

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
Standing Orders					
1.	Definitions	App A	Definitions		
	In these standing orders:				
	"Dorset Fire Authority", hereinafter referred to as "the Authority", is a fire authority constituted in accordance with Statutory Instrument 1996 No. 2920, The Dorset Fire Services (Combination Scheme) Order 1996.	1.	'The Authority' – the Wiltshire and Swindon Fire Authority.	The "Dorset and Wiltshire Fire and Rescue Authority" herein 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.	Consequential amendment
	"Constituent authorities" are the following councils, namely the councils of the boroughs of Bournemouth and Poole and Dorset County Council.	13.	'Council Tax Billing Authorities' – Swindon Borough Council, Wiltshire Council.	"Constituent authorities" shall mean the Bournemouth Borough Council, the Dorset County Council, the Borough of Poole, the Swindon Borough Council and the Wiltshire Council	Para 2 of Schedule to Combination Order."CO"
	"Member" shall mean a councillor from the constituent authorities serving on the Authority.	3.	'Member' – the persons appointed to be members, or co-opted members of the Authority.	"Elected member" shall mean a councillor appointed by a constituent authority to be member of the Authority.	Addition of elected member to differentiate between elected councillors and any co-optees who might be appointed (future proofing)
	"Chief Fire Officer" shall mean the person duly appointed by the Authority with responsibility for the command and general administration of the Dorset Fire and Rescue Service and shall include such officers of the Dorset Fire	4.	'Chief Fire Officer' – the person appointed as Chief Fire Officer & Chief Executive by the Authority, and any	"Chief Fire Officer" shall mean the person duly appointed by the Authority with responsibility for the	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	and Rescue Service as the Chief Fire Officer specifically authorises for the purposes of these Standing Orders.		person to whom the Chief Fire Officer & Chief Executive has delegated any duties in respect of these Regulations, EXCEPT where the Regulations use the term 'personally', in which case only the Chief Fire Officer is referred to.	command and general administration of the Dorset and Wiltshire Fire and Rescue Service and shall include such officers of the Dorset and 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.	6.	'Monitoring Officer' – the person appointed by the Authority with responsibility for ensuring the legality of the actions of the Authority and its officers in accordance with Section 5(1) of the Local Government and Housing Act 1989.	"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. The "monitoring officer" is also the person duly appointed by the by the Authority with responsibility for the proper conduct of the Authority. The Monitoring officer also shall include such persons as the Monitoring Officer specifically authorises for the purposes of these Standing Orders.	In Wiltshire and Swindon the clerk and the monitoring officer are separate roles whereas in Dorset the clerk is also the monitoring officer. The monitoring officer is a statutory role. The clerking type functions are important but there is no legal requirement for a role called "clerk" and in local authorities this is usually now part of a democratic services type function overseen by the monitoring officer. Pending decisions about Authority and

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
					committee support it is proposed that clerking delegations should be combined with those of the monitoring officer
	"Clerk" shall mean the person duly appointed by the Authority with responsibility for the proper conduct of the Authority. Clerk shall include such persons as the Clerk specifically authorises for the purposes of these Standing Orders.	5.	'Clerk' – the person engaged by the Authority to carry out the agreed principal accountabilities of the post of Clerk.		See above
	"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.	7.	'Treasurer' – the person appointed by the Authority with overall responsibility for the administration of the Authority's financial affairs, in accordance with Section 151 of the Local Government Act 1972 and Section 112 of the Local Government Finance Act 1988.	"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.	14.	'Brigade Manager' – One of the Following: Chief Fire Officer, Deputy Chief Officer, Assistant Chief Officer, Brigade Manager – People & Development, Brigade Manager – Governance & Assurance (Treasurer).	"Officer" shall mean all employees of the Authority, including uniformed and non-uniformed staff."	Dorset provision used for consistency
		8.	Deputy Chief Officer' – the person appointed as Deputy Chief Officer by the Authority.		Omit in line with proposed top team arrangements.
		9.	'Assistant Chief Officer' – a person appointed as Assistant		

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			Chief Officer by the Authority.		
	"Chairman" shall mean the person elected annually from amongst the members to Chair Authority meetings.	3.1	The expression 'Chairman' shall mean the Chairman of the Authority but any power or duty assigned to the Chairman in relation to the conduct of a meeting may be exercised by the Vice Chairman or the person presiding at a meeting, as the case may be.	"Chairman" shall mean the person elected annually from amongst the members to Chair Authority meetings.	
	In these Standing Orders where reference is made to "he", this is taken to mean "he" or "she".			In these Standing Orders where reference is made to "he", this is taken to mean "he" or "she".	
		10.	'Contract' – any arrangement, formal or informal, between the Authority and a third party for the supply of goods or services.		Omit for consistency.
		11.	'Best Tender' – the economically most advantageous tender, usually the lowest tender when the Authority is buying, and the highest tender when the Authority is selling.		
		12.	'Unofficial and Voluntary Funds' – any fund for benevolent or other purposes which does not form part of the Service fund but is controlled in whole or in part, as part of official duties, by an officer, either uniformed or civilian,		

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			employed by the Authority.		
	Meetings of the Dorset Fire Authority		Places, dates and times of meetings	Meetings of the Dorset and Wiltshire Fire and Rescue Authority	
2.	Annual meeting	1.2	Dates of meetings	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.	1.2.1	The Annual meeting of the Authority shall be held on such day between 1 March and 31 May (both inclusive) as the Authority may fix.	Subject to the provisos in Standing Order 3, the Annual meeting of the Authority shall normally be held in June [CHECK THIS] following the annual meetings of the constituent authorities.	
3.	Meetings			Dates of Meetings	
3.1	The remaining meetings of the Authority shall normally be held in September, December, January and March.	1.2.2	Other meetings of the Authority shall be held at such hour as the Authority shall determine.	The remaining meetings of the Authority shall normally be held in September, December, January and March.	
3.2	PROVIDED THAT:	1.3	Meetings of the Authority shall be held at such hour as the Authority may fix, or if no hour at 12 noon.	PROVIDED THAT:	
3.2.1	Meetings shall not take place on the date of the quadrennial elections of any of the constituent authorities.	1.4	The Clerk may change the date and time of a meeting of the Authority after consultation with the Chairman (or in his/her absence the Vice-Chairman) and leaders of the political groups.	Meetings shall not take place on the date of the quadrennial elections of any of the constituent authorities.	
				Times of meetings	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
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.			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	1.		Place of Meetings	
4.1	All Annual meetings of the Authority and its committees, except where otherwise ordered by the Chairman or the relevant Committee Chairman, shall be held at Service Headquarters, Peverell Avenue West, Poundbury, Dorchester, DT1 3SU.	1.1	The Authority will meet at such venue as the Authority may decide.	The Authority will meet at such venue as the Authority may decide.	This maintains flexibility
5.	Quorum	8.	Quorum		
5.1	The Dorset Fire Services (Combination Scheme) Order 1996, Schedule Paragraph 19: <i>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, including at least one representative from each constituent authority.</i>	8.1	Subject to 8.2 below, no business shall be transacted at a meeting unless at least one third of the whole number of members of the Authority are present thereat, which number shall include at least one appointed by Wiltshire Council and at least one by Swindon Borough Council.	The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, Schedule Paragraph 15: <i>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.</i>	Consequential amendment
5.2	Note: The present quorum for meetings of the Authority is five.	8.2	Where more than one third of the members of the Authority become disqualified at the same time, then, until the number of	Note: The present quorum for meetings of the Authority is ten.	This prevents there being any need to calculate and provides clarity.

