

Dorset & Wiltshire Fire and Rescue Authority

Standing Orders

Standing Orders

(including extracts from legislation printed in italics)

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Definitions

1.1 In these Standing Orders:

"Dorset & Wiltshire Fire and Rescue Authority", hereinafter referred to as "the Authority", is a fire authority constituted in accordance with Statutory Instrument 2015 No. 435, The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order. Membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

"Constituent authorities" shall mean Bournemouth, Christchurch & Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council.

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

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

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

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

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

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

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Meetings of the Dorset & Wiltshire Fire and Rescue Authority

2. Annual meeting

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

3. Meetings

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

3.2 Provided that:

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

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

4. Place of meetings

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

4.2 Quorum

4.2.1 The 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.

5. Adjournment - no quorum

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

5.2 The consideration of any business not transacted shall be adjourned to a date and time fixed by the Chair at the time the meeting is adjourned or, if they do not fix a date and a time, to the next ordinary general meeting of the Authority.

6. Cancellation of meeting - no quorum

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

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7. Notice of meeting

- 7.1 In accordance with the Access to Information Rules and, at least five clear days before any meeting of the Authority, notice of its time and place, signed by the Clerk & Monitoring Officer or the Chief Fire Officer, shall be published at the venue of the meeting and at the offices of the constituent authorities.
- 7.2 When the meeting is called for by Members, the notice shall specify the business proposed to be transacted.
- 7.3 Meetings of the Authority shall be called by the Clerk and Monitoring Officer who shall be responsible for the preparation of the agenda and the order of the business thereon.
- 7.4 An extraordinary meeting of the Authority (to be called by the Clerk and Monitoring Officer) may be required by:
- ◆ The Authority by resolution
 - ◆ The Chair of the Authority
 - ◆ The Clerk & Monitoring Officer
 - ◆ Any six Members of the Authority if they have signed a requisition presented to the Chair of the Authority and he or she has refused to call a meeting or has failed to call a meeting within seven days of presentation of the requisition.

8. Delivery of summons

- 8.1 At least five clear days (eight calendar days) before any meeting of the Authority, a summons to attend specifying the business to be transacted and signed by the Clerk & Monitoring Officer or the Chief Fire Officer shall be sent to the secure email address provided by the Member.
- 8.2 PROVIDED that want of service of the summons or agenda on any Member shall not affect the validity of the meeting.

9. Papers to accompany summons

- 9.1 Minutes of the last meeting of the Authority, together with reports of committees and any other reports for Members, unless already forwarded to Members, shall accompany the summons referred to in Standing Order 8.
- 9.2 This Standing Order shall only apply to the meetings prescribed by Standing Orders 2 and 3 above.

10. Record of attendances

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

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10.2 Chair and Vice-Chair

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

“Paragraph 13:

- (1) *The Authority shall elect a Chair, and may elect a Vice-Chair, from among the Members of the Authority.*
- (2) *If a Vice-Chair is elected, that Vice-Chair must not be from the same constituent authority as the Chair.*
- (3) *The Chair, and Vice-Chair 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 Chair or Vice-Chair, as the case may be.*
- (4) *Sub-paragraph (3) above shall not prevent a person who holds or has held office as Chair or Vice-Chair, as the case may be, from being elected or re-elected to either of those offices.*
- (5) *On a casual vacancy occurring in the office of Chair or the Vice-Chair, the Authority shall elect from its members a person to replace the Chair and may elect a person to replace the Vice-Chair.*
- (6) *The election of a Chair under sub-paragraph (5) shall take place not later than the next ordinary meeting of the Authority following the occurrence of the casual vacancy.”*

11. Chair of meeting

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

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

12. Powers and duties of Chair

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

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Order of business

13. Order of business

13.1 The order of business at every meeting of the Authority shall be:

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

13.1.2 to receive any apologies for absence.

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

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

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

13.1.6 to deal with any business expressly required by statute to be done.

13.1.7 to deal with any correspondence, communications or other business brought forward by direction of the Chair.

13.1.8 to dispose of business (if any) remaining from the last meeting.

13.1.9 to receive and consider reports by committees and to answer questions under Standing Order 15 and 16.

13.1.10 to receive and consider reports by officers.

13.1.11 to answer questions under Standing Order 15.

13.1.12 other business, if any, specified in the summons.

