

SECTION 4**CONSTITUTION, MEETINGS AND PROCEEDINGS
OF COMMITTEES AND SUB-COMMITTEES****34. COMMITTEES**

34.1 At its Statutory Meeting, the Council will appoint:-

- (i) Standing Committees, together with any other bodies required for statutory purposes. The powers of the Committees will be set out in their terms of reference,
- (ii) A Convener, Depute Convener and Members for each, **with the exception of the Audit Committee.**

34.2 The number of Members on each Committee and the quorum for each will be as set out below:-

STANDING COMMITTEES

Committee	Membership	Quorum
Policy and Resources Committee	8	3
Education Committee	12 plus 3 representatives of denominational bodies as required by Section 124 of the 1994 Act; 2 parental, non- voting representatives and 2 non-voting young people to be nominated by the Falkirk Schools' Council	4 elected Members
Environment and Community Safety Committee	12	4
Economic Strategy and Development Committee	12	4
Leisure, Tourism and Community Committee	12	4
Housing and Social Care Committee	12	4

Planning Committee	12 except when conduction a pre- determination hearing required by s 38A of the Town and Country Planning (Scotland) Act 1997 when the membership will comprise all elected members of Council	4 except when conducting a pre- determination hearing required by s 38A of the Town and Country Planning (Scotland) Act 1997 when the quorum will be quarter of the membership
Planning Review Committee	5 The Convener and Depute Convener of the Planning Committee, ex officio, with 3 others drawn from the remaining members of the Planning Committee on a rota basis	3
Civic Licensing Committee	10	4
Audit Committee	7 6 Elected Members and 1 Lay Member	4
Appeals Committee	8	3
Investment Committee	6	3
Appointments Committee	6 Plus the Convener of the relevant Scrutiny Committee on an ad hoc basis where he/she is not already a Member of the Committee; where there is more than one Scrutiny Committee to which the appointee would principally report,	3

	the Conveners should agree amongst themselves which Member will attend.	
Consultative Committee	6	3
Emergency Committee	The Members of the Policy and Resources Committee	3
Bo'ness Common Good Fund Committee	The Provost, Depute Provost and Members of the former Burghal area	3
Denny and Dunipace Common Good Fund Committee	The Provost, Depute Provost and Members of the former Burghal area	3
Falkirk Common Good Fund Committee	The Provost, Depute Provost and Members of the former Burghal area	3
Grangemouth Common Good Fund Committee	The Provost, Depute Provost and Members of the former Burghal area	3

34.3 The Education Committee, the Environment and Community Safety Committee, the Economic Strategy and Development Committee, the Leisure, Tourism and Community Committee and the Housing and Social Care Committee are collectively referred to as the Council's 'Scrutiny Committees'.

34.4 (i)The Convener of the Policy and Resources Committee will be the Convener of the Emergency Committee.

(ii)The Convener and Depute Convener of the Planning Committee will be the Convener and Depute Convener of the Planning Review Committee.

- 34.5 The Council may appoint special Committees for such purposes as it may from time to time consider expedient.
- 34.6 The Policy and Resources Committee may at any time appoint Sub-Committees or panels and may authorise the appointment of such Sub-Committees and panels by any of the Scrutiny Committees. Such bodies' terms of reference and the delegation of any powers to them must be explicit and within the appointing Committee's terms of reference.
- 34.7 A Member of a Sub-Committee or panel must be a Member of the Committee appointing it.
- 34.8 With the exception of the Common Good Fund Committees and from time to time the Planning Review Committee, Membership of all Committees and Sub-Committees will reflect the political balance of the Council. Seats allocated to Political Groups will be as resolved by the Council at the Statutory Meeting or at any other meeting of the Council as required to comply with the provisions of the 1989 Act or any Regulations made thereunder.
- 34.9 The Director of Law and Administration is authorised to appoint, nominate and convene Committees, boards and panels for specific statutory purposes. These include:-
- (i) Council Tax and Housing Benefit Review Boards;
 - (ii) Access to Personal Files Review Boards (Education, Housing and Social Work);
 - (iii) Complaints Review Committee (Social Work);
 - (iv) Education Appeals Committee;
 - (v) Appointments Committee (Education);
 - (vi) Attendance Committee (Education).
- 34.10 The Council is the lead Council among Falkirk, Stirling and Clackmannanshire Councils in respect of the following statutory Committees:-
- (i) Joint Advisory Committee on the Inspection of Residential Care Establishments,
 - (ii) Joint Children's Panel Advisory Committee.

The Director of Law and Administration is authorised to appoint, nominate and convene these Committees or to liaise with the other two Councils in so doing.

34.11 The Director of Law and Administration will appoint, nominate and convene the bodies referred to in Standing Orders 34.9 and 34.10, and like bodies, in accordance with their statutory framework. These bodies will follow the procedure that is suitable to the subject matter being considered and will not otherwise be bound by the procedures for meetings set out in these Standing Orders. They will usually be required to observe the principles of natural justice and to follow a set procedure.

34.12 Meetings of the Appeals Committee and the Appointments Committee will follow procedures which are set out by the Director of Law and Administration and which will conform to the principles of good employment practice. Those Committees will not otherwise be bound by the procedures for meetings set out in these Standing Orders.

34.13 The Council and its Committees and Sub-Committees can establish other informal advisory or consultative bodies, which are not Council Committees or Sub-Committees. They may also establish working groups which may include both officer and Member representation.

34.14 With exception of the Planning Review Committee **and the Audit Committee**, the Members of each Committee referred to in Standing Order 34.2 and the Conveners and Depute Conveners thereof:-

- (i) will be appointed by the Council at the Statutory Meeting of the Council in terms of Standing Order 5, and
- (ii) will hold office until the date of the next election of Councillors, unless:-
 - (a) otherwise decided by the Council by resolution following a Notice of Motion in terms of Standing Order 28, or
 - (b) an individual Councillor delivers to the Chief Executive a letter of resignation specifying the particular office from which (s)he is resigning and the date on which such resignation will take effect.

34.14(A)

- 1. The Provost will be appointed by the Council at the Statutory Meeting of the Council in terms of Standing Order 5; and
 - (i) Will hold office until the date of the next election of Councillors unless:-

- (a) otherwise decided by the Council by resolution following a Notice of Motion in terms of Standing Order 28, or
- (b) the Provost delivers to the Chief Executive a letter of resignation from office and the date on which such will take effect.

- 2. The above provision relating to the Provost will also apply to the Depute Provost if the Council has elected a Depute Provost.

34.14(B) The Convener of the Audit Committee shall be a lay person appointed following a public recruitment exercise and will hold office for a period to be agreed by Council.

34.15 The Conveners and Depute Conveners of Sub-Committees will be appointed by the parent Committee of that Sub-Committee.