



STANDING ORDERS

Regulation of Proceedings and Business



STANDING ORDERS FOR THE REGULATION OF PROCEEDINGS AND BUSINESS

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STANDING ORDERS OF THE CLEVELAND FIRE AUTHORITY FOR THE REGULATION OF THEIR PROCEEDINGS AND BUSINESS

INTRODUCTION

1. In these Standing Orders “the Authority” means the Cleveland Fire Authority established under The Cleveland Fire Services (Combination Scheme) Order 1995 for the combined area of the constituent authorities of Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on Tees.
2. The Authority consists of 16 members with each member being appointed by a constituent authority from its own members.
3. A member of the Authority shall come into office on the date of their appointment from their constituent council and shall subject to paragraphs 4 and 5, hold office for such period or periods as shall be determined by that constituent council which made the appointment.
4. A member of the Authority may resign their membership by giving notice in writing to that effect to the officer of the Authority whose function it is to receive such notice.
5. A member of the Authority who ceases to be a member of the Council which appointed them shall cease to be a member of the Authority.
6. A person is disqualified from being a member of the Authority if he holds any paid office or employment with the Authority.
7. Nothing in paragraph 6 shall apply to a member because of election as Chair or Vice-Chair of the Authority or any of its Committees. Subject to paragraph (i) below, if a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority before the expiry of their period of office, the Constituent Authority which appointed them shall appoint a representative to replace them who shall come into office on the date of their appointment and unless they resign, becomes disqualified or otherwise ceases to be a member of the Authority shall hold office for the remainder of the period for which their predecessor would have held office had they not resigned, become disqualified or otherwise ceased to be a member of the Authority.
 - (i) If a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority within six months before the end of their period of office, the Constituent Authority which appointed them shall not be required to appoint a representative to replace them for the remainder of such period unless on the occurrence of such a vacancy (or in the case of a number of simultaneous vacancies, the occurrence of the vacancies) the total number of unfilled vacancies in the membership of the Authority exceeds one third of the number of members of the Authority referred to in paragraph 2.
8. These Standing Orders are the Authorities internal regulations for ensuring good practice and compliance with the law in the conduct of its business. They are to be observed at all meetings of the Authority and its committees.

**STANDING ORDER NO.1
MEETINGS OF THE AUTHORITY**

- (1) The Authority shall hold an annual meeting between the first day of May and the last day of June each year. The first item of business on the agenda for the annual meeting shall be the appointment of Chair and Vice-Chair for the ensuing year.
- (2) In addition to the annual meeting of the Authority and any extraordinary meetings convened by the Chair or by members of the Authority, meetings for the transaction of general business shall be held in each year at approximately such intervals and upon such days as the Authority may at its annual or other appropriate meeting determine, unless otherwise ordered by the Authority and subject to any lawful alteration which special circumstances may render desirable.
- (3) The annual meeting, extraordinary meetings and other meetings of the Authority shall unless otherwise directed or determined by the Authority or the Chair be held at Training and Administration Hub, Endeavour House, Queens Meadow Business Park, Hartlepool, commencing at 2.00 p.m.

**STANDING ORDER NO.2
CHAIRING OF MEETING**

- (1) The Chair of the Authority shall preside at meetings of the Authority. The Chair of each Committee shall preside at the meeting of that Committee.
- (2) In the absence of the Chair at any meeting, the Vice-Chair shall preside at the meeting. In the absence of both, the members present shall, as their first item of business, appoint one of their number to be Chair of the meeting.

**STANDING ORDER NO.3
QUORUM**

- (1) The quorum for any meeting shall be one third of the membership (or to the nearest whole number above such number), including at least one member from each of two of the constituent authorities.
- (2) If during any meeting of the Authority the Chair or any member of the Authority states that there is not a quorum present the Clerk to the Authority (Assistant Chief Fire Officer Strategic Planning and Resources) shall call over and record the names of the members of the Authority who are present in the meeting and if it appears that there is not a quorum present the meeting shall stand adjourned to a time to be fixed by the Chair or, if s/he does not fix a time, to the next ordinary meeting of the Authority.

