

NORTHERN JOINT POLICE BOARD

27 NOVEMBER 2009

Agenda Item	
Report No	

STANDING ORDERS – REVISION/UPDATE

Report by the Clerk

Summary

This Report recommends updates to the Board's Standing Orders Relating to the Conduct of Meetings.

Background

1. The Board has an obligation to review its Standing Orders on a regular basis. Draft revisions are appended to this report, with amendments/additions highlighted.

Amendments

2. Amendments are proposed:
 - to take into account the development of the Board's web site and the electronic publication of agendas and minutes (SO 7.4)
 - to give greater clarity on the provisions relating to Notices of Motion and Procedural Motions and also the submission in writing of Motions and Amendments arising in debate (SOs 9.2, 24.1 & 25)
 - to update references to the Councillors' Code of Conduct and the associated provisions on Declarations of Interest (SOs 20 & 42)
 - to simplify the provisions on Method of Voting (SO 31)

Recommendation

The Board is invited to approve the revised Standing Orders Relating to the Conduct of Meetings, as appended to the report, with effect from 27 November 2009.

Signature

Designation Clerk

Date 2 November 2009

Author Mrs R Moir, Assistant Clerk

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STANDING ORDERS MADE BY THE NORTHERN JOINT POLICE ON *27 November 2009*

A. PRELIMINARIES

1. Commencement

These Standing Orders will apply and have effect on and after 27 November 2009.

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B. CALLING MEETINGS/ITEMS FOR FUTURE MEETINGS

7. Notice of Meetings

7.4 **Public Notice** of a meeting of the Board will be given by posting a Notice at the Highland Council Headquarters, Glenurquhart Road, Inverness, or at any other place where the meeting is to take place, at least four clear working days before the meeting, or, if the meeting is convened at shorter notice, then at the time it is actually convened.

The Notice of Meeting will include:

- (a) the date, time and place of the meeting, and
- (b) information on the availability for inspection of the Agenda and accompanying reports.

The Agendas and accompanying reports will be available for public inspection during working hours at the main offices of the Board's Constituent Authorities and will be **published on the Board's website for the press and the public** ~~sent to the press~~ at least three clear days before the meeting.

9. Notices of Motion etc for Submission to Future Meetings

- 9.2 Such a Notice of Motion must be received not later than ~~ten~~ **fourteen** days prior to the meeting of the Board concerned **and no later than 5pm on the final day**. In calculating the ~~ten~~ **fourteen** days notice, the day of the Board meeting will be excluded. If a Notice of Motion is late, it will be referred to the next available meeting of the Board, at the request of the Members involved.

D. CONDUCT OF BUSINESS/PROCEEDINGS AT MEETINGS

20. Declaration of Interest

- 20.1 ~~Any Member who in terms of Section 38 of the 1973 Act has disclosed that he or she has a pecuniary interest, direct or indirect, in any contract or proposed contract or other matter as defined in that Act and is present at a meeting of the Board at which such a contract or other matter is the subject of consideration must declare that interest to the meeting and leave the room before the item is discussed and the declaration of interest will be noted in the Minutes of the Meeting.~~ ***It shall be for any member who has declared any financial interest in any matter and is present at a meeting of the Board at which such matter is the subject of consideration, to leave the room before the matter is discussed, unless exempted from so doing by a Dispensation granted by the Standards Commission for Scotland.***
- 20.2 ~~It shall be for any Member who has disclosed a private or personal non-pecuniary interest in any contract, proposed contract or other matter and who is present at a meeting of the Board at which such contract or other matter is the subject of consideration to determine whether or not to leave the room, or to speak, or vote, or to speak and vote. (Cross reference is made to Standing Order 42 in relation to the National Code of Local Government Conduct.)~~ ***It shall be for any Member who has declared any other interest in any matter and who is present at a meeting of the Board at which such matter is the subject of consideration, to determine whether or not to leave the room, or to participate in discussion or voting, in accordance with the Councillors' Code of Conduct and any relevant Dispensation granted by the Standards Commission for Scotland.***

24. Motions and Amendments - General

- 24.1 Every Motion and Amendment arising at a meeting will be moved and seconded and, ~~if requested by a Member,~~ will be written down and handed to the Clerk and will be read out before it is further discussed or put to the meeting. ***This does not apply to motions seeking to approve or disapprove of any matter, purely negative amendments, amendments proposing further consideration and reports, and motions and amendments that are fully set out in a minute of a sub-committee/working group or a report by an officer.*** A Member cannot move or second both the Motion and an Amendment or more than one Amendment upon a Motion.

25. Procedural Motions

- 25.1 A Member moving that the Board do now proceed to the next business or that the debate be now adjourned may speak for not more than five minutes and, if the Motion is seconded, it will be seconded without a speech. ***If the Convener is of the opinion that the business which is the subject of the debate has been sufficiently discussed, the procedural motion*** ~~Such a Motion will then be put without discussion to the meeting and if supported by a majority of the Board present and voting will be declared carried.~~

A Motion that the Board do now proceed to the next business may only be put forward where formal Motions and Amendments are not already before the Board in relation to the item concerned.

- 25.2 Where Motions and Amendments are already before the Board, any Member who has not spoken in the debate ~~can~~ ***may*** move that "the ~~question~~ ***matter*** be now put ***to the vote***" and he or she may speak for not more than five minutes in support of that procedural Motion, which, if seconded, will be seconded without a speech ~~and then put to the meeting.~~ ***If the Convener is of the opinion that the business which is the subject of the debate has been sufficiently discussed, a vote on the procedural motion will be taken without further debate.***

If the procedural Motion is carried, the mover of the original Motion will have the right to reply in terms of Standing Order 27 and the question under discussion will then be put to the meeting.

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31. Method of Voting

31.3 ~~With the exception referred to in 31.2 above, where Members rise in their places to signify their view, a~~ All votes on procedure will be taken by show of hands.

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F. MISCELLANEOUS

42. National Councillors' Code of Local Government Conduct

All Members of the Board will be guided by the provisions of the ~~National Code of Local Government Conduct~~ ***Councillors' Code of Conduct issued under the Ethical Standards in Public Life etc. (Scotland) Act 2000.***