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			members in office is increased to not less than two thirds of the whole number of members, the quorum shall be determined by reference to the number of members remaining qualified instead of by reference to the whole number of members.		
6.	Adjournment - No Quorum			Adjournment - No Quorum	
6.1	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.			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.	
6.2	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 does not fix a date and a time, to the next ordinary general meeting of the Authority.			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 does not fix a date and a time, to the next ordinary general meeting of the Authority.	
7.	Cancellation of Meeting - No Quorum			Cancellation of Meeting - No Quorum	
7.1	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 does not fix a date and time, to the next ordinary meeting of the Authority.			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	Adopt Dorset's in absence of Wilts

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				the meeting shall be adjourned to a date and time fixed by the Chairman or, if he does not fix a date and time, to the next ordinary meeting of the Authority.	
8.	Notice of Meeting				
8.1	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 Clerk or the Chief Fire Officer, shall be published at Service Headquarters, Peverell Avenue West, Poundbury, Dorchester DT1 3SU and at the offices of the constituent authorities.	2.2	Five clear working days at least before a meeting of the Authority, notice of the time and place of the intended meeting shall be published at the office of the Clerk and at the venue of the meeting, and an agenda specifying the business to be transacted shall be sent by post to or left at the usual place of residence of every member of the Authority, or such other address as a member may notify in writing to the Clerk.	In accordance with the Access to Information Rules and, at least five clear working 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 at the venue of the meeting and at the offices of the constituent authorities	Combined as this now deals with publication to venue NB Wilts requirements to send to members more accurately appears under SO 9 relating to Summons
		2.1	Meetings of the Authority shall be convened by the Clerk who shall be responsible for the preparation of the agenda and the order of business thereon.	When the meeting is called for by Members, the notice shall specify the business proposed to be transacted.	Dorset.
8.2	When the meeting is called for by Members, the notice shall specify the business proposed to be transacted.			Meetings of the Authority shall be convened by the Clerk who shall be responsible for the preparation of the agenda and the order of business thereon.	Wilts..

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
8.3	<p>An extraordinary meeting of the Authority (to be called by the Clerk) may be requested by:</p> <ul style="list-style-type: none"> ◆ The Authority by resolution. ◆ The Chairman of the Authority. ◆ The Clerk as Monitoring Officer. ◆ Any five 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. 	6.1	<p>An extraordinary meeting of the Authority may be called by the Chairman.</p>	<p>An extraordinary meeting of the Authority (to be called by the Clerk) may be requested by:</p> <ul style="list-style-type: none"> ◆ The Authority by resolution. ◆ The Chairman of the Authority. ◆ The Clerk as Monitoring Officer. ◆ Any ten 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. 	<p>The ability to request an EOM should not solely be reserved to the Chairman. Threshold for member EOM increased from 5 to 10.</p>
		6.2	<p>If the Chairman refuses to call an extraordinary meeting after a requisition for that purpose signed by three members of the Authority has been presented to the Chairman, or if, without so refusing, the Chairman does</p>	<p>If the Chairman refuses to call an extraordinary meeting after a requisition for that purpose signed by three members of the Authority has been presented to the Chairman, or if, without so refusing, the Chairman does</p>	<p>Dorset does include a similar Wilts standing order but it is better separated out as per Wilts.</p>

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			not call an extraordinary meeting within seven days after the requisition has been presented to him or her, then any three members of the Authority, on that refusal or on the expiration of those seven days as the case may be, may forthwith call an extraordinary meeting of the Authority	not call an extraordinary meeting within seven days after the requisition has been presented to him or her, then any three members of the Authority, on that refusal or on the expiration of those seven days as the case may be, may forthwith call an extraordinary meeting of the Authority	
		6.3	Where the meeting is called by members of the Authority the notice of the time and place of the intended meeting must be signed by those members and shall specify the business to be transacted.	Where the meeting is called by members of the Authority the notice of the time and place of the intended meeting must be signed by those members and shall specify the business to be transacted.	
9.	Delivery of Summons	2.	Notice of and Summons to attend meetings		
9.1	At least seven days before any meeting of the Authority, a summons to attend specifying the business to be transacted and signed by the Clerk or the Chief Fire Officer shall be sent to the usual place of residence of every member.	2.2	Five clear working days at least before a meeting of the Authority, notice of the time and place of the intended meeting shall be published at the office of the Clerk and at the venue of the meeting, and an agenda specifying the business to be transacted shall be sent by post to or left at the usual place of residence of every member of the Authority, or such other address as a member may notify in writing to the	At least five clear working days before any meeting of the Authority, a summons to attend and an agenda 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.	Amended to keep all time periods consistent.

