

## Shared Services Joint Committee

### Report by Strategic Lead – Regulatory, West Dunbartonshire Council

2 October 2019

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**Subject: Proposed Change to Standing Orders**

#### **1. Purpose**

1.1 The purpose of this report is to ask the Joint Committee to consider changes to the Procedural Standing Orders of the Shared Services Joint Committee.

#### **2. Recommendations**

2.1 In line with Standing Order 8(g) members from all three Councils are permitted to vote on the recommendations contained in this report.

2.2 It is recommended that the Joint Committee agrees to:-

- (a) allow named substitutes with full voting powers to attend its meetings;
- (b) change the quorum for meetings to one third of voting members;
- (c) agree to Standing Order 8(d) being altered to make it clear that it is only members who are entitled to vote on a matter who will be counted in the calculation of the quorum; and
- (d) delegate authority to the Clerk to implement the agreed changes to the Standing Orders.

#### **3. Background**

3.1 Paragraph 8(b) of the Committee's Standing Orders, as agreed at its meeting on 16 December 2016, provides that no substitutes shall be permitted for members of the Committee. Paragraph 8(d) provides that the quorum of the Committee shall be two thirds of the voting members with at least one member from each member authority. It is unclear from the wording of standing order 8(d) whether only voting members contribute to calculation of the quorum.

3.2 The current requirement of a quorum of two thirds is higher than the statutory requirement for full Council meetings of one quarter of the whole Council, contained within the Local Government (Scotland) Act 1973 schedule 7 paragraph 4. It is also higher than the quorum each member authority has decided for their full Council meetings.

- 3.3 The previous meeting of the Committee held on 21 May 2019 was inquorate as only 7 members were in attendance.
- 3.4 Paragraph 33 of the Standing Orders provides that any motion to vary the Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Committee.

#### **4. Main Issues**

- 4.1 It is not desirable that Councillors attend a meeting that is inquorate, particularly when they are required to travel to a neighbouring authority to attend. Similarly, if a meeting is unable to take a decision due to it being inquorate that can have a direct operational impact on the operation of any shared services. Accordingly, two solutions are proposed to address this difficulty.
- 4.2 It is proposed, firstly, to allow named substitutes, the substitutes to be nominated by the member authorities and notified to the Clerk ten days in advance of scheduled meetings. Secondly, it is proposed to make the quorum less onerous by changing the quorum to one third of voting members.
- 4.3 It is proposed to redraft standing order 8(d) to make it clear that the quorum shall be made up of members only from those member authorities whose members are able to vote on an item. It is proposed that it should remain the case that each of those member authorities should be represented by at least one member to enable the meeting to be quorate.
- 4.4 Given the terms of paragraph 33 of the Standing Orders, and as described in paragraph 3.4 above, it is suggested that any discussion on this report should take place before any motion is proposed and seconded.

#### **5. Options Appraisal**

- 5.1 The introduction of named substitutes allows each member authority to ensure it is fully represented. The benefit of reducing the quorum is the continuity of membership.

#### **6. Implications**

- 6.1 **Legal** – None, beyond the change to the Committee's governance arrangements.
- 6.2 **People** – None.
- 6.3 **Financial and Procurement** – None.

## **7. Risk Analysis**

- 7.1 There is a risk if the Standing Orders remain as at present that important decisions may not be able to be taken timeously.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 No equalities impact assessment is required as the report relates to the internal governance of the Committee and not the services it provides.

## **9. Consultation**

- 9.1 Officers from all three constituent authorities as well as the Shared Head of Service have been consulted on this report.