**STANDING ORDER NO 4
ORDER OF BUSINESS**

- (1) Except as otherwise provided by paragraph (2) of this standing order, the order of business at every meeting of the Authority shall be:-
- (a) To choose a person to preside if the Chair and Vice Chair are absent or unable to attend.
 - (b) To deal with any business required by statute to be done before any other business.
 - (c) to approve as a correct record and sign the minutes of the last meeting of the Authority.
 - (d) To deal with any business expressly required by statute to be done.
 - (e) To receive communications sent to the Chair or the Assistant Chief Fire Officer Strategic Planning and Resources and to take such action thereon as may be deemed necessary.
 - (f) To dispose of business (if any) remaining from the last meeting.
 - (g) To answer questions asked under Standing Order 7.
 - (h) To receive and consider reports, minutes and recommendations of committees and to pass such resolutions thereon as may be deemed necessary.
 - (i) To receive and consider reports of the overview and scrutiny committee for debate and to receive questions and answers thereon
 - (j) To consider motions in the order in which notice has been received.
 - (k) To receive the reports of officers and to pass such resolutions thereon as may be deemed necessary
 - (l) To authorise the sealing of documents.
 - (m) Other business, if any, specified in the summons.
 - (n) Any other items which the Chair decides are urgent.

Variation of Order of Business

- (2) Business falling under items (a), (b), (c) or (d) of paragraph 1, shall not be displaced, but subject thereto the foregoing order of business may be varied.
- (a) by the Chair at their discretion.
 - (b) by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

**STANDING ORDER NO. 5
NOTICES OF MOTION**

- (1) Notice of every motion other than a motion which under Standing Order 6 may be moved without notice shall be given in writing, signed by not fewer than 5 members of the Authority giving the notice, and delivered, at least seven clear days before the next meeting of the Authority, during normal office hours to the Director of Corporate Services or a member of their staff by whom it shall be dated and numbered in the order in which it is received.
- (2) The Assistant Chief Fire Officer Strategic Planning and Resources shall set out in the summons for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the member giving such a notice intimated in writing, when giving it, that they propose to move it at some later meeting, or has since withdrawn it in writing.

- (3) If a motion thus set out in the summons be not moved either by a member who gave notice thereof or by some other member on their behalf it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.
- (4) If the subject matter of any motion of which notice has been duly given comes within the province of any committee or committees it shall, upon being moved and seconded, stand referred without discussion to such committee or committees, or to such other committee or committees as the Council may determine, for consideration and report.
- (5) Provided that the Chair may, if they consider it convenient and conducive to the despatch of business, allow the motion to be dealt with at a meeting of the Authority at which it is brought forward.
- (6) Every motion shall be relevant to some matter in relation to which the Authority have powers or duties or which affects the Authority.

**STANDING ORDER NO.6
MOTIONS AND AMENDMENTS WHICH MAY BE MOVED
WITHOUT NOTICE**

The following motions and amendments may be moved without notice:

- (1) Appointment of a Chair of the meeting at which the motion is made.
- (2) Motions relating to the accuracy of the minutes.
- (3) That an item of business specified in the summons has precedence.
- (4) Remission to a committee.
- (5) Appointment of a committee or members thereof, occasioned by an item mentioned in the summons to the meeting.
- (6) Adoption of reports and recommendations of committees or officers and any consequent resolutions.
- (7) That leave be given to withdraw a motion.
- (8) Extending the time limit for speeches.
- (9) Amendments to motions.
- (10) That the Authority proceed to the next business.
- (11) That the question be now put.
- (12) That the debate be now adjourned.
- (13) That the Authority do now adjourn.
- (14) Authorising the sealing of documents.
- (15) Suspending standing orders, in accordance with Standing Order 29.
- (16) Motion under Section 100A(4) of the Local Government Act 1972 as amended, to exclude the public.
- (17) That a member named under Standing Order 12 be not further heard or do leave the meeting.
- (18) Requesting a member to leave under Standing Order 19 (Non participation in case of disclosable pecuniary interest).
- (19) Giving consent of the Authority where the consent of the Authority is required by these standing orders.

**STANDING ORDER NO. 7
QUESTIONS**

- (1) A member of the Authority may ask the Chair of a committee any question upon an item of the report of a committee when that item is under consideration by the Authority.
- (2) A member of the Authority may, if a notice in writing has been given to the Assistant Chief Fire Officer Strategic Planning and Resources before mid-day on the day previous to the Authority meeting and such notice is signed by a member before the commencement of the Authority meeting, ask the Chair of the Authority or the Chair of any Committee any question on any matter in relation to which the Authority have powers or duties or which affects the Authority.
- (3) Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- (4) An answer may take the form of:
 - (a) a direct oral answer; or
 - (b) where the desired information is contained in a publication of the Authority, a reference to that publication; or
 - (c) where the reply to the question cannot conveniently be given orally, a written answer circulated as soon as may be to members of the Authority.

