

Dorset & Wiltshire Fire and Rescue Authority

Standing Orders

(including extracts from legislation printed in italics)

1. Definitions

1.1 In these Standing Orders:

"Dorset & Wiltshire Fire and Rescue Authority", hereinafter referred to as "the Authority", is a fire authority constituted in accordance with Statutory Instrument 2015 No. 435, The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015.

"Constituent authorities" shall mean Bournemouth Borough Council, Dorset County Council, the Borough of Poole, Swindon Borough Council and Wiltshire Council.

"Elected Member" shall mean a councillor from the constituent authorities serving on the Authority.

"Chief Fire Officer" shall mean the person duly appointed by the Authority with responsibility for the command and general administration of the Dorset & Wiltshire Fire and Rescue Service and shall include such officers of the Dorset & Wiltshire Fire and Rescue Service as the Chief Fire Officer specifically authorises for the purposes of these Standing Orders.

"Monitoring Officer" shall mean the designated officer responsible for performing the duties imposed by Section 5 of the Local Government and Housing Act 1989, the Localism Act 2011 and related legislation and with responsibility for the proper conduct of the Authority.

"Treasurer" shall mean the person duly appointed by the Authority with responsibility for the administration of the Authority's financial affairs. Treasurer shall include such persons as the Treasurer specifically authorises for the purpose of these Standing Orders.

"Officer" shall mean all employees of the Authority, including uniformed and non-uniformed staff.

"Chairman" shall mean the person elected annually from amongst the Members to chair Authority meetings.

Meetings of the Dorset and Wiltshire Fire & Rescue Authority

2. Annual meeting

2.1 Subject to the provisos in Standing Order 3, the annual meeting of the Authority shall normally be held in June following the annual meetings of the constituent authorities.

3. Meetings

3.1 The remaining meetings of the Authority shall normally be held in September, December, January and March.

3.2 PROVIDED that:

3.2.1 Meetings shall not take place on the date of the quadrennial elections of any of the constituent authorities.

3.2.2 In the event of severe weather conditions or some other unforeseen circumstance, which in the Chairman's opinion warrants the postponement of the meeting, the Chairman may postpone for a period of not more than 14 days the date fixed for a meeting of the Authority.

4. Place of meetings

4.1 The Authority will meet at such venues as the Authority may provide.

4.2 Quorum

4.2.1 The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 Schedule Paragraph 15:

At a meeting of the Authority the quorum shall be one third of the total number of members of the Authority, or such greater number of members as the Authority may determine.

4.2.2 Note: The present quorum for meetings of the Authority is 10.

5. Adjournment - no quorum

5.1 If during any meeting of the Authority the Chairman, after counting the numbers present, declares that there is not a quorum, the meeting shall be adjourned.

5.2 The consideration of any business not transacted shall be adjourned to a date and time fixed by the Chairman at the time the meeting is adjourned or, if he/she does not fix a date and a time, to the next ordinary general meeting of the Authority.

6. Cancellation of meeting - no quorum

6.1 If at the expiration of 30 minutes from the time at which the meeting has been appointed to be held a quorum is not present, the meeting shall not take place, and consideration of any business on the agenda for the meeting shall be adjourned to a date and time fixed by the Chairman or, if he/she does not fix a date and time, to the next ordinary meeting of the Authority.

7. Notice of meeting

7.1 In accordance with the Access to Information Rules and, at least five clear days before any meeting of the Authority, notice of its time and place, signed by the Monitoring

Officer or the Chief Fire Officer, shall be published at the venue of the meeting and at the offices of the constituent authorities.

7.2 When the meeting is called for by Members, the notice shall specify the business proposed to be transacted.

7.3 Meetings of the Authority shall be called by the Monitoring Officer who shall be responsible for the preparation of the agenda and the order of the business thereon.

