

10.1 Committees

The Council may at any time appoint such committees as may be necessary, and:

- i. may permit committees to determine the dates of their meetings;
- ii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- iii. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Clerk before the meeting that they are unable to attend;
- iv. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- v. may in accordance with Procedures, dissolve a committee at any time;
- vi. shall determine the terms of reference.
- vii. All Committees shall be subject to the same conditions as referred to in HPC Procedure No 3 - Meetings.

10.2 Sub-Committees

Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

10.3 Working Groups

The Council may appoint Working Groups comprised of a number of councillors and non-councillors.

Working Groups and any sub-committees may consist wholly of persons who are non-councillors.

Working Groups are appointed to advise the Council and cannot make decisions, nor are they required to inform the press and public of any meetings.

NB; it is not mandatory for the Clerk to attend committee meetings except on committees which are empowered by the Council to make decisions.