**STANDING ORDER NO. 8
MINUTES**

- (1) The Minutes of a meeting of the Authority shall be submitted for approval of their accuracy at the next meeting of the Authority.
- (2) At a meeting of the Authority at which minutes of a previous meeting are submitted for approval of their accuracy, the Chair shall move that those minutes be so approved.
- (3) No motion or discussion shall take place upon the minutes, except upon their accuracy, and any matter concerning their accuracy shall be raised by amendment.
- (4) If no such matter is raised, or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

**STANDING ORDER NO. 9
EXPRESSIONS OF DISSENT**

No protest or expression of dissent shall be entered upon the minutes of the Authority or its committees provided that if, in the opinion of a member, it is being proposed that the Authority or a committee shall make a decision which is ultra vires or otherwise illegal s/he may ask that s/he shall be dissociated from such a decision and a record of their request shall be made in the minutes of the Authority or the committee.

STANDING ORDER NO. 10
RULES OF DEBATE FOR AUTHORITY MEETINGS

- (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and, unless notice has already been given in accordance with Standing Order 5, it shall, if required by the Chair, be put into writing and handed to the Chair before it is further discussed or put to the meeting.
- (2) A member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- (3) A member when speaking shall signify their desire to speak and when called upon to do so by the Chair address the Chair or in their absence the person presiding. If two or more members so signify, the Chair shall call on one to speak; the other or others shall then remain silent. While a member is speaking the other members shall remain silent, unless raising a point of order or in personal explanation.
- (4) A member shall direct their speech to the question under discussion or to a personal explanation or to a point of order. A member moving a resolution or amendment shall not speak for more than 10 minutes in support thereof and no other speech shall exceed 5 minutes, except by consent of the Authority.
- (5) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
 - (a) to speak once on an amendment moved by another member.
 - (b) if the motion has been amended since s/he last spoke, to move a further amendment
 - (c) if their first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which s/he spoke was carried.
 - (d) in exercise of a right of reply given by paragraph (11) or (13) of this standing order.
 - (e) on a point of order.
 - (f) by way of personal explanation.
- (6) An amendment shall be relevant to the motion and shall be:
 - (a) to refer a subject of debate to a committee for consideration or re-consideration; or
 - (b) to leave out words; or
 - (c) to leave out words and insert or add others; or
 - (d) to insert or add words;
- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.

(PROVIDED that the Chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Authority's business).
- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

- (9) A member may with the consent of the Authority signified without discussion:
- (a) alter a motion of which they have given notice, or
 - (b) with the further consent of their seconder alter a motion which they have moved
- if (in either case) the alteration is one which could be made as an amendment thereto.
- (10) A motion or amendment may be withdrawn by the mover with the consent of their seconder and of the Authority, which shall be signified without discussion, and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.
- (11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment provided that, if that amendment becomes the substantive motion, the mover shall have a right of reply to the debate on that motion.
- (12) When a motion is under debate, no other motion shall be moved except the following:
- (a) to amend the motion;
 - (b) to adjourn the meeting;
 - (c) to adjourn the debate;
 - (d) to proceed to the next business;
 - (e) that the question be now put;
 - (f) that a member be not further heard
 - (g) by the Chair under Standing Order 12(2) that a member do leave the meeting;
 - (h) a motion under Section 100A(4) of the Local Government Act 1972 as amended, to exclude the public.
- (13) A member may move without comment at the conclusion of a speech of another member, "That the Authority proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Authority do now adjourn", on the seconding of which the Chair shall proceed as follows:
- (a) on a motion to proceed to next business: unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply under paragraph 11 of this standing order before putting their motion to the vote:
 - (c) on a motion to adjourn the debate or the meeting: if in their opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion they shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.

- (14) A member may raise a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the member shall specify the standing order or statutory provision and the way in which s/he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.
- (15) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- (16) Whenever the Chair rises during a debate a member then standing shall resume their seat and the Authority shall be silent.
- (17) That the member of the Authority shall speak of each other in the Authority, during the transaction of business, by their respective titles of 'Chair' or 'Member' as the case may be.

