

CENTRAL LINCOLNSHIRE JOINT STRATEGIC PLANNING COMMITTEE

Standing Orders

These set out the rules for the conduct of meetings and proceedings for the Central Lincolnshire Joint Strategic Planning Committee to be read in conjunction with the statutory provisions set out in the Central Lincolnshire Joint Strategic Planning Committee Order 2009 No. 2467, the Schedule to that Order and the Memorandum of Intent.

1. Meetings

All meetings shall be called by notice specifying the business to be considered, either by post or electronic means.

(a) Annual Meeting

The annual meeting of the Committee shall be held after 31st May in any year.

(b) Ordinary Committee Meetings

Committee meetings shall be held at such time and place as the Committee may from time to time determine.

(c) Extraordinary Meetings

The Chairman or the Head of the Joint Planning Unit, following mutual consultation, may call meetings in addition to Ordinary meetings.

Three voting Members of the Joint Committee may ask the Chairman, in writing, to call an Extraordinary meeting. Where the Chairman refuses to call a meeting within seven days after being presented with such a written requisition for that purpose, any three Members of the Joint Committee may, on that refusal or on the expiration on those seven days (as the case may be), call a meeting of the Joint Committee.

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.

2. Notice of meeting

All meetings shall normally be called by notice, specifying the business to be considered, not less than ten clear working days before the meeting. The notice will be sent to each Member and Substitute Member by post and electronic means. The accidental failure to give notice to a Member or the non-receipt by a Member of a notice that is deemed to be duly served shall not invalidate the proceedings at a meeting.

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.

3. Agenda Items

The Committee at any properly constituted meeting shall discuss any matter within the remit of the Central Lincolnshire Joint Strategic Partnership

Members of the 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 Head of the Joint Planning Unit and to the Committee Secretariat, at least fifteen working days before the date of the meeting at which the item is to be considered.

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.

4. Urgent Items

Items of urgent business may be carried on at any meeting of the 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.

5. Questions

Any Member of the Joint Committee shall be entitled to ask a question about a relevant matter within the remit of the Central 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 Head of the Joint Planning Unit and the Committee Secretariat.

6. Motions

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 Central Lincolnshire Joint Strategic Planning Committee provided that 11 clear working days notice has been given in writing to the Head of the Joint Planning Unit and a copy given to the Committee Secretariat.

Moving of Motions

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.

A Member may second a motion or an amendment reserving his/her speech for a later time in the debate thereon.

Motions to Lapse

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.

Motion to be set out in Agenda

The Head of the Joint Planning Unit 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.

The Head of the Joint Planning Unit 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.

Amendments

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.

Motion of No Confidence

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.

7. Appointment of Chairman and Vice-Chairman

The Committee shall elect a Chairman and Vice-Chairman from among the voting members of the Joint Committee at the annual meeting, which shall be the first meeting held after 31st May in any year. Chairmanship will rotate annually between the Partner Authorities. The Chairman and Vice-Chairman shall not be members of the same constituent authority.

The Chairman shall preside at meetings and in his/her absence, the Vice-Chairman shall preside. If both are absent, another voting Member appointed by the Committee shall preside as Chairman/vice-Chairman for the purposes of that meeting only.

The Chairman and Vice-Chairman will hold office until:-

- a) they resign from office; or
- b) they are suspended from being a Councillor by virtue of action under Part 111 of the Local Government Act 2000; or
- c) they cease to be a Councillor; or
- d) they are removed from office by a resolution of the Committee by a simple majority

If a casual vacancy occurs in the office of Chairman or Vice-Chairman of the Joint Committee, the vacancy shall be filled by the appointment of the Joint Committee of one of its voting members at the next meeting. The person so appointed shall hold office until the next annual meeting. 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.

8. Adjournment of Business

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.

9. Code of Conduct

It is the responsibility of each Member of the Joint Committee to comply with the provisions of the Code of Conduct. Any Member who has a personal or prejudicial interest in any business of the Joint Committee shall declare the nature of the interest at the start of the meeting or as soon as it becomes apparent.

A Member with a Prejudicial Interest in a matter:

- a) must declare that they have a prejudicial interest (and the nature of that interest as soon as the interest becomes apparent);

- b) must leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter. If this is the case, the Member can also attend the meeting for that purpose; and
- c) must leave the room immediately once they have finished speaking (or when the Joint Committee decides that the Member has finished speaking).

Members are responsible for ensuring that their Register of Interest which is held at their respective Authority, by their Monitoring Officer, is kept up to date in accordance with the Code of Conduct.

Bias and Pre-Determination

A Member having, or who may reasonably be seen by an objective observer as having any personal bias or predetermination (as opposed to predisposition) shall declare an interest and leave the meeting and shall not take part in any decision making and shall not influence the making of any decision in respect of that agenda item.

10. Ruling of the Chairman

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.

11. Quorum

There must be five 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 Committee.

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.

12. Tenure of Office

Tenure of appointment shall be at the discretion of the Partner Local Planning Authorities (PLPA) and will be subject to the limitations and constraints as set out in the Statutory Instrument.

13. Substitutes

Each partner authority shall nominate a substitute. A voting member who is unable to attend a meeting of the Joint Committee shall inform the Chairman and/or the Committee Secretariat as soon as practicable. Where such notification has been given, then the substitute member may attend the meeting and shall be deemed to be a voting member of the Joint Committee for the whole of that meeting.

14. Voting

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. A record of the number of votes cast, including abstentions will be included in the minutes of the meeting.

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.

Right to Require Individual Vote to be Recorded

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.

15. Record of Attendance

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.

16. Minutes of Meetings

The Minutes of the proceedings of each meeting of the Joint Committee shall be drawn up and signed at the next ensuing meeting of the Joint Committee by the person presiding at that next meeting.

17. Scheme of Delegation

The Joint Committee may delegate such responsibilities as may be deemed appropriate as are within the remit of the Central Lincolnshire Joint Strategic Planning Committee to the Head of the Joint Planning Unit.

18. Amendment of Standing Orders

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

19. Suspension of Standing Orders

Any one or more of the Standing Orders (except Standing Orders 9, 11, 14 and 19) 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.

20. Access to Information

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.

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. If an item is added to the agenda later, the 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.

21. Public Participation

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 Central Lincolnshire Joint Strategic Planning Committee. The Chairman in consultation with the Head of the Joint Planning Unit may refuse a petition or question to the meeting if it is considered to be offensive, defamatory, frivolous or vexatious.

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:

Procedures for Speaking at a Joint Committee meeting

Members of the public may speak on any item on the agenda for up to three minutes. The speaker shall notify the Committee Secretariat Answer Phone

arrangements 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.

Procedures for asking Questions at a Joint Committee meeting

A member of the public may also put questions to the Joint Committee. Five working days notice of the question in writing or email 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 Committee. The answer may take a verbal form but wherever possible a written answer to the question will normally be provided at the meeting. A supplementary question may be asked provided that it is related to the original question and or the answer given. Where an answer is not available a written response will be sent to the questioner within seven working days of the meeting.

No more than five questions can be submitted to any one meeting.

Procedure for presenting petitions at a Joint Committee meeting

Any local government elector for the 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 five 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 area may speak at the meeting in support of the petition for up to three minutes.

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. Those submitted shall be dealt with in the order of receipt by the Committee Secretariat. The Chairman, in consultation with the Head of the Joint Planning Unit can permit the maximum of five petitions to be exceeded by a defined number at a particular meeting.

Removal of a Member of the Public

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 Head of the Joint Planning Unit or relevant officers present) shall order their removal from the meeting room.

Clearance of Part of Meeting Room

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