

**STANDING
ORDERS OF
ROYAL
BERKSHIRE
FIRE
AUTHORITY**



STANDING ORDERS

Interpretation

SO1. In these Standing Orders:

- a) the day of issue and the day of delivery of an agenda, or day of the receipt of a written notice of a question, and the day of the meeting are excluded from the calculation of "clear days";
- b) the day of issue and the day of delivery of an agenda and the day of the meeting, Saturdays, Sundays, Christmas Day, Good Friday, statutory bank holidays and a day appointed for public thanksgiving or mourning are excluded from the calculation of "clear working days";
- c) "Combined Area" means the Fire Authority area comprising the areas of Bracknell Forest Borough Council, Reading Borough Council, the Council of the Royal Borough of Windsor & Maidenhead, Slough Borough Council, West Berkshire Council and Wokingham Borough Council.

Ordinary Meetings

- SO2. Ordinary meetings shall be held at such places and times as the Authority may determine, at least once per quarter, in accordance with a timetable agreed at the final Meeting of the Municipal Year.
- SO3. The Authority shall hold its Annual Meeting at a place and time and on a day in May or June which it will decide at or before its last meeting prior to the Annual Meeting.

Extraordinary Meetings

- SO4. An Extraordinary Meeting of the Authority may be called at any time by the Chairman of the Authority.
- SO5. If the Chairman refuses to call an Extraordinary Meeting after receiving a requisition for that purpose, signed by six Members of the Authority or if, without so refusing, the Chairman does not call an Extraordinary Meeting

within seven days after receiving the requisition then any six Members of the Authority, on that refusal or on the expiration of those seven days, as the case may be, the Members in question may forthwith call an Extraordinary Meeting of the Authority.

Timing of Meetings

SO6. Meetings shall be held at 6.30pm, unless otherwise agreed.

Chairman and Vice-Chairman

SO7. The Chairman and Vice-Chairman shall be appointed at the Annual meeting of the Authority.

SO8. The first item of business on the agenda for the Annual Meeting shall be the appointment of a Chairman for the coming year.

SO9. If the Chairman is absent from a meeting of the Authority, the Vice-Chairman shall preside. If both the Chairman and the Vice-Chairman are absent, another Member chosen by the Members present shall preside.

SO10. If the office of Chairman or Vice-Chairman becomes vacant at any time, the Authority shall elect from its Members a person to replace the office holder. Such an election to replace the Chairman shall take place no later than the next ordinary meeting of the Authority after the office has become vacant.

Agendas and Reports

SO11. At least five clear [working] days before any meeting of the Authority, a summons to attend the meeting, specifying the business to be transacted thereat and signed by the Monitoring Officer shall be left at or sent by post to the usual place of residence of every Member of the Authority or to such address (including email address) as a Member may notify for that purpose to the Monitoring Officer.

Attendance Book

SO12. Every Member of the Authority attending a meeting of the Authority shall sign his/her name in the attendance book or sheet provided for that purpose.

Quorum

- SO13. The quorum at a meeting of the Authority shall be 7 Members.
- SO14. If, during any meeting of the Authority, the Chairman, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or, if such a time is not fixed, to the next ordinary meeting of the Authority.

Order of Business

- SO15. Subject to what follows, the order of business at every meeting of the Authority will be:
- a) to choose a person to preside if the Chairman and Vice-Chairman are absent;
 - b) to deal with any item required by statute to be done before any other item;
 - c) to receive any apologies for absence and any changes in Membership since the last meeting of the Authority.
 - d) to approve as a correct record and sign the minutes of the last meeting of the Authority;
 - e) to receive petitions and questions from the public;
 - f) to receive such communications as the Chairman may desire to lay before the Authority;
 - g) to dispose of business (if any) remaining from a previous meeting;
 - h) to receive and consider the recommendations of Committees;
 - i) to answer questions by Members asked under Standing Order SO30;
 - j) to consider Motions under Standing Order SO43 in the order received;
 - k) other business, if any, specified in the Agenda; and
 - l) to note minutes of Committees.

SO16. The order of business (with the exception of items (a), (b) (c) and (d)) may be altered by the Chairman of the Authority, or by a resolution following a motion moved, seconded and put to the meeting without debate.

Minutes

SO17. The minutes of the business considered and decisions reached at each meeting of the Authority shall be printed and a copy sent to each Member with or prior to the Agenda to attend the next meeting of the Authority.

