

**Guidance to Chairs
CPR 4.8.23(a)**

For Council Tax Setting Committee; Employment Committee; Employment Appeals Committee; Licensing and Regulation; Planning Control Committee; any Licensing Sub or Standards Sub Committees.

Voting on an Agenda Item

For the purposes of clarification - in order to vote on an agenda item at this meeting a Member must be present for the entirety of the debate and consideration of that item. If a Member leaves the room at any point of the item they will not be able to vote.

For Full Council when making Strategic Planning / Developmental or Statutory Officer Employment decisions

Voting on an Agenda Item

Tonight we have an item/s on the agenda which refer to a Strategic Planning / Developmental or Statutory Officer Employment matter. For the purposes of clarification - in order to vote on that/those agenda item/s a Member must be present for the entirety of the debate and consideration of that item/s. If a Member leaves the room at any point of the item/s they will not be able to vote. This applies to agenda item(s) X at this meeting.

For all other business on the agenda a Member may leave the room, although please be mindful of the business on the agenda and wherever possible leave at an appropriate point in the proceedings.

For Full Council when NOT making Strategic Planning / Developmental or Statutory Officer Employment decisions, Area Committees, Cabinet, Cabinet Panels, CCTV Partnership Join Executive, Finance, Audit and Risk Committee, Highways Liaison, Joint Staff Consultative Committee, Overview and Scrutiny Committee, Standards Committee

Voting on an Agenda Item

For the purposes of clarification – 4.8.23(a) of the Constitution does not apply to this meeting. Therefore a Member may leave the room during the debate and consideration of that item and be able to vote. However, please be mindful of the business on the agenda and wherever possible leave at an appropriate point in the proceedings.