

# THE SOUTH EAST LINCOLNSHIRE JOINT STRATEGIC PLANNING COMMITTEE

## STANDING ORDERS

### FOR THE CONDUCT OF MEETINGS AND PROCEEDINGS

These set out the rules for the conduct of meetings and proceedings for the South East Lincolnshire Joint Strategic Planning Committee (the Joint Committee) to be read in conjunction with the statutory provisions set out in the South East Lincolnshire Joint Strategic Planning Committee Order 2011 No. 1455, the Schedule to that Order and the Memorandum of Intent<sup>1</sup>. These Standing Orders were approved by the Joint Committee at its meeting on 9 September 2011.

#### 1. Meetings

- 1.1. *The joint committee shall in every year hold an annual meeting.*
- 1.2. *The first meeting held after 31st May in any year shall be the annual meeting.*
- 1.3. *The joint committee may in every year hold, in addition to the annual meeting, such other meetings as it may determine.*
- 1.4. All meetings shall be called by notice specifying the business to be considered by post and/or electronic means.

#### 2. Extraordinary Meetings

- 2.1. Three voting members or the South East Lincolnshire Joint Policy Unit Manager, following mutual consultation, may call meetings in addition to Ordinary meetings.
- 2.2. No business other than that specified in the notice of the meeting may be considered at an Extraordinary meeting. The notice must not include the consideration of the minutes of the previous meeting.

#### 3. Notice of meeting

- 3.1. The agenda, reports and other relevant papers shall normally be open to inspection by the public for at least ten clear working days before the meeting except on the grounds of urgency where this has been authorised by the Chairman.

#### 4. Agenda Items

- 4.1. The Joint Committee at any properly constituted meeting shall discuss any matter within the remit of the South East Lincolnshire Joint Strategic Planning Committee.
- 4.2. Members of the Joint Committee may request inclusion of an agenda item. Requests for inclusion of items on the agenda must be submitted to the Chairman with a copy to the South East Lincolnshire Joint Policy Unit Manager and to the Committee Secretariat, at least fifteen working days before the date of the meeting at which the item is to be considered.
- 4.3. The agenda papers shall be circulated at least ten working days before a meeting. The consideration of late papers or papers tabled at the meeting is at the discretion of the Chairman, on the grounds of urgency.

#### 5. Urgent Items

- 5.1. Items of urgent business may be carried on at any meeting of the Joint Committee even if that item has not been included in the meeting notice, provided that in the opinion of the Chairman of the meeting, the item requires urgent consideration (and had arisen so recently that it was not reasonably practicable to specify it in the meeting notice) and a decision cannot wait until the next meeting.

#### 6. Written Questions on Notice

- 6.1. Any member of the Joint Committee shall be entitled to ask a question about a relevant matter within the remit of the South East Lincolnshire Joint Strategic Planning Committee provided that five clear working days notice has been given in writing to the Chairman and a copy given to the South East Lincolnshire Joint Policy Unit Manager and the Committee Secretariat.

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<sup>1</sup> SOUTH-EAST LINCOLNSHIRE JOINT COMMITTEE MEMORANDUM OF INTENT - AN AGREEMENT BETWEEN LOCAL PLANNING AUTHORITIES TO PROVIDE AND SUPPORT A JOINT COMMITTEE FOR SOUTH-EAST LINCOLNSHIRE - JANUARY 2011

## **7. Appointment of Chair and Vice-Chair**

- 7.1. *Subject to sub-paragraphs (3) and (4), the joint committee shall at their annual meeting appoint a chair and a vice-chair from among the voting members of the joint committee.*
- 7.2. *The chair and vice-chair shall, unless they resign their office or cease to be members of the joint committee, continue in office until their successors become entitled to act.*
- 7.3. *The chair and vice-chair shall not be members of the same constituent authority.*
- 7.4. *A member of a constituent authority may not be appointed as chair if any other member of that authority has held that office (otherwise than to fill a casual vacancy) in the previous 12 months.*

## **8. Casual vacancies of Chair and Vice-Chair**

- 8.1. *This paragraph applies if a casual vacancy occurs in the office of chair or vice-chair of the joint committee.*
- 8.2. *The vacancy shall be filled by the appointment by the joint committee of one of its voting members at the next meeting.*
- 8.3. *The person so appointed shall hold office until the next annual meeting.*
- 8.4. *The person so appointed shall, so far as practicable, be a member of the same constituent authority as the person in whose place that person is appointed.*

