

## NORTH WALES FIRE AUTHORITY

### STANDING ORDERS

#### PART I: DEFINITIONS

##### STANDING ORDER 1:

(1) In these Standing Orders, unless the context otherwise demands, the following terms have the meaning assigned to them:

“Authority” – the North Wales Fire Authority acting by means which they may lawfully adopt;

“Chief Officer” – the Chief Fire Officer, the Deputy Chief Fire Officer, the three Assistant Chief Fire Officers, the Clerk and the Treasurer to the Authority; (The persons for the time being holding these offices are named in appendix 1)

**Deleted:** the Assistant Chief Officer (Finance and Procurement)

“committee” – a committee of the Authority;

**Deleted:** f

“clerk” – is the Monitoring Officer and Constitutional Adviser to the North Wales Fire Authority

“Deputy Clerk” – is the Deputy Monitoring Officer and Constitutional Adviser to the North Wales Fire Authority

“employee” – an employee of the Authority or holder of a paid office under the Authority other than the chair, Deputy Chair or Fire Authority member;

**Deleted:** vice-chair

“leader of a political group” – the leader of a political group as defined in the Local Government (Committees and Political Groups) Regulations 1990;

**Deleted:** f

“meeting” – a meeting of the Authority, a committee or a sub-committee as the case may be;

“member” – in relation to the authority, a member of the Authority; in relation to any committee or sub-committee a person appointed as a member of that committee or sub-committee, whether or not entitled to vote;

“monitoring officer” – the person designated under section 5 of the 1989 Act (designation and reports of monitoring officer) or, if that person is unable to act owing to absence or illness, the person nominated as his/her deputy under subsection (7) of that section;

“number of members” – in relation to the Authority, the number of persons who may act at the time in question as members of the Authority, and, in relation to a committee or sub-committee, the number of persons who may act at the time in question as voting members of that body;

“person presiding” – the person entitled, or appointed, to preside at any meeting;

“political group” – a political group as defined in the Local Government (Committees and Political Groups) Regulations 1990;

“proper officer” – the Clerk to the Fire Authority except for those matters for which the Chief Fire Officer or the Treasurer is specifically designated as the proper officer;

“sub-committee” – a sub-committee of a committee;

“the 1972 Act” – the Local Government Act 1972;

“the 1989 Act” – the Local Government and Housing Act 1989;

“the 1994 Act” – the Local Government (Wales) Act 1994;

“the 1995 Combination Scheme” – the North Wales Fire Services (Combination Scheme) Order 1995;

“the 2000 Act” – Local Government Act 2000;

“the 2004 Act” – the Fire and Rescue Services Act 2004;

“the whole number of members” – in relation to the Authority, the total number of persons who may become members of the Authority, as defined in Part III of the 1995 Combination Scheme.

“without comment” – in relation to the moving, seconding or putting of a motion, without any person speaking except to indicate the wording of the motion, the fact that it is being moved, seconded or put, or (in the case of the person presiding) the effect of adopting the motion.

(2) Unless the context otherwise requires, the singular includes the plural and the plural includes the singular.

(3) Any reference in any standing order to a numbered paragraph is, unless the context otherwise requires, a reference to the paragraph of that standing order bearing that number.

## **PART II: MEETINGS OF THE AUTHORITY**

### **STANDING ORDER 2: STANDING ORDERS**

(1) No arrangements shall be made whereby a committee, sub-committee or officer may exercise any power of the Authority to vary, revoke or add to these standing orders.

(2) Any motion to vary, revoke or add to these standing orders, when moved and seconded, shall stand adjourned without further discussion to the next ordinary meeting of the Authority, and the proper officer shall prepare an appropriate report to that meeting.

(3) This standing order and standing orders 17, 18(2), and 23, are not capable of being suspended.

(4) Any of the other standing orders may be suspended at the meeting where its suspension is moved provided that either:

(a) notice of intention to move such suspension has been included in the agenda for the meeting;

or

(b) at least one half of the number of the members of the Authority or committee or sub-committee are present, at least two thirds of whom vote for the suspension.

(5) A printed copy of these standing orders shall be given by the proper officer to each member on appointment.

**Deleted:** so far as regards any business

(6) The ruling of the person presiding at any meeting as to the construction or application of any of these standing orders shall not be challenged at that meeting.

#### STANDING ORDER 3: ROLE OF THE FIRE AUTHORITY

(1) To perform all the duties and responsibilities of a Fire Authority in accordance with appropriate legislation and regulations, in particular the Fire and Rescue Services Act 2004, the Fire Precautions Act 1971 and the 1995 Combination Scheme.

(2) To ~~approve~~ the Combined Improvement and Risk Reduction Plan

**Deleted:** agree

(3) To ~~approve~~ the revenue and capital budgets and the contributions by the constituent Councils.

**Deleted:** and

(4) To monitor the revenue and capital budgets and deal with any significant variations, including decisions on any revised contributions.

**Deleted:** 3

#### STANDING ORDER 4: ORDINARY MEETINGS OF THE AUTHORITY

(1) All annual and ordinary meetings of the Authority shall ~~rotate in North Wales on a schedule to be agreed annually.~~

**Deleted:** be held within North Wales at such place as the Chair of the Authority may appoint and at ten thirty in the morning, unless the Chair of the Authority determines otherwise.¶

(2) ~~Meetings of the Authority shall take place a minimum of four times per year and the annual meeting shall take place no later than June. These meetings shall normally take place on the third Monday of the month unless determined by the Chair in consultation with the Clerk and Chief Fire Officer.~~

**Formatted:** Font: 10 pt

**Formatted:** Indent: Left: 0"

**Formatted:** Font: 10 pt

#### STANDING ORDER 5: EXTRAORDINARY MEETINGS OF THE AUTHORITY

**Deleted:** a

(1) The Chair of the Authority may at any time call an extraordinary meeting of the Authority.

(The 1972 Act, Sch. 12. par.3)

(2) If the Chair refuses to call an extraordinary meeting of the Authority after a requisition for that purpose, signed by five members of the Authority, has been presented to him/her, or, if without so refusing, the Chair does not call an extraordinary meeting within seven days after the requisition has been presented to him/her, then, any five 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.

**Deleted:** Meetings of the authority shall take place in the months of June, which shall be the Authority's Annual Meeting, and October, December and March. These meetings shall take place on the third Monday of the month unless determined by the Chair in consultation with the Clerk and Chief Fire Officer¶

(The 1972 Act, Sch 12, par 3)

(3) Where any person or persons decide to call an extraordinary meeting of the Authority, he/she shall signify to the proper officer that he/she has done so, the business to be transacted and the date and time for which the meeting is called. The proper officer shall thereupon ensure that the notices and summonses required by paragraph 4(2) of Schedule 12 to the 1972 Act are published and sent.

