

## Article 6 – Hub Committee

### 6.01. Composition

1. The Hub Committee shall comprise 9 Members and shall be politically balanced
2. The Chairman and Vice Chairman shall be the Leader and Deputy Leader as appointed by the Council at the Annual Meeting
3. The remaining 7 Hub Committee members will be appointed annually by the Council at the Annual Meeting in accordance with the Hub Committee Member Role Profile (as determined from time to time by the Council) to the following areas of responsibility:

<b>Hub Committee Member</b>	<b>Area of Responsibility</b>
Leader	Oversees eight Hub Advisory groups Receives regular progress updates Produces Hub Forward Plan Delivers targets with the adopted "Plan for West Devon - three year focus"
Deputy Leader	Internal and External Communications Call Centre Council Website Accessibility for Services Freedom of Information
Lead Member for the Built Environment	Joint Local Plan (Built Environment) Placemaking Planning Licensing and Enforcement Heritage
Lead Member for Communities	Localities Community Grants Car Parks Gardens and Playspaces Events
Lead Member for Economy	Business and Farming links Town Centre Support Commercial Property Business Rates Assets
Lead Member for Housing	Community Housing Affordable Housing Housing Benefits Housing Grants and Loans Links with Housing Associations
Lead Member for Leisure, Health and Wellbeing	Leisure Centres Environmental Health Pest Control Food Hygiene Links to NHS and surgeries

Lead Member for the Natural Environment	Climate Change and Biodiversity Active Travel Trees Joint Local Plan (Natural Environment) Links with National Park and AONB Fly tipping
Lead Member for Resources and Performance	Council Tax Internal Audit GDPR Commissioning IT Systems

4. **Substitution** (see Council Procedure Rule 10) is not permitted for the Hub Committee
5. The **Quorum** for the Hub Committee shall be four for the duration of the meeting.
6. The Hub Committee will usually have 8 meetings per year.

## 6.02 Speaking and Voting

All Borough Councillors can attend and speak, subject to prior notification being given to the Chairman of the Hub Committee (or the Vice Chairman if s/he is chairing). Only Hub Committee Members may vote.

## 6.03 Public Forum Procedures

1. Members of the public may speak only to ask questions at the start of the Hub Committee meeting (during the 15 minute public question time) provided that the question(s) has been submitted and received in writing by the Democratic Services Manager by 5 pm on the Thursday before the meeting and in accordance with any guidance currently in place. The ability to ask a supplementary question based on the answer received to a question will be granted at the discretion of the Chairman.
2. Questions should:
  - Be related to something over which the Council has some control and is suitable to be considered (as determined by the Head of Paid Service)
  - Not normally be longer than 50 words in length
  - Not relate to specific planning, licensing or standards matters
3. Once presented to a meeting of the Hub Committee, questions cannot be resubmitted to the Hub Committee or to any other Council body within six months.

#### **6.04 Forward Plan**

1. The Hub Committee will prepare a Forward Plan of its forthcoming business
2. The Forward Plan will cover a period of four months and be updated on a monthly basis
3. The Forward Plan will be circulated to all Members