## **9. Ruling of the Chairman**

- 9.1. *The decision of the Chairman on all points of order, relevance of issues and interpretation of the Standing Orders shall be final, where such questions arise during the course of the meeting.*

## **10. Conduct of meetings**

- 10.1. *At a meeting of the joint committee the chair if present shall preside.*
- 10.2. *If the chair is absent from a meeting of the joint committee the vice-chair shall preside.*
- 10.3. *If both the chair and vice-chair are absent, another voting member of the joint committee, chosen by the voting members of the joint committee present at the meeting, shall preside.*
- 10.4. *In the case of an equality of votes, the chair shall give a casting vote in addition to any other vote that person may have.*

## **11. Code of Conduct**

- 11.1. *All members of the Joint Committee must abide by their relevant authority's Code of Conduct.*

## **12. Bias and Pre-Determination**

- 12.1. *Relevant provisions relating to Bias and Pre-determination apply.*

## **13. Calling of meetings**

- 13.1. *The chair of the joint committee may call a meeting of the joint committee at any time.*
- 13.2. *If:*
  - 13.2.1. *the chair refuses to call a meeting of the joint committee after being presented with a requisition for that purpose signed by three voting members of the joint committee; or*
  - 13.2.2. *without so refusing, the chair does not call a meeting within seven days after being presented with such a requisition*  
*any three members of the joint committee, may, on that refusal or the expiration of those seven days (as the case may be), call a meeting of the joint committee.*
- 13.3. *At least ten clear days before a meeting of the joint committee—*
  - 13.3.1. *notice of the time and place of the intended meeting shall be publicised at the offices of each constituent authority; and where the meeting is called by members of the joint committee, the notice shall be signed by those members and shall specify the business proposed to be transacted at that meeting; and*
  - 13.3.2. *subject to paragraph (4), a summons to attend the meeting, specifying the agenda for that meeting, and, unless sub-paragraph (3.1) applies, signed by the chair, shall be left at or sent by post to the usual place of residence of every member of the joint committee; and a copy of the summons shall be given or sent to the proper officer of every constituent authority.*

- 13.4. *Lack of service of the summons in accordance with sub-paragraph (3.2) shall not affect the validity of a meeting.*
- 13.5. *A voting member who is unable to attend any meeting of the joint committee shall inform the chair **and the Committee Secretariat** of the joint committee in writing as soon as practicable and in any event not later than 24 hours before the meeting is due to take place.*
- 13.6. *Where the chair receives notification in accordance with sub-paragraph (5)—*
- 13.6.1. *the voting member giving the notification shall be deemed not to be a member of the joint committee for the whole of the meeting to which the notification relates;*
- 13.6.2. *the voting member's substitute may attend the meeting; and*
- 13.6.3. *the voting member's substitute shall be deemed to be a voting member of the joint committee for the whole of that meeting.*
- 13.7. *Where the office of chair is vacant, paragraphs (13.1) to (13.6) shall apply as if references to the chair of the joint committee were references to the vice-chair of the joint committee.*

#### **14. Proceedings of meetings**

- 14.1. *No business shall be transacted at a meeting of the joint committee unless at least five voting members are present.*
- 14.2. *All questions coming before or arising at a meeting of the joint committee shall be decided by a majority of the voting members of the joint committee present and voting at that meeting.*
- 14.3. *The minutes of the proceedings of each meeting of the joint committee shall be drawn up and shall be signed at the next ensuing meeting of the joint committee by the person presiding at that next meeting.*
- 14.4. *The names of the voting and co-opted members and of any substitute present at each meeting of the joint committee shall be recorded in the minutes of the proceedings of that meeting.*

#### **15. Public Participation**

- 15.1. Members of the public may address the Joint Committee, ask questions of members of the Joint Committee or present petitions to the Joint Committee on any agenda item at ordinary meetings subject to the restrictions set out below. The Committee Secretariat shall notify the Chairman of any questions, petitions or requests to speak as soon as it is practicable. Petitions and questions must be directly relevant to some matter in relation to the powers and duties of the South East Lincolnshire Joint Strategic Planning Committee. The Chairman in consultation with the South East Lincolnshire Joint Policy Unit Manager may refuse a petition or question to the meeting if it is considered to be offensive, defamatory, frivolous or vexatious.
- 15.2. Once a detailed scheme of participation has been prepared and agreed by the Joint Committee details of how the public can be involved will be set out in a separate public participation guide. In the meantime, the following procedures shall apply:

#### **16. Procedures for Speaking at a Joint Committee meeting**

- 16.1. Members of the public may speak on any item on the agenda for up to three minutes. The speaker shall notify the Committee Secretariat by 12 noon, at least five working days in advance of the meeting. The scheme allows professional advisors to speak on behalf of members of the public and details of the public speaking scheme will be set out in a separate guidance note. No more than five speakers can speak on any one agenda item. The requests to speak shall be dealt with in the order of receipt by the Committee Secretariat.

