

Appendix 1

PROCEDURE RULES FOR MEETINGS OF THE FULL COUNCIL

VOTING

69. Votes in Full Council are to be determined by a show of hands.
70. Where there are an equal number of votes for and against a motion the Chairman can exercise a second or casting vote.
71. A recorded vote will be taken if 10 or more Councillors request it [and where required under the Annual Budget meeting rules in paragraph 88. below](#). The process will be as follows:
- The Division Bell will be sounded.
 - The Chief Executive will then call the names of all Councillors and record the vote of each Councillor.
 - The Chairman will announce the result.
 - The minutes will record how each Councillor voted.
72. Any Councillor can require that the minutes of the meeting record how they voted on any decision taken.

ANNUAL BUDGET MEETING

88. To ensure the smooth flow of business the following provisions will operate for the annual budget meeting:
- After the budget proposals have been moved and seconded any budget amendments will be moved and seconded. The seconds of the amendments may either speak to them when seconding or may reserve their speech for later in the debate.
 - With the exceptions below, no Councillor will speak more than once or for more than 20 minutes:
 - the Councillor who moves the budget proposals is not subject to a time limit and is entitled to speak twice; once when moving proposals and once when replying to the debate
 - the movers of any amendments may speak for an unlimited time when moving those amendments and for 20 minutes when summing up
 - There will be a single debate on the motion and any amendments

- d. At the conclusion of the winding-up speeches, ~~the amendments will be voted on~~recorded votes will be taken on amendments in the order determined by the Chairman then a recorded vote will be taken on the substantive motion. The process for recorded votes is set out in paragraph 71 above.

Appendix 2

RESPONSIBILITY FOR FUNCTIONS

HEALTH AND WELLBEING BOARD – TERMS OF REFERENCE

37. To prepare and publish a joint strategic needs assessment.
38. To prepare and publish a [joint](#) health and wellbeing strategy based on the needs identified in the joint strategic needs assessment and to oversee the implementation of the strategy.
39. Discretion to give Nottinghamshire County Council an opinion on whether the Council is discharging its statutory duty to have due regard to the joint strategic needs assessment and the health and wellbeing strategy.
40. To promote and encourage integrated working include joint commissioning in order to deliver cost effective services and appropriate choice. This includes providing assistance and advice and other support as appropriate, and joint working with services that impact on wider health determinants.
- [41. To discuss all issues considered to be relevant to the overall responsibilities of the Health and Wellbeing Board, and to perform any specific duties allocated by the Department of Health.](#)

Appendix 3

TRANSPARENCY – ACCESS TO INFORMATION AND MEETINGS

PUBLIC ACCESS TO DOCUMENTS AFTER THE MEETING

14. Copies of meeting documents will be publicly available for 6 years following the date of the meeting unless they relate to exempt or confidential information.

15. The Council will supply copies of the publicly available documents to any person who requests them but may make a charge for costs incurred such as postage and photocopying.

~~15.~~ 16. Meeting documents will include minutes of meetings, agendas and reports. In respect of meetings of the Full Council, minutes of meetings will record any Councillor's absence of more than 10 minutes from a meeting.