STANDING ORDER NO. 11
MOTIONS AFFECTING PERSONS EMPLOYED BY THE AUTHORITY

If any question arises at a meeting of the Authority as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Authority, such question shall not be the subject of discussion until The Authority or Committee, as the case may be, has decided whether or not the power of exclusion of the public under Section 100A(4) of the Local Government Act 1972 as amended shall be exercised.

STANDING ORDER NO. 12
DISORDERLY CONDUCT

- (1) If at a meeting any member of the Authority, in the opinion of the Chair notified to the Authority, misconduct himself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.
- (2) If the member named continue their misconduct after a motion under the foregoing paragraph has been carried the Chair shall:

EITHER move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the meeting of the Authority for such period as they in their discretion shall consider expedient.
- (3) In the event of general disturbance which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Authority for such period as they in their discretion shall consider expedient.
- (4) A member or members of the Authority so named in a motion carried under this standing order shall comply with such motion.

**STANDING ORDER NO. 13
DISTURBANCE BY MEMBERS OF THE PUBLIC**

If a member of the public interrupts the proceedings at any meeting the Chair shall warn them. If they continue the interruption the Chair shall order their removal from the meeting room. In case of general disturbance in any part of the meeting room open to the public the Chair shall order that part to be cleared.

**STANDING ORDER NO. 14
RESCISSION OF PRECEDING RESOLUTION**

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 6 bears the names of at least five 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.

PROVIDED that this standing order shall not apply to motions moved in pursuance of a recommendation of a committee.

**STANDING ORDER NO. 15
VOTING**

- (1) Unless otherwise agreed by the Authority or a Committee in a particular instance, voting shall be by show of hands.
- (2) The Chair, or person presiding at a meeting, shall have, in the case of equality of votes, a second or casting vote.

**STANDING ORDER NO. 16
RECORDING OF VOTES**

- (1) Where immediately after a vote is taken at a meeting any member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast their vote for the question or against the question or whether s/he abstained from voting.

In this paragraph "a meeting" means that of the Authority, a committee or sub-committee of the Authority or a relevant joint committee or sub-committee of such a committee.

**STANDING ORDER NO. 17
RECORD OF ATTENDANCES**

- (1) Every member of the Authority attending a meeting of the Authority or of any of its committees or sub-committees of which they are a member shall sign their name in the attendance book or sheet and, if they attend as a substitute, indicating the member for whom they attend as a substitute.

Attendance in the absence of a Quorum

- (2) The Assistant Chief Fire Officer Strategic Planning and Resources shall keep a record of the attendance of members of the Authority at Authority meetings and at meetings of each of the committees of the Authority or of the sub-committees or working parties thereof whether there be a quorum or not.

Records of other attendances and approved duties

- (3) The officer of the Authority or other person, authorised for the time being to make any payments to members of the Authority under Section 18 Local Government and Housing Act 1989 or any regulations made thereunder ("such officer") shall keep such records of the attendances, approved duties, conferences, meetings, visits and other occasions qualifying for such payments as such officer considers necessary or desirable and members of the Authority shall supply to such officer such details thereof as s/he reasonably prescribes.

STANDING ORDER NO. 18 THE AUTHORITY'S CODE OF CONDUCT

All members of the Authority must at all times observe the requirements of the Authority's Code of Conduct, including those general principles covering the conduct of members as specified by the Secretary of State together with any further Regulations and/or guidance issued through the Secretary of State.

STANDING ORDER NO. 19 NON PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST

- (1) A member with a disclosable pecuniary interest (or such other prejudicial interest) in a matter as defined in paragraph (V) of the Authority's Code of Conduct who attends a meeting of the Authority any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Authority must disclose to that meeting the existence and nature of that interest at the commencement of that meeting or when the interest becomes apparent.
- (2) A member with a disclosable pecuniary interest (or such other prejudicial interest) in any matter;
 - (a) must withdraw from the room where the meeting is being held whenever it becomes apparent that the matter is being considered and may not participate in any discussion or participate in any vote taken on the matter at the meeting, unless the member has obtained a dispensation from the Audit and Governance Committee of the Authority; and
 - (b) shall not otherwise seek to improperly to influence a decision about the matter.
- (3) A member must within 28 days of their election, or being appointed to the Authority or from the Authority adopting or revising its Code of Conduct, register their pecuniary interest with the Legal Adviser and Monitoring Officer to the Authority in accordance with paragraphs (i) (ii) (iii) (iv) and (v) of the Authority's Code of Conduct. (If the interest is not registered and is subject of a pending notification, you must notify the Legal Adviser and Monitoring Officer of the interest within 28 days).
- (4) A member is required under the Authority's Code of Conduct to provide written notice to the Legal Adviser and Monitoring Officer of any gift or hospitality over the value of £25.00 within 28 days of receipt of such gift or hospitality.

