.
These will include:
 - a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b) Regular reports on the results of the Quality Assurance Improvement Programme (QAIP).
 - c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and Local Government Advisory Note (LGAN), considering whether the non-compliance is significant enough that it must be included in the Annual Governance Statement (AGS).
- VII. To consider the Head of Internal Audit's annual report:
 - a) The statement on the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
 - b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the AGS.
- VIII To consider summaries of specific internal audit reports as requested.
- IX. To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or where there are concerns about progress with the implementation of agreed actions.
- X. To contribute to the QAIP and in particular, the external quality assessment of internal audit that takes place at least once every five years.

- XI. To provide free and unfettered access to the Audit Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the Committee.

EXTERNAL AUDIT

- XII. To support the independence of external audit through consideration of the External Auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA) or the authority's auditor panel as appropriate.
- XIII. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- XIV. To consider the external auditor's annual ~~letter~~ **report, other** relevant reports and the report to those charged with governance.
- XV. To consider specific reports as agreed with the external auditor.
- XVI. To comment on the scope and depth of external audit work and to ensure it gives value for money.
- XVII. To liaise with the Officers of the Council regarding Public Sector **Audit** Appointments ~~Ltd~~ and the appointment of the Council's external auditor.
- XVIII. To commission work from internal and external audit.
- XIX. To receive training on matters related to the Audit Committee's responsibilities.

2. Regulatory Framework

- I. To review and where appropriate make recommendations to Council on proposed revisions to the Council's Constitution and other policies and procedures in relation to Corporate Governance issues.
- II. To review any issue referred to it by the Chief Executive or a Director or any council body as the Chair considers appropriate within the general Terms of Reference of the Audit Committee.
- III. To monitor the effective development and operation of risk management in the Council.
- IV. To monitor progress in addressing risk-related issues reported to the Committee.
- V. To monitor counter-fraud strategy, actions and resources.

- VI. To review the assessment of fraud risks and potential harm to the Council from fraud, bribery and corruption.
- VII. To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- VIII. To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
- IX. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- X. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- XI. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- XII. *To consider reports on breaches and waivers to the Council's Contract Procedure Rules on a twice yearly basis***
- XIII. To review the governance and assurance arrangements for significant partnerships or collaborations.
- XIV. To report and make recommendations to the Executive or Council on major issues within the remit of the Committee.
- XV. To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.
- XVI. To maintain oversight of any major issues arising from Police or other enquiries into the conduct of the Council in order to minimise disruption to other branches of the Authority.
- XVII. To receive periodic reports from appropriate Directors on probity and corporate governance issues not specifically referred to elsewhere within the Committee's Terms of Reference.
- XVIII. To review the Council's policy under the Regulation of Investigatory Powers Act 2000 annually and to monitor compliance with the policy on a twice yearly basis.

3. Accounts

- I. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- II. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

4. Ethical Governance

- I. To promote and maintain high standards of conduct by Members and Officers.
- II. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.
- III. To monitor and review the Council's Whistleblower's policy.
- IV. ***To monitor and review the Council's Anti-Fraud, Bribery and Corruption Policy.***
- V. ***To monitor and review the Council's Money Laundering Policy.***
- VI. To monitor and review protocols for standards of behaviour for Members and Officers.
- VII. To monitor and review protocols for Members and Officers on relationships and dealings with outside organisations and individuals.
- VIII. To monitor and review Member and Officer procedures relating to gifts and hospitality and disclosable pecuniary interests and other interests.
- IX. To monitor and oversee the response by the Council to complaints to the Ombudsman.
- X. To deal with complaints of alleged Member misconduct referred to the Monitoring Officer under Section 28(6) of the Localism Act 2011.
- XI. To arrange for the exercise of all the above functions in relation to Parish Councils wholly or mainly in its area and to the members of those Parish Councils.

HEARINGS SUB-COMMITTEE

TERMS OF REFERENCE

This Sub-Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To consider complaints ***of alleged Member misconduct*** referred to it by the Monitoring Officer in consultation with the Independent Person in accordance with Section 28(6) of the Localism Act 2011.
2. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.