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24 September 2019

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**Appendix:** Procedural Standing Orders of the Shared Services Joint Committee



**PROCEDURAL STANDING ORDERS**

**OF THE**

**SHARED SERVICES JOINT COMMITTEE**

**[DATE]**

**STANDING ORDERS OF THE  
SHARED SERVICES JOINT COMMITTEE**

**INDEX**

<u>STANDING ORDER</u>	<u>SUBJECT</u>	<u>PAGE</u>
1	Definitions	4
2	Applying the Interpretation Act	5
3	Start	5
4	First Meeting after Appointment of Members	5
5	Ordinary Meetings	5
6	Special Meetings	5
7	Notice of Meetings	5
8	Membership and Quorum	6
9	Sederunt and Apologies	6
10	Minutes of Meetings	6
11	Access for the Public	7
12	Order of Business	7
13	Chair and Vice-Chair - Power and Duties	8
14	Form of Notice of Motion	8
15	Failure to Move Motion After Notice Has Been Given	9
16	Motions Contrary to Previous Decision	9
17	Motion or Amendment to be Moved and Seconded	9
18	Motion or Amendment not Seconded	9
19	Motion or Amendment Not To Be Withdrawn	9
20	Member Allowed to Speak Only Once on a Motion	9
21	Procedure on Point of Order	9
22	Right to Reply	9
23	Closure of Discussion	9
24	Time Limit on Speeches	10
25	Obstructive or Offensive Conduct	10
26	Closure of Debate	10
27	Motion for Adjournment of Meeting	10

<u>STANDING ORDER</u>	<u>SUBJECT</u>	<u>PAGE</u>
28	Method of Voting	10
29	Taking a Vote	11
30	Questions	11
31	Declaration of Interest	11
32	Voting on Appointments	11
33	Variation and Revocation of Standing Orders	12
34	Suspension of Standing Orders	12
35	Deputations	12
36	Delegating to Sub-Committees	12
37	Application of Standing Orders to Sub-Committee	13
38	Delegation to Officers	13
39	Remote Participation in Meetings	13

## **PRELIMINARY**

### **DEFINITIONS**

1. In these Standing Orders the following words and expressions have the following meanings:

"1973 Act" means the Local Government (Scotland) Act 1973, as amended;

"1978 Act" means the Interpretation Act 1978;

"1985 Act" means the Local Government (Access to Information) Act 1985;

"1994 Act" means the Local Government etc. (Scotland) Act 1994, as amended;

"The Joint Committee" means the Shared Services Joint Committee, a Joint Committee formed under Section 57 of the Local Government (Scotland) Act, 1973 for the purpose of regulating the joint discharge of the functions by the Member Authorities;

Any reference to the Shared Services Joint Committee shall unless the context otherwise requires, include a reference to Joint Committee;

"Chair" means the Chair of the Joint Committee duly appointed under these Standing Orders (and the person presiding at a meeting), or where the context so applies to a person appointed by the Joint Committee to act as a Chair of a sub-committee;

"Clerk" means the head of legal, or other nominated officer, of the Secretariat Authority;

"Local Member" means a member elected to serve as a councillor for the relevant Member Authority;

"Member" means a councillor appointed by any of the Member Authorities from their own number to be a member of the Joint Committee in terms of the Minute of Agreement;

"Member Authority" means any Council who is a signatory to the Minute of Agreement;

"Minute of Agreement" means the minute of agreement among East Dunbartonshire, Inverclyde and West Dunbartonshire Councils dated [ ], setting out the terms and conditions of membership of the Joint Committee and any alterations thereof;

"The Secretariat Authority" means the Member Authority which presently Chairs the Joint Committee and provides administrative services in support of the [Joint Committee's] operation and decision making;

"Vice-Chair" means the Vice-Chair of the Joint Committee duly appointed under these Standing Orders;

"Vice-Chair Authority" means the Member Authority from when the Vice-Chair is appointed.



## **APPLYING THE INTERPRETATION ACT**

2. The Interpretation Act 1978 applies to these Standing Orders in the same way as it applies to an Act of Parliament.

## **START**

3. The Standing Orders apply from the date approved by the Joint Committee. The Joint Committee may make changes from time to time under Standing Order 35.