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			Clerk.		
				Want of service of the summons or agenda on any Member shall not affect the validity of the meeting.	
		2.4	Except in the case of business required by statute to be transacted at the Annual Meeting of the Authority or business which in the opinion of the Chairman is urgent, no business shall be transacted at a meeting of the Authority other than that specified in the agenda relating thereto.	Except in the case of business required by statute to be transacted at the Annual Meeting of the Authority or business which in the opinion of the Chairman is urgent, no business shall be transacted at a meeting of the Authority other than that specified in the agenda relating thereto.	
9.2	PROVIDED that want of service of the summons on any Member shall not affect the validity of the meeting.	2.3	Want of despatch of an agenda to any Member of the Authority shall not affect the validity of a meeting of the Authority.		Already appears above and it is not the despatch but the service that matters
10.	Papers to Accompany Summons			Papers to Accompany Summons	
10.1	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.			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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				8.	
10.2	PROVIDED that this Standing Order shall only apply to the meetings prescribed by Standing Orders 2 and 3 above.			This Standing Order shall only apply to the meetings prescribed by Standing Orders [2 and 3 above.- these may be changed]	
11.	Record of Attendances	10.	Record of Attendance	Record of Attendance	
11.1	The Clerk shall record the attendance of Members at meetings of the Authority and committees.		The names of the members present at a meeting shall be recorded in the minutes.	The names of the members present at a meeting shall be recorded in the minutes.	
12.	Chairman and Vice-Chairman	4.	Election of Chairman and Vice-Chairman	Election of Chairman and Vice-Chairman	
12.1	The Dorset Fire Services (Combination Scheme) Order 1996, Schedule Paragraph 17: (1) <i>The Authority shall elect a Chairman, and may elect a Vice-Chairman, from among its members.</i> (2) <i>The Chairman and, if a Vice-Chairman is elected, the Vice-Chairman, shall subject to paragraphs 13 to 16, hold office for a period of one year from the date of their election.</i> (3) <i>Sub-paragraph (2) 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.</i> (4) <i>On a casual vacancy occurring in the office of Chairman or, if a Vice-Chairman has been elected, the Vice-Chairman, the Authority shall elect from its members a person to replace the Chairman, and may so elect a person to replace the Vice-Chairman, as the case may be.</i> (5) <i>The election to replace the Chairman under sub-paragraph 4 above shall take place not later than the</i>	4.1 4.2 4.3 4.4	The Authority may elect a Vice Chairman, in which event the provisions of this Standing Order and Standing Order 5 shall apply The Vice Chairman will be elected annually from among the members The Vice Chairman shall, unless he or she resigns or becomes disqualified, continue in office until immediately after the election of a chairman at the next annual meeting of the Authority. If the Vice Chairman ceases to be a member of the Authority, he or she shall cease to be Vice- Chairman.	The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, Schedule Paragraph 13: (1) <i>TTThe Authority shall elect a Chairman, and may elect a Vice-Chairman, from among the members of the Authority</i> (2) <i>If a vice-chairman is elected, that vice-chairman must not be from the same constituent authority as the chairman.</i>	This is straight from the Combination order

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<i>next following ordinary meeting of the Authority.</i>	4.5	On a casual vacancy occurring in the office of Vice Chairman, an appointment to fill the vacancy shall be made not later than the next meeting of the Authority (other than an extraordinary meeting).	<p>(3) <i>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 a successor becomes entitled to act as chairman or vice-chairman, as the case may be.</i></p> <p>(4) <i>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.</i></p> <p>(5) <i>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.</i></p> <p>(6) <i>The election of a</i></p>	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				<i>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..</i>	
13.	Chairman of Meeting			Who shall preside at meetings	
13.1	At a meeting of the Authority the Chairman, if present, shall preside. <ul style="list-style-type: none"> ◆ 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. 	3.2	The Chairman shall be elected annually by the Authority from among the members.	At a meeting of the Authority the Chairman, if present, shall preside.	Wilt's 3.2 to 3.5 and on is not necessary as it is now above. No need for this.
		3.3	The Chairman shall, unless he or she resigns or becomes disqualified, continue in office until his or her successor becomes entitled to act as Chairman.		
		3.4	If the Chairman ceases to be a member of the Authority, he or she shall cease to be Chairman.		
		3.5	On a casual vacancy occurring in the office of Chairman, an appointment to fill the vacancy shall be made not later than at the next meeting of the Authority (other than an extraordinary meeting).		
		7.	Who shall preside at meetings		
		7.1	At a meeting of the Authority the Chairman, if present, shall preside.	If the Chairman is absent from a meeting of the Authority, the Vice Chairman, if present, shall	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
		7.2	If the Chairman is absent from a meeting of the Authority, the Vice Chairman if present shall preside	preside	
		7.3	If both the Chairman and Vice Chairman are absent from a meeting, another member of the Authority chosen by the members present shall preside.	If both the Chairman and Vice Chairman are absent from a meeting, another member of the Authority chosen by the members present shall preside.	
14.	Powers and Duties of Chairman			Powers and Duties of Chairman	
14.1	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.			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.	
15.	Order of Business			Order of Business	
15.1	Except as provided by paragraph 15.2 of this Standing Order, the order of business at every meeting of the Authority shall be:			Except as provided by paragraph 15.2 of this Standing Order, the order of business at every meeting of the Authority shall be:	
15.1.1	To choose a person to preside if the Chairman and Vice-Chairman are absent.			To choose a person to preside if the Chairman and Vice-Chairman are absent.	
15.1.2	To receive any apologies for absence.			To receive any apologies for absence.	
15.1.3	To deal with any business required by statute to be done before any other business.			To deal with any business required by statute to be done before any other business.	
15.1.4	To approve as a correct record and sign the minutes of the last meeting of the Authority.			To approve as a correct record and sign the minutes	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				of the last meeting of the Authority.	
15.1.5	To receive declarations by Members of pecuniary interest from Members.			To receive declarations by Members of pecuniary interest from Members.	
15.1.6	To deal with any business expressly required by statute to be done.			To deal with any business expressly required by statute to be done.	
15.1.7	To deal with any correspondence, communications or any other business brought forward by direction of the Chairman.			To deal with any correspondence, communications or any other business brought forward by direction of the Chairman.	
15.1.8	To dispose of business (if any) remaining from the last meeting.			To dispose of business (if any) remaining from the last meeting.	
15.1.9	To receive and consider reports by committees and to answer questions under Standing Order 16.			To receive and consider reports by committees and to answer questions under Standing Order 16.	
15.1.10	To receive and consider reports by officers.			To receive and consider reports by officers.	
15.1.11	To answer questions under Standing Order 18.			To answer questions under Standing Order 18.	
15.1.12	Other business, if any, specified in the summons.			Other business, if any, specified in the summons.	
15.2	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.			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.	
15.2.1	By the Chairman at the Chairman's discretion; or			By the Chairman at the Chairman's discretion; or	
15.2.2	By a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved			By a resolution passed on a motion (which need not be in	

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	and put without discussion.			writing) duly moved and seconded, which shall be moved and put without discussion.	
16.	Presentations of Reports to Committees			Presentations of Reports to Committees	
16.1	On a report of a committee being presented, the Chairman, Vice-Chairman or some other member of the Committee shall move its adoption.			On a report of a committee being presented, the Chairman, Vice-Chairman or some other member of the Committee shall move its adoption.	
	Questions				
17.	Questions arising on Report of Committee	12.	Questions		
17.1	A Member may ask the Chairman of a committee any question on the proceedings of the committee then before the Authority if the question is put before the Authority's consideration of those proceedings is concluded.		A member may ask the Chairman 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 question shall be final.	A member may ask the Chairman 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 question shall be final.	
	PROVIDED that, in respect of matters which have been determined under delegated powers, the question has been given in writing to the Clerk not later than 10.00 am on the working day before the meeting of the Authority.			PROVIDED that, in respect of matters which have been determined under delegated powers, the question has been given in writing to the Clerk not later than 10.00 am on the working day before the meeting of the Authority.	
18.	Questions on any Business	11.	Matters Initiated by Members		NB these are two different matters for resolution
18.1	A Member present at the meeting may, if the question has		The Clerk shall include an	A Member present at the	NB Dorset is three