SO18. When the minutes of a previous meeting come before the Authority, the Authority shall firstly determine any questions raised as to their accuracy and when approved the Chairman shall sign the minutes. No other motion or discussion shall take place upon the minutes, except that a Member may request information as to progress or further development of any matter referred to in the minutes.

Petitions

SO19. Any petition to be submitted to the Authority must be in writing and signed by at least 25 local government electors of the Combined Area who shall also state their addresses. Any Petition must be submitted to the Monitoring Officer not less than seven clear working days before the meeting at which it is first to be presented. The Monitoring Officer shall date and number each petition on receipt of it and enter it in a book which anyone may inspect.

SO20. No petition shall relate to any matter of a personal nature.

SO21. The Monitoring Officer, upon receiving a petition shall present the same, to the next meeting of Authority.

SO22. Any local government elector of the Combined Area who is a signatory to a petition may be present at the Authority meeting and may speak upon the petition for not more than five minutes, which period of time may be extended with the consent of the Authority. Only one elector may speak upon any petition. No Member of the Authority shall be permitted to speak under this Standing Order.

SO23. No petition shall be accepted if a petition with the same or similar object has been heard by the Authority, within a period of six months prior to the receipt by the Monitoring Officer of the petition.

SO24. A petition, once received may be acted upon by the Authority.

Questions from the Public

SO25. At any ordinary meeting of the Authority, any registered local government elector within the Combined Area and any individual acting on behalf of a trade union recognised by the Authority, may ask one question relating to the business of the Authority, **provided that written notice has been given of the question to the Monitoring Officer no later than 2.00pm two clear working days before the meeting of the Authority** at which the question is to be asked.

SO26. The Monitoring Officer may, having consulted the questioner, reword any question received before circulation to Members of the Authority to bring it into proper order or delete improper or unbecoming language.

SO27. Questions under SO25 shall be taken by the Chairman in the order in which they are received by the Monitoring Officer. Questions shall be asked and answered without discussion. The Chairman may decline to answer a question, provide a written reply or nominate another Member to answer it on his/her behalf.

SO28. A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.

SO29. The time allowed for written and supplementary public questions shall not exceed 25 minutes. Questions not answered within that period shall be the subject of a written reply.

Written Questions by Members

SO30. If the Member has given the notice required by SO31 he/she may ask up to three questions at any one meeting on any of the functions of the Authority or any business relating to a joint committee or body to which the Authority appoints representatives.

SO31. A Member wishing to ask a question under SO30 shall send a signed copy of the question to be asked to the Monitoring Officer via committeeteam@rbfrs.co.uk, **to be received no later than 2.00pm two clear working days before the meeting of the Authority** at which the question is to be asked.

- SO32. In cases of urgency as determined by the Chairman, Members may submit questions without complying with the timetable specified in the preceding subsection.
- SO33. Every question asked under SO30 shall be put when the item "Questions" is reached on the agenda.
- SO34. No such question shall be the subject of a speech or motion.
- SO35. One supplementary question may be asked by the questioner providing it introduces no new matter, or, if the questioner does not exercise this right, another Member of the Authority.
- SO36. The time allocated to questions shall not exceed thirty minutes.
- SO37. Questions shall be taken in the order in which they are received by the Monitoring Officer and questions not answered within the allocated time shall be the subject of a written reply within seven days to all members.
- SO38. A Member submitting a question may indicate if he/she wishes the question to be the subject of a written reply to be circulated to all Members of the Authority before the meeting. If the Chairman of the Authority is able to and chooses to accede to such request, the question and answer shall be circulated to all Members and published.
- SO39. Where a Member is unable through absence to put a question under SO30 when it is reached on the agenda, such question shall be deemed to have been put and shall thereupon be answered if the Member has indicated his/her willingness for it to be so put in the notice given in accordance with SO31.
- SO40. Where the reply to any question cannot conveniently be given orally, the answer shall be circulated to Members of the Authority at the outset of the meeting.
- SO41. A question may be answered by the Chairman, the Chairman of a committee or by such other Member or Members as the Chairman of the meeting may decide.
- SO42. No question shall be asked at any meeting summoned by the Chairman or by the requisition of members under Schedule 12 of the Local Government Act 1972 unless it is relevant to the business for which such a meeting is called. The Chairman shall decide whether the question is relevant.