## **JOINT COMMITTEE MEETINGS**

### **FIRST MEETING AFTER APPOINTMENT OF MEMBERS**

4. (a) The first meeting of the Joint Committee shall take place on or as soon as reasonably practicable after the signing of the Minute of Agreement.
- (b) The Secretariat Authority shall be appointed at the first meeting of the Joint Committee and a Member of the Secretariat Authority shall Chair the Joint Committee.
- (c) The Vice-Chair should be appointed at the first meeting of the Joint Committee.
- (d) In a year in which an ordinary election of Councillors for the local government election area of each Member Authority is held, the Joint Committee shall hold a meeting on the date and at the time and place previously decided by the Joint Committee.

### **ORDINARY MEETINGS**

5. The Joint Committee shall meet at least 2 times in each financial year. The meetings of the Joint Committee shall be convened by the Secretariat Authority and meetings will be similarly located within the boundaries of the Secretariat Authority in ordinary course. The dates, times and places for ordinary meetings of the Joint Committee shall be decided by the Joint Committee.

### **SPECIAL MEETINGS**

6. A special meeting of the Joint Committee may be called at any time:
- (a) by the Chair; or
- (b) if at least one quarter of the total number of Members require in writing a meeting specifying the business to be transacted.

Any special meeting shall be held within 14 days from the date when the Clerk receives a written request and at the time and place specified by the Clerk in consultation with the Chair.

### **NOTICE OF MEETINGS**

7. (a) All meetings shall be called by (i) a notice published at least 5 clear days before the meeting of the Joint Committee by the Clerk at the Member Authorities' offices giving the time and the place of the intended meeting and, where the meeting is called by Members, the notice shall be signed by those Members and shall specify the business proposed to be transacted; and (ii) a notice to attend the meeting specifying the business to be transacted and signed by the Clerk which shall be at least 5 clear days before the meeting of the Joint Committee be left at, or sent by post to the usual place of residence of every Member, or to such other address as any Member may notify, or with the consent of any Member delivered to their electronic mail address.

- (b) Any notice issued under Paragraph 7(a) must include the order for dealing with the business at the meeting. No other business may be dealt with unless it is required by statute or it is brought before the Joint Committee by the Chair as a matter of urgency under Paragraph 7(c). However, if a meeting is called because of a request from Members, only business listed in the request may be dealt with.
- (c) In the event that 5 clear days' notice is not given for an item, it may be considered at the meeting if the Chair rules that there are special reasons why it is a matter of urgency. The Chair must give those reasons. The item must be made known at the start of the meeting.
- (d) If a summons is not served on any Member the meeting shall still be valid.

### **MEMBERSHIP AND QUORUM**

- 8. (a) Each Member Authority shall be represented by four Local Members on the Joint Committee.
- (b) Each of the Members so appointed shall, subject as hereinafter provided, continue in office until they are reappointed or replaced by the Member Authority, subject always to Section 57(5) and Section 59 of the 1973 Act. No substitutes shall be permitted.
- (c) A Member shall cease to become a Member when he or she ceases to be a Local Member of the Member Authority or on the appointment by that Member Authority of another Local Member in his or her place, whichever shall first occur.
- (d) The quorum of the Joint Committee shall be two thirds of voting Members with at least one Member from each Member Authority. If the two thirds figure does not represent a whole number, the two thirds figure shall be rounded up to the nearest whole number.
- (e) If 10 minutes after the time stated in the summons to attend a meeting a quorum is not present the meeting shall stand adjourned until such time and date as may be determined by the Clerk in consultation with the Chair. The Clerk shall minute the reason for the adjournment of the meeting.
- (f) After a meeting has started, if the number of Members falls below the quorum, the meeting will immediately adjourn and no more business may be transacted unless and until the meeting is again quorate.
- (g) Members may only vote on business that directly affects their Member Authority.

### **SEDERUNT AND APOLOGIES**

- 9. The names of the Members present at a meeting of the Joint Committee shall be recorded. Members who intimate their apologies for non-attendance at a Joint Committee meeting to the Clerk before the meeting shall have their apologies recorded in the minutes.