7.4 An extraordinary meeting of the Authority (to be called by the Monitoring Officer) may be required by:

- ◆ The Authority by resolution.
- ◆ The Chairman of the Authority.
- ◆ The Monitoring Officer.
- ◆ Any 10 Members of the Authority if they have signed a requisition presented to the Chairman of the Authority and he or she has refused to call a meeting or has failed to call a meeting within seven days of presentation of the requisition.

8. Delivery of summons

8.1 At least five clear days before any meeting of the Authority, a summons to attend specifying the business to be transacted and signed by the Monitoring Officer or the Chief Fire Officer shall be sent to the usual place of residence of every Member.

8.2 PROVIDED that want of service of the summons or agenda on any Member shall not affect the validity of the meeting.

9. Papers to accompany summons

9.1 Minutes of the last meeting of the Authority, together with reports of committees and any other reports for Members, unless already forwarded to Members, shall accompany the summons referred to in Standing Order 8.

9.2 This Standing Order shall only apply to the meetings prescribed by Standing Orders 2 and 3 above.

10. Record of attendances

10.1.1 The names of the Members present at a meeting shall be recorded in the minutes.

10.2 Chairman and Vice-Chairman

10.2.1 The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, Schedule,

Paragraph 13:

(1) The Authority shall elect a Chairman, and may elect a Vice-Chairman, from among the Members of the Authority.

- (2) *If a vice-chairman is elected, that vice-chairman must not be from the same constituent authority as the chairman.*
- (3) *The chairman, and vice-Chairman if elected shall, subject to paragraphs 8 to 11, hold office for a period not exceeding one year as the Authority shall determine and shall remain in office until successor becomes entitled to act as chairman or vice-chairman, as the case may be.*
- (4) *Sub-paragraph (3) above shall not prevent a person who holds or has held office as Chairman or Vice-Chairman, as the case may be, from being elected or re-elected to either of those offices.*
- (5) *On a casual vacancy occurring in the office of Chairman or the vice-chairman, the Authority shall elect from its members a person to replace the Chairman, and may elect a person to replace the vice-chairman.*
- (6) *The election of a chairman under sub-paragraph (5) shall take place not later than the next ordinary meeting of the Authority following the occurrence of the casual vacancy.*

11. Chairman of meeting

11.1 At a meeting of the Authority the Chairman, if present, shall preside.

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

12. Powers and duties of Chairman

12.1 Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

Order of business

13. Order of business

13.1 Except as provided by paragraph 15.2 of this Standing Order, the order of business at every meeting of the Authority shall be:

13.1.1 To choose a person to preside if the Chairman and Vice-Chairman are absent.

13.1.2 To receive any apologies for absence.

13.1.3 To deal with any business required by statute to be done before any other business.

13.1.4 To approve as a correct record and sign the minutes of the last meeting of the Authority.

13.1.5 To receive declarations by Members of pecuniary interest from Members.

- 13.1.6 To deal with any business expressly required by statute to be done.
- 13.1.7 To deal with any correspondence, communications or other business brought forward by direction of the Chairman.
- 13.1.8 To dispose of business (if any) remaining from the last meeting.
- 13.1.9 To receive and consider reports by committees and to answer questions under Standing Order 16.
- 13.1.10 To receive and consider reports by officers.
- 13.1.11 To answer questions under Standing Order 18.
- 13.1.12 Other business, if any, specified in the summons.
- 13.2 Business falling under 15.1.1 to 15.1.5 of paragraph 15.1 shall not be displaced but subject thereto the order of business may be varied:
 - 13.2.1 By the Chairman at the Chairman's discretion; or
 - 13.2.2 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.

14. Presentations of reports to committees

- 14.1 On a report of a committee being presented the Chairman, Vice-Chairman or some other Member of the Committee shall move its adoption.

Questions

15. Question arising on report of committee

- 15.1 A Member may ask the Chairman of a committee any question upon any matter then before the Authority or relevant to the functions of the Authority provided that the decision of the Chairman as to the relevance of the method of dealing with such questions shall be final.
- 15.2 PROVIDED that, in respect of matters which have been determined under delegated powers, the question has been given in writing to the Monitoring Officer not later than 10.00 am on the working day before the meeting of the Authority.