Motions and Amendments without notice

- SO43. A Member may move without notice any of the following Motions and amendments:
- a) To appoint a Chairman for that meeting or the remainder of the Meeting.
 - b) Motions relating to the accuracy of the Minutes.
 - c) To vary the order of the Agenda.
 - d) That a matter be referred or referred back to a Committee
 - e) To give leave to withdraw or amend Motion.
 - f) To extend the time limit for speeches.
 - g) To move on to the next item on the Agenda.
 - h) To put the question immediately to the vote.
 - i) To adjourn the debate.
 - j) To adjourn the meeting.
 - k) To suspend one or more Standing Orders.
 - l) To exclude the public from the meeting under Section 100A(4) of the Local Government Act 1972
 - m) Not to hear a Member further.
 - n) By the Chairman to require a Member to leave the meeting.
 - o) To give any consent required by these Standing Orders.

Notices of Motion

- SO44. A Motion not listed in SO43 must be given in writing to the Monitoring Officer at least seven clear working days before the Authority meeting, and be signed by the Member(s) giving the notice.
- SO45. Motions must relate to matters where the Authority has powers or duties or which affect the Combined Area.
- SO46. The Monitoring Officer shall:

- a) date and number each Notice of Motion on receipt of it and enter it in a book which anyone may inspect; and
 - b) set out in the Agenda for the Authority meeting all Motions which comply with the requirements of SO44 and SO45 of these Standing Orders in the order they have been received, unless the Member has in writing either withdrawn it or stated a wish to move it at a later meeting.
- SO47. The Authority will treat as withdrawn any Motion not moved at the meeting at which it appears upon the Agenda, unless its postponement is agreed.
- SO48. Any Motion the subject matter of which comes within the province of any Committee(s) may:
- a) be referred without discussion to such Committee(s); or
 - b) be referred without discussion to such other Committee(s) as the Authority may decide; or
 - c) be dealt with at the meeting at which it is moved if the Authority considers that it would be convenient to do so.
- SO49. The Member who has moved the Motion must be notified by the Monitoring Officer of the meeting(s) of the Committee(s) which it has been referred, and has the right to attend the meeting(s) and to explain the Motion.
- SO50. If it appears to the Monitoring Officer that a motion of which he/ she has received notice is not in order, or is framed in improper or unbecoming language, he shall take the direction of the Chairman as to whether and in what form it shall be placed on the agenda, and the decision of the Chairman, after consultation if possible with the giver of the notice, shall be final.
- SO51. If a Motion, notice of which has been given in the Authority agenda, be not moved by the Member who has given notice thereof, such Motion may, with the consent of the Authority given by a show of hands without debate, be moved by some other Member, otherwise it shall be deemed to have been withdrawn and shall not be moved without fresh notice.
- SO52. No Motion to rescind any resolution passed within the preceding six months, and no motions or amendments to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof bears the name of at least seven Members of the Authority. When any such motion or amendment has been disposed of

by the Authority, it shall not be open to any Member to propose a similar motion within a further period of six months. This SO52 shall not apply to motions moved in pursuance of a recommendation of a Committee.

Committee Recommendations and Minutes

- SO53. Any Member of the Authority may ask the Chairman of a Committee any question upon an item in the recommendations or Minutes of that Committee then before the Authority, if the question is put before the consideration of these items by the Authority has been concluded.
- SO54. The Chairman concerned may at any time nominate his/her Vice Chairman or any other Member with special responsibility to answer any such question.
- SO55. Whenever a Committee, in exercise of power delegated to it, resolves to take action or to take no action on any matter, there shall be no debate on this decision except that:
- a) any Member may comment on the decision;
 - b) if a decision shall state no action, a motion may be put to ask the Committee to reconsider its decision;
 - c) a motion may be put to express the Authority's disapproval of the action taken.

Matters to be included in Agendas

- SO56. Members' requests for items to be included on the agenda for a meeting of the Authority shall be in writing and received by the Monitoring Officer at least ten clear days before the next ordinary meeting of the Authority, failing which they shall not be so included without the express approval of the Chairman of the Authority.

Rules of Debate for Authority Meetings

- SO57. Whenever the Chairman signals during a debate, a Member then speaking and all Members except the Chairman shall be silent.
- SO58. A Member seeking to speak shall so indicate by raising his/her hand and shall speak when called to do so by the Chairman.
- SO59. A Member, when speaking, shall address the Chairman.