### **MINUTES OF MEETINGS**

- 10. The Clerk shall minute all Joint Committee meetings. The minutes shall record the proceedings of the meeting and the names of the Members who attended the meeting. They shall then be printed and, as far as possible, circulated among Members at least 5 clear days before the next ordinary meeting of the Joint Committee. They shall be presented and corrected if necessary. If they are held to be a true record of the proceedings of the meeting they relate to, the person chairing the meeting to which they are presented shall sign them.

## **ACCESS FOR THE PUBLIC**

11. (a) Every meeting of the Joint Committee, and its sub-committees will be open to the public unless the public are excluded in terms of the 1973 Act.
- (b) The Joint Committee may exclude any members of the public from a meeting or cause them to leave, if they are hindering or are likely to hinder the work of the Joint Committee. If a member of the public interrupts any meeting, the Chair may warn that person. If they continue the interruption, the Chair may order the person to be removed from the Joint Committee's meeting room. If there is general disturbance in any part of the meeting room that is open to the public, the Chair may order that part to be cleared.
- (c) The public shall be kept out of a Joint Committee meeting when an item of business is being considered if it is likely that they would hear confidential information. Nothing in the Standing Orders authorises or requires confidential information to be disclosed in breach of the obligation of confidence as defined in the 1973 Act as amended by the Local Government (Access to Information) Act 1985.
- (d) The Joint Committee may decide to keep the public out of a meeting when an item of business is being considered if it is likely that they would hear information that was defined as 'exempt' in schedule 7A of the 1973 Act;
- (e) The use of any equipment capable of audio or visual recording and the taking of photographs or access for radio or television broadcasting is prohibited and will only be allowed with the Joint Committee's prior approval.

## **ORDER OF BUSINESS**

12. The business of the Joint Committee at ordinary meetings shall take place in the following order, unless agreed otherwise by a majority of the Joint Committee:-
- (a) The sederunt shall be taken;
- (b) Any apologies shall be tendered;
- (c) Any declaration of interest shall be tendered;
- (d) Confirmation of items recommended to be exempt;
- (e) Consider notice of any urgent business;
- (f) Minutes of the previous meeting, of any special meeting and of any subcommittee held since then;
- (g) Presentations;
- (h) Deputations;
- (i) Business required by statute, statutory instrument or order;
- (j) Business remaining from the last meeting;
- (k) Outstanding business report;
- (l) Motions of which notice has been given (Standing Order 14);
- (m) Financial reports including progress with annual estimates or budget;

- (n) Business, including correspondence, communications and reports by officials;
- (o) Setting the date and place of the next meeting. The Chair may alter the order of business to facilitate the conduct of the meeting.

### **CHAIR AND VICE-CHAIR - POWER AND DUTIES**

13. (a) The position of Chair shall be held for a period of two years. The first Chair shall be a Member from East Dunbartonshire Council. Each Member Authority in turn shall hold the position of Chair, with each subsequent Chair being from the Member Authority from whom the previous Vice-Chair was selected. Each subsequent Chair shall take up his or her position on the second anniversary of the first meeting. The appointment of the Chair shall be undertaken by the Member Authority from whose Members the Chair shall be selected.
- (b) The position of Vice-Chair shall be held for a period of two years. The first Vice-Chair shall be a Member from West Dunbartonshire Council. Each Member Authority in turn shall hold the position of Vice-Chair, with each subsequent Vice-Chair being from the Member Authority that was not the preceding Secretariat Authority. Each subsequent Vice-Chair shall take up his or her position on the second anniversary of the first meeting. The appointment of the Vice-Chair shall be undertaken by the Member Authority from whose Members the Vice-Chair shall be selected.
- (c) The Chair shall chair any Joint Committee meeting if he or she is present.
- (d) In the event of the Chair being absent from a meeting, the Vice-Chair shall assume the Chair for that meeting. If neither the Chair nor the Vice-Chair is present another Member (chosen by the majority vote of the Members present) shall chair the meeting. That Member shall have the same powers and duties as the Chair in relation to a meeting and its business.
- (e) Deference shall at all times be paid to the authority of the Chair.
- (f) The Chair must keep order and make sure that Members have a fair hearing.
- (g) The Chair shall decide all matters of order, competency and relevancy and the Chair's ruling shall be final and shall not be open for discussion.
- (h) In the event that two or more Members want to speak, the Chair shall decide which Member shall be first.
- (i) The Chair shall be entitled, in the event of disorder arising at any meeting, to adjourn the meeting to any other time or day that he/she may fix at the time or afterwards. In these circumstances, by simply leaving, the Chair shall adjourn the meeting.