13.2 Business falling under 13.1.1 to 13.1.5 of paragraph 13.1 shall not be displaced but subject thereto the order of business may be varied:

13.2.1 by the Chair at the Chair's discretion; or

13.2.2 by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

14. Presentations of reports to committees

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

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Questions

15. Question arising on report of committee

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

16. Questions on any business

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

17. No discussion on questions asked

- 17.1 Every question shall be put and answered without discussion.

18. Minutes

Local Government Act 1972

Schedule 12: part V1

- (1) *Minutes of the proceedings of a meeting of a local authority shall, subject to sub paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same time or next suitable meeting of the authority by the person presiding thereat, and any minute purporting to be signed shall be received in evidence without further proof.*
- (2) *Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meeting of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the Authority, by the person presiding thereat, and any minutes purporting to be so signed shall be received in evidence without further proof.*

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- (3) *Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.*
- (4) *For the purpose of sub-paragraphs (1) and (2) above the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the Authority in accordance with regulations under section 20 of the Local Government and Housing Act 1989 provide for another meeting of the Authority to be regarded as suitable, either the next following meeting or that other meeting.*

19. Signing of minutes

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

20. Signing of minutes - extraordinary meetings

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

21. Accuracy of minutes

- 21.1 Minutes will contain all motions and amendments in the exact form and order the Chair 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 Chair shall sign the minutes.

Rules of debate

22. Motions and amendments which may be moved without notice

- 22.1 The following motions may be moved without notice:

22.1.1 appointment of a Chair of the meeting at which the motion is moved.

22.1.2 accuracy of the minutes.

22.1.3 the question be now put:

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

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- 22.1.4 reference to a committee
- 22.1.5 adoption of reports and recommendations of committees or officers and any consequent resolutions
- 22.1.6 leave to withdraw a motion
- 22.1.7 amendment to a motion
- 22.1.8 extension of time limit for speeches
- 22.1.9 precedence for an item of business specified in the summons
- 22.1.10 suspension of a Standing Order in accordance with the provision of Standing Order 59
- 22.1.11 a Member named under Standing Order 43 be not further heard or do leave the meeting
- 22.1.12 giving consent of the Authority where required by these Standing Orders
- 22.1.13 exclusion of the public and press in accordance with the Access to Information rules.

23. Motions and amendments

- 23.1 A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 22, it shall, if required by the Chair, be put in writing and handed to the Chair before it is further discussed or put to the meeting.

24. Limit to number of speeches

- 24.1 A Member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except:
 - ◆ To speak once on an amendment moved by another Member
 - ◆ If the motion has been amended since he last spoke, to move a further amendment
 - ◆ In exercise of a right of reply given by Standing Order 29
 - ◆ On a point of order
 - ◆ By way of personal explanation
 - ◆ To ask a question.

25. Secunder of motion reserving speech

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

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26. Withdrawal of motion or amendment

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

27. Amendments to motions

- 27.1 An amendment shall be relevant to the motion and shall be either:
- ◆ to leave out words;
 - ◆ to leave out words and insert or add others;
 - ◆ to insert or add words.
- 27.2 An amendment shall not be admitted if it has the effect of negating the motion before the Authority.

28. Order in which amendments to be taken

- 28.1 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been dealt with.
- 28.2 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

29. Right of reply

- 29.1 The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In their reply they shall strictly confine himself to answering previous speakers and shall not introduce any new matter into the debate.
- 29.2 If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment.
- 29.3 A Member may, however:
- ◆ explain any material part of his speech which they believe to have been misunderstood
 - ◆ if the Member is the Chair or other Member who has presented the report of a committee, they may, with the Chair's consent, make a statement of the facts at the outset of the debate and also reply generally to the debate; and
 - ◆ if they are the mover of a motion, speak with the leave of the Chair on the motion or on any amendment thereto at any time during the debate.

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30. Right to speak on a point of order

- 30.1 A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- 30.2 A point of order shall only relate to an alleged breach of Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken.
- 30.3 A personal explanation shall be confined to some material part of the speech which they consider have been misunderstood.
- 30.4 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

31. Motions which may be moved during debate

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

- ◆ to amend the motion
- ◆ to postpone consideration of the motion
- ◆ to adjourn the meeting
- ◆ to adjourn the debate
- ◆ to proceed to the next business
- ◆ that the question be now put
- ◆ that a Member be not further heard
- ◆ that a Member do leave the meeting
- ◆ that the subject of debate be referred back to a committee
- ◆ to extend the time limit for speeches
- ◆ to suspend Standing Orders under Standing Order 59.

