



GENERAL STANDING ORDERS

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Part A
General Standing Orders

Index

Page No.

	<u>Part 1 – Authority Meetings</u>	
(a)	<u>General</u>	
1.	<u>Interpretation of Part 1</u>	4
2.	<u>Membership of the Authority</u>	5
3.	<u>Place and time of meetings</u>	5
4.	<u>Summons</u>	6
5.	<u>Circulation of Panel Reports</u>	6
6.	<u>Record of Attendances</u>	6
7.	<u>Admission of public and press</u>	6
8.	<u>Motions affecting employees</u>	8
9.	<u>Election of Chairman and Vice-Chairman</u>	8
10.	<u>Minutes</u>	8
11.	<u>Suspension of Standing Orders</u>	8
12.	<u>Adjournment of Meeting</u>	9
13.	<u>Lack of quorum</u>	9
14.	<u>Order of business</u>	10
(b)	<u>Rules of Debate</u>	
15.	<u>Points of order or personal explanation</u>	11
16.	<u>Motions and amendments</u>	11
17.	<u>Definition of ‘amendment’</u>	11
18.	<u>Disposal of amendments</u>	12
19.	<u>Alteration of motions</u>	12
20.	<u>Withdrawal of motion or amendment</u>	12
21.	<u>Closure of Debate on a motion or amendment</u>	12
22.	<u>Voting</u>	13
23.	<u>Voting on Appointments</u>	14

(c) **Questions and petitions**



24.	<u>Questions which Members may ask without notice</u>	14
25.	<u>Questions of which members of the public or Members must give notice (written questions)</u>	14
26.	<u>Petitions</u>	16
(d)	<u>Improper Conduct of Members and Public</u>	
27.	<u>Chairman may direct Member to discontinue speech</u>	17
28.	<u>Disorderly conduct</u>	17
29.	<u>Disturbance by members of the public</u>	17
30.	<u>Disclosure of Authority business</u>	18
	<u>Part 2 - General</u>	
31.	<u>Financial Regulations</u>	18
32.	<u>Custody of the Common Seal</u>	18
33.	<u>Sealing of documents</u>	18
34.	<u>Inspection of documents</u>	19
35.	<u>Inspection of land and premises etc.</u>	19
36.	<u>Interest of Members or Officers in appointments</u>	20
37.	<u>Interest of Officers in contracts</u>	20
38.	<u>Members' Interests</u>	20
39.	<u>Canvassing of Members</u>	21
40.	<u>Standing Orders to be given to Members</u>	21
	<u>Part 3 - Panels (Committees) of the Authority</u>	
41.	<u>Appointment of Panels</u>	21
42.	<u>Standing Orders to apply to Panels</u>	23



Constitutional Arrangements and Standing Orders for the East Sussex Fire



Authority

Part 1 - Authority Meetings

(a) General

P 1. Interpretation of Part 1

1.1 In these Standing Orders:

- i. "Authority" means the East Sussex Fire Authority.
- ii. "Chairman" or "Chair" means the Chairman of the Authority, the Vice-Chairman of the Authority, or the person presiding at the meeting of the Authority.
- iii. "Chairman or Vice-Chair" of a Panel" includes the Vice-Chairman of the Panel or any other Member of the Panel nominated by the Chairman to act on the Chairman's behalf or acting in the Chairman's absence.
- iv. Chief Fire Officer and Chief Executive means the Chief Fire Officer and Chief Executive of the Authority.
- v. "Constituent Authorities" means East Sussex County Council and Brighton & Hove City Council.
- vi. "Member(s)" unless the context requires otherwise means Member(s) of the Authority.
- vii. "Monitoring Officer" means the Monitoring Officer of the Authority and (except in relation to Standing Orders 32 and 33) includes the Clerk to the Authority.
- viii. "The Scheme" means the East Sussex Fire Services Combination Scheme.

1.2 If there is any conflict between these Standing Orders and the Local Government Act 1972 the Act shall prevail.

1.3 'P' before the title of a Standing Order denotes that the order applies to Panels.



- 1.4 The ruling of the Chairman as to the meaning or application of any of the Standing Orders in Part 1 or as to any aspect of the Authority's procedure (including the order of business) shall be conclusive and shall not be challenged at any meeting of the Authority nor open to discussion.