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	been given to the Clerk 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.		item on an agenda for a meeting of the Authority at the request of member subject to the following:	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.	working days and Wilts is ten.
	Members who have submitted written questions may ask relevant supplementary oral questions, subject to a limit of two such questions.	11.1	Written notice of the item signed by the member must be received by the Clerk at least ten clear working days before the date of the meeting.	Members who have submitted written questions may ask relevant supplementary oral questions, subject to a limit of two such questions.	
		11.2	The notice must contain sufficient details of the issue to enable a report to be prepared by officers.		
		11.3	The subject matter must be relevant to the Authority's functions.		
19.	No Discussion on Questions Asked			No Discussion on Questions Asked	
19.1	Every question shall be put and answered without discussion.			Every question shall be put and answered without discussion.	
20.	Minutes	9.	Minutes		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<p><i>Local Government Act 1972 Schedule 12: part V1</i></p> <p><i>(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.</i></p> <p><i>(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of a 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.</i></p> <p><i>(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.</i></p> <p><i>(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.</i></p>	9.1	<p>Minutes of the proceedings of every meeting of the Authority shall be kept by the Clerk. They shall be signed at the same or next following meeting by the person presiding. Where the next following meeting is an extraordinary meeting called under Standing Order 6, the minutes may be signed at the next meeting thereafter.</p>	<p>Local Government Act 1972 Schedule 12: part V1</p> <p>(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.</p> <p>(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of a 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.</p> <p>(3) Until the contrary is</p>	<p>Wilts prohibit discussion on the minutes but in Dorset this is not prohibited. Discussion is helpful particularly as it is such a large authority but there will be an impact on time . I have removed the prohibition.</p>
		9.2	<p>No motion or discussion shall take place upon the minutes except upon their accuracy. If no such question is raised or, if raised, then as soon as it has been disposed of, the Chairman shall sign the minutes.</p>		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				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.	
21.	Signing of Minutes			Signing of Minutes	
21.1	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.			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.	
22.	Signing of Minutes - Extraordinary meetings			Signing of Minutes - Extraordinary meetings	
22.1	Where in relation to any meeting of the Authority the next such meeting is a meeting called under paragraph 3			Where in relation to any meeting of the Authority the	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	(extraordinary meetings) of schedule 12 to the Local Government Act 1972, the next following meeting of the authority (being a meeting call 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.			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 call 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.	
23.	Accuracy of Minutes			Accuracy of Minutes	
23.1	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.			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				
24.	Motions and Amendments which may be moved without notice				
24.1	The following motions may be moved without notice:	13.	The rules of debate set out in Appendix A shall apply to the meetings of the Authority.	The following motions may be moved without notice:	
24.1.1	Appointment of a Chairman of the meeting at which the			Appointment of a Chairman	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	motion is moved.			of the meeting at which the motion is moved.	
24.1.2	Accuracy of the minutes.			Accuracy of the minutes.	
24.1.3	The question be now put: <ul style="list-style-type: none"> ◆ The debate be now adjourned; ◆ The Authority do now adjourn; ◆ The Authority proceed to the next business. 			The question be now put: <ul style="list-style-type: none"> ◆ The debate be now adjourned; ◆ The Authority do now adjourn; ◆ The Authority proceed to the next business. 	
24.1.4	Reference to a committee.			Reference to a committee.	
24.1.5	Adoption of reports and recommendations of committees or officers and any consequent resolutions.			Adoption of reports and recommendations of committees or officers and any consequent resolutions.	
24.1.6	Leave to withdraw a motion.			Leave to withdraw a motion.	
24.1.7	Amendment to motion.			Amendment to motion.	
24.1.8	Extension of time limit for speeches.			Extension of time limit for speeches.	
24.1.9	Precedence for an item of business specified in the summons.			Precedence for an item of business specified in the summons.	
24.1.10	Suspension of a Standing Order in accordance with the provision of Standing Order 63.			Suspension of a Standing Order in accordance with the provision of Standing Order 63.	
24.1.11	A Member named under Standing Order 43 be not further heard or do leave the meeting.			A Member named under Standing Order 43 be not further heard or do leave the meeting.	
24.1.12	Giving consent of the Authority where required by these Standing Orders.			Giving consent of the Authority where required by these Standing Orders.	
24.1.13	Exclusion of the public and press in accordance with the Access to Information rules.			Exclusion of the public and press in accordance with the	

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				Access to Information rules.	
25.	Motions and Amendments		(Wiltshire Rules of Debate)	Motions and Amendments	
25.1	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.	1.	A motion or amendment cannot be discussed unless it has been proposed and seconded. A motion moved by the Chairman does not need to be seconded.	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.	
		2.	The Chairman may require a motion or amendment to be put in writing and handed to the Chairman before it is discussed or put to the meeting.		
		3.	The proposer of a motion shall have the right of reply at the close of the debate on that motion immediately before it is put to the vote or before any of the following motions are put: (a) To put the question; (b) To adjourn the debate; (c) To proceed to the next business; (d) To adjourn the meeting.		
		4.	If an amendment to a motion is moved it is the proposer of the motion, and not the mover of the amendment, who has		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			the right of reply at the close of the debate on that amendment.		
26.	Limit to Number of Speeches			Limit to Number of Speeches	
26.1	A Member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except: <ul style="list-style-type: none"> ◆ 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. 	18.	Members shall not speak more than once during the debate on any motion or any amendment except: <ul style="list-style-type: none"> (a) to move an amendment to the motion; (b) to raise a point of order; (c) to exercise the right of reply; (d) to offer a personal explanation; (e) to move any of the motions in rule 19 below; (f) with the permission of the Chairman; (g) to correct a factual error. 	A Member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except: <ul style="list-style-type: none"> ◆ 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. 	
27.	Secunder of Motion Reserving Speech			Secunder of Motion Reserving Speech	
27.1	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.	7.	When seconding a motion or amendment a member may either speak to the motion or amendment at that time or reserve the right to speak later in the debate, subject to rule 19 below.	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.	
28.	Withdrawal of Motion or Amendment			Withdrawal of Motion or Amendment	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
28.1	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	14.	The proposer of a motion or mover of an amendment may withdraw the motion or amendment with the consent of the seconder and of the Authority. If consent is given there shall be no further discussion on the motion or amendment.	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	
29.	Amendments to Motions			Amendments to Motions	
29.1	An amendment shall be relevant to the motion and shall be either: <ul style="list-style-type: none"> ◆ to leave out words; ◆ to leave out words and insert or add others; ◆ to insert or add words. 	8.	Every amendment shall be relevant to the motion in respect of which it is moved. The Chairman's decision as to relevancy shall be final.	An amendment shall be relevant to the motion and shall be either: <ul style="list-style-type: none"> ◆ to leave out words; ◆ to leave out words and insert or add others; ◆ to insert or add words. 	
29.2	An amendment shall not be admitted if it has the effect of negating the motion before the Authority.	9.	If the Chairman considers an amendment is in effect a direct negative of the motion the Chairman shall rule it out of order.	An amendment shall not be admitted if it has the effect of negating the motion before the Authority.	
		10.	If an amendment is rejected, other amendments may be moved on the original motion.		
		11.	If an amendment is carried, the motion as amended becomes the motion on which any further amendments may be moved.		
		12.	Only one amendment shall be dealt with at a time.		
		13.	The proposer of a motion or		