#### **17. Procedures for asking Questions at a Joint Committee meeting**

- 17.1. A member of the public may also put questions to the Joint Committee. Fifteen working days notice of the question in writing should be given to the Committee Secretariat, addressed to the Chairman of the meeting. Questions must be directly related to matters within the remit of the Joint Committee. The presentation of the question to the Joint Committee shall not go beyond three minutes. This period can be extended with the permission of the Chairman in consultation with the Joint Committee. The answer may take a verbal form but wherever possible a written answer to the question will normally be provided at the meeting. No supplementary question may be asked unless it is to seek clarification of the answer given to a question. Where an answer to a supplementary question is not available a written response will be sent to the questioner within seven working days of the meeting.
- 17.2. No more than five questions can be submitted to any one meeting limited to one question per person/body.

#### **18. Procedure for presenting petitions at a Joint Committee meeting**

- 18.1. Any local government elector for the South East Lincolnshire area shall be entitled to present a petition to an ordinary meeting of the Joint Committee. For a petition to be valid it must contain a minimum of 25 signatures of

local government electors, include names and addresses of those who have signed it. Petitions must be submitted in writing or email to the Committee Secretariat at least fifteen clear working days before the meeting to which the petition is to be presented. A representative of the petitioners, being a local government elector for the South East Lincolnshire area, may speak at the meeting in support of the petition for up to three minutes.

- 18.2. Petitions will be forwarded to the relevant officer for action and direct liaison with the petitioner. No more than five petitions shall be presented/submitted to any one meeting limited to one petition per person/body. Those submitted shall be dealt with in the order of receipt by the Committee Secretariat. The Chairman, in consultation with the South East Lincolnshire Joint Policy Unit Manager can permit the maximum of five to be exceeded by a defined number at a particular meeting.

## **19. Voting**

- 19.1. All matters coming before the Joint Committee shall be decided by a majority of the Members present and voting thereon at the meeting. All items put to the vote shall be decided by a show of hands.
- 19.2. In the case of equality of votes, the Chairman of the Joint Committee shall have a casting vote in addition to any other vote that person may have and whether or not he/she has voted before on the same motion. If the Chairman chooses not to cast a second or casting vote, then, the motion under consideration shall fall.

## **20. Right to Require Individual Vote to be Recorded**

- 20.1. Immediately after the vote is taken at a meeting, any member may request that their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting. The minutes shall not record the reason behind a members vote.

## **21. Record of Attendance**

- 21.1. The name of every voting member, substitute member and co-opted member present at each meeting or other assembly of members shall be recorded in the minutes of the proceedings of that meeting.

## **22. Admission to meetings**

- 22.1. *The following provisions of the 1972 Act shall apply with respect to meetings of the joint committee as if references to a principal council were references to the joint committee—*
- 22.1.1. *section 100A (admission to meetings of principal councils), with the exception of subsections (6), (7) and (8);*
- 22.1.2. *section 100(l) (exempt information); and*
- 22.1.3. *paragraphs 1 to 11 of Schedule 12A (access to information: exempt information).*
- 22.1.4. *Where the public have been excluded from the whole or part of a meeting of the joint committee in accordance with any provision referred to in sub-paragraph (1), the joint committee may exclude co-opted members and observers from that meeting or (a the case may be) the relevant part of that meeting.*

## **23. Access to Information**

- 23.1. The Access to Information rules apply to this Committee. All Board meetings shall be held in public, except for those items that need to be confidential or contain exempt information by virtue of Schedule 12A, Local Government Act 1972 (as amended). Such reports will be marked "Not for publication" together with the category of information likely to be disclosed.
- 23.2. Copies of the agenda and reports will be available for public inspection at the designated office of each partner authority at least 10 clear working days before the meeting. Reports that are prepared after the summons has been sent out shall be available to the public as soon as the report is completed and sent to Councillors.