**Deleted:** d

(4) Any extraordinary meeting of the Authority which may be called shall be held at such place in North Wales as the Chair of the Authority may appoint.

#### STANDING ORDER 6: PERSON PRESIDING AT MEETINGS OF THE AUTHORITY

(1) At a meeting of the Authority the Chair, if present, shall preside.

(2) If the Chair is absent from a meeting of the Authority, then the Deputy Chair of the Authority, if present, shall preside, or

Deleted: Vice-

(3) If the Chair and Deputy Chair of the Authority are absent from a meeting of the Authority then:

Deleted: Vice-

another member of the Authority chosen by the members of the Authority present shall preside.

(The 1972 Act, Sch 12, par 5)

(4) Any power of the Chair of the Authority in relation to the conduct of a meeting of the Authority may be exercised by the person presiding at the meeting.

(5) If it is necessary to choose a member of the Authority to preside in the absence of the Chair and Deputy Chair, the proper officer shall call on a member of the Authority to move that a member of the Authority to be named by that member shall take the chair.

Deleted: Vice-

(6) If discussion arises on that motion, the proper officer shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting.

STANDING ORDER 7: QUORUM OF MEETINGS OF THE AUTHORITY

(1) No business shall be transacted at a meeting of the Authority unless at least one third of the whole number of members of the Authority are present.

(The 1995 Combination Scheme, Part III)

(2) If, during any meeting of the Authority, the person presiding, after causing the number of members present to be counted, declares that there is not a quorum present, the meeting shall stand adjourned. If the person presiding then believes that it will be unlikely that a quorum will be present in the next fifteen minutes, the meeting shall end.

(3) Notwithstanding any provision in these standing orders that notices of questions or motions shall lapse, the consideration of all business which is on the agenda of a meeting brought to an end under the previous paragraph and which has not been completed before the meeting is brought to an end shall be postponed to the next meeting of the Authority, whether ordinary or extraordinary.

STANDING ORDER 8: ORDER OF BUSINESS AT MEETINGS OF THE AUTHORITY

(1) Unless the Authority otherwise order in accordance with paragraph (3), the order of business at every meeting of the authority shall be:

(a) in the absence of the Chair and Deputy Chair, to choose a member of the authority to preside;

Deleted: vice

(b) at the annual meeting, and at any other meeting which is the first after the office of the Chair shall have become vacant, to elect a Chair;

Deleted: -

• To receive any declarations of interest from the members present

Formatted: Bullets and Numbering

(c) at the annual meeting, and at any other meeting which is the first after the office of Deputy Chair shall have become vacant, to appoint a Deputy Chair;

Deleted: vice

Deleted: -

(ch) at the annual meeting, to approve as a correct record the minutes of the previous annual meeting of the authority and for the person presiding to sign them;

Deleted: vice

Deleted: -

(d) except where the minutes of all earlier meetings of the Authority have already been signed as a correct record, to approve as a correct record the minutes of the last ordinary or extraordinary meeting of the Authority, and of any earlier ordinary or extraordinary meeting of which the minutes have not been so approved, and for the person presiding to sign them;

(dd) to receive communications from the person presiding and any necessary disclosure of interest by any member or officer;

(e) where the meeting has been called under Standing Order 5, to consider the business specified in the summons;

(f) where a meeting has been summoned to consider:

(i) a report from the proper financial officer under section 114 of the Local Government Finance Act 1988;

(ii) a report of the monitoring officer under section 5 of the 1989 Act,

(iii) to consider the business for which the meeting has been summoned;

Formatted: Indent: First line: 0.3"

(ff) where the meeting is the last ordinary meeting before 15<sup>th</sup> February in any year, and where the Authority has not yet resolved to do so, to assess or vary the contributions to be paid into the combined Fire Service fund by the constituent Authorities;

(g) to receive petitions from members of the Authority;

(ng) the asking and answering of questions notice of which has been given under standing order 10;

(h) to consider items of business, if any, which were on the agenda of the last meeting of the Authority and which were not disposed of or did not lapse;

(i) in the order prescribed under paragraph (2), to receive and consider reports of committees on matters on which a decision by the Authority is required;

(l) to receive and consider reports from chief officers of the Authority;

(ll) to authorise the sealing of documents so far as the Authority's authority is required by statute or these standing orders;

(m) to consider motions of which notice has been submitted by members of the Authority in accordance with standing order 9 in the order in which they are recorded as having been received;

(n) to consider other business, if any, specified in the summons for the meeting.

(2) The items of business under item (i) in the last paragraph shall be considered in the order in which they are listed in the agenda for the meeting, and that order shall be in accordance with arrangements determined by the Chair of the Authority.

(3) The order of business in paragraph (1) may be varied by

(a) direction of the person presiding, made with the majority consent of the members present; or

(b) a resolution of the Authority, moved, seconded and put without comment.

(4) If the person presiding decides that an item of business not included in the agenda for the meeting sent with the summons for the meeting may be taken for reasons of urgency, that item shall, subject to any direction or resolution under paragraph (3), be taken at the end of the other items of business.

| STANDING ORDER 9: NOTICE OF MOTIONS

Deleted: S

- (1) Any member of the Authority may give notice of not more than three motions.
- (2) Notice of every motion to be moved at a meeting of the Authority other than a motion which, under standing order 19, may be moved without notice shall be given in writing, signed by the member or the members of the Authority giving the notice. The notice shall state for which meeting of the Authority the notice is given.
- (3) Unless the person presiding at the meeting is of the opinion that a motion should be considered as a matter of urgency, notice of every motion of which notice is required shall be delivered to the proper officer at least fourteen clear days before the day of the meeting for which the notice is given.
- (4) The proper officer shall not accept any notice of motion which, by reason of any enactment or any provision in these standing orders other than paragraph (9) below, could not be considered at the meeting for which it is given.
- (5) The proper officer shall record the time and date at which every such notice is delivered to him/her. That record shall be open to the inspection of every member of the Authority.
- (6) Every motion shall be relevant to some matter in relation to which the Authority has functions.
- (7) A motion shall only be moved by a member by whom notice has been given, or by a member authorised by such a member.
- (8) Where notice of a motion has been given for any meeting, and that motion is neither moved (for whatever reason) nor deemed to have been referred to a committee, the notice shall lapse, and the motion shall not be moved without further notice.
- (9) Subject to paragraph (11) below, where a notice of motion has been given for any meeting, and that motion is within the terms of reference of any committee of the Authority, the motion shall be deemed to have been referred by that meeting to the next meeting of the committee or committees within whose terms of reference it falls. A memorandum appended to the minutes of that meeting shall record the references that are deemed to have been so made. If any question arises as to the committee to which the motion is to be referred, it shall be determined by the Chair of the Authority.
- (10) Where a motion has been referred, or is deemed to have been referred, to a meeting of a committee, that committee shall consider it at their next meeting and shall either report upon the motion to the next meeting of the Authority, or include their views upon the motion in their next report to the Authority.
- (11) Notwithstanding paragraph (9), a motion may be considered without first being referred to a committee if the Authority so resolve on a motion, of which notice under paragraph (1) above is required, but which shall be moved, seconded, and put without comment.
- (12) If notice is given under this standing order of any motion which, in the opinion of the proper officer, could properly be moved as an amendment to a motion for adoption of a recommendation of a committee which will be before the Authority, it shall not be accepted or placed on the

agenda without the consent of the Chair of the Authority. In the event of non-acceptance the proper officer shall so inform the member giving the notice.