### **FORM OF NOTICE OF MOTION**

14. Every notice of motion shall be in writing, signed by the Member of the Joint Committee giving the notice and counter-signed by one other Member. A notice of motion which has not been received by the Clerk at least 14 days prior to the date of any meeting of the Joint Committee shall not be specified in, or transmitted with, the notice calling such meeting. It shall be competent for the notice of motion to be delivered to the Clerk by electronic means, and a delivery receipt to the Clerk's electronic mail address shall be sufficient proof of delivery.

### **FAILURE TO MOVE MOTION AFTER NOTICE HAS BEEN GIVEN**

15. If a motion which is specified in the notice calling the meeting is not moved by the Member who has given the notice or by some other Member on his/her behalf when it comes to be considered, it shall, unless postponed by leave of the Joint Committee, be considered as withdrawn and shall not be moved without further notice.

### **MOTIONS CONTRARY TO PREVIOUS DECISION**

16. A motion or amendment contrary to a decision of the Joint Committee shall not be competent within six months from the date of the decision.

### **MOTION OR AMENDMENT TO BE MOVED AND SECONDED**

17. Every motion or amendment shall be moved and seconded and shall, when required by the Chair, be reduced to writing, handed to the Chair and read before it is put to the meeting. No Member shall move or second more than one motion or amendment upon a particular issue.

### **MOTION OR AMENDMENT NOT SECONDED**

18. A motion or amendment not seconded or which may be withdrawn or departed from after being seconded shall not be recorded in the minutes. A Member who has moved a motion or amendment but failed to find a seconder may, if they so request, have their dissent to a decision recorded in the minutes.

### **MOTION OR AMENDMENT NOT TO BE WITHDRAWN**

19. A motion or an amendment once moved and seconded shall not be altered or withdrawn without the consent of the mover and the seconder.

### **MEMBER ALLOWED TO SPEAK ONLY ONCE ON A MOTION**

20. A Member shall not address the Joint Committee more than once on any subject under discussion, except with the consent of the Chair. However, the mover of a motion shall have the right to reply.

### **PROCEDURE ON POINT OF ORDER**

21. Any Member may raise a point of order at any time during a meeting. Any Member who is addressing the meeting when a point of order is raised will resume his or her seat until the point of order has been decided upon by the Chair. No other Member may speak to the point of order unless with the permission of the Chair. The decision of the Chair will be final and cannot be debated.

### **RIGHT TO REPLY**

22. The mover of the original motion shall, in their reply, strictly confine themselves to answering the previous speakers and shall not introduce any new matter.

### **CLOSURE OF DISCUSSION**

23. After the reply is concluded, the discussion shall be held to be closed after which no Member shall be permitted to offer an opinion or to ask a question or otherwise interrupt the proceedings or to speak, except with regard to the manner of taking a vote, and the questions under discussion shall thereupon be put by the Chair.

## **TIME LIMIT ON SPEECHES**

24. The mover of a motion or amendment shall not speak for more than 10 minutes. Any succeeding speaker shall not speak for more than 5 minutes. The mover of the original motion shall have the right to speak for 5 minutes in reply. The foregoing limits of time may be exceeded with the consent of the majority of the Members present and it shall be competent for the Chair to determine - without the necessity of taking a division - whether the consent of the Members present had been obtained to the foregoing limits of time being exceeded.