32. Closure motion

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

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

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

32.2 On a motion to proceed to next business

- 32.2.1 Unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, they 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.

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32.3 On a motion that the question be now put

32.3.1 Unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply before putting the matter before the meeting to vote.

32.4 On a motion to adjourn the debate or meeting

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

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

33. Rescission of preceding Authority resolution

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

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

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

34. Review of decisions made under delegated powers

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

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

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

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

35. Respect for Chair

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

36. Addressing the meeting

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

37. Relevance and time limit

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

37.2 Provided that a:

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

38. Admission of the public and press to meetings

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

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

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

38.3 A copy of the agenda and every report for a public meeting shall be available for inspection by the public at the offices of the Authority and at the offices of each of the constituent authorities.

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- 38.4 If the Clerk & Monitoring Officer as proper officer thinks fit, there may be excluded from the copy of any report made available in accordance with paragraph 38.3 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 & Monitoring, the meeting is likely not to be open to the public.
- 38.5 Any document which is required to be available for inspection by the public shall be available for inspection at least five clear working days before the meeting except that:
- ♦ where the meeting is convened on shorter notice a copy of the agenda and associated reports shall be available for inspection at the time when the meeting is convened;
 - ♦ where an item which would be available for inspection is added to the agenda (as an item of urgency) a copy of the revised agenda and of any report relating to that item shall be available for inspection by the public when the item is added to the agenda.
- 38.6 Nothing in these standing orders shall require a copy of the agenda, any item or report to be available for inspection by the public until a copy has been made available to Members of the Authority.
- 38.7 Where the whole or any part of a report is not to be available for inspection by the public every copy of the whole report or where relevant any part thereof shall be marked "not for publication" and that it contains confidential information by reference to the descriptions of one or more categories of exempt information contained in Part II of schedule 12A Local Government Act 1972.
- 38.8 Except during any part of a meeting during which the public are excluded the Authority shall make available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and reports.
- 39. Matters affecting staff employed by the Authority**
- 39.1 If any question arises at a meeting of the Authority as to the appointment, promotion, dismissal, salary, superannuation or conditions of service or as to the conduct of any person employed or formerly employed by the Authority, a motion to exclude the public (including the press) from the meeting shall be made.
- 39.2 forthwith by the Chair under Standing Order 22.1.13 identifying the description of exempt information giving rise to the exclusion of the public (under Schedule 12 (A) of the Local Government Act 1972).

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40. Deputations

- 40.1 Deputations wishing to be received by the Authority, a Committee or Sub-Committee shall submit a request in writing to the Clerk & Monitoring Officer at least 48 hours before the time of the meeting. The Clerk & Monitoring Officer shall report the petition to the Chair of the Authority or to the appropriate Chair of the Committee or Sub-Committee and to the Chief Fire Officer, and the Chair of the Authority or Chair of the relevant Committee shall decide whether the deputation shall be invited to attend the meeting in question.
- 40.2 A deputation invited to a meeting shall not exceed five in number and only two of its Members shall be at liberty to address the meeting.
- 40.3 The time allowed to any deputation or to any outside individual or body to make a presentation to the Authority, Committee, or Sub-Committee shall not exceed ten minutes in total unless the Chair agrees a longer period.
- 40.4 The matter shall not be further considered by the meeting until the deputation has withdrawn to the area of the Committee Room allocated to members of the public.

Disorderly conduct

41. Disorderly conduct by Members

- 41.1 If at a meeting any Member of the Authority, in the opinion of the Chair notified to the Authority, misconducts himself by persistently disregarding the Chair'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 Chair or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.
- 41.2 If the Member named continues their misconduct after a motion under the foregoing paragraph has been carried, the Chair shall:
- either (a) move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion)
- or (b) adjourn the meeting of the Authority for such a period as the Chair in his discretion shall consider expedient.
- 41.3 In the event of general disturbance which in the opinion of the Chair renders the orderly dispatch of business impossible, the Chair in addition to any power vested in him may, without any question put, adjourn the meeting of the Authority for such period as they in their discretion shall consider expedient.

