

## Appendix A

### Part D1 Overview and Scrutiny Arrangements and Terms of Reference

#### 4. Membership, Substitutes and Quorum

4.1 The membership and quorum of each of the overview and scrutiny committees shall be:

4.1.1 Customer and Central Services: 9 councillors and substitutes (quorum 3);

4.1.2 Children's Services: 10 councillors and substitutes, plus 5 co-opted members being 3 parent governors and 2 diocesan representatives of the Church of England and Roman Catholic churches.

The quorum shall be 4 councillors and 2 co-opted members (either parent governors or diocesan representatives) whenever considering education matters, and 3 councillors at all other times.

The co-opted members shall have a vote on education matters but not on other matters, although they may stay in the meeting and speak on any matter.

A parent governor co-opted member shall:

- serve a 4-year term of office starting from June 2011 and thereafter from May 2015 (unless he/she ceases to be a parent governor co-opted member in which case a replacement parent governor shall be elected to serve out the remainder of the term of office)
- be able to serve on the Committee for more than one consecutive 4-year period subject to re-election.
- cease to be qualified to hold office as a parent governor co-opted member if he/she fails to attend meetings of the Committee for a continuous period of 6 months starting with the date of a meeting.

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<#>attend a minimum of 4 meetings out of every 8, in addition to meeting the attendance requirements of the relevant Regulation¶¶  
<#>serve for not more than one consecutive 4-year term.¶¶

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