NOT PROTECTIVELY MARKED

Standing Orders Comparison Table

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			mover of an amendment may alter the motion or amendment with the consent of the seconder and of the Authority.		
30.	Order in which Amendments to be taken			Order in which Amendments to be taken	
30.1	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.			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.	
30.2	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.			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.	
31.	Right of Reply			Right of Reply	
31.1	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 reply he shall strictly confine himself to answering previous speakers and shall not introduce any new matter into the debate.	5.	A member exercising a right of reply shall not introduce new matters.	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 reply he shall strictly confine himself to answering previous speakers and shall not introduce any new matter into the debate.	
31.2	If an amendment is moved, the mover of the original	6.	After the right of reply has	If an amendment is moved,	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	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 amendment.		been exercised, the motion or amendment must be put to the vote without further discussion.	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 amendment.	
31.3	<p>A Member may, however:</p> <ul style="list-style-type: none"> ◆ Explain any material part of his speech which he believes to have been misunderstood; ◆ If the Member is the Chairman or other Member who has presented the report of a committee, he 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 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. 			<p>A Member may, however:</p> <ul style="list-style-type: none"> ◆ Explain any material part of his speech which he believes to have been misunderstood; ◆ If the Member is the Chairman or other Member who has presented the report of a committee, he 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 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. 	
32.	Right to Speak on a Point of Order			Right to Speak on a Point of Order	
32.1	A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith.			A Member may speak on a point of order or in personal explanation and shall be	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				entitled to be heard forthwith.	
32.2	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.			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.	
32.3	A personal explanation shall be confined to some material part of the speech which he considers has been misunderstood.			A personal explanation shall be confined to some material part of the speech which he considers has been misunderstood.	
32.4	The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion			The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion	
33.	Motions which may be moved during Debate			Motions which may be moved during Debate	
33.1	When a motion is under debate no other motion shall be moved except: <ul style="list-style-type: none"> ◆ 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; 			When a motion is under debate no other motion shall be moved except: <ul style="list-style-type: none"> ◆ 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 	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<ul style="list-style-type: none"> ◆ to suspend Standing Orders under Standing Order 63. 			further heard; <ul style="list-style-type: none"> ◆ 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. 	
34.	Closure Motion			Closure Motion	
34.1	A Member who has not spoken in the debate may move without comment at the conclusion of a speech by another Member: <ul style="list-style-type: none"> ◆ "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:			A Member who has not spoken in the debate may move without comment at the conclusion of a speech by another Member: <ul style="list-style-type: none"> ◆ "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:	
34.2	On a motion to proceed to next business			On a motion to proceed to next business	
34.2.1	Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he 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			Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	business.			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.	
34.3	On a motion that the question be now put			On a motion that the question be now put	
	Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he 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 right of reply before putting the matter before the meeting to vote.			Unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he 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 right of reply before putting the matter before the meeting to vote.	
34.4	On a motion to adjourn the debate or meeting			On a motion to adjourn the debate or meeting	
34.4.1	If in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasions 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.			If in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasions 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.	
34.5	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.			A second motion that "the Authority proceed to the next business" or "the Authority do now adjourn" shall not be	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				made within a period of one hour unless moved by the Chairman.	
		19.	At the end of a speech by another member, a member may move: (a) to put the question; (b) to adjourn the debate; (c) to proceed to the next business; (d) to adjourn the meeting. If this motion is seconded and the Chairman is of the opinion that the question before the meeting has been sufficiently discussed the following procedure applies. The mover of one of these motions may speak on it for not more than 5 minutes. The seconder shall not speak except formally to second the motion. The mover of the original motion before the meeting may then speak in reply for not more than 5 minutes, after which the motion moved under the rule shall be put without further debate.		
		20.	If one of the motions referred to in rule 19 above is put to the vote and defeated, the same motion shall not be put again during the same debate without the permission of		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			the Chairman.		
35.	Rescission of Preceding Authority Resolution			Rescission of Preceding Authority Resolution	
35.1	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 ten days before the meeting at which it is to be considered.			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 ten days before the meeting at which it is to be considered.	
35.2	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.			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.	
35.3	This order shall not apply to motions moved in or in respect of the report or recommendation of a committee.			This order shall not apply to motions moved in or in respect of the report or recommendation of a committee.	
36.	Review of Decisions made under Delegated Powers			Review of Decisions made under Delegated Powers	
36.1	The Authority, at its annual meeting will agree the delegations as set out in Section 1.4 of Section 1 of the Members Handbook.			The Authority, at its annual meeting will agree the delegations to the Chief fire Officer, Monitoring Officer and Trasurer.	
36.2	Where a matter before the Authority is the subject of a			Where a matter before the	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<p>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.</p>			<p>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.</p>	
36.3	<p>No motion shall be admitted for consideration by the Authority for the review or the rescission of a decision taken under delegated powers:</p> <ul style="list-style-type: none"> ◆ 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. 			<p>No motion shall be admitted for consideration by the Authority for the review or the rescission of a decision taken under delegated powers:</p> <ul style="list-style-type: none"> ◆ 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 	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				dismissal of a member of the Authority's staff.	
37.	Respect for Chairman			Respect for Chairman	
37.1	Whenever the Chairman speaks during a debate a Member then speaking, and the Authority or committee, shall be silent.			Whenever the Chairman speaks during a debate a Member then speaking, and the Authority or committee, shall be silent.	
38.	Addressing the Meeting	14.	Right to address the Authority	Addressing the Meeting	
38.1	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.		Unless the Chairman permits and subject to Standing Orders 21 and 22, a person who is not a member of the Authority may not address it during its sitting.	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.	
		15.	A member when speaking shall address the Chairman. A member must stop speaking if requested to do so by the Chairman.		
39.	Relevance and Time Limit			Relevance and Time Limit	
39.1	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.	16.	A member shall direct his or her speech to the matter under discussion, or to an explanation, or to a point of order.	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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				speech shall exceed five minutes without the consent of the Authority.	
39.2	Provided that: <ul style="list-style-type: none"> ◆ Member moving a motion may speak for up to 10 minutes; ◆ Member moving an amendment may speak for up to seven minutes. 	17.	A speech shall not last longer than 5 minutes. The Chairman may agree to a longer time.	Provided that: <ul style="list-style-type: none"> ◆ Member moving a motion may speak for up to 10 minutes; ◆ Member moving an amendment may speak for up to seven minutes. 	
40.	Admission of the Public and Press to Meetings			Admission of the Public and Press to Meetings	
40.1	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.			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.	
40.2	An item of business shall only be considered at a public meeting: <ul style="list-style-type: none"> ◆ 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. 			An item of business shall only be considered at a public meeting: <ul style="list-style-type: none"> ◆ 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 	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				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.	
40.3	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.			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.	
40.4	If the Clerk 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			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 Monitoring Officer, the meeting is likely not to be open to the public	
40.5	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 if convened on shorter notice a copy of the agenda and associated reports shall be			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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<p>available for inspection at the time when the meeting is convened;</p> <ul style="list-style-type: none"> ◆ 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 			<p>that:</p> <ul style="list-style-type: none"> ◆ where the meeting if 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 	
40.6	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.			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.	
40.7	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.			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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				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.	
40.8	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.			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.	
41.	Matters Affecting Staff Employed by the Authority			Matters Affecting Staff Employed by the Authority	
41.1	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).			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)	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				of the Local Government Act 1972).	
42.	Deputations	21.	Presentation of petitions	Deputations	
42.1	Deputations wishing to be received by the Fire Authority, a Committee or Sub-Committee shall submit a request in writing to the Clerk 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.	21.1	A petition may be presented to a meeting of the Authority by a member of the Authority or a member of the public subject to prior written notice being given to the Clerk.	Deputations wishing to be received by the Fire Authority, a Committee or Sub-Committee shall submit a request in writing to the Clerk 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.	
42.2	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.		Where a petition contains less than 25 signatures, there shall be no right by a petitioner to address members.	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.	
42.3	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 ten minutes in total unless the Chairman agrees a longer period.		Notwithstanding Standing Order 14 and subject to 21.2 above, the person presenting the petition where not a member of the Authority may address the meeting by speaking to it for not more than two minutes.	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 ten minutes in total unless the Chairman agrees a longer period.	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
42.4	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.		Consideration of a petition may take place at the meeting of the Authority at which the petition is presented when the subject of the petition relates to an item which is already on the agenda for that meeting. Otherwise, the petition shall be received without discussion, and dealt with as the Clerk sees fit after consultation with the Chairman.	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.	
		19.	Except with the consent of the Chairman of the meeting, no member or members of the public shall display banners, posters or signs at meetings.		
	Disorderly Conduct			Disorderly Conduct	
43.	Disorderly Conduct by Members	17.	Disorderly Conduct	Disorderly Conduct by Members	
43.1	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.	17.1	Members: Upon any member being called to order by the Chairman that member shall cease speaking immediately.	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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				named be not further heard", and the motion if seconded shall be put and determined without discussion.	
43.2	<p>If the Member named continues his misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall:</p> <p>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);</p> <p>Or (b) adjourn the meeting of the Authority for such a period as the Chairman in his discretion shall consider expedient.</p>	17.2	<p>Members of the Public:</p> <p>17.2.1 If a member of the public interrupts the proceedings of any meeting, the Chairman shall warn the person. If he or she continues the interruption the Chairman shall order his or her removal from the room.</p> <p>17.2.2. In the case of a general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.</p>	<p>If the Member named continues his misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall:</p> <p>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);</p> <p>Or (b) adjourn the meeting of the Authority for such a period as the Chairman in his discretion shall consider expedient.</p>	
43.3	<p>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 in his discretion shall consider expedient.</p>			<p>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 in his discretion shall</p>	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				consider expedient.	
44.	Disturbance by the Public	18.	Suspension of Sitting	Disturbance by the Public	
44.1	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.		If in the opinion of the Chairman the conduct of a member or members or member of the public renders impossible the due and orderly dispatch of business, the Chairman may adjourn or suspend the meeting of the Authority for such period as the Chairman considers expedient.	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.	
45.	Voting	15.	Voting	Voting	
45.1	<i>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.</i>	15.1	Subject to any statutory provisions, all questions coming or arising before the Authority shall be decided by a majority of the members present and voting thereon at a meeting.	<i>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 (3) 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</i>	