#### STANDING ORDER 10: QUESTIONS

(1) At the discretion of the Chair of the Authority, a member of the Authority may ask the Chair of a committee any question upon an item of the report of a committee when that item is under consideration by the Authority.

(2) A member of the Authority may:

(a) if three clear days notice in writing has been given to the proper officer, ask a Chair of any committee any question relating to business of the Authority;

(b) at the discretion of the Chair, put to him/her or to the Chair of any committee any question relating to an urgent matter, of which such notice has not been given, provided that a copy of such question has been handed to the proper officer before the start of the meeting.

(3) Every question shall be put and answered without discussion but the questioner may ask one supplementary question arising out of the reply.

(4) Where a question is addressed to the Chair of the Authority or to the Chair of a committee and the information sought is contained in any of the Authority's publications, it shall be deemed a sufficient reply if the relevant publication is named. The provision of a written reply to any question may be circulated to members of the Authority at the start of the meeting.

(5) No member is allowed to submit a notice of more than two questions for each meeting.

(6) No more than 30 minutes may be spent on questions pursuant to paragraph (2) at any one meeting of the Authority. If questions remain unanswered at the expiration of that time, the questions and answers shall be circulated in a written form to members and press and included in due course in the minutes of the meeting.

#### STANDING ORDER 11: PRESENTATION OF PETITIONS

(1) At a meeting of the Authority any member of the Authority may present a petition, signed by persons other than members of the Authority, which is relevant to some matter in relation to which the Authority have functions. The member presenting the petition shall satisfy himself/herself that the petition is proper to be received.

(2) A member wishing to present a petition shall give notice of his/her intention to do so to the proper officer before the beginning of the meeting at which he/she wishes to present it.

(3) The presentation of a petition shall be limited to not more than three minutes, and shall be confined to reading out, or summarising, the prayer of the petition, indicating the number and description of the signatories, and making such further supporting remarks relevant to the petition as the person presenting it shall think fit.

(4) Petitions shall be presented in the order in which notice of them is received by the proper officer.

### PART III: COMMITTEES AND SUB-COMMITTEES

STANDING ORDER 12: APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

(1) (a) There shall be an Executive Panel consisting of 14 voting members, namely the Chair and Deputy Chair of the Authority and two members selected from among the members of each of the six constituent Authorities. These members will be selected by the constituent Authority and the Clerk will be notified

Deleted: Vice

Deleted: -

(b) The terms of reference of, and functions to be discharged by, the Panel shall be as resolved by the Authority from time to time.

(c) These standing orders shall apply to the Executive Panel as if it were a committee of the Authority except for standing orders 14(2) and 17.

(ch) The Chair (or, in his or her absence, the Deputy Chair) shall preside in meetings of the Panel.

Deleted: Vice

Deleted: -

There shall be an Audit Committee consisting of 14 voting members who are not on the Executive Panel. They will have:

(b) The terms of reference of, and functions to be discharged by, the Committee shall be as resolved by the Authority from time to time.

(c) These standing orders shall apply to the Audit Committee as if it were a committee of the Authority except for standing orders 14(2) and 17.

(d) The Audit Committee will appoint the Chair and Deputy Chair for ratification at the following Authority meeting.

Deleted: Vice

Deleted: -

(2) (a) There shall be a Standards Committee consisting of 4 independent members and 2 members of the Authority, appointed by the Authority.

(b) The terms of reference of the Standards Committee shall be as resolved by the Authority from time to time.

(c) Standing order 18 (minutes) shall apply to the Standards Committee but otherwise the following standing orders of the Authority shall not apply to the Committee.

(ch) The Standards Committee shall regulate itself in accordance with the requirements of legislation and such rules as the Committee itself may set.

(3) (a) The Authority may at any time resolve to establish any other committee, including its terms of reference and how many voting members it shall have.

(b) The Authority may resolve that non-voting members, assessors and advisers shall also be appointed to any such committee.

(c) A resolution to make appointments under sub-paragraph (b) shall specify what number of appointments are to be made and what functions in relation to the committee each person so appointed may exercise.

(ch) The Authority may resolve what limitations shall be placed on the power of any such committee to arrange for the discharge by a sub-committee of any of the committee's functions.



(d) The Authority may at any time amend resolutions under this paragraph, including resolving that a committee should cease to exist.

(4) Every committee set up under paragraph (3), and every sub-committee set up by such a committee, shall continue to discharge the functions committed to them until the Authority or committee, as the case may be, resolve otherwise.

(5) Subject to section 102(5) of the 1972 Act (councillor not re-elected to cease to be a member of a committee), any other relevant statutory provision and paragraph (7), every person appointed as a voting member of such a committee or sub-committee and every person appointed to exercise other functions in relation to a committee or sub-committee shall continue as such until the appointment is terminated by the Authority, or in accordance with paragraph (7).

(6) Whenever

(a) the Authority is required to review the allocation of seats on committees between political groups, or

(b) the Authority resolves to carry out such a review, or

(c) a committee is required to review the allocation of seats on a sub-committee between political groups, or

(ch) a committee resolves to carry out such a review, the proper officer shall submit a report to the Authority or committee (as the case may be), showing what allocation of seats would, in his/her opinion, best meet the requirements of section 15(4) of the 1989 Act.

(7) In the light of such a report, the Authority or committee, as the case may be, shall determine the allocation of seats to political groups.

(8) Whenever an appointment of a voting member of a committee or sub-committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated, and whenever such an appointment falls to be terminated in accordance with such wishes, then the proper officer shall make or terminate the appointment accordingly.

(9) Every committee may appoint sub-committees for such purposes as they think fit, provided that no standing sub-committee may be appointed without the approval of the Authority after consideration of a report by the proper officer.

(10) The Chair and ~~Deputy~~ Chair of the Authority may attend and speak (but may not vote) at a meeting of a committee of which they are not voting members.