- SO60. A Member shall direct his/her speech strictly to the subject matter under discussion.
- SO61. Unless with the consent of the Authority, to be ascertained by a show of hands without debate, no Member shall speak for more than five minutes on the question under discussion with the exception of the mover of the original motion giving rise thereto, who in moving his/her proposition shall not, save with the like consent, speak for more than ten minutes.
- SO62. Any extra time agreed to by the Authority shall be limited to one period of five minutes only.
- SO63. SO61 shall not apply to a speech by the Member moving the Budget, for the ensuing year, but shall apply to his/her reply.
- SO64. No motion or amendment shall be spoken upon except by the mover until it has been seconded.
- SO65. Any Member may formally second a motion or an amendment, in which case he may speak later in the debate.
- SO66. A Member shall not (except in the exercise of his/her right to reply) speak more than once on the same motion or amendment except to a point of order, or by way of personal explanation. The mover of an amendment shall have no right of reply to the debate on his/her amendment.
- SO67. Any amendment to a motion shall be either:
- a) to refer a subject of debate to a Committee for consideration or re-consideration;
 - b) to leave out words;
 - c) to leave out words and insert or add others;
 - d) to insert or add words;
- but such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority.
- SO68. When an amendment is moved and seconded, no other amendment shall be taken into consideration until the first has been disposed of, provided that the Chairman may permit 2 or more amendments to be considered together (but not voted upon), if, in his/her opinion, this course will facilitate the proper conduct of the Authority's business.

- SO69. If an amendment be carried, it shall displace the original motion and become itself the substantive motion, upon which any further amendment may be moved, provided such further amendment is not inconsistent with the alterations of the original motion made by the amendment which has been carried, and provided that any further amendment is not a direct negative of the motion.
- SO70. A Member may, with the consent of the Authority, to be ascertained by a show of hands without debate, alter an original motion which he has moved, or proposes to move, provided that the alteration be such as could be moved as an amendment under this Standing Order.
- SO71. A motion or amendment may be withdrawn by the mover with the consent of a seconder and of the Authority, to be ascertained by a show of hands without debate, and no Member may speak upon it after the mover has asked permission for its withdrawal; unless such permission shall have been refused.
- SO72. The mover of a motion, or of an amendment which has become the substantive motion, shall have a right of reply. After reply, the motion shall be put from the chair without further debate. The mover of an original motion, or of an amendment which has become a substantive motion, shall not introduce new matter in his/her reply.
- SO73. A Member of the Authority, other than the mover or seconder of a motion or amendment before the Authority, may at any time formally move "that the Authority proceed to the other business of the day" on the formal seconding of which the Chairman shall immediately put the same to the Authority without speech or debate, and if carried by show of hands, the subject in debate shall be considered as disposed of.
- SO74. It shall be competent for a Member of the Authority, other than the mover or seconder of a motion or amendment before the Authority, at any time to move formally "that the question be now put", and upon being formally seconded, it shall be put forthwith without speech or debate. Where an amendment is under discussion, the motion shall apply only to that amendment. If the motion be carried, then, if the question before the Authority be the original motion or a first amendment, the Chairman shall call upon the mover of the original motion to reply before putting the question.
- SO75. Upon the motion for an adjournment, all the speakers shall limit their observations to the question of adjournment. After a motion for adjournment of a debate, or the adjournment of the Authority has been rejected, another motion for the same or the like purpose shall not be

moved within thirty minutes, except by consent of the Authority, to be ascertained by show of hands without debate. On resuming an adjournment debate, the Member who moved the adjournment shall be entitled to speak first.

- SO76. The Chairman may at any time upon being satisfied that any motion or other matter has been fully debated by the Authority require that "the question be now put" but before the question be put, the mover of the original motion shall be entitled to exercise his/her right of reply.
- SO77. The ruling of the Chairman, on the advice of the Monitoring Officer, as to the construction or application of these Standing Orders, or as to proceedings of the Authority, shall not be challenged at any meeting of the Authority.