## **OBSTRUCTIVE OR OFFENSIVE CONDUCT**

25. If any Member at any meeting disregards the authority of the Chair, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the Member for the rest of the meeting. The motion shall be put without discussion. Should the motion be carried, the Chair shall order the Member to leave the meeting and the Member concerned shall immediately withdraw from the meeting room. The Clerk shall act on the instructions of the Chair to ensure that any such order is carried out. If the Member concerned remains, the Chair shall refuse to recognise him and he may not vote, nor put nor second any motion, for the remainder of that meeting.

## **CLOSURE OF DEBATE**

26. At the close of any speech, any Member who has not spoken on the question before the meeting may move "That the question be now put". If this is seconded, the Chair shall without any debate, take a vote. No speeches shall be made on the motion. If it is carried, the mover of the original motion shall have the right to reply.

## **MOTION FOR ADJOURNMENT OF MEETING**

27. A motion for the adjournment of the meeting may be put at the conclusion of any speech and shall have precedence over all other motions. It must be moved and seconded without a speech and shall at once be put by the Chair in the form of "adjourn" or "not adjourn". If the motion to "adjourn" is carried, then unless times for adjournment and resumption are specified in the motion, adjournment shall take effect immediately and the meeting shall stand adjourned until such time as is decided by the Chair. A second motion for the adjournment of the meeting shall not be made within a period of half-an-hour unless it is moved by the Chair.

## **METHOD OF VOTING**

28. (a) At a meeting of the Joint Committee or any Sub-Committee a vote on any matter shall be taken by a roll call vote.
- (b) Once a vote has been taken and someone immediately challenges the accuracy of the count the Chair shall decide whether to have a recount. If there is a recount, the Chair shall decide whether to take it by a show of hands or by roll call.
- (c) Unless the law or these Standing Orders say otherwise, all questions before the Joint Committee shall be decided by a majority of the Members voting.
- (d) In a case of an equality of votes the Chair shall not have a second or casting vote, and the vote shall fall.

## TAKING A VOTE

29. If there are more amendments than one, the amendment last proposed will be put against that immediately preceding and the amendment then carried against the next preceding and so on until there remains only one amendment, between which and the original motion the vote will be taken.

## QUESTIONS

30. (a) Any Member may ask a question of the Chair. If the Chair decides that the question is relevant and competent, he/she shall answer it or direct that it shall be answered. No prior notice shall be required of a Member in such circumstances but the Member or official to whom the question is addressed shall be given the opportunity of replying to the question in writing. Any such written answer shall be circulated to all Members as soon as possible and included in the Minute of the meeting.
- (b) A Member wishing to ask a question about a matter which is not otherwise on the agenda of any meeting but is part of the remit of either the Joint Committee itself, or a sub-committee shall submit a written and signed question in English to the Clerk at least 10 clear days before the appropriate meeting. The question shall be circulated immediately to all Members and placed on the agenda.
- (c) If the Chair decides at the meeting that the question is relevant and competent he/she shall answer it or direct that it be answered. The question and answer shall be included in full in the minute of the meeting. No discussion or other questions shall be allowed.
- (d) If the question is directed to a sub-committee of which the Member is not a member, he/she shall be entitled to attend, speak and debate at the meeting, but shall not be entitled to vote.

## DECLARATION OF INTEREST

31. Any member who, in terms of the councillors' code of conduct has an interest (whether financial or non-financial) in a matter which requires declaration and is present at a meeting of the Joint Committee at which such matter is the subject of consideration, shall declare that interest as soon as practicable at a meeting where that interests arises. The declaration shall begin with the words "I declare an interest". If, in terms of the councillors' code, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the member shall leave the meeting room until discussion of the item of business is concluded.