STANDING ORDER NO. 20
INTEREST OF OFFICERS IN CONTRACTS

The Assistant Chief Fire Officer Strategic Planning and Resources shall record in a book to be kept for the purpose brief particulars of any notice given by an officer of the Authority under Section 117 of the Local Government Act, 1972 as amended of any pecuniary or other interest in a contract, and the book and such notices shall be open during office hours to the inspection of any member of the Authority.

STANDING ORDER NO. 21
CANVASSING OF, AND RECOMMENDATIONS BY, MEMBERS

- (1) Canvassing of members of the Authority directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this standing order shall be included in any form of application.
- (2) A member of the Authority shall not solicit for any person any appointment under the Authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority with an application for appointment.
- (3) A member of the Authority shall not solicit for any person any appointment under the Authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority with an application for appointment.

STANDING ORDER 22
RELATIVES OF MEMBERS OR EMPLOYEES

- (1) A candidate for any appointment under the Authority who knows that he is related to any member or employee of the Authority shall disclose that relationship in his application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- (2) Every member and senior officer of the Authority shall disclose to the Legal Adviser to the Authority any relationship known by the member or senior officer to exist between that member or senior officer and any person whom the member or senior officer knows is a candidate for any appointment under the Authority.
- (3) Reference to this standing order shall be included in any form of application.
- (4) For the purposes of this standing order, "senior officer" means any member of the Executive Leadership Team, Brigade Manager or any other statutory officer of the Authority.
- (5) Persons shall be deemed to be related if they are husband and wife, partners, or close personal friends, or if either of them is the son, daughter, grandson, granddaughter, brother, sister, nephew or niece of the other, or of the spouse, partner or close personal friend of the other. For the purpose of this standing order "partners" include a relationship between two people of the same sex whether or not registered as a civil partnership under the Civil Partnership Act 2004 and a relationship of common law husband and wife, and "partner" shall be construed accordingly.

**STANDING ORDER NO. 23
CUSTODY OF SEAL**

The common seal of the Authority shall be kept in a safe place in the custody of the Legal Adviser to the Authority.

**STANDING ORDER NO. 24
SEALING OF DOCUMENTS**

- (1) The common seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or of a committee to which the Authority have delegated their powers in this behalf, but a resolution of the Authority (or of a committee where that committee has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.
- (2) The seal shall be attested by the Legal Adviser to the Authority, Chief Fire Officer, Treasurer or another person authorised in writing by the Legal Adviser and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be authenticated by the person who attested the seal.

**STANDING ORDER NO. 25
AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS**

Where any document will be a necessary step in legal proceedings on behalf of the Authority it shall be signed by the Legal Adviser of the Authority unless any enactment otherwise requires or authorises, or the Authority give the necessary authority to some other person for the purpose of such proceedings.

**STANDING ORDER NO. 26
INSPECTION OF DOCUMENTS**

- (1) A member of the Authority may, for purposes of their duty as such a member but not otherwise, on application to the Assistant Chief Fire Officer Strategic Planning and Resources inspect any document which has been considered by a committee or by the Authority and if copies are available shall on request be supplied for the like purposes with a copy of such a document.

PROVIDED that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they have a personal and prejudicial, and that this standing order shall not preclude the Assistant Chief Fire Officer Strategic Planning and Resources or the Legal Adviser of the Authority from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

- (2) All reports made or minutes kept by any committee shall, as soon as the committee has concluded action on the matter to which such reports or minutes relate and after they have been approved by the Authority, be open for the inspection of any member of the Authority.

**STANDING ORDER NO. 27
INSPECTION OF LANDS, PREMISES ETC.**

Unless specifically authorised to do so by the Authority or a committee, a member of the Authority shall not have any right to issue any order respecting any works which are being carried out by or on behalf of the Authority or claim by virtue of their membership of the Authority any right to inspect or to enter upon any lands or premises which the Authority have the power or duty to inspect or enter.

**STANDING ORDER NO. 28
VARIATION AND REVOCATION OF STANDING ORDERS**

Any motion to add to, vary or revoke these standing orders other than for the purpose of compliance with any statutory requirement shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

**STANDING ORDER NO. 29
SUSPENSION OF STANDING ORDERS**

The Authority may resolve to suspend any of the standing orders so far as regards any business at the meeting where its suspension is moved.