Deleted: Vice

Deleted: -

(11) The person appointed to preside at the meetings of a committee, and his/her deputy, may attend and speak at a meeting of any sub-committee appointed by that committee, but may not vote unless appointed as a voting member.

(12) A member of the Authority who is not otherwise entitled to attend and speak at a committee or sub-committee shall be entitled to do so (but not to vote) at a meeting of the committee or sub-committee.

(a) during consideration of any motion of which notice has been given which he/she has moved or seconded at a meeting of the Authority and which has been referred to that committee or sub-committee; or

(b) with the agreement of the person presiding at the meeting of the committee or sub-committee; or

(c) by giving at least two clear days' written notice to the proper officer of his/her intention to do so and of the matter on the agenda for the meeting on which he/she wishes to speak.

**STANDING ORDER 13: MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

(1) The Authority may fix the date, time and place of ordinary meetings of committees and sub-committees.

(2) If the Authority do not fix the date, time or place of an ordinary meeting of a sub-committee, the committee which appointed them may do so.

(3) If the date, time or place of an ordinary meeting of a committee or sub-committee has not been fixed by the Authority or the appointing committee (as the case may be), that committee or sub-committee shall fix those details of the meeting which have not otherwise been fixed:

provided that:

(a) for the first ordinary meeting of any committee or sub-committee, the Chair of the Authority or, if a person has been appointed to preside in a committee, that person may fix any details which have not otherwise been fixed;

(b) for any other meeting of a committee or sub-committee, the Chair of the Authority or the person appointed to preside in that committee or sub-committee, after consultation (so far as practicable) with such persons as appear to him/her to be representative of the political groups to which have been allocated seats on the committee or sub-committee, may cancel or change any of the details of place, date or time already fixed for a meeting of the committee or sub-committee, other than one called under paragraph (5).

(4) The person appointed to preside at meetings of a committee or sub-committee, his/her deputy, or the Chair of the Authority may call a special meeting of the committee or sub-committee at any time.

(5) If,

(a) a requisition for a special meeting of a committee or sub-committee signed by at least one-third of the number of the members of the committee or sub-committee, whichever is greater may forthwith call a special meeting; and

(b) either he/she has refused to call a meeting or, without him/her so refusing, no special meeting has been called within seven days of the presentation of the requisition.

(6) If any person decides to call a special meeting of a committee or sub-committee, he/she shall forthwith give notice that he/she has done so to the proper officer, specifying the business proposed to be transacted. The proper officer shall forthwith give notice to all members of the committee or sub-committee and all persons entitled to receive their papers.

(7) Any requisition under paragraph (5) may be presented by being left with the proper officer.

**STANDING ORDER 14: PERSONS PRESIDING IN COMMITTEES AND SUB-COMMITTEES**

(1) If the Chair and Deputy Chair are appointed by the Authority as voting members of a committee, the Chair (or, in his or her absence the Deputy) shall preside in meetings of the committee.

**Deleted:** Vice

**Deleted:** -

**Deleted:** Vice

**Deleted:** -Chair

(2) Subject where appropriate to paragraph (1) each committee and sub-committee at their first meeting after the annual meeting of the Authority shall, from among their voting members, appoint a person to preside at their meetings for the ensuing year, and shall, in the same way, appoint a person to preside in the absence of the first person.

(3) If the persons appointed under the previous paragraph of this standing order are absent, a meeting of a committee or sub-committee shall appoint, from among the voting members present, a person to preside at that meeting.

(4) Whenever it is necessary for the committee or sub-committee to appoint a person to preside, the proper officer shall call on a voting member of the committee or sub-committee to move that an eligible voting member of the committee or sub-committee to be named by that member shall take the chair.

(5) If discussion arises, the proper officer shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting.

#### STANDING ORDER 15: QUORUM OF COMMITTEES AND SUB-COMMITTEES

(1) No business shall be transacted at any meeting of a committee or sub-committee unless at least one third of the number of members of the committee or sub-committee, as the case may be, are present.

(2) The provisions of standing order 7 shall apply to a meeting of a committee or sub-committee at which a quorum is not present as they would apply if it were a meeting of the authority.

#### STANDING ORDER 16: ORDER OF BUSINESS IN COMMITTEES AND SUB-COMMITTEES

(1) At least seven clear days before every meeting of a committee or sub-committee, or as soon as the meeting is called, whichever is later, the proper officer shall send to every voting member and to every other person entitled to receive the papers of the committee or sub-committee a copy of the agenda for the meeting.

(2) The agenda shall include

(a) all items of business which have been, or are deemed to have been, referred to the committee or sub-committee by the authority or by another committee or sub-committee, as the case may be;

(b) all reports submitted to the committee or sub-committee by the Chief Fire Officer, the Clerk to the Authority, the Treasurer to the Authority or any other chief officer;

(c) any item of business directed to be included by the person appointed to preside at the meetings of the committee; and

(ch) any other item of business of which the requisite notice has been given to the proper officer by a member of the Authority whether or not he/she is a member of the committee or sub-committee and which is within the terms of reference of the committee or sub-committee; provided that no member (other than the person appointed to preside at meetings of the committee or sub-committee) may give notice of more than one item of business for any one meeting.

- To receive declarations of interest by Members of the Authority

← - - - - Formatted: Bullets and Numbering

(3) The requisite notice is fourteen clear days notice in writing before the date fixed for the meeting of the committee or sub-committee.

(4) Any member of the Authority shall have, whether or not he/she is a member of the committee or sub-committee, and any other member of the relevant sub-committee:

(a) if three clear days' written notice have been given to the proper officer, the right to ask of the Chair of the committee or sub-committee, any question related to the business of that committee or sub-committee;

(b) at the discretion of the Chair of the committee or sub-committee, the right to ask him/her any question on an urgent matter, notice of which had not been given, subject to the receipt by the proper officer of a copy of the said question before the meeting.

Paragraphs 3 to 6 of Standing Order 10 shall also be applied to questions asked in accordance with this paragraph.

(5) Subject to any directions given by the person appointed to preside at the meetings of the committee or sub-committee, the items of business shall be arranged in such order as the proper officer thinks will best ensure the effective despatch of business.

Delete STO 17 as outdated and not required.

#### **PART IV: CONDUCT OF MEETINGS**

##### **STANDING ORDER 18: MINUTES**

(1) Subject to paragraph (2) and (2A) minutes of every meeting of the Authority, of any committee or of any sub-committee shall be submitted to, and signed at, that meeting or at the next suitable meeting of the body concerned.

(2) 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 1972 Act, the next following meeting of the Authority (being a meeting called otherwise than under that paragraph) shall be the next suitable meeting for the purpose of paragraph (1).

(2A) In relation to the annual meeting of the Authority, the next annual meeting of the Authority shall be the next suitable meeting for the purpose of paragraph (1).