16. Questions on any business

- 16.1 A Member present at the meeting may, if the question has been given to the Monitoring Officer in writing by 10.00 am three working days before the meeting of the Authority, ask the Chairman of the Authority or the Chairman of any committee any question on any matter in relation to which the Authority has powers or duties or which relates to the business of the Authority.
- 16.2 Members who have submitted written questions may ask relevant supplementary oral questions, subject to a limit of two such questions.

17. No discussion on questions asked

17.1 Every question shall be put and answered without discussion.

18. Minutes

Local Government Act 1972

Schedule 12: part V1

- (1) Minutes of the proceedings of a meeting of a local authority shall, subject to sub paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same time or next suitable meeting of the authority by the person presiding thereat, and any minute purporting to be signed shall be received in evidence without further proof.*
- (2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meeting of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the authority, by the person presiding thereat, and any minutes purporting to be so signed shall be received in evidence without further proof.*
- (3) Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.*
- (4) For the purpose of sub-paragraphs (1) and (2) above the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the authority in accordance with regulations under section 20 of the Local Government and Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting or that other meeting.*

19. Signing of minutes

19.1 As soon as the minutes of the Authority have been read, or taken as read, the Chairman shall put the question that the minutes be signed as a correct record.

20. Signing of minutes - extraordinary meetings

20.1 Where in relation to any meeting of the Authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of schedule 12 to the Local Government Act 1972, the next following meeting of the Authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing minutes) of that Schedule.

21. Accuracy of minutes

21.1 Minutes will contain all motions and amendments in the exact form and order the Chairman put them. No motion or discussion shall take place upon the minutes, except

upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

Rules of debate

22. Motions and amendments which may be moved without notice

22.1 The following motions may be moved without notice:

22.1.1 Appointment of a Chairman of the meeting at which the motion is moved.

22.1.2 Accuracy of the minutes.

22.1.3 The question be now put:

- ◆ the debate be now adjourned;
- ◆ the Authority do now adjourn;
- ◆ the Authority proceed to the next business.

22.1.4 Reference to a committee.

22.1.5 Adoption of reports and recommendations of committees or officers and any consequent resolutions.

22.1.6 Leave to withdraw a motion.

22.1.7 Amendment to a motion.

22.1.8 Extension of time limit for speeches.

22.1.9 Precedence for an item of business specified in the summons.

22.1.10 Suspension of a Standing Order in accordance with the provision of Standing Order 63.

22.1.11 A Member named under Standing Order 43 be not further heard or do leave the meeting.

22.1.12 Giving consent of the Authority where required by these Standing Orders.

22.1.13 Exclusion of the public and press in accordance with the Access to Information rules.

23. Motions and amendments

23.1 A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 17, it shall, if required by the Chairman, be put in writing and handed to the Chairman before it is further discussed or put to the meeting.

24. Limit to number of speeches

24.1 A Member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except:

- ◆ To speak once on an amendment moved by another Member.
- ◆ If the motion has been amended since he last spoke, to move a further amendment.
- ◆ In exercise of a right of reply given by Standing Order 31.
- ◆ On a point of order.
- ◆ By way of personal explanation.
- ◆ To ask a question.

25. Secunder of motion reserving speech

25.1 A Member when seconding a motion or amendment may, if he then declares the intention to do so, reserve his speech until later in the debate.

26. Withdrawal of motion or amendment

26.1 A motion or amendment may be withdrawn or amended by the mover with the consent of his seconder and of the Authority, which shall be signified without discussion. No Member may speak upon it after the mover has asked permission for its withdrawal, unless permission has been refused.

27. Amendments to motions

27.1 An amendment shall be relevant to the motion and shall be either:

- ◆ to leave out words;
- ◆ to leave out words and insert or add others;
- ◆ to insert or add words.