AWARDS, GRANTS AND TRANSPORT (APPEALS) COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To consider and determine appeals for grant aid from students who do not meet the approved criteria for assistance, under either local or national award regulations.
2. To consider and determine appeals for the payment of expenses of children attending community, foundation voluntary or special schools to enable them to take part in any school activity or educational facility who do not qualify for assistance under the approved policies of the Authority.
3. To consider and determine appeals for the granting of scholarships, exhibitions, bursaries or other allowances to persons over compulsory school age who do not qualify for assistance under the approved policies of the Authority.
4. To consider and determine appeals for the provision of free home to school or college transport – including whether a particular walking route(s) is safe, or the payment of reasonable travelling expenses, to persons who do not qualify for either under the approved policies of the Authority.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE (OSMC)

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To be responsible for co-ordinating and undertaking the Council's scrutiny and overview function in respect of all areas of Council activity including partnership working and particularly the responsibility to: -
 - (a) review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive;
 - (b) make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive;
 - (c) review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Executive;
 - (d) make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are not the responsibility of the Executive;
 - (e) review and scrutinise relevant public bodies and partners in the Borough, including the Council's contribution and relationship with them and, where necessary, request them to address overview and scrutiny and local people about their activities and performance or particular decisions, initiatives or projects; and
 - (f) make reports or recommendations to the Authority or the Executive on matters which affect the Authority's area or the inhabitants of that area.
2. To carry out functions necessary to operate the call-in procedure set out in the Overview and Scrutiny Procedure Rules.
3. To have authority to establish ad hoc Overview and Scrutiny (Panels) and appoint Chairs to look at specific issues determined by the Overview and Scrutiny Management Committee. Membership of Overview and Scrutiny Panels to be drawn from a pool of all Council Members, excluding the Executive.
4. To be responsible for drafting protocols in respect of the Overview and Scrutiny process.

STANDING OVERVIEW & SCRUTINY PANELS

These Panels are Sub-Committees of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

Terms of Reference

1. The Panels will conduct enquiries and investigations, in relation to those functions of the Council (and other matters of local interest), referred to them in the Annual Work Plan and any additional issues referred by the Overview and Scrutiny Management Committee.
2. The work of the Panels will be undertaken in accordance with the requirements of the Council's Constitution including the Overview and Scrutiny Procedure Rules and any Overview and Scrutiny protocols.
3. The Panels be empowered to establish ad hoc Working Groups from within its membership, to undertake project and policy development work, to meet the objectives and targets of its annual Work Plan.
4. The Panels may review and scrutinise relevant public bodies and partners in the Borough, including the Council's contribution and relationship with them and, where necessary, request them to address overview and scrutiny and local people about their activities and performance or particular decisions, initiatives or projects.

PANEL/COMMITTEE RESPONSIBLE FOR OVERVIEW AND SCRUTINY OF CRIME AND DISORDER REDUCTION

In addition to the Terms of Reference detailed above at 1-4, or in addition to the Terms of Reference for the Overview and Scrutiny Management Committee where this responsibility becomes the responsibility of OSMC, this Panel/Committee will also include the following Terms of Reference:

5. Review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities who comprise the local Crime and Disorder Reduction Partnerships (e.g., the Police, Fire and Rescue Authority and any relevant NHS Body or Health Service Provider).
6. To make reports and recommendations to the responsible authorities with respect to the discharge of those functions.
7. To require the attendance of an officer of the responsible authority.
8. To consider the activities of the CDRP at least once in every 12 month period.
9. To consider any Councillor Calls for Action relating to crime and disorder issues.

PANEL/COMMITTEE RESPONSIBLE FOR HEALTH OVERVIEW & SCRUTINY

This Panel or Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972

The generic Terms of Reference for Overview & Scrutiny Standing Panels/OSMC apply to the Overview and Scrutiny Panel/Committee responsible for Health Overview and Scrutiny.

In addition, because the Council has delegated powers under relevant legislation to the Health Scrutiny Panel, the following Terms of Reference will also apply to this Panel.

1. To review and scrutinise any matter relating to the planning, provision and operation of health services in the local regions.
2. To make reports and recommendations to the relevant NHS body or health service provider, the OSMC, the Executive and the Council on any matter reviewed or scrutinised using the specific powers of Health Scrutiny.
3. To require the attendance of an officer of a relevant NHS body or health service provider to answer questions and provide explanations about the planning, provision and operation of health services in the area and invite interested parties and take account of relevant information provided by the Local Health Watch organisation or contractor when it refers a matter to the authority.
4. To require a NHS body or service provider to provide information about the planning, commissioning, provision and operation of health services in the Local Authority's area subject to exemptions outlined in the Health and Social Care Act 2012.
5. To consider matters referred by a Local Health Watch or its contractor.
6. To require (under the Health and Social Care Act 2012) NHS bodies or relevant health service provider to refer service development proposals which involve substantial change or variation of their service to the Local Authority or if powers are delegated, the Health Overview and Scrutiny Panel.
7. To recommend to Full Council to report to the Secretary of State for Health:
 - a) Where the Overview and Scrutiny is concerned that consultation on substantial variation or development of services has been inadequate in relation to content or time allowed;

- b) Where Overview and Scrutiny is not satisfied with the urgency reasons given by a NHS body or service provider in taking a decision without allowing time for consultation; and
- c) Where Overview and Scrutiny considers that the proposal would not be in the interests of the health services in its area.