(3) The person presiding shall propose that the minutes submitted to the meeting be approved as a correct record of that meeting, or of a specified former meeting, as the case may be.

(4) No discussion shall take place upon the minutes, except upon their accuracy. 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 is disposed of, the person presiding shall sign the minutes.

(5) All minutes shall be in Welsh and English.

##### **STANDING ORDER 19: MOTIONS AND AMENDMENTS**

(1) The following motions may be moved by a voting member without notice at any meeting at which they would be in order:

(a) to appoint a person to preside at the meeting at which the motion is made;

(b) motions relating to the accuracy of the minutes;

**Deleted:** 'mutatis mutandis'

**Deleted:** a

**Deleted:** under

**Deleted:** STANDING ORDER 17:  
REFERENCE-UP OF DECISIONS

¶  
(1) Where a relevant matter has been voted on by a committee or a sub-committee, and immediately following the declaration of the result of the vote a resolution under this standing order is proposed and approved by no less than one quarter of the voting members present at the time it must be referred:¶

¶  
(a) in the case of a decision of a committee, to the next competent meeting of the authority; and ¶

¶  
(b) in the case of a decision by a sub-committee, to the next competent meeting of the committee ("the relevant committee") which constituted that sub-committee.¶

¶  
(2) A decision on a matter referred under paragraph (1) shall take effect only when reviewed and approved:¶

¶  
(a) by the authority, where the decision was taken by a committee; and ¶

¶  
(b) by the relevant committee, where the decision was taken by a sub-committee.¶

¶  
(3) Nothing in paragraph (1) or (2) above shall be construed as preventing a matter referred to a committee (other than a joint committee) under paragraph (1)(b) from being referred by that committee to the authority under paragraph (1)(a).¶

¶  
(4) In paragraph (1) above a relevant matter is a matter arising in relation to functions falling to be discharged by:¶

¶  
(a) a committee or sub-committee of the authority in pursuance of arrangements made under section 101 of the 1972 Act, and¶

¶  
other than:¶

¶  
a matter concerning the appointment of or disciplinary action against or dismissal of an officer of the authority;¶

¶  
a matter in relation to which the committee or (as the case may be) the sub-committee has heard representations from any person other than a member or officer of the authority. ¶

¶

... [1]

- (c) motions under standing order 8(3) (change in order of business);
  - (ch) motions extending the time limit for speeches;
  - (d) "that the Authority (or committee or sub-committee) proceed to the next business";
  - (dd) "that the question be now put";
  - (e) "that the debate be now adjourned";
  - (f) "that the Authority (or committee or sub-committee) do now adjourn";
  - (ff) motions under standing order 2(4)(b) (suspension of standing orders without notice);
  - (g) motions in accordance with section 100A(2) or (4) of the 1972 Act to exclude the public from a meeting where there is likely otherwise to be disclosure of exempt or confidential information;
  - (ng) motions giving consent of the Authority, committee or sub-committee where it is required under these standing orders;
  - (h) motions to refer a petition which has been presented to the Authority to a committee for consideration;
  - (i) where a matter has been remitted to a committee or sub-committee, a motion to appoint a special committee or sub-committee to consider the matter;
  - (l) motions under standing order 22 (prevention of disorderly conduct) that a named member be not further heard, or do leave the meeting;
  - (ll) motions authorising the sealing of documents;
  - (m) motions arising from correspondence or other items specified in the summons to the meeting.
- (2) On consideration of a report or a recommendation from a committee, sub-committee or officer, the adoption of the report or recommendation and any resolutions consequential upon that adoption may be moved by a voting member without notice.
- (3) An amendment to a motion may be moved by a voting member without notice, but shall be relevant to the motion. No amendment shall be moved to an amendment.
- (4) An amendment shall be either to refer the matter to a committee, a sub-committee or an officer for consideration (or reconsideration), to leave out words, or to insert or to add other words, but such omission, insertion or addition of words shall not have the effect of simply negating the motion before the meeting. In respect of a motion to adopt a report of a committee or sub-committee, an amendment relevant to one or more items in the report which does not comprise the whole of the report does not amount to negating the motion.
- (5) With the consent of the meeting, signified without discussion, a voting member may
- (a) alter a motion of which he/she has given notice, or
  - (b) with the further consent of the seconder, alter a motion which has been moved and seconded, if (in either case) the alteration is one which could be made as an amendment thereto.

Deleted: such negatory

(6) With the consent of the seconder (if he/she is still present) and of the meeting, signified without discussion, the mover of a motion or an amendment may withdraw it. No member shall speak to such a motion or amendment after the mover has asked consent for its withdrawal, unless such consent has been refused.

(7) Except under standing order 12(3), no motion or amendment shall be moved to rescind any resolution of the Authority which was passed within the preceding six months or which is to the same effect as one which has been rejected within that period:

provided that such a motion may be moved at a meeting of the Authority if

(a) it is recommended by a committee or sub-committee; or

(b) notice of such motion has been given by the number that represents the quorum for the Authority.

(8) There is no power of rescission of any proper resolution which has been acted upon.

(9) Where the consent of the Authority, committee or sub-committee is required for anything, that consent may be given either:

(a) by the person presiding asking the meeting whether there are objections to the consent being given, and, if no objection is raised, giving that consent; or

(b) if objection is raised, or if the person presiding so chooses, by a motion moved, seconded and put to the meeting.

(10) If any question arises which would be likely to result in the disclosure to members of the public of exempt information of the categories described in Parts 4 to 6 of Schedule 12A to the 1972 Act such questions shall not be the subject of discussion until a motion to exclude the public has been proposed and voted upon.

#### STANDING ORDER 20: RULES OF DEBATE (GENERAL)

(1) The rules of debate in this standing order shall apply to all meetings of the Authority, of any committee and or any sub-committee.

#### Motions and amendments.

(2) A motion or amendment shall not be discussed unless it has been proposed and seconded.

(3) When seconding a motion or amendment, a member may reserve his/her speech until a later period of the debate by declaring his/her intention to do so.

(4) When any motion of which notice has not been given or any amendment has been moved and seconded, the person presiding may require that it shall be put into writing and handed to him/her before it is further discussed.

(5) Only one amendment may be moved and discussed at a time. No further amendment shall be moved:

(a) unless notice thereof has been given by the proposer before the amendment immediately prior to it is put to the vote;

(b) until the meeting shall have disposed of every amendment previously moved.

Provided that the person presiding may permit two or more amendments to be discussed (but not voted upon) together if he/she thinks that this will facilitate the proper conduct of business.

(6) If an amendment is not carried, other amendments may be moved to 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. Whenever any final amendment is not carried the person presiding shall put to the vote the relevant motion.