## **24. Quorum**

- 24.1. There must be five voting members present for a meeting to be quorate. If the number of members present either at the commencement of the meeting or at any time during the proceedings is less than the quorum, then the meeting shall stand adjourned. The consideration of any business not transacted at the time of the adjournment shall be carried forward to the next ordinary meeting of the Joint Committee or to a time to be fixed by the Chairman or the Joint Committee.
- 24.2. Members including substitute members are asked to make every effort to attend these meetings and, if unable to do so, to notify the Committee Secretariat as early as possible.

## **25. Motions on Notice**

- 25.1. Any member of the Joint Committee shall be able to submit a motion that is clearly relevant to an item on the agenda or within the powers or remit of the South East Lincolnshire Joint Strategic Planning Committee provided

that 11 clear working days notice has been given in writing to the South East Lincolnshire Joint Policy Unit Manager and a copy given to the Committee Secretariat.

**26. Moving of Motions**

- 26.1. Every motion and amendment must be moved by the member who gave notice or by another member on their behalf and no other member shall speak to it until it has been seconded.
- 26.2. A member may second a motion or an amendment reserving his/her speech for a later time in the debate thereon.

**27. Motions to Lapse**

- 27.1. If a motion, notice of which is specified in the agenda, be not moved either by the member who gave the notice or by some other member on their behalf, it shall (unless postponed by the Joint Committee), be considered as withdrawn and cannot be moved again without a fresh motion.

**28. Motion to be set out in Agenda**

- 28.1. The South East Lincolnshire Joint Policy Unit Manager in conjunction with the Committee Secretariat shall set out in the agenda for every meeting of the Joint Committee all motions of which notice has been duly given in the order in which they have been received unless the member giving such notice indicates in writing, when giving it, that they propose to move it at some later meeting or has since withdrawn it in writing.
- 28.2. The South East Lincolnshire Joint Policy Unit Manager after discussion with the Chairman has the discretion not to publish any motions on agendas if they consider them to be scurrilous, improper or irrelevant.

**29. Amendments to Motions**

- 29.1. Whenever an amendment on an original motion has been moved and seconded, no second or subsequent amendment can be moved until the first amendment has been dealt with, but notice of any number of amendments on the same matter as the original motion may be given.

**30. Motion of No Confidence**

- 30.1. Where a motion of no confidence has been made in either the Joint Committee or an individual member, a period of five minutes shall be afforded to a representative of that body to respond to that motion.

**31. Adjournment of Business**

- 31.1. The Chairman may, with the consent of the Joint Committee, adjourn a meeting for such period as the Chairman may specify and on the expiration of the period specified, the Joint Committee shall resume the business which was under discussion. Any such request for adjournment can only be refused by the Chairman on the grounds of unreasonable or vexatious behaviour.

**32. Removal of a Member of the Public**

- 32.1. If a member of the public interrupts the proceedings, the Chairman shall warn the person concerned. If they continue to interrupt, the Chairman (after taking advice from the South East Lincolnshire Joint Policy Unit Manager or relevant officers present) shall order their removal from the meeting room.

**33. Clearance of Part of Meeting Room**

- 33.1. If there is a general disturbance in any part of the meeting room open to the public, the Chairman (after taking advice from the South East Lincolnshire Joint Policy Unit Manager or relevant officers present) may adjourn the meeting for as long as considered necessary and call for that part to be cleared.

**34. Scheme of Delegation**

- 34.1. The Joint Committee may delegate as deemed appropriate responsibilities within the remit of the South East Lincolnshire Joint Strategic Planning Committee to the South East Lincolnshire Joint Policy Unit Manager.

**35. Standing Orders**

- 35.1. *Subject to the provisions of this Order the joint committee may make standing orders for the regulation of their proceedings and may vary or revoke any such orders.*

**36. Amendment of Standing Orders**

- 36.1. Following discussion, a proposal to add, vary or revoke Standing Orders may be passed by a majority of the members present and voting.

### **37. Suspension of Standing Orders**

37.1. Any one or more of the Standing Orders may, in case of urgency, or upon a motion made on a notice duly given, be suspended for the whole or part of any meeting, provided that a majority of the members present and voting shall so decide.

37.2. The following standing orders may be suspended:

- Agenda items;
- Written Questions on Notice;
- Public Participation;
- Procedures for speaking at a Joint Committee meeting; Procedures for asking questions at a Joint Committee meeting;
- Procedure for presenting petitions at a Joint Committee meeting; and Right to require individual vote to be recorded.

**Key:**

*Italics = provisions prescribed in the Schedule to the Order*

Plain text = additional text approved by the Joint Committee at its meeting on 9 September 2011