DONCASTER HEALTH AND WELLBEING BOARD

1. Purpose

- 1.1 The purpose of the Board is to improve the health and wellbeing for the residents of the Doncaster Metropolitan Borough and to reduce inequalities in outcomes. The Health and Social Care Act assigns specific new functions to the Health and Wellbeing Board including leading on the Joint Strategic Needs Assessment (JSNA) together with leading on the development of a Joint Health and Wellbeing Strategy (JHWS).

The Health and Wellbeing Board will not be a commissioning body. The accountability for commissioning decisions will remain with the commissioners.

2. Aims

- 2.1 The primary aim of the Board is to promote integration and partnership working between the local authority, NHS and other local services and improve the local democratic accountability of health.

3 Role and Functions

- 3.1 In accordance with the requirements of the Health and Social Care Act 2012, the Doncaster Health and Wellbeing Board is a formally constituted Committee of the Council in accordance with the requirements of the Local Government Act 1972, as amended.

For recommendation to Council.

Adoption of the Health and Wellbeing Strategy.

Health and Wellbeing Board Annual Report and workplan.

3.2 Key Responsibilities

- Provide strategic leadership to promote health and wellbeing in and ensure that statutory duties are complied with;
- Assess the needs of the local population by leading the development of and monitoring the impact of the JSNA;
- To oversee the development of and monitoring the implementation of a joint Health and Wellbeing Strategy ensuring that issues highlighted in the strategy are taken forward by **partners commissioners**;
- To involve third parties and have regard to the NHS England mandate and statutory guidance in the preparation of the JSNA and JHWS.

- Promote integrated working and partnership working between health and social care, through joined up commissioning plans.
- Work effectively with and through partnership bodies, with clear lines of accountability and communication, including the Local Safeguarding Boards;
- Build effective relationships with supra-local structures e.g. NHS England, **Office for Health Improvement and Disparities (OHID) and UK Health Security Agency (UKHSA)** ~~Public Health England~~
- Take a strategic approach and promote integration across health and adult social care, children's services, including safeguarding and the wider determinants of health;
- Building partnership for service changes and priorities.

3.3 Duties

In discharging the role above, the specific duties of the Health and Wellbeing Board are as follows:

- Ensure joint arrangements are in place to agree priority areas for investment to support health and social care.
- Focus on driving up whole system quality and ensure that opportunities for gains in both productivity and efficiency that are available across the local economy are maximised.
- Make recommendations on the use of freedoms and flexibilities to deliver the core purpose of the board e.g. pooled budgets, joint commissioning, place based budgets;
- Ensure that Commissioning Plans produced by all parties are joined up and that in relation to productivity and efficiency there is a high level of transparency between the NHS and Local Authority.
- Ensure that Commissioning Plans are consistent and in accordance with the Health and Wellbeing Strategy.
- Conduct an open and equal dialogue with NHS England highlighting views on the relationship and effectiveness of national decision-making to the needs of the local population as defined in the Health and Wellbeing Strategy.
- Review how well commissioning plans have contributed to the delivery of the Health and Wellbeing Strategy.

- Consider the contributions that the Clinical Commissioning Group, the Council and other Partners have made to the successful delivery of the Joint Health and Wellbeing Strategy when conducting its annual performance assessment of the CCG *or successor body*.
- Produce and maintain a Pharmaceutical Needs Assessment.
- To agree and monitor the delivery of the Better Care Fund and make recommendations on the financial strategy to deliver the Better Care Fund to the relevant statutory bodies.
- Receive the minutes from both the Joint Commissioning Management Board and the Integrated Care Partnership Board.
- To receive the Doncaster Child Death Overview Panel Annual Report.
- *Establish effective health protection arrangements.*

4. Arrangements for the Conduct of Business

4.1 Conduct of Meetings

Meetings are to be conducted in accordance with the Council's Procedure Rules.

4.2 Chair of the Board

The Chair of the Board will be appointed at the Council Annual General Meeting each year.

4.3 Quorum

The quorum will be no less than four members of the Board.