

## 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	Strategic Vision Annual Budget Our Plan Democratic Services LACC Company
Deputy Leader	Policy Development Partnership Arrangements
Lead Member for Commercial Services	Waste and recycling Waste Contract Leisure Contract Car Parks – service delivery
Lead Member for Customer First	Customer contact Channel shift Localities Development Management Section 106 agreements Environmental Health including Licensing
Lead Member for Economy	Economic Development Business Development Capital Programme Business Voice LEP
Lead Member for Environment	Grounds Maintenance Toilets Cleansing Building maintenance Assets AONB Public Realm
Lead Member for Health and Wellbeing	Housing Advice DFGs Write-offs Homelessness Benefits Council Tax

Lead Member for Resources and Performance	IT HR Finance (excluding budget) Legal Policy Performance Complaints Data Protection and FOI
Lead Member for Strategic Planning and Housing	Strategic Housing Local Strategic Plan Neighbourhood Plans

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.
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