NOT PROTECTIVELY MARKED

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				<i>meeting of the authority. (4) 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.</i>	
		15.2	In the case of an equality of votes the Chairman shall have a second or casting vote.		
		15.3	Every question shall be determined by the voice of the meeting 'Aye' or 'No'. Alternatively, at the discretion of the Chairman or at the request of two members, the question may be determined by a show of hands. On the requisition of any member supported by three other members, or whenever the Chairman shall think it advisable to do so, the voting on any question shall be recorded so as to show how each member present gave his or her vote.		
		15.4	An amendment shall be put to the vote before the motion on which it is moved and the provisions of paragraph 15.3 of this Standing Order shall apply equally to voting on an amendment as to voting on a motion.		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
		15.5	Where immediately after a vote is taken on a question a member so requires, the minutes shall record whether that member cast his or her vote for or against, or whether he or she abstained.		
46.	Method of Recording Votes			Method of Recording Votes	
46.1	Every question shall be decided by a show of hands.			Every question shall be decided by a show of hands.	
46.2	PROVIDED that, if five 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.			PROVIDED that, if ten 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.	
47.	Recording of Individual Votes			Recording of Individual Votes	
47.1	PROVIDED that, if five 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.			PROVIDED that, if five 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.	
47.2	[This standing order is prescribed by law]			[This standing order is prescribed by law]	
48.	Voting on Appointments			Voting on Appointments	
48.1	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.			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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				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.	
48.2	In the case of an equality of votes on an appointment, the clerk shall draw lots.			In the case of an equality of votes on an appointment, the clerk shall draw lots.	
48.3	Voting shall be by show of hands unless a majority of those present decide the voting shall be by secret ballot.			Voting shall be by show of hands unless a majority of those present decide the voting shall be by secret ballot.	
49.	Inspection of Documents			Inspection of Documents	
49.1	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 properly to perform his duties as a member of the Authority.	31.1	A member of the Authority shall be entitled for the purpose of fulfilling his or her duty as such member but not otherwise to inspect any document which has been considered by the Authority, a committee, sub-committee or working party. If copies can reasonably be made available the member shall on request be supplied for the like purpose with a copy of such document; Provided that a member shall not be entitled to inspect or call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has a pecuniary	A member of the Authority may inspect, by application to the clerk, 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 properly to	