PERSONAL EXPLANATION AND POINTS OF ORDER

- SO78. A personal explanation shall be confined to some material part of an earlier speech by the Member and on which a misunderstanding has occurred.
- SO79. A point of order is a request by a Member to the Chairman of the Authority to rule on an alleged irregularity in the constitution or procedure in the meeting.
- SO80. A Member may rise on a personal explanation or a point of order at any time and is entitled immediately to address the Chairman of the Authority on the matter; but the Member who raises a point of order must specify immediately a Standing Order or statutory provision, and say how it has been broken or infringed and in either case the Member's speech must be confined to the personal explanation or point of order.
- SO81. The ruling of the Chairman of the Authority on the advice of the Monitoring Officer on a personal explanation or point of order is not open to discussion.

ORDER AT AUTHORITY MEETINGS

- SO82. If at a meeting any Member of the Authority, in the opinion of the Chairman, notified to the Authority, misconducts his/her self by persistently disregarding the ruling of the Chairman, or by willfully obstructing the business of the Authority, the Chairman, or any other Member, may formally move "that the Member named be not further heard" and the motion, upon being formally seconded, shall be put and determined without speech or debate.

- SO83. If the Member named continues his/her misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall either:
- a) move "that the Member named do leave the meeting" (in which case, the motion shall be put and determined without seconding or discussion); or
 - b) adjourn the meeting of the Authority for such a period as his/her discretion shall consider expedient.
- SO84. In the event of general disturbance which, in the opinion of the Chairman, renders the due and orderly dispatch of business impossible, the Chairman in addition to any other power vested in him/her may, without discussion, adjourn the meeting of the Authority for such period as in his/her discretion shall consider expedient.
- SO85. The Chairman may call a Member to order for irrelevance, repetition, imputation of dishonourable conduct or improper remarks, unseemly language, offensive gestures or any breach of order and may direct a Member, if speaking to discontinue his/her speech and any Member of the Authority may rise to call the attention of the Chairman to any of the said matters during the speech of a Member.
- SO86. If a member of the public interrupts the proceedings at any meeting, the Chairman may warn him/her. If they continue to interrupt, the Chairman may order his/her removal from the meeting room.

VOTING

- SO87. The mode of voting at meetings of the Authority shall be by show of hands. Members must be seated when the vote is taken
- SO88. Where immediately after a vote is taken at a meeting:
- (a) any Member may require that his/her vote cast for or against the question or whether he/she abstained from voting is recorded in the Minutes;
 - (b) any Member of the Authority may require, the number of those voting on any question shall be recorded and entered in the Minutes of the Meeting
 - (c) any Member, supported by two other Members, so requires, the voting on any question shall be recorded so as to show how each Member

present, and voting, gave his/her vote

- (d) which is a budget decision meeting of the Authority there shall be recorded in the minutes of the proceedings of that meeting the names of the Members who cast a vote for the decision or against the decision or who abstained from voting

SO89. In the case of equality of votes, the Chairman shall have a second or casting vote.

INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

SO90. A Member who has a Disclosable Pecuniary Interest

- a) if the interest has not been registered, shall disclose the interest ; and
- b) shall not participate in discussion of the matter, or vote on the matter and shall leave the Chamber/room when the matter is being considered unless he or she has been granted a dispensation by the Monitoring Officer

SO91. Members shall have regard to the provisions of the Fire Authority's Code of Conduct* when taking decisions at meetings of the Fire Authority and its Committees. (* Code of Conduct hyperlinked)

INTEREST OF OFFICERS IN CONTRACTS

SO92. If any officer of the Authority has an interest, direct or indirect, within the meaning of Section 117 of the Local Government Act 1972 in any contract, proposed contract or other matter under consideration by the Authority, he/she shall withdraw from the meeting, unless the contract, proposed contract or other matter is under consideration by the Authority as part of the Minutes of a Committee or Sub-Committee and is not itself the subject of debate.

CANVASSING OF THE RECOMMENDATIONS BY MEMBERS

SO93. Canvassing of Members of the Authority directly or indirectly, for any staff appointment under the Authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph shall be brought to the attention of applicants.

SO94. A Member of the Authority shall not solicit for or against any person for any staff appointment under the Authority, but this shall not preclude a Member from giving a written testimonial of a candidate's character for submission to the Authority with an application for appointment.