#### Speeches

(7) If two or more members offer to speak, the person presiding shall call on one to speak and where appropriate shall call to speak alternatively supporters and opposers for the question under discussion.

(8) When speaking, a member shall address the person presiding.

(9) A member may only speak in relation to the question under discussion, or to a personal explanation or a point of order under the provisions of the next paragraph.

(10) A member may claim to speak on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a specified statutory provision or a specified standing order, and the way in which the member raising it considers that it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her in the current debate which may appear to have been misunderstood.

(11) The ruling of the person presiding on a point of order or on the admissibility of a personal explanation shall not be open to discussion except on a motion of which due notice has been given.

(12) Whenever the person presiding calls the meeting to order during a debate, a member then speaking shall be silent and if standing shall resume his/her seat, and the Authority or committee or sub-committee shall be silent.

#### Ancillary motions.

(13) When a motion is under debate, no other motion shall be moved except the following:

(a) to amend the motion;

(b) a closure motion under the next paragraph;

(c) a motion under standing order 22 (prevention of disorder);

(ch) a motion under section 100A(2) or (4) of the 1972 Act (exclusion of the public).

(14) The following closure motions shall be permitted during discussion of another motion ("the original motion"). They shall be moved, seconded and put without discussion. If the motion is moved and seconded, then the person presiding shall proceed as follows:

(a) "that the meeting proceed to the next business" the person presiding shall permit the mover of the original motion to reply, and shall then put to the vote the motion to proceed to the next business; if that motion is carried, the original motion shall lapse;

(b) "that the question be now put"

if the person presiding is of the opinion that the matter before the meeting has been insufficiently discussed, he/she may refuse to accept the motion; if he/she accepts the motion, he/she shall put to the vote forthwith the motion that the question be now put; if this is carried, he/she shall permit the mover of the original motion (at meetings of the Authority) any right of reply to which he/she is entitled under standing order 21(4) and (at meetings of other committees or sub-committees) a right to reply for not more than three minutes, and shall then put that motion to the vote;

(c) "that the debate be now adjourned"; and

(ch) "that the meeting do now adjourn";

if the person presiding is of the opinion that the matter before the meeting has been sufficiently discussed, he/she may refuse to accept either of these motions, and instead put the motion that the question be now put; if he/she is of the opinion that the matter has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, he/she shall put the adjournment motion to the vote, without giving the mover of the original motion a right of reply on that occasion; the original motion or remaining business shall then stand over as uncompleted business until the next meeting of the Authority, committee or sub-committee, as the case may be.

(15) (a) In all meetings the Welsh language and the English language shall have the same status and validity;

(b) all persons shall have the right when speaking in any meeting to speak in either Welsh or English;

(c) the Clerk to the Authority shall arrange for instantaneous translation from Welsh into English to be provided at all meetings;

(ch) in the absence of instantaneous translation the business of a meeting may proceed, but the person presiding shall ensure, at the request of any member (including the speaker) that the exact words of any motion, amendment, question, answer or point of order and at least the substance of any speech or comment are translated provided that any inadvertent failure to comply with this rule, or any inadvertent error in translation, shall not invalidate any resolution.

#### STANDING ORDER 21: RULES OF DEBATE (AUTHORITY MEETINGS)

(1) While a member is speaking, the other members shall remain silent, unless speaking to a point of order or in personal explanation.

(2) Except with the consent of the Authority, signified without comment, the mover of a motion shall not speak for more than 10 minutes and no other speaker shall speak for more than 5 minutes. For the purpose of this paragraph a person who moves an amendment is not moving a motion, and the length of time allotted to the mover of a motion does not include any time permitted under a right of reply.

(3) A member who has spoken on any motion shall not speak again while it is the subject of debate, except:

(a) to speak once on an amendment moved by another member;

(b) if the motion has been amended since he/she last spoke, to move a further amendment;

(c) if his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment to which he/she spoke was carried;



(ch) in exercise of a right of reply under paragraph (5) or under standing order 20(14);

(d) on a point of order or by way of personal explanation under standing order 20(10).

(4) 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. If an amendment is moved, the mover of the original motion shall have a right of reply at the close of the debate on the amendment but shall not otherwise speak on the amendment. The mover of an amendment shall have no right of reply to the debate on that amendment. A member exercising a right of reply shall not introduce any new matter.

#### STANDING ORDER 22: PREVENTION OF DISORDERLY CONDUCT

(1) If the person presiding is of the opinion that a member has misconducted, or is misconducting, himself/herself by persistently disregarding the ruling chair, or by behaving irregularly, improperly or 'offensively, or by wilfully obstructing the business of the meeting, he/she may notify the meeting of that opinion, and may take any of the following courses, either separately or in sequence:

(a) he/she may move that the member named be not further heard; this motion shall not require to be seconded, but shall be put and decided without comment; if it is carried, the member shall not speak further at that meeting;

(b) he/she may move that the member named shall leave the meeting; this motion shall not require to be seconded, but shall be put and decided without comment; if it is carried, the member named shall forthwith leave the meeting;

(c) he/she may adjourn the meeting for fifteen minutes or such period as shall seem expedient to him/her.

(2) If a member of the public interrupts or interferes with proceedings at any meeting, the person presiding shall warn him/her of the action which might be taken under this standing order. If he/she continues the interruption or interference, the person presiding shall order him/her to leave the room where the meeting is being held. If he/she does not leave, the person presiding shall order him/her to be removed. If a member of the public persistently creates a disturbance, the person presiding may adjourn the meeting for fifteen minutes or such period as shall seem expedient to him/her.

(3) In the event of general disturbance in any part of the room where any meeting is being held which is open to the public, the person presiding shall order that part to be cleared and may adjourn the meeting for fifteen minutes or such period as shall seem expedient to him/her.

(4) The powers conferred by this standing order are in addition to any other powers which the person presiding may lawfully exercise.

#### STANDING ORDER 23: VOTING

##### Extracts from the Statutes

Subject to the provision of any enactment...all questions coming or arising from 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.

Subject to those provisions, in the case of an equality of votes, the person president at the meeting shall have a second or casting vote.

(The 1972 Act, Sch 12, par 39)

(1) Except as provided in this standing order the method of voting at meetings of the Authority, committees, and sub-committees shall be by show of hands.

(2) If a requisition is made by the appropriate number of members, before a vote is taken on any question, the voting on that question shall be recorded so as to show whether each member present gave his/her vote for or against that question or abstained from voting.

(3) The appropriate number of members is: 1/3 of the membership of the Authority, committee or sub-committee as the case may be.

(4) Immediately after the vote has been taken on any question, any voting member may require in relation to the vote that the minutes show whether that member cast his/her vote for the question or against the question or whether s/he abstained from voting.