**STANDING ORDER NO. 30
INTERPRETATION OF STANDING ORDERS**

- (1) The Interpretation Acts shall apply to these standing orders.
- (2) The ruling of the Chair as to the construction or application of any of these standing orders, or as to any proceedings of the Authority, shall be final.
- (3) In these standing orders, any reference to a statutory provision, regulations or code of conduct shall be construed as a reference to the provision, regulations or code of conduct as amended, substituted or extended from time to time.

COMMITTEES AND SUB-COMMITTEES

**STANDING ORDER NO. 31
STANDING ORDERS TO APPLY TO COMMITTEES
AND SUB-COMMITTEES**

The standing order of the Authority headed "Rules of Debate" (except those parts which relate to standing and to speaking more than once) and the standing order 19 headed "Non Participation in case of Disclosable Pecuniary Interest" shall, with any necessary modification, apply to committee and sub-committee meetings.

Except where statutory provisions or express provisions of these standing orders otherwise provide or the context otherwise requires the following standing orders of the Authority relating to the meetings, proceedings and regulations of the Authority shall apply mutatis mutandis to meetings of committees or sub-committees:

Standing Order Nos:
2, 3, 8, 9, 10 (except those parts which relate to speaking more than once), 11, 12, 13, 16, 17, 19 together with all standing orders under the general heading "Committees and Sub-Committees".

**STANDING ORDER NO. 32
APPOINTMENT OF COMMITTEES**

The Authority shall at the annual meeting or at a meeting to be held as soon as possible thereafter or at such other meeting as the Authority shall determine appoint such committees as they are required to appoint by or under statute or under the arrangements made from time to time by the Authority for the appointment, constitution and powers and duties of such standing and other committees, and scrutiny committees of the Authority as the Authority considers necessary or desirable to carry out the work of the Authority, but subject to any statutory provision in that behalf shall not appoint any member of a committee so as to hold office later than the next annual meeting of the Authority.

**STANDING ORDER NO. 33
ELECTION OF CHAIR OF COMMITTEE**

At the first meeting of every committee, the first business shall be to choose a Chair, and if the committee think proper, a vice-Chair unless the Chair and/or the Vice-Chair has previously been appointed by the Authority. For the purpose of the election of a Chair the Chair or the Vice Chair of the Authority, if present at the meeting, shall act as Chair.

**STANDING ORDER NO. 34
APPOINTMENT OF SUB-COMMITTEES**

- (1) Every committee of the Authority may appoint sub-committees for purposes to be specified by the committee.
- (2) Except where powers or duties are delegated to a sub-committee by any committee or by the Authority, no act of a sub-committee shall have effect until approved by the committee. A sub-committee with such delegated powers shall not exercise such powers unless the majority of persons present at any meeting thereof are elected members of the Authority.

**STANDING ORDER NO. 35
ATTENDANCE OF SUBSTITUTES AT COMMITTEES AND SUB-COMMITTEES**

- (1) A member may nominate any member of the Authority to act as their substitute and, in the absence of the member from any meeting of the relevant body the nominee shall be entitled to attend, speak and vote at the meeting (but not, in the case of a nominating member being the Chair or Vice-Chair, to exercise the rights and functions of that office).
- (2) The nomination or revocation of nomination of a substitute shall be in writing specifying the body to which it relates, signed by the nominating member, and shall be sent forthwith to the Assistant Chief Fire Officer Strategic Planning and Resources (notification thereof being given verbally by or on behalf of the nominating member in a case of urgency). Upon the receipt of notification the Assistant Chief Fire Officer Strategic Planning and Resources shall cause the register maintained for the purposes of s.100G Local Government Act 1972 to be amended accordingly.
- (3) A member attending as substitute shall, at the commencement of the meeting, identify the member on whose behalf they attend who shall thereupon be excluded from participation in that meeting.
- (4) A nomination (other than a nomination for the purpose only of a specific meeting) shall have effect until revoked by the nominating member.

