

Section 8 - Neighbourhood Committees Procedure Rules

1. TERMS OF REFERENCE

- 1.1 The terms of reference of the Neighbourhood Committees are as set out in Part 3, Sections 3 and 4 of this Constitution.
- 1.2 Neighbourhood Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000.
- 1.3 Neighbourhood Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success.

2. MEMBERSHIP

- 2.1 All Members who are elected to the wards which form part of a Neighbourhood Committee will be members of that Neighbourhood Committee.
- 2.2 The Neighbourhood Committees are currently made up of the following wards:

2.2.1	Central and East -	<p>Central and North Neighbourhood Committee: (Central and North wards)</p> <p>Dogsthorpe, East and Park Neighbourhood Committee (Park, Dogsthorpe, East wards)</p>
2.2.2	South -	<p>Stanground and Woodston Neighbourhood Committee : (Stanground Central, Stanground East, Fletton and Woodston wards)</p> <p>Ortons with Hampton Neighbourhood Committee: (Orton with Hampton, Orton Longueville, Orton Waterville wards)</p>
2.2.3	North and West -	<p>Rural North Neighbourhood Committee : (Northborough, Barnack, Glinton and Wittering, Newborough Eye and Thorney)</p> <p>Peterborough North Area Committee: (Werrington North, Werrington South, Paston and Walton)</p> <p>Peterborough West Neighbourhood Committee : (Bretton North, Bretton South, West and Ravensthorpe)</p>

3. CALL-IN

- 3.1 Any executive decision of a Neighbourhood Committee may be called in by the most relevant Scrutiny Committee or Commission with call-in powers and considered by the relevant committee or a sub-committee set up for that specific purpose.

4. CONFLICTS OF INTEREST

- 4.1 If a Scrutiny Committee / Commission is scrutinising specific decisions or proposals in relation to the business of a Neighbourhood Committee of which any Councillor concerned is a member, then the Councillor may not speak or vote and must withdraw from the Scrutiny Committee / Commission meeting unless a dispensation has been given by the Committee responsible for granting dispensations
- 4.2 Where a Scrutiny Committee / Commission is reviewing policy generally a Member must declare his / her interest as a member of any relevant Neighbourhood Committee before the relevant agenda item is reached, but need not withdraw.

5. CO-OPTees

- 5.1 Neighbourhood Committees shall be entitled to co-opt, as non-voting members, external representatives, or otherwise invite participation from non-members where this is relevant to their work.
- 5.2 The Rural North Neighbourhood Committee shall co-opt a representative from each of the 23 rural Parish Councils. See paragraph 10.2 and 10.3 below for information on voting rights.
- 5.3 Each Neighbourhood Committee will determine at its first meeting which local partners it wishes to issue a standing invitation to its meetings, and this will be reviewed regularly (at least annually). This is likely to include Parish Councils, representatives of local schools, and other interested local groups to be determined by each Neighbourhood Committee.

6. MEETINGS OF THE NEIGHBOURHOOD COMMITTEES

- 6.1 Each Neighbourhood Committee shall hold four Ordinary meetings in each Municipal year. In addition, extraordinary meetings may be called from time to time, either by the Chairman, any three members of the Neighbourhood Committee, or the proper officer, if considered appropriate.
- 6.2 Meetings will generally be held in the week and if there is any disagreement about timing between the Chairman and other members of the Committee, the meeting will start at 7.00 p.m.
- 6.3 Neighbourhood Committees will normally meet in their areas, wherever possible in places accessible to everyone. However, they may meet in the Town Hall to deal with unfinished business from a previous meeting or to deal with business that is private because it is exempt or confidential.
- 6.4 After two hours, the Chairman will finish the item the Committee is on and decide whether to continue with the rest of the business or defer it to a future meeting.

- 6.5 Each agenda will include an open session during which any member of the public and any co-opted member can raise any issue that affects the area.
- 6.6 Points raised in an address or in the open session can be:
- Replied to at the meeting
 - Discussed at the meeting
 - Referred elsewhere
- 6.7 The Chairman can decide that a point raised will be discussed at a meeting. No action can be taken until a report has been sent to a future meeting, but the Neighbourhood Committee can:
- Form an opinion
 - Express its opinion to another Council body or external organisation
 - Ask for a report to a future meeting

7. AREA FORUM

- 7.1 In addition to the four Ordinary meetings, each area may hold an Area Forum once a year, the subject of which will be determined by the Chairmen in consultation with the relevant Neighbourhood Committees.
- 7.2 Area Forum meetings will normally be held in the second half of the municipal year, at a venue suitable for public participation.

8. PUBLIC PARTICIPATION

- 8.1 Ordinary meetings shall generally take place in public, and will be well publicised in advance.
- 8.2 At Ordinary meetings members of the public have the right to speak at any time, with the permission of the Chairman.
- 8.3 Neighbourhood Committees will comply with the Access to Information Rules set out in Part 4, Section 5 of the Constitution.

9. QUORUM

- 9.1 The quorum for a Neighbourhood Committee meeting shall be at least 25% of voting members, to be not less than three.

10. VOTING

- 10.1 The City Councillor members of a Neighbourhood Committee can vote. If a vote is tied, the Chairman has a casting vote.
- 10.2 Subject to paragraph 5.2 above, decisions relating to non-financial matters or those that are not formally delegated executive functions will be debated by all members of the committee, with all members having a single vote each.
- 10.3 Subject to paragraph 5.2 above, matters relating to financial or delegated executive functions will be decided solely by elected City Councillors.

11. CHAIRMAN AND VICE CHAIRMAN

- 11.1 The Chairman for each Neighbourhood Committee will be appointed by Council each Municipal year, and shall be a Ward Councillor from the area from which that Committee is constituted. There will be one Chairman appointed for each of the seven Neighbourhood Committees.
- 11.2 The Vice Chairman will be appointed by the members appointed to the Neighbourhood Committees, and there will be one Vice Chairman appointed for each of the seven Neighbourhood Committees.

12. WORK PROGRAMME

- 12.1 The Committees will be responsible for setting their own work programmes, in consultation with officers in the Neighbourhood Management and Governance teams.

13. AGENDA ITEMS

- 13.1 It must be made clear on the agenda for the meeting whether the decisions required relate to Executive functions or not.
- 13.2 Any Member can submit an item of business to be included on the agenda of any Neighbourhood Committee. The item will be included as long as the Member gives written notice to the Chief Executive by midday seven working days before the meeting (not including the day of the meeting).
- 13.3 Any resident or organisation that provides services to the area can put an item on the agenda if it is within the Committee's terms of reference and they make the request in writing to the Governance Team at least ten working days before the meeting.

14. MISCELLANEOUS

- 14.1 If there is any gap in procedures, the appropriate action shall be entirely within the discretion of the Chairman.