27.2 An amendment shall not be admitted if it has the effect of negating the motion before the Authority.

28. Order in which amendments to be taken

28.1 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 dealt with.

28.2 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is 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.

29. Right of reply

29.1 The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In his/her reply he/she shall strictly confine himself to answering previous speakers and shall not introduce any new matter into the debate.

29.2 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. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

29.3 A Member may, however:

- ◆ Explain any material part of his speech which he/she believes to have been misunderstood;
- ◆ If the Member is the Chairman or other Member who has presented the report of a committee, he/she may, with the Chairman's consent, make a statement of the facts at the outset of the debate and also reply generally to the debate; and
- ◆ If he/she is the mover of a motion, speak with the leave of the Chairman on the motion or on any amendment thereto at any time during the debate.

30. Right to speak on a point of order

30.1 A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith.

30.2 A point of order shall only relate to an alleged breach of Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken.

30.3 A personal explanation shall be confined to some material part of the speech which he/she considers has been misunderstood.

30.4 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

31. Motions which may be moved during debate

31.1 When a motion is under debate no other motion shall be moved except:

- ◆ to amend the motion;
- ◆ to postpone consideration of the motion;
- ◆ to adjourn the meeting;
- ◆ to adjourn the debate;
- ◆ to proceed to the next business;
- ◆ that the question be now put;
- ◆ that a Member be not further heard;
- ◆ that a Member do leave the meeting;
- ◆ that the subject of debate be referred back to a committee;
- ◆ to extend the time limit for speeches;
- ◆ to suspend Standing Orders under Standing Order 63.

32. Closure motion

32.1 A Member who has not spoken in the debate may move without comment at the conclusion of a speech by another Member:

- ◆ "That the Authority proceed to the next business";
- ◆ "That the question be now put";
- ◆ "That the debate now be adjourned";
- ◆ "That the Authority do now adjourn";

on the seconding of which the Chairman shall proceed as follows:

32.2 On a motion to proceed to next business

32.2.1 Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion a right to reply, and then put to the vote the motion to proceed to the next business.

32.3 On a motion that the question be now put

32.3.1 Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he/she 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 his/her right of reply before putting the matter before the meeting to vote.

32.4 On a motion to adjourn the debate or meeting

32.4.1 If in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasion the Chairman shall put the adjournment motion to the vote without giving the mover of the original motion his right to reply on that occasion.

32.5 A second motion that "the Authority proceed to the next business" or "the Authority do now adjourn" shall not be made within a period of one hour unless moved by the Chairman.

33. Rescission of preceding Authority resolution

33.1 No motion to rescind any resolution passed by the Authority within the preceding six months, and no motion or amendment to the same effect as one which has been defeated within the preceding six months, shall be moved unless notice thereof signed by at least five Members of the Authority, is delivered to the office of the Clerk at least 10 days before the meeting at which it is to be considered.

33.2 When any such motion has been disposed of by the Authority, no Member shall move a similar motion within a further period of six months.

33.3 This order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

34. Review of decisions made under delegated powers

34.1 The Authority, at its annual meeting will agree the delegations as set out in Section 1.4 of Section 1 of the Members Handbook.

34.2 Where a matter before the Authority is the subject of a decision taken in the exercise of delegated powers any motion, relating either to the matter or to the decision, to be moved at a meeting of the Authority or of the committee at which such powers were delegated, shall be in writing, shall be signed by at least five Members of the Authority, and shall be delivered to the office of the Clerk not later than 10.00 am three working days before the meeting of the Authority at which it is to be considered. The Chairman of the relevant committee shall move the proposal for the review of the decision by the Authority.

34.3 No motion shall be admitted for consideration by the Authority for the review or the rescission of a decision taken under delegated powers:

- ◆ Where an officer or committee has taken the decision after hearing representation from persons other than Members of the Authority; and those
- ◆ Where the decision concerns the appointment, grading, discipline or dismissal of a member of the Authority's staff.