2. Membership of the Authority

- 2.1 Each Constituent Authority shall appoint, so far as is practicable, such number of representatives to be Members of the Combined Fire Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors in the other Constituent Authority's area. (Scheme paragraph 11).
- 2.2 The Authority shall consist of Members who shall be appointed by the Constituent Authorities in accordance with paragraph 12 of The Combination Scheme.
- 2.3 The political balance rules contained in the Local Government and Housing Act 1989 apply both at the stage when each Constituent Authority makes appointments to the Authority and also when the Authority establishes Panels (Committees or Sub-Committees) unless the Authority resolves otherwise. (Note the political balance rules have not been applied to the Standards Hearing Panel).
- 2.4 A Member may resign from the Authority by giving notice in writing to the Monitoring Officer at any time prior to the start of a meeting of the Authority. The relevant Constituent Authority may appoint a replacement who will continue in office for the remainder of the period for which the predecessor would have held office, had he or she not resigned. Alternatively, the Constituent Authority may appoint a temporary replacement for the day of the Fire Authority meeting only, and such an appointment shall not affect the standing Members' entitlement to Member Allowances nor allow the temporary replacement access to the Members' Allowance Scheme.

3. Place and time of meetings

- 3.1 Meetings of the Authority shall be held at Authority premises notified annually in advance, as far as practicable except when otherwise agreed by the Authority or its Chairman.
- 3.2 In addition to any extraordinary meetings called by the Chairman or on the requisition in writing of five Members, meetings will be held in June, (annual meeting), September, December (draft budget) and February (precept setting) each year unless the Authority decides otherwise.



- 3.3 In addition to the annual meeting and any meeting convened by the Chairman or by Members, meetings for the transaction of general business shall be held in each year at the times and on the dates fixed at the Annual Meeting.
- 3.4 Meetings of the Authority shall commence at 10.30 a.m. or such other time as may be determined by the Authority or by the Chairman.
- 3.5 At the appointed time the proceedings at a meeting of the Authority shall commence by the person presiding at the meeting calling the Authority to order.

4. Summons

- 4.1 The Monitoring Officer shall send to Members a summons to attend a meeting of the Authority together with the minutes of the preceding meeting and such summons shall specify the business to be transacted not less than 5 clear working days before the day of the meeting.
- 4.2 Want of service of the summons on any Member shall not affect the validity of the meeting.

5. Circulation of Panel reports

- 5.1 After consulting the Chairman of any relevant Panel, the Monitoring Officer shall settle on behalf of all Panels any reports from Panels to the Authority (incorporating appropriate material before the Panel) for signature by the Panel Chairman.

P 6. Record of Attendances

- 6.1 Every Member of the Authority attending a meeting of the Authority shall sign the attendance book or sheet but any omission may be rectified by the Monitoring Officer.

P 7. Admission of public and press

- 7.1 The public shall be admitted to all the meetings of the Authority unless excluded by resolution in accordance with the provisions of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985.



- 7.2 The press and public shall be excluded for the whole or any part of the proceedings if a motion in one of the following forms, duly moved and seconded, is carried:
- i. To exclude the public and accredited representatives of the press from the meeting during consideration of items(s)...on the agenda on the grounds that the item(s) involve(s) a likely disclosure of exempt information as defined in paragraph(s)...of Part 1 of Schedule 12A to the Local Government Act 1972, in that.
 - ii. To exclude the public and accredited representatives of the press from the meeting during the consideration of item(s)...on the agenda on the grounds that there would be a disclosure of confidential information furnished to the Authority by a Government Department on terms which forbid its disclosure to the public.
 - iii. *To exclude the public and accredited representatives of the press from the meeting during consideration of item(s)...on the agenda, on the grounds that there would be a disclosure of confidential information prohibited by statute or by order of a Court.
- 7.3 The Chairman may give the Monitoring Officer directions as to arrangements for the admission of the public.
- 7.4 Tape or video recorders, transmitters, microphones, cameras or similar equipment shall be permitted at meetings of the Authority.
- 7.5 No member of the public shall interrupt or take part in the proceedings at any meeting without the consent of the Chairman. If any member of the public interrupts or takes part in the proceedings at any meeting, the Chairman shall warn them and if they continue to interrupt, the Chairman will order their removal.
- 7.6 The Chairman may at any time, if the Chairman thinks it is desirable in the interest of order, move that the meeting be adjourned or suspended, and if the motion is carried, the meeting shall be adjourned or suspended to a time to be determined by the Members.