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42. Disturbance by the public

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

43. Voting

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

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

Schedule 12: Part VI

- (1) *Subject to the provisions of any enactment (including any enactment in the Act) all questions coming or rising before a local authority shall be decided by a majority of the members of the Authority present and voting thereon at a meeting of the Authority.*
- (2) *Subject to those provision in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.*

44. Method of recording votes

- 44.1 Every question shall be decided by a show of hands.
- 44.2 PROVIDED that, if six Members present at the meeting so require before the vote is taken, the names of Members shall be called out and their votes recorded in the minutes.

45. Recording of individual votes

- 45.1 Immediately after a vote is taken at a meeting of the Authority, or a committee, any Member who requires, may have recorded in the minutes of the proceedings of that meeting whether they cast their vote for the question or against the question or whether they abstained from voting.
- 45.2 [This standing order is prescribed by law]

46. Voting on appointments

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

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- 46.2 In the case of an equality of votes on an appointment, the Clerk & Monitoring Officer shall draw lots.
- 46.3 Voting shall be by show of hands unless a majority of those present decide the voting shall be by secret ballot.

Inspection of documents

47. Inspection of documents

- 47.1 A Member of the Authority may inspect, by application to the Clerk & 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 & Monitoring Officer 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 them to properly perform their duties as a Member of the Authority.

48. Minutes open to inspection of Members

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

Committees

49. Appointment of committees

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

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

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

51. Absence of Chair or Vice-Chair

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

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52. Attendance at meetings

- 52.1 The Chair, or in their absence the Vice-Chair, of the Authority shall be entitled to attend all meetings of committees of which they are not Members, and to speak (but not vote) at such meetings.
- 52.2 A Member may be invited to attend a Local Performance & Scrutiny committee to represent a committee member who is unable to attend. In this circumstance the invited Member will have both speaking and voting rights and will be entitled to paid attendance, travel and subsistence.
- 52.3 Any Member of the Authority may attend the meeting of any committee of which they are not a Member but may not speak without the approval of the Chair of the meeting and may not vote. Such a Member shall not be entitled to be paid attendance, travelling or subsistence allowances unless invited to attend the meeting.

53. Special meetings of committees

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

54. Quorum of committees

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

55. Confidential matters

- 55.1 A Member shall not disclose without permission of the Authority or of the appropriate committee:
- ♦ The content of any document marked "Not for Publication" by virtue of being confidential or exempt, under the relevant provision of the Local Government Act of 1972;
 - ♦ Any item dealt with as a confidential or exempt matter, unless or until it has been made public by the Authority or the committee.

56. Attendance of the Clerk & Monitoring Officer

- 56.1 The Clerk & Monitoring Officer or his representative shall attend the meetings of every committee.

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57. Minutes of committees

57.1 Minutes shall be made of every meeting.

General provisions with regard to standing orders

58. Variations and revocation

58.1 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.

59. Suspension

59.1 Any of the preceding Standing Orders (except for Standing Order 45 (right to require individual vote)) may be suspended by the Authority for any item of business at the meeting where its suspension is moved.

60. Issue to Members

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

61. Interpretation of Standing Orders

61.1 The ruling of the Chair of the Authority or, where appropriate, the Chair of a committee, having taken the advice of the Clerk & 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.

62. Disciplinary action against the Chief Fire Officer

62.1 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 Advisory, Conciliation and Arbitration Service (ACAS) Model Scheme of Delegation.

63. Declarations of Interest

63.1 If any Member of the Authority or of any committee of the Authority has disclosed a disclosable pecuniary interest under the Localism Act and the Code of Conduct for Members, the Member shall specify fully the nature of the interest, which shall be recorded in the minutes of the meeting. A Member with such an interest must withdraw from the room whenever it becomes apparent that the matter is being considered, unless they have obtained prior consent in accordance with Standing Order 40 (Deputations), in which case they shall withdraw from the room or chamber immediately after making representations, answering questions or giving evidence.

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

64. Matters of urgency

- 64.1 Subject to 64.2 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.
- 64.2 An item of urgency may however be brought before the Authority or a committee with the approval of the Chair of the Authority, or a committee provided the Chair is satisfied that there are special circumstances which justify consideration of the item.
- 64.3 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.