35. Respect for Chairman

35.1 Whenever the Chairman speaks during a debate, a Member then speaking, and the Authority or committee, shall be silent.

36. Addressing the meeting

36.1 A Member when speaking shall address the Chairman. If two or more Members speak simultaneously the Chairman shall call on one to speak and the others shall then remain silent. While a Member is speaking the other Members shall remain silent, unless speaking on a point of order or in personal explanation.

37. Relevance and time limit

37.1 A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. Except in the case of a Chairman or Member of a committee in either case presenting a report, no speech shall exceed five minutes without the consent of the Authority.

37.2 Provided that:

- ◆ Member moving a motion may speak for up to 10 minutes;
- ◆ Member moving an amendment may speak for up to seven minutes.

38. Admission of the public and press to meetings

38.1 Meetings of the Fire Authority and any of its Committees or Sub-Committees shall be open to the public except to the extent that they are excluded (whether during the whole or part of the proceedings) under section 100A and part II of schedule 12A Local Government Act 1972 during the consideration of confidential items of business.

38.2 An item of business shall only be considered at a public meeting:

- ◆ where a copy of the agenda or part of the agenda, including the item, has been available for inspection by the public for at least five clear days before the meeting, or
- ◆ where the meeting is convened at shorter notice a copy of the agenda including the item has been available for inspection by the public from the time that the meeting was convened.

- 38.3 A copy of the agenda and every report for a public meeting shall be available for inspection by the public at the offices of the Fire Authority and at the offices of each of the constituent authorities.
- 38.4 If the Monitoring Officer as proper officer thinks fit, there may be excluded from the copy of any report made available in accordance with paragraph 40.3 above the whole or any part of the report which relates only to the transaction of business during which, in the opinion of the Clerk, the meeting is likely not to be open to the public.
- 38.5 Any document which is required to be available for inspection by the public shall be available for inspection at least five clear working days before the meeting except that:
- ♦ where the meeting is convened on shorter notice a copy of the agenda and associated reports shall be available for inspection at the time when the meeting is convened;
 - ♦ where an item which would be available for inspection is added to the agenda (as an item of urgency) a copy of the revised agenda and of any report relating to that item shall be available for inspection by the public when the item is added to the agenda.
- 38.6 Nothing in these standing orders shall require a copy of the agenda, any item or report to be available for inspection by the public until a copy has been made available to Members of the Fire Authority.
- 38.7 Where the whole or any part of a report is not to be available for inspection by the public every copy of the whole report or where relevant any part thereof shall be marked "not for publication" and that it contains confidential information by reference to the descriptions of one or more categories of exempt information contained in Part II of schedule 12A Local Government Act 1972.
- 38.8 Except during any part of a meeting during which the public are excluded the Fire Authority shall make available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and reports.

39. Matters affecting staff employed by the Authority

- 39.1 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 or formerly employed by the Authority, a motion to exclude the public (including the press) from the meeting shall be made forthwith by the Chairman under Standing Order 24 (13) identifying the description of exempt information giving rise to the exclusion of the public (under Schedule 12 (A) of the Local Government Act 1972).

40. Deputations

- 40.1 Deputations wishing to be received by the Authority, a Committee or Sub-Committee shall submit a request in writing to the Monitoring Officer at least 48 hours before the time of the meeting. The Clerk shall report the petition to the Chairman of the Authority or to the appropriate Chairman of the Committee or Sub-Committee and to the Chief Fire Officer, and the Chairman of the Authority or Chairman of the relevant Committee shall decide whether the deputation shall be invited to attend the meeting in question.

- 40.2 A deputation invited to a meeting shall not exceed five in number and only two of its Members shall be at liberty to address the meeting.
- 40.3 The time allowed to any deputation or to any outside individual or body to make a presentation to the Authority, Committee, or Sub-Committee shall not exceed 10 minutes in total unless the Chairman agrees a longer period.
- 40.4 The matter shall not be further considered by the meeting until the deputation has withdrawn to the area of the Committee Room allocated to members of the public.