STANDING ORDER NO. 36
SPECIAL MEETINGS OF COMMITTEES AND SUB-COMMITTEES

The Chair of a committee or sub-committee or the Chair of the Authority may call a special meeting of that committee or sub-committee at any time. A special meeting shall also be called on the written requisition of a quarter of the whole number of the relevant committee or sub-committee delivered in writing to the Assistant Chief Fire Officer Strategic Planning and Resources but in no case shall less than three members requisition a special meeting. The summons to the special meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

STANDING ORDER NO. 37
QUORUM OF COMMITTEES AND SUB-COMMITTEES

In all cases where it is not otherwise specially provided, three members shall form a quorum in all committees and two members shall form a quorum in all sub-committees.

STANDING ORDER NO. 38
VOTING IN COMMITTEE

Except where otherwise provided or agreed, voting at a meeting of a committee or sub-committee shall be by show of hands.

The Chair of a meeting of a committee or sub-committee shall be entitled to vote and in addition thereto shall have a second or casting vote.

STANDING ORDER NO. 39
MOVER OF MOTION MAY ATTEND COMMITTEE
OR SUB-COMMITTEE

A member of the Authority who has moved a motion which has been referred to any committee or sub-committee shall have notice of the meeting of the committee or sub-committee at which it is proposed to consider the motion. S/he shall (unless under a statutory disability in relation thereto) have the right to attend the meeting and to speak thereon but, unless s/he is a member of that committee or sub-committee, shall not be entitled to vote.

STANDING ORDER NO. 40
ATTENDANCE OF MEMBERS AT COMMITTEE MEETINGS

Any member of the Authority may attend meetings of any committee of which s/he is not a member, provided that s/he may not speak thereat without the permission of the committee or vote upon any decision and provided that Standing Order 19 shall apply to such member of the Authority as though s/he were a member of the committee.

STANDING ORDER NO. 41
ATTENDANCE OF MEMBERS AT SUB-COMMITTEE MEETINGS

Members of the Authority shall not attend meetings of sub-committees unless duly appointed by the committee or as a substitute for a duly appointed member or otherwise expressly invited by a majority of the sub-committee.

STANDING ORDER NO. 42
CONDUCT OF BUSINESS BY THE AUDIT AND GOVERNANCE COMMITTEE

(a) Work Programme

The Audit and Governance Committee will be responsible for setting their work programme for each year.

(b) Agenda Items

- (i) Any member of an Audit and Governance Committee shall be entitled to give notice to the Assistant Chief Fire Officer Strategic Planning and Resources that they wish an item relevant to the functions of the Committee to be included on the agenda for a future meeting of the committee. The Chair of the Committee will determine when such requests are considered by the Committee, taking into account the work programme of the Committee and the views of the member making the request.
- (ii) Members of an Audit and Governance committee making requests for items to be considered, must complete the relevant notice which is available from the Assistant Chief Fire Officer Strategic Planning and Resources. The information required to be provided by the member making the request will include the reasons for referring the issue and the objectives of an inquiry.
- (iii) The Authority may also refer items for consideration by an Audit and Governance committee. When an item is referred to Audit and Governance, the referring body must provide the following information when agreeing to refer the item to scrutiny:
- the reasons for referring the issue
 - the objectives of the scrutiny process
 - any statutory requirements that the referring body is working within/towards
 - timescales for reporting back to the referring body

ANNEX
ADDITIONAL RIGHTS OF ACCESS OF MEMBERS OF AUDIT AND GOVERNANCE
COMMITTEE

1. Audit and Governance Committees access to documents

Subject to rule 3 below, an Audit and Governance Committee will be entitled to copies of any document which is in the possession or control of the Authority or its committees and which contains material directly relating to:

- i) any business transacted at a meeting of the Authority or its committees; or
- ii) any decision that has been made by an officer

2. Limit on Audit and Governance Committee's rights of access to documents

An Audit and Governance Committee will not be entitled to:

- i) any document that is in draft form; or
- ii) any part of a document that contains exempt or confidential information, unless that information is directly relevant to:
 - an action or decision they are reviewing; or
 - any review contained in any programme of work of such a committee, or
- iii) the advice of a political adviser.

3. Additional rights of access for Members - material relating to previous business

All Members will be entitled to inspect any document which is in the possession or under the control of the Authority or its committees and contains material relating to any business previously transacted at a meeting of the Authority unless either (i) or (ii) below applies.

- i) it contains exempt information falling within paragraphs 1 to 6, 9, 11, 12 and 14 of the categories of exempt information; or
- ii) it contains the advice of a political adviser.

4. Nature of right

These rights of a member are additional to any other right they may have.

5. Professional Adviser

Take advice from a Professional Adviser to the Brigade.