

## **Stockton on Tees Borough Council's Adult Health and Wellbeing Group**

### **Rules of Procedure**

#### **Introduction**

1. These are the rules of procedure for Stockton on Tees Borough Council's (" the Council") Adults Health and Wellbeing Commissioning Group ("the Group").

#### **Membership**

2. The Group will consist of the following members:

Director of Public Health (SBC Public Health)  
Strategic Commissioner (SBC Public Health)  
Consultant in Public Health (SBC Public Health)  
Cabinet Member for Adult Services and Health (SBC)  
Head of Adult Services (SBC)  
Head of Business Support and Improvement (SBC)  
Public Health Contracts Manager (TVPHSS)  
Head of Contracting and Business Management, North (CCG)  
NHS England Area Team representative

#### **Co-optees**

3. The Group will co-opt key partners and stakeholders in order to effectively discharge its duties.

##### Potential Co-opted Attendees

North East Commissioning Support representative  
Public Health England representative  
SBC Public Health team members  
SBC social care staff  
Police representative

#### **Meetings**

4. The Group will meet monthly.
5. A schedule of meetings and a forward plan will be agreed by the Group. The Chairman, in consultation with the vice chairman, may call further meetings as necessary.
6. Meetings will take account of, and be identified within, the Council's Democracy Diary.

#### **Substitutes**

7. Substitutes may attend and will have the powers and duties of any ordinary Member of the Group but will not be able to exercise any special powers or duties exercisable by the person they are deputising for e.g. as Chairman.

8. Substitutes must be of sufficient seniority within the organization that they represent to make decisions on behalf of that organization.
9. A substitute for the elected Member of Stockton on Tees Borough Council must also be an elected member of the Council.
10. Substitutes may attend meetings in that capacity only:
  - i. to take the place of the ordinary Member for whom they are acting as substitute;
  - ii. where the ordinary Member will be absent for the whole of the meeting; and
  - iii. after notifying the Proper Officer prior to or on the day of the meeting of the intended substitution.

#### **Chairman and Vice Chairman**

11. The Chairman of the Group will be the Director of Public Health.
12. If the Director is not in attendance at a meeting a chairman will be appointed from those members present.

#### **Agenda Items**

13. The agenda of a meeting of the Group will be determined having regard to the Forward Plan, in consultation with the Chairman or, in the Chairman's absence, with the vice chairman.

#### **Public Participation**

14. Members of the public will be able to speak and ask questions at meetings of the Group, under the direction of the Chairman.

#### **Members' Conduct**

15. The conduct of meetings of the Group will be regulated by the Chairman in accordance with the principles and conventions which apply to the conduct of local authority meetings.

#### **Members' Interests**

16. The interests provisions of the Code of Conduct for Local Authority Members, approved by the Council in accordance with the Localism Act 2011, including any statutory extension, modification, or amendment or replacement of the same, will be deemed to apply to all members of the Group when conducting the Group's business.

#### **Secretarial Support**

17. Secretarial support will be provided by the Democratic Services Unit, within the Council's Law and Democracy Service.

### **Other relevant Procedure Rules**

18. The following rules, contained in the Council's Procedure Rules (Part 4 of Council's Constitution) will also apply to meetings of the Group:-

- Rule 5 (proper officer)
- Rule 7 (Time and Place of meetings)
- Rule 8 (Notice and Summons)
- Rule 9 (Quorum)
- Rules 12, 13, and 15 (motions)
- Rule 14 (rules of debate)
- Rule 16 (Voting)
- Rule 17 (Minutes)
- Rule 18 (Record of Attendance)
- Rule 19 (Exclusion of the Public)
- Rule 20 (Members' Conduct) (but not Rule 20.1)
- Rule 21 (disturbance by the public)
- Rule 22 (Suspension of Procedure Rules)

### **Note**

The following rules, in the Council's Procedure Rules will **not** apply to meetings of the Group.

- Rules 1 – 4 (Meetings of Council)
- Rule 6 (Appointment of Substitutes) (see rule 7 – 10 above)
- Rule 10 and 11 (Questions) (see rule 14 above)