(5) The voting on an appointment to the chairmanship or deputy chairmanship of the Authority or of a committee (but not necessarily a sub-committee) or to the staff shall be carried out by secret ballot.

Deleted: vice

Deleted: -

(6) Where there are more than two persons nominated for any position or office to be filled by the authority or a committee or a sub-committee, and there is not a majority of the votes given in favour of one person, 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. Standing Order 1(2) shall not apply to the interpretation of "the person having the least number of votes" in this paragraph. In multiple elections, votes cast for fewer candidates than the number of vacancies shall be invalid.

#### STANDING ORDER 24: ATTENDANCE

Every member attending a meeting of the Authority, a committee or a sub-committee shall sign his/her name in the attendance book or on the attendance sheet provided for that purpose.

### **PART V: DECLARATION OF INTERESTS**

#### STANDING ORDER 25: INTERESTS OF MEMBERS IN CONTRACTS AND OTHER MATTERS

(1) Where any member has a personal interest in a matter that is to be considered in a meeting of the Authority, committee or sub-committee, he or she shall declare that interest at the point in the agenda for the declaration of interests or as soon as the interest becomes apparent. Any such declaration shall be recorded in the minutes of the meeting.

Deleted: prior

Deleted: to consideration of the matter

Deleted: when

(2) Where, in accordance with the Fire Authority's code of conduct, prescribed under sections 50 and 81 of the 2000 Act, the personal interest mentioned in paragraph (1) is such that a member is required to withdraw from consideration of the matter, the member shall withdraw from the room in which the meeting is being held while the matter is under consideration unless the Standards Committee of the Authority has granted a dispensation under section 81(4) of the 2000 Act or unless one of the exemptions under the code of conduct applies.

Deleted: Where, in accordance with the model code of conduct

(3) Any person, other than an officer of the Authority, who is appointed to do anything in connection with a committee or sub-committee which enables him or her to speak at meetings of that committee or sub-committee, shall make the same declarations of personal interests, and shall withdraw from the room in which the meeting is being held on the same occasions, as he or she would do if he or she were a member of that committee or sub-committee.

#### STANDING ORDER 26: INTERESTS OF OFFICERS IN CONTRACTS AND OTHER MATTERS

(1) In addition to his/her duty under section 117 of the 1972 Act if it comes to the knowledge of any officer of the Authority that he/she has a disclosable personal interest in any contract which has been, or is proposed to be, entered into by the Authority, or in some other matter which is to be considered by the Authority or any committee or sub-committee, and which (in either case) is not the contract of employment (if any) under which he/she serves the Authority, he/she shall as soon as practicable give notice in writing to the proper officer of the fact that he/she is interested therein.

(2) For the purposes of this standing order, a disclosable personal interest is an interest that, if the officer were a member of the Authority, and if the contract or other matter were to be considered at a meeting of the Authority at which he/she were present, he/she would have to disclose in accordance with section 81 of the 2000 Act.

(3) The proper officer shall record in a book to be kept for the purpose particulars of any notice of a personal interest given by an officer of the Authority under section 117 of the 1972 Act or paragraph (1). The book shall, during the ordinary office hours of the Authority, be open for inspection by any member of the Authority.

(4) Where an officer submits a report to a meeting on a matter in which he/she has declared an interest under section 117 of the 1972 Act or paragraph (1), he/she shall state that such declaration has been made, and give brief details of it, in a separate paragraph at the commencement of the report.

(5) Where any officer advises orally a meeting of the Authority, a committee or a sub-committee on a contract, grant, proposed contract or other matter and has declared a personal interest in that matter, whether under the requirements of section 117 of the 1972 Act, or of paragraph (1), he/she shall remind the meeting orally of that interest.

#### STANDING ORDER 27: CANVASSING

(1) Canvassing by an applicant of any member of the Authority directly or indirectly for any appointment under the Authority shall disqualify the applicant for that appointment. The purport of this standing order shall be included in every advertisement inviting application for appointments or in any form of application.

(2) A member of the Authority shall not solicit for any reason any appointment under the Authority, and shall not give written testimonial of a candidate's ability, experience or character for submission with an application for appointment to a post under the Authority.

#### **PART VI: MISCELLANEOUS**

##### STANDING ORDER 28: SEAL OF THE AUTHORITY

(1) The common seal of the Authority shall be kept in a safe place in the custody of the Chief Fire Officer.

(2) The common seal of the Authority shall be affixed to a document only on the authority of

(a) a resolution of the Authority;

(b) a resolution of a committee or sub-committee which the Authority has empowered to authorise the use of the seal;

(c) a decision by the Authority, or by a duly authorised committee, sub-committee or officer, to do anything where a document under the common seal is necessary to complete the action.

(3) The affixing of the common seal shall be attested by the proper officer or by a deputy authorised in writing by the proper officer. An entry of every sealing of a document shall be made, and numbered consecutively, in a book kept for the purpose, and shall be signed by the person who shall have attested the seal.

#### STANDING ORDER 29: ATTESTATION OF DOCUMENTS

In addition to any other person who may be authorised by resolution of the Authority for the purpose, the proper officer for the purpose of section 234 of the 1972 Act (authentication of documents) shall be the Clerk to the Authority or any officer authorised in writing by such officer.

[Suggest deletion of this section and not relevant?](#)

#### STANDING ORDER 31: ACCESS TO DOCUMENTS, INFORMATION AND LAND

##### Extracts from the Statutes

Any document which is in the possession or under the control of a principal council and contains material relating to any business to be transacted at a meeting of the council shall subject to [the following provision], be open to inspection by any member of the council.

Where it appears to the proper officer of the council that a document discloses exempt information of a description for the time being falling within any of the paragraphs 1 to 6, 9, 11, 12 and 14 of Part 1 of Schedule 12A to this Act, [the foregoing provision] does not require the document to be open to inspection.