Disorderly conduct

41. Disorderly conduct by Members

- 41.1 If at a meeting any Member of the Authority, in the opinion of the Chairman notified to the Authority, misconducts himself by persistently disregarding the Chairman's ruling, by continuous irrelevance or tedious repetition, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Authority, the Chairman 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.
- 41.2 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 the Chairman in his discretion shall consider expedient.
- 41.3 In the event of general disturbance which in the opinion of the Chairman renders the orderly dispatch of business impossible, the Chairman in addition to any power vested in him may, without any question put, adjourn the meeting of the Authority for such period as he/she in his/her discretion shall consider expedient.

42. Disturbance by the public

- 42.1 If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn them. If they continue the interruption, the Chairman shall order their removal from the meeting. In the case of general disturbance to the meeting, the Chairman shall order that the offending members of the public be removed from the meeting.

43. Voting

Local Government Act, 1972
Meetings and proceedings of local authorities
Section 99

The provision of Schedule 12 to this Act shall have effect with respect to the meetings and proceedings of local Authorities and their committees.

Schedule 12 : Part VI

(1) Subject to the provisions of any enactment (including any enactment in the Act) all questions coming or rising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority.

(2) Subject to those provision in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

44. Method of recording votes

44.1 Every question shall be decided by a show of hands.

44.2 PROVIDED that, if 10 Members present at the meeting so require before the vote is taken, the names of Members shall be called out and their votes recorded in the minutes.

45. Recording of individual votes

45.1 Immediately after a vote is taken at a meeting of the Authority, or a committee, any Member who requires, may have recorded in the minutes of the proceedings of that meeting whether he/she cast his/her vote for the question or against the question or whether he/she abstained from voting.

45.2 [This standing order is prescribed by law]

46. Voting on appointments

46.1 Where more than two persons are nominated for any appointment and of the votes given there is not a majority in favour of one of them, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

46.2 In the case of an equality of votes on an appointment, the clerk shall draw lots.

46.3 Voting shall be by show of hands unless a majority of those present decide the voting shall be by secret ballot.

Inspection of documents

47. Inspection of documents

47.1 A Member of the Authority may inspect, by application to the Monitoring Officer, any document in the possession or under control of the Authority which contains material relating to any business to be transacted at a meeting of the Authority, or a committee unless it appears to the Clerk that the document discloses confidential or exempt information (within the meaning of the Local Government Act 1972). A Member of the Authority may inspect any other documents in the possession or under the control of the Authority insofar as such inspection is reasonably necessary to enable him/her to properly perform his/her duties as a Member of the Authority.

48. Minutes open to inspection of Members

- 48.1 The minutes of the Authority and committees shall be open for the inspection of any member of the Authority.

Committees

49. Appointment of committees

- 49.1 The Authority shall appoint the committees at the annual meeting and may at any time alter the membership of a committee.
- 49.2 If in the year of any election to any of the five constituent authorities any Member of the Authority is re-elected to his or her constituent authority then they shall remain a Member of the Authority and they shall remain a Member of any committee of the Authority to which they have been appointed until the constituent authority appoints their successor in May/June .

50. Appointment of Chairman and Vice-Chairman of a committee

- 50.1 Each committee may appoint, at their first meeting following the annual meeting of the Authority, a Chairman and Vice-Chairman.

51. Absence of Chairman or Vice-Chairman

- 51.1 In the absence from a meeting of a committee of both the Chairman and Vice-Chairman, a Chairman for the meeting shall be appointed from among the Members of the committee who are present.

52. Attendance at meetings

- 52.1 The Chairman, or in his/her absence the Vice-Chairman, of the Authority shall be entitled to attend all meetings of committees of which they are not Members, and to speak (but not vote) at such meetings.
- 52.2 Any Member of the Authority may attend the meeting of any committee of which he/she is not a Member but may not speak without the approval of the Chairman of the meeting and may not vote. Such a Member shall not be entitled to be paid attendance, travelling or subsistence allowances unless invited to attend the meeting.