## VOTING ON APPOINTMENTS

32. (a) In the case of an appointment of a Member to a particular office or sub-committee of the Joint Committee where only one vacancy requires to be filled, and there are only 2 candidates, a vote shall be taken between these candidates and the one receiving the majority of votes shall be declared duly appointed.
- (b) (i) If there are more than 2 candidates, a vote shall be taken among all the candidates, each Member being entitled to vote for only one candidate. If after this vote has been taken, any candidate has an absolute majority of the Members present and voting; such candidate shall be declared duly appointed.
- (ii) If no candidate has such a majority, the name of the candidate having the fewest number of votes shall be struck off the list of candidates. In second and subsequent votes the same course as that prescribed with reference to the first vote shall be followed until one of the candidates obtains the votes of a majority of the Members present and voting when he/she shall be declared

duly appointed or until the candidates are reduced to 2, when a final vote shall be taken and the candidate who receives a majority of the votes shall be declared appointed. If on any vote, 2 or more candidates at the bottom of the list have an equal number of votes, the meeting shall decide which of these candidates shall be struck off the list.

- (c) In the case of an appointment of a Member to a particular office or subcommittee of the Joint Committee, where more than one vacancy requires to be filled and there are more candidates than vacancies, each vacancy shall be filled separately following the voting procedure prescribed at (b) above.
- (d) In the case of recruitment of an officer, the Joint Committee shall follow the procedures prescribed at (a) and (b) above or such other procedures as are agreed by the Joint Committee prior to the appointment.

### **VARIATION AND REVOCATION OF STANDING ORDERS**

- 33. Any motion to vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Joint Committee.

### **SUSPENSION OF STANDING ORDERS**

- 34. Any of the standing orders, upon a motion made at any time during a meeting, may be suspended (except standing order 7 which is concerned with the notice of meeting, standing order 13 which deals with the role of the Chair, and standing order 20 which is concerned with procedure on point of order) so far as regards any business at such meeting provided that at least two thirds of the Members present and voting shall so decide.

### **DEPUTATIONS**

- 35. Any written request received by the Clerk 48 hours prior to a meeting, except in cases of urgency as certified by the Chair, that a deputation be received by the Joint Committee on a particular matter shall be referred in the first instance to the Chair. Should the Chair consider that the matter raised by the deputation is one which is competent and relevant for the Joint Committee to determine, the written request shall be placed on the agenda of the first appropriate meeting of the Joint Committee. Thereafter, the Chair will decide whether to hear the deputation at the first meeting or may make arrangements for hearing the deputation at a subsequent meeting of the Joint Committee. In the event of the Chair agreeing to hear a deputation the following provisions shall apply:-

- (a) The deputation shall not exceed 3 in number;
- (b) Representatives of the deputation may speak for a total of no more than 10 minutes, unless the Chair otherwise permits; and
- (c) It shall be competent for Members to put to the deputation only questions relevant to the subject of the deputation.

### **SUB-COMMITTEES**

#### **DELEGATING TO SUB-COMMITTEES**

- 36. (a) The Joint Committee may appoint sub-committees in accordance with the provisions of Sections 57 of the 1973 Act.
- (b) The Joint Committee shall appoint the Chair of any Sub-Committee. If the Chair is absent, the Members present shall appoint someone from amongst themselves to Chair the meeting.



- (c) The quorum of any sub-committee shall be at least one Member from each participating Member Authority.

### **APPLICATION OF STANDING ORDERS TO SUB-COMMITTEE**

37. These standing orders shall apply to any Sub-Committee established under Standing Order 36.

### **SCHEME OF DELEGATION TO OFFICERS**

#### **DELEGATIONS TO OFFICERS**

38. Any officers of the Joint Committee are authorised to use the delegated powers granted to them by the Joint Committee or as set out in any Scheme of Delegation as may from time to time be approved by the Joint Committee.

### **REMOTE PARTICIPATION IN MEETINGS**

#### **USE OF VIDEO CONFERENCING**

39. Subject to prior agreement by the Chair, any Member who cannot reasonably attend a meeting in person may request that provision be made within alternative, suitable Member Authority premises for video conferencing participation in the meeting, if practicable with regard to advance notice, technical feasibility and cost, provided that the Clerk is satisfied as to the necessary arrangements securing any required propriety and confidentiality of Joint Committee business.