(The 1972 Act, Section 100F(1) and (2))

(1) In addition to the rights of members of the Authority under section 100F of the 1972 Act, but subject to paragraph (2) below, the following persons shall be entitled on application to the proper officer to inspect any documents or have access to other information of the following descriptions:

(a) any member of the Authority or other member (whether voting or not) of any committee or sub-committee:

(i) any document in the possession or under the control of the Authority which relates to any matter in relation to which a committee or sub-committee of which he/she is a member may discharge a function of the authority or advise the body which appointed them;

(ii) any other recorded information, not in the form of a document, in the possession, or under the control, of the Authority which is necessary for the proper discharge of his/her functions as a member of such a committee or sub-committee;

(b) any member of the Authority:

any other document or other recorded information in the possession, or under the control, of the Authority access to which is necessary for the proper discharge of his/her functions as a member of the Authority; provided that:

(i) no person shall be entitled to inspect any document or have access to any information relating to a matter in which he/she has a personal interest;

#### **Deleted: STANDING ORDER 30: PAPERS AND ADVICE¶**

¶ (1) A copy of every paper which is circulated to members for consideration at a meeting of a committee or sub-committee shall be sent to the chief officers of the authority who are concerned in the work of that committee or sub-committee.¶

¶ (2) Any question as to which chief officers are concerned with the work of any committee or sub-committee shall be determined by the Clerk in consultation with the Chief Fire Officer.¶

¶ (3) Before they conclude their consideration of any question, every committee and sub-committee shall, at his/her request, afford a chief officer who is entitled to receive papers under this standing order (or another officer nominated by him/her) an opportunity for him/her or his/her representative to advise on that question, either in writing or orally.¶

¶ (4) Where the Authority considers a matter which has not previously been the subject of consideration by a committee or sub-committee and of a report by that body to the Authority, the person presiding at the meeting at which the matter is considered shall ensure that the question is not put to the vote before any chief officer (including the head of the authority's paid service) whose responsibilities relate to the matter under consideration and who asks for such an opportunity has had an opportunity for him/her or his/her representative to advise the Authority on the matter.¶

¶ (5) Subject to the provisions of the Authority's Welsh Language Scheme, every agenda, report and other document produced by the authority itself for any meeting of the authority shall be in Welsh and English.¶

(ii) a person may be refused the right to inspect a document within paragraph (a)(i) which it is not necessary for him/her to inspect for the purposes of the proper discharge of his/her functions as a member of the committee or sub-committee in question, if there is good reason why such inspection should be refused;

(iii) access to information not in the form of a document need not be given where the cost of providing the access is unreasonably high, or during such period as the giving of access would unreasonably disrupt the work of the authority.

(2) In the case of any document other than a document to which the rights under section 100F of the 1972 Act apply, and in any case of information which is not in the form of a document, if the proper officer considers that access to any document or other information is not necessary for the proper discharge of the functions (as a member of the Authority or as a member of a committee or sub-committee, as the case may be) of the person requesting such access, and there is good reason why access should be refused, he/she may refuse the person concerned access to the document or information in question.

(3) Where a person inspects a document under the rights conferred by section 100F of the 1972 Act or this standing order, and the Authority may lawfully make a copy of that document, he/she shall be entitled, on request, to be given a copy of that document:

provided that

(a) a reasonable charge shall be made for the copy unless the proper officer otherwise directs;

(b) a copy may be refused if the proper officer considers that it is impracticable to make a copy.

(4) If any member of the Authority or other member (whether voting or non-voting) of a committee or sub-committee wishes to have access to land or buildings occupied by the Fire and Rescue Service to which members of the public do not have access or to which members of the Authority do not regularly have access, he/she shall make a request to the Chief Fire Officer. Unless the Chief Fire Officer is of the opinion that there is a good reason why such access should be denied, he/she shall give permission but can place conditions on that permission including in particular a condition whereby a specified officer of the Fire and Rescue Service shall accompany the member.

(5) If any member of the Authority or any other member of a committee or sub-committee is dissatisfied with any determination of a proper officer under section 100F of the 1972 Act or under this standing order, he/she may refer the question to the next meeting of the Authority, which shall, after considering any representations that that person or the proper officer may wish to make, determine whether or not to uphold the proper officer's determination.

(6) No member of the Authority and no other member (whether voting or non-voting) of a committee or sub-committee shall have any claim by virtue of his/her position:

(a) to enter any land or buildings occupied by the Authority to which the public do not have access or to which members of the Authority do not regularly have access except with the permission of the Chief Fire Officer for which the land or buildings are occupied;

(b) to exercise any power of the Authority to enter or inspect other land or buildings, except where specifically authorised to do so by the Authority;

(c) to exercise any other power of the Authority;

(ch) to issue any order with respect to any works which are being carried out by, or on behalf of, the Authority, or with respect to any goods or services which are being, or might be, purchased by the Authority.

(7) For the purposes of this standing order a person has a personal interest in a matter if, on the assumptions that he/she were a member of the Authority, and that the matter were to be considered by the Authority, he/she would have to declare the interest in accordance with section 81 of the 2000 Act.

(8) Where any information is given to any person (including a member of the Authority or any other member of a committee or sub-committee) by the Authority or by one of its employees in the course of transacting any business of the authority, and it is made clear (in whatever way) that the information is given in confidence, that person is not entitled to make that information public without the consent of the Authority.

#### APPENDIX 1

The Chief Fire Officer

The Deputy Chief Fire Officer

Assistant Chief Fire Officers

The Treasurer

The Clerk and Monitoring Officer

The Deputy Clerk and Monitoring Officer

#### Notes:

Appendix 1 to include Authority Officer Structure, names and references. (as suggested in 1(1) above)

All numbering to be changed subject to agreement of the proposed changes.

STANDING ORDER 17: REFERENCE-UP OF DECISIONS

(1) Where a relevant matter has been voted on by a committee or a sub-committee, and immediately following the declaration of the result of the vote a resolution under this standing order is proposed and approved by no less than one quarter of the voting members present at the time it must be referred:

(a) in the case of a decision of a committee, to the next competent meeting of the authority; and

(b) in the case of a decision by a sub-committee, to the next competent meeting of the committee ("the relevant committee") which constituted that sub-committee.

(2) A decision on a matter referred under paragraph (1) shall take effect only when reviewed and approved:

(a) by the authority, where the decision was taken by a committee; and

(b) by the relevant committee, where the decision was taken by a sub-committee.

(3) Nothing in paragraph (1) or (2) above shall be construed as preventing a matter referred to a committee (other than a joint committee) under paragraph (1)(b) from being referred by that committee to the authority under paragraph (1)(a).

(4) In paragraph (1) above a relevant matter is a matter arising in relation to functions falling to be discharged by:

(a) a committee or sub-committee of the authority in pursuance of arrangements made under section 101 of the 1972 Act, and

other than:

a matter concerning the appointment of or disciplinary action against or dismissal of an officer of the authority;

a matter in relation to which the committee or (as the case may be) the sub-committee has heard representations from any person other than a member or officer of the authority.

(5) If 5 members of the Authority give written notice under this standing order to the appropriate officer not later than one week after the meeting where the decision was made that they wish a decision on a relevant matter to be referred up, it shall be referred:

(a) in the case of a decision of a committee, to the next competent meeting of the Authority;

(b) in the case of a decision of a sub-committee, to the next competent meeting of the relevant committee.

A decision on a matter referred under this paragraph shall not come into force until it is reviewed and approved:-

(a) by the Authority, in the case of a decision of a committee;

(b) by the relevant committee, in the case of a decision of a sub-committee.