53. Special meetings of committees

- 53.1 The Chairman of a committee may call on the Monitoring Officer to summon a special meeting of the committee at any time.
- 53.2 A special meeting shall also be summoned on the requisition in writing of a half of the whole number of the Members of the committee.
- 53.3 The summons shall set out the business to be considered at the special meeting and no other business than that set out shall be considered at that meeting.

54. Quorum of committees

54.1 Except where authorised by statute or ordered by the Authority, business shall not be transacted at a meeting of a committee exercising delegated powers unless at least three Members who are entitled to vote are present.

55. Application of Standing Orders to committees

55.1 The following Standing Orders shall apply to meetings of committees, as well as to the Authority, and where appropriate, the word "committee", as the case may be, shall be substituted for the word "Authority":

Standing Orders	6	21	29	37
	7	23	30	38
	8	24	31	39
	9	25	32	41
		27	33	42
		28	34	43
			35	44
			36	46
				47

55.2 PROVIDED that, in their application to committees, the number "3" shall be substituted for "5" in Standing Orders 35, 36 and 46.

55.3 In the case of an equality of votes at a meeting of a committee the person presiding at the meeting shall have a second or casting vote.

56. Confidential matters

56.1 A Member shall not disclose without permission of the Authority or of the appropriate committee:

- ◆ The content of any document marked "Not for Publication" by virtue of being confidential or exempt, under the relevant provision of the Local Government Act of 1972;
- ◆ Any item dealt with as a confidential or exempt matter, unless or until it has been made public by the Authority or the committee.

57. Attendance of Monitoring Officer

57.1 The Monitoring Officer or his representative shall attend the meetings of every committee.

58. Minutes of committees

58.1 Minutes shall be made of every meeting.

General provisions with regard to standing orders

59. Variations and revocation

- 59.1 Any motion, not being a recommendation of a committee, to vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

60. Suspension

- 60.1 Any of the preceding Standing Orders (except for Standing Order 46 (right to require individual vote)) may be suspended by the Authority for any item of business at the meeting where its suspension is moved.

61. Issue to Members

- 61.1 A copy of these Standing Orders shall be issued to each Member.

62. Interpretation of Standing Orders

- 62.1 The ruling of the Chairman of the Authority or, where appropriate, the Chairman of a committee, having taken the advice of the Monitoring Officer or his representative, as to the construction or application of any of these Standing Orders, or as to any proceedings at the meeting shall be final.

63. Disciplinary action against the Chief Fire Officer

- 63.1 In the case of allegations against the Chief Fire Officer the matter shall be referred to the Authority who shall cause it to be investigated in accordance with the ACAS Model Scheme of Delegation.

64. Declarations of Interest

- 64.1 If any Member of the Authority or of any committee of the Authority has disclosed a disclosable pecuniary interest under the Localism Act and the Code of Conduct for Members, the Member shall specify fully the nature of the interest, which shall be recorded in the minutes of the meeting. A Member with such an interest must withdraw from the room whenever it becomes apparent that the matter is being considered, unless he/she has obtained prior consent in accordance with Standing Order 42 (Deputations), in which case he/she shall withdraw from the room or chamber immediately after making representations, answering questions or giving evidence.

(Note: It is the individual responsibility of each Member to decide whether an interest exists and, where appropriate, to declare it fully. Members should pay careful regard to the Code of Conduct.

65. Matters of urgency

- 65.1 Subject to 67.2 below, no item of business may be considered at a meeting of the Authority or a committee unless the agenda including the item and any accompanying report(s) have been open to inspection by the public for at least three clear working days before the meeting.

- 65.2 An item of urgency may however be brought before the Authority or a committee with the approval of the Chairman of the Authority, or a committee provided the Chairman is satisfied that there are special circumstances which justify consideration of the item.
- 65.3 Where an item is deemed to be a matter of urgency a minute specifying the special circumstances shall be included in the minutes of the meeting.