RELATIVES OF MEMBERS OR OFFICERS

- SO95. A candidate for any appointment under the Authority who knows that he/she is related to any Member or senior officer of the Authority shall, when making application, disclose that relationship. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed, shall be liable to dismissal without notice. Every Member and senior officer of the Authority shall disclose to the Monitoring Officer any relationship known to him to exist between himself and any person who he knows is a candidate for an appointment under the Authority.
The Monitoring Officer shall report to the Authority, or to the appropriate Committee, Sub-Committee or person having power to make the appointment, any such disclosure.
- SO96. SO95 shall be drawn to the attention of applicants and for the purpose of this, SO95 "senior officer" means the Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Director of Support Services and Chief Finance Officer or equivalent.
- SO97. In all other cases declarations shall be made to the Monitoring Officer and the Chief Fire Officer.

APPOINTMENT OF CHIEF FIRE OFFICER

- SO98. Where the Authority proposes to appoint a Chief Fire Officer, the Monitoring Officer shall:
- a) draw up a statement specifying:
 - i) the duties of the officer concerned; and
 - ii) any qualifications or qualities to be sought in the person to be appointed.
 - iii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it, and
 - iv) make arrangements for a copy of the statement mentioned in paragraph
 - b) above to be sent to any person on request.
- SO99. Where a post has been advertised as provided in SO98 the Authority shall:

- a) interview all qualified applicants for the post; or
 - b) select a short list of such qualified applicants and interview those included on the short list.
- SO100. Where no qualified person has applied, the Monitoring Officer shall make further arrangements for the post to be advertised in accordance with this Standing Order.

MEMBERS' ACCESS TO DOCUMENTS

- SO101. On application to the Monitoring Officer and subject to the remaining paragraphs of this Standing Order, a Member of the Authority may, for the purposes of his/her duty as such a Member but not otherwise, inspect any document which has been considered by the Authority or by a Committee or Sub-Committee and, if copies are available, shall on request be supplied for the like purposes with a copy of such a document.
- SO102. No Member may knowingly call for the inspection nor call for any copy of any document relating to a matter in which he/she is professionally interested or in which he/she has a Disclosable Pecuniary Interest, and whether disclosed or not, within the meaning of the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- SO103. The Monitoring Officer may decline to allow inspection of any document which has been or is to be considered by a Committee or Sub-Committee which in his/her opinion discloses exempt information of a description for the time being falling within paragraphs 1 to 7, of Part I of Schedule 12A to the Local Government Act 1972.
- SO104. Any document or information contained within a document which is inspected by or copied to a Member of the Authority shall remain subject to the same restrictions on its disclosure as existed before the inspection or copying. In particular, any confidential information within the meaning of Section 100A(3) or exempt information within the meaning of Section 100I and Schedule 12A of the Local Government Act 1972 remains confidential or exempt, as the case may be.

INSPECTION OF LANDS, PREMISES etc

- SO105. No Member of the Authority shall issue any order respecting any works which are being carried out by or on behalf of the Authority, nor claim by virtue of their membership of the Authority any right to inspect or to enter

upon any Fire Stations land or premises which the Authority has the power or duty to enter or which are owned by the Authority.

EXERCISE OF DELEGATED POWERS

SO106. No group of Members or individual Member, other than a duly constituted committee or sub-committee acting in exercise of its delegated powers where applicable and in accordance with its terms of reference, shall be entitled to take any action on behalf of the Authority or to issue any instruction to an officer of the Authority to take executive action.

APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

SO107. The Authority shall every year at the Annual Meeting decide by resolution which Committees it intends to establish as "Standing Committees", and shall appoint Members to each Standing Committee.

SO108. Any standing committee may appoint sub committees to discharge any of its functions, subject to the approval of the Authority as to the particular functions to be discharged.

SO109. The term of office of each Committee (or Sub-Committee) Member shall expire at the Annual Meeting next after their appointment, or at such earlier time as the Authority shall determine, or by resignation.

SO110. Where a Member is unable to attend a meeting of a Committee, or a Sub-Committee, the Member, or representative of that Member's political group may nominate another Member of the Authority to attend as their substitute, provided the Monitoring Officer is given notice of the proposed change whereupon the provisions of SO [119] and SO[120] shall apply.

SO111. The quorum of the Management Committee shall be 4 and the quorum of the Audit and Governance Committee shall be 3. The quorum for additional Committees or Sub-Committee shall be 3 Members of the Committee or Sub-Committee concerned or such greater number of Members as the Authority may determine.