NOT PROTECTIVELY MARKED

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			or non-pecuniary interest which the Authority's approved Code of Conduct requires to be disclosed and registered.	perform his duties as a member of the Authority.	
		31.2	Notwithstanding paragraph 31.1 hereof, the Clerk shall be entitled to decline to allow inspection of any document which in his opinion is, or would be in the event of legal proceedings, protected by privilege from production, or where disclosure of a document's contents is in his opinion likely to be a breach of the Data Protection Act.		
		31.3	All reports made or minutes kept by any committee, sub-committee, or working party shall be open to inspection by any member of the Authority during office hours.		
		31.4	There shall be supplied to a member of the Authority who so requests in writing, the agenda and other papers to be considered at any meeting of any committee, sub-committee or working party of the Authority		
		31.5	These rights are in addition to members' rights of inspection contained in Section 100F of the Local Government Act		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			1972.		
50.	Minutes Open to Inspection of Members			Minutes Open to Inspection of Members	
50.1	The minutes of the Authority and committees shall be open for the inspection of any member of the Authority.			The minutes of the Authority and committees shall be open for the inspection of any member of the Authority.	
	Committees			Committees	
51.	Appointment of Committees			Appointment of Committees	
51.1	The Authority shall appoint the committees at the annual meeting and may at any time alter the membership of a committee			The Authority shall appoint the committees at the annual meeting and may at any time alter the membership of a committee	
51.2	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.			If in the year of any election to any of the three constituent authorities any member of the Fire Authority is re-elected to his or her constituent authority then they shall remain a member of the Fire Authority and they shall remain a member of any committee of the Fire Authority to which they have been appointed until the constituent authority appoints their successor.	
52.	Appointment of Chairman and Vice-Chairman of a Committee			Appointment of Chairman and Vice-Chairman of a Committee	
52.1	Each committee may appoint, at their first meeting following the annual meeting of the Authority, a Chairman and Vice-Chairman.			Each committee may appoint, at their first meeting following the annual meeting of the Authority, a Chairman and	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				Vice-Chairman.	
53.	Absence of Chairman or Vice-Chairman	7.3		Absence of Chairman or Vice-Chairman	
53.1	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.			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.	
54.	Attendance at Meetings			Attendance at Meetings	
54.1	The Chairman, or in his 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.			The Chairman, or in his 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.	
54.2	Any member of the Authority may attend the meeting of any committee of which he 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.			Any member of the Authority may attend the meeting of any committee of which he 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.	
55.	Special Meetings of Committees			Special Meetings of Committees	
55.1	The Chairman of a committee may call on the Monitoring Officer to summon a special meeting of the committee at			The Chairman of a committee may call on the Clerk to	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	any time.			summon a special meeting of the committee at any time.	
55.2	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.			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.	
55.3	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 meet.			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 meet.	
56.	Quorum of Committees			Quorum of Committees	
56.1	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.			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.	
57.	Application of Standing Orders to Committees			Application of Standing Orders to Committees	
57.1	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			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	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	35 44 36 46 47			8 24 31 39 9 25 32 41 27 33 42 28 34 43 35 44 36 46 47	
57.2	PROVIDED that, in their application to committees, the number "3" shall be substituted for "5" in Standing Orders 35, 36 and 46.			PROVIDED that, in their application to committees, the number "3" shall be substituted for "5" in Standing Orders 35, 36 and 46.	
57.3	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.			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.	
58.	Confidential Matters	16.	Disclosure of Information to the Public	Confidential Matters	
58.1	A Member shall not disclose without permission of the Authority or of the appropriate committee: <ul style="list-style-type: none"> ◆ 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 		Where the Authority has resolved under Section 100A(4) of the Local Government Act 1972 to exclude the public from a meeting or part of a meeting of the Authority, no information about any matters, fact or report appearing on the agenda or agenda papers of, or considered, discussed or dealt with at such meeting or part of a meeting shall be disclosed to members of the public by a member of the	A Member shall not disclose without permission of the Authority or of the appropriate committee: <ul style="list-style-type: none"> ◆ 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 	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			Authority, except to the extent to which such disclosure is permitted by resolution of the Authority, or to the extent that information has already been disclosed to the public, or is contained in any record prepared in accordance with Section 100C of the said Act.	has been made public by the Authority or the committee	
59.	Attendance of Clerk			Attendance of Clerk	
59.1	The Clerk or his representative shall attend the meetings of every committee.			The Monitoring Officer or his representative shall attend the meetings of every committee.	
60.	Minutes of Committees			Minutes of Committees	
60.1	Minutes of every committee shall be made by the Clerk or his representative.			Minutes of every committee shall be made by the Clerk or his representative.	
	General Provisions with regard to Standing Orders			General Provisions with regard to Standing Orders	
61.	Variations and Revocation			Variations and Revocation	
61.1	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.			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.	
61.	Suspension			Suspension	
61.1	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.			Any of the preceding Standing Orders (except for Standing Order 46 (right to require individual vote)) may	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				be suspended by the Authority for any item of business at the meeting where its suspension is moved.	
62.	Suspension	23.	Suspension of Standing Orders	Suspension	
62.1	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.		Standing Orders marked in bold are statutory requirements and cannot be suspended.	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.	
63.	Issue to Members			Issue to Members	
63.1	A copy of these Standing Orders shall be issued to each Member.			A copy of these Standing Orders shall be issued to each Member.	
64.	Interpretation of Standing Orders	23.	Application of Standing Orders to committees and sub-committees	Interpretation of Standing Orders	
64.1	The ruling of the Chairman of the Authority or, where appropriate, the Chairman of a committee, having taken the advice of the Clerk 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.		These Standing Orders shall apply to meetings of committees and sub-committees established by the Authority except where the context otherwise requires.	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.	
		21.	During a debate a member may rise to raise a point of		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			order or make a personal explanation and shall be entitled to be heard immediately. The Chairman's ruling on a point of order or on the admissibility of a personal explanation is final and not open to discussion.		
		21.1	A point of order is a query about whether Standing Orders are being followed. When raising a point of order a member must specify which Standing Order that member considers has been broken.		
		21.2	A personal explanation is a statement by a member to explain something said by the member earlier in that debate which has been misunderstood.		
65.	Disciplinary Action Against the Chief Fire Officer			Disciplinary Action Against the Chief Fire Officer	
65.1	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.			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.	
66.	Declarations of Interest			Declarations of Interest	
66.1	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	25.4	Unless a dispensation has been obtained, a member must withdraw from the meeting room, including from	If any member of the Authority or of any committee of the Authority has disclosed a disclosable pecuniary	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
	<p>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 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).</p>		<p>the public gallery, during the whole of the consideration of any item of business in which he/she has an interest in respect of which the Code of Conduct requires him/her not to participate in any consideration or discussion of, or vote on, that item. (also in code of conduct)</p>	<p>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 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 National Code of Local Government Conduct and to the Local Ombudsman's Guidance Note on Members' Interests. The Local Ombudsman may find maladministration on the part of the whole Authority if an individual Member is in</p>	

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
				breach of the Code).	
67.	Matters of Urgency			Matters of Urgency	
67.1	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.			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.	
67.2	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.			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.	
67.3	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.			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.	
		20.	Audio or Video Recording at Meetings		
			Any person wishing to report proceedings of the meeting, using audio, visual or any other means, must do so without causing disruption or		

NOT PROTECTIVELY MARKED

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			distraction. Any person causing a disruption or distraction will be asked to stop by the Chairman and may be asked to leave the meeting.”		
		22.	Public Question Time		
		22.1	There shall be a public question time at each meeting of the Authority.		
		22.2	A maximum of 15 minutes shall be allowed in aggregate.		
		22.3	Any member of the public may ask a question.		
		22.4	The question must be relevant to the powers and duties of the Authority, and must be clear and concise.		
		22.5	The question must not deal with confidential, personal or other information which the law permits the Authority to consider in private		
		22.6	A question may be written or oral.		
		22.7	One supplementary question on the same subject shall be allowed.		
		22.8	The Chairman or at his or her discretion another member may reply. He or she may decide that a written reply should be sent after the meeting.		
		22.9	No debate shall be allowed on		

NOT PROTECTIVELY MARKED

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			any question or answer.		
		22.10	The minutes of the meeting shall record the name of the questioner, the subject matter, and the name of the person replying		
		22.11	The Chairman's decision on the relevancy of a question or on the method of dealing with any issue in connection with this Standing Order shall be final.		
		26.	A member of the Authority shall not solicit for any person any appointment by the Authority or as an officer of the Wiltshire Fire & Rescue Service or recommend any person for such appointment or for promotion, 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 or the Chief Fire Officer with an application for appointment.		
		29.	Custody of Seal - the common seal of the Authority shall be kept in the custody of the Clerk.		
		30.	Sealing of documents		
		30.1	The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			by a resolution or decision of the Authority or of a committee, sub-committee or officer to which the Authority, a committee or sub-committee have delegated powers to do this.		
		30.2	For the purpose of paragraph 30.1 of this Standing Order the following shall be treated as such a resolution: 30.2.1 A resolution or decision of the Authority or of a committee, subcommittee, or officer acting under delegated powers (as appropriate) authorising: 30.2.1.1. the acceptance of any tender; 30.2.1.2 the purchase, sale letting, taking, exchanging or otherwise dealing in, of any property; 30.2.1.3 the presentation of any petition, memorial or address; 30.2.1.4 the making of any order, rate or contract; or 30.2.1.5 any other matter or thing.		
		30.3	All documents authorised to be sealed by paragraphs 30.1 and 30.2 of this Standing Order shall as to the sealing thereof be attested in writing by the Clerk		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			or, in his or her absence, such other person as he or she may authorise		
		30.4	An entry of the sealing of every document to which the Common Seal has been affixed shall be made by the person attesting the sealing in a book to be kept for that purpose.		
		32.	Directions from and visits by Members		
			A member of the Authority: 32.1 shall not issue any directions concerning any works to be or which are being carried out by or on behalf of the Authority; and 32.2 shall not issue any directions or purport to enter into any commitment with respect to any land or premises owned or controlled by the Authority or by any person or body then having dealings with the Authority concerning such land or premises when visiting such land or premises in his or her capacity as a member.		
		33.	Restriction on Voting on the Authority's Precept		
		33.1	Section 106 of the Local Government Finance Act 1992 applies to a member who has failed to pay a sum		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			relating to the community charge or to the council tax which has become payable and has remained unpaid for at least two months. As long as the sum remains unpaid, a member must disclose the fact that Section 106 applies to him or her as soon as possible after the start of the meeting of the Authority at which the setting of the Authority's precept, or a decision which might affect the calculation of the precept, is being made, and must not vote on the matter in question.		
		33.2	Failure to observe the requirements of Section 106 of the Local Government Finance Act 1992 is an offence unless the member proves that he or she did not know that the Section applies to him or her at the time of the meeting or that the matter in question was the subject of consideration at the meeting.		
		5.	Election of Chairman and Vice-Chairman		
		5.1	The election of the Chairman and Vice Chairman shall be the first and second items of		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			business transacted at the Annual Meeting of the Authority.		
		5.2	<p>The election of the Chairman and Vice Chairman shall be determined by a secret ballot which shall be conducted by the member presiding in accordance with the following procedure:</p> <p>5.2.1. Nominations for Chairman shall be placed in the ballot box at the meeting at which the election is to take place;</p> <p>5.2.2 Each member of the Authority present at the meeting shall be entitled to nominate not more than one person and the member presiding at the meeting shall:</p> <p>5.2.2.1 Eliminate the name of any member nominated by only one member;</p> <p>5.2.2.2 Announce the name or names of the members nominated by at least two members.</p> <p>A member shall not be nominated in his or her absence without his or her written consent.</p> <p>5.2.3 The Chairman and Vice Chairman shall be elected from among the members duly nominated</p>		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			unless any member nominated withdraws his or her name, in which case the election shall be from among the members remaining nominated; 5.2.4 The Chairman and Vice Chairman shall be elected by the vote of a majority of those members present and voting. 5.2.5. Each member shall vote by writing the name of one of the members nominated upon a ballot paper which shall then be placed in the ballot box; 5.2.6 When in the opinion of the member presiding at the election each member present has had a reasonable time in which to vote, the ballot box should be delivered to the member so presiding whereupon the voting shall be deemed to have been completed except that this shall not preclude the member presiding from exercising his or her casting vote in accordance with Standing Order 5.2.10;		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			<p>5.2.7 The ballot papers shall then be counted by the member presiding at the election;</p> <p>5.2.8 If only one member is nominated, the member presiding shall declare that member elected, and if two members are nominated the member receiving the vote of the majority of those members present and voting shall be so declared elected;</p> <p>5.2.9 If more than two members are nominated, the member presiding shall announce the name of the member with the smallest number of votes and that name shall be eliminated. A further ballot or ballots shall then be taken and after each ballot the name of the member receiving the smallest number of votes shall be eliminated, in accordance with the foregoing procedure, until only two names remain which shall be submitted to the final vote;</p> <p>5.2.10 In the event of an equality of votes in any of the ballots, the member presiding shall give a casting vote and where there are three or more</p>		

Dorset		Wiltshire		Recommended	Comments
Ref		Ref			
			members with an equal number of votes the member presiding shall give a casting vote to each of such members except one.		
		28.	Resignation by Members		
			A member may at any time resign office by written notice delivered to the Clerk. The resignation shall take effect when the Clerk receives it.		