COMMITTEE MEETINGS

SO112. The Monitoring Officer shall summon any Committee or Sub-Committee or group of Members appointed by a Committee or Sub-Committee to consider or deal with a specific matter at the time and date previously resolved, or on request of the Chairman, or without request to deal with business of urgency which, in the opinion of the Monitoring Officer necessitates a meeting of the Committee or Sub-Committee.

PROCEDURE AT COMMITTEE AND SUB-COMMITTEE MEETINGS

SO113. The Standing Orders of the Authority shall apply to Committee and Sub-Committee meetings, except SO2 - SO10; SO13- SO42 and SO44-SO52.

RESIGNATION OF COMMITTEE MEMBERSHIP

SO114. Any Member of a Committee may resign his/her membership of a Committee, Sub-Committee or other body by notice in writing signed by him and delivered to the Monitoring Officer, which shall become effective immediately.

CONFIDENTIALITY

SO115. Pursuant to the provisions of Section 100 of the Local Government Act 1972 all Authority, Committee and Sub-Committee reports and documents marked as "Confidential" shall be treated as confidential at all times. In relation to reports and documents marked "Exempt" they shall be treated as confidential until they become public in the ordinary course of the Authority's business and the following classification shall be used for reports to the Authority or its Committees and Sub-Committees:

- a) "CONFIDENTIAL - Not for publication at any time by virtue of Section 100A(2) of the Local Government Act 1972" - Reports dealing with information supplied by a Government Department on condition that it is kept confidential or where the disclosure of information in the report is prohibited by statute or court order.
- b) "EXEMPT - Not for publication unless authorised by the Authority/Committee/Sub-Committee. This/her report contains exempt information by virtue of paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972" - Reports which the Proper Officer considers contain exempt information and are likely to be considered in private.

(NOTE: The Authority, Committee or Sub-Committee may still resolve to deal with the report in public at the meeting itself)

THE SEAL AND EXECUTION OF DOCUMENTS

SO116. The Common Seal shall be kept in a safe place in the custody of the Monitoring Officer.

SO117. Any decision of the Authority, a Committee or Sub-Committee or Officer exercising delegated functions shall be deemed to authorise the affixing of

the Common Seal to that document and the affixing of the Common Seal shall be attested by the Monitoring Officer or Chief Finance Officer.

SO118. Where any document will be a necessary step in legal proceedings on behalf of the Authority, it shall be signed by the Monitoring Officer or such other officer as may be designated by him unless any enactment requires otherwise provided that the Authority or a Committee or Sub-Committee exercising delegated powers, if legally entitled, may authorise some other officer to execute any such document.

SUBSTITUTION

SO119. The nomination of a substitute given in accordance with SO110 shall be in writing specifying the Committee to which it relates and the period or periods of time for which the substitution shall apply, and shall be signed and sent by the substituted Member's political group representative for the purpose of the Authority, to the Monitoring Officer to the Authority. Upon receipt, the Monitoring Officer will amend the Members' Register accordingly.

SO120. A Member attending as substitute shall, at the commencement of the Meeting, identify the Member on whose behalf he attends, who shall then be excluded from participation in that Meeting.

SO121. A Member, attending as a substitute in the absence of the Member from any Meeting of the relevant Committee shall be entitled to attend, speak and vote at the Meeting (but not, in the case of the nominating Member being the Chairman or Vice-Chairman, to exercise the rights and functions of that office.

VARIATION OR REVOCATION OF STANDING ORDERS

SO122. These Standing Orders shall not be amended, added to or rescinded unless notice shall have first been given to the Members in the Authority Agenda and such notice shall state the terms and effect of any proposed variation or revocation of these Standing Orders.

SO123. The Authority will review the operation of these Standing Orders no later than every four years.,

SUSPENSION OF STANDING ORDERS

SO124. Except in respect of SO17 & SO18 (Minutes); SO87 to SO89 (Voting); and SO92 to SO97 (Staff /interests), any Member may, for any stated purpose, move the suspension of any Standing Order of the Authority and

the motion, on being seconded, shall be put forthwith without speech or debate.

STANDING ORDERS TO BE SUPPLIED TO MEMBERS

SO125. The Monitoring Officer shall arrange for a printed or electronic copy of these Standing Orders to be provided to each Member of the Authority upon being first appointed a Member of the Authority.