- P**
- 8. Motions affecting employees**
- 8.1 If any question arises at a meeting of the Authority as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct or ability of any person employed by the Authority, a motion to exclude the public and press shall be moved forthwith by the Chairman and put without debate, save where the information is already in the public domain.
- 9. Election of Chairman and Vice-Chairman**
- 9.1 The Authority shall at the annual meeting elect a Chairman and may elect a Vice-Chairman or Vice-Chairmen from among its Members as the first item of business.
- 9.2 On a casual vacancy occurring in the office of Chairman and Vice-Chairman, the Authority shall elect from its Members a person to replace the Chairman and may so elect a person to replace the Vice-Chairman as the case may be.
- 9.3 The Authority, when deciding to elect a Vice-Chairman, should consider an appropriate representative balance between the two Constituent Authorities such that the Vice-Chairman, unless the Fire Authority specifically determine otherwise, should be a Member from the other Constituent Authority to that of the newly elected Chairman.
- 10. Minutes**
- 10.1 The Chairman shall put the question "that the Authority resolves to approve the signing of the minutes of the last meeting of the Authority as a correct record".
- 10.2 No discussion shall take place upon the minutes, except upon their accuracy, and 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 has been disposed of, the Chairman shall sign the minutes.
- 11. Suspension of Standing Orders**
- 11.1 One or more Standing Orders in Part 1 may only be suspended by the Authority if a motion to do so is formally moved, seconded and put without discussion when at least two thirds of the total number of Members are present.





12. Adjournment of Meeting

General power to adjourn

- 12.1 The Chairman may, in addition to any other power, adjourn a meeting of the Authority for such period, as the Chairman shall consider expedient. The Chairman shall fix the date and time at which the Authority will resume either at the time of the adjournment or at any time thereafter.

Adjourned meeting

- 12.2 Subject to Standing Order 12.1, if any meeting of the Authority is adjourned before its business has been finished, the meeting shall then stand adjourned until a date and time fixed by the Authority, or fixed by the Chairman, or if no such date and time is fixed, to the next ordinary meeting of the Authority.

13. Lack of quorum

- 13.1 One third of the total number of Members (at present 6), this to include at least one Member from each Constituent Authority, constitutes a quorum, except that when a motion is moved to suspend Standing Orders (Standing Order 11.1) there shall be present at least two thirds of the Members of the Authority.

- 13.2 If during any meeting of the Authority the Chairman, after the Members present have been counted, declares that there is not a quorum, the meeting shall stand adjourned until a date and time to be fixed by the Chairman or, if no such date and time is fixed, to the next ordinary meeting of the Authority.

- 13.3 A quorum found to be present under Standing Order 13.2, at any meeting of the Authority shall be deemed to continue to be present at the meeting until found otherwise under Standing Order 13.1.

- P** 13.4 No business shall be transacted at any meeting of any Panel if there is not a quorum.



14. Order of business

14.1 The order of business at a meeting of the Authority shall be:

1. At an annual meeting and any other meeting where for some reason it is necessary, to elect a Chairman.
2. At an annual meeting and any other meeting where for some reason it is necessary, to elect a Vice-Chairman.
3. To elect a person to preside if the Chairman and Vice-Chairman of the Authority are not present.
4. To notify urgent business items/Chairman's business.
5. To deal with written questions from members of the public/Members under Standing Order 25.
6. Receipt of Petitions under Standing Order 26
7. To approve as a correct record and sign the minutes of the last meeting of the Authority.
8. To deal with any business required by law to be done before any other business.
9. Callover: The Chairman to call the item numbers of the remaining items on the agenda. Each item which is called by any Member shall be reserved for debate. The Chairman will then ask the Fire Authority to adopt without debate the recommendations and resolutions contained in the relevant reports for those items which have not been called.
10. To dispose of business (if any) remaining from the last meeting.
11. At the annual meeting, in each year, to appoint a Chairman, and if appropriate a Vice-Chairman, of each Panel. (In any case where no such appointments are made, the relevant Panel will exercise this function under Standing Order 41.)
12. To consider reports.

P



Section C
Part A
General Standing Orders

13. To consider any other business specified in the summons or required by law to be dealt with.
14. To approve a resolution to exclude the press and public, (as necessary)
15. To approve as a correct record and sign the confidential minutes of the last meeting of the Authority, (as necessary)
16. To consider exempt/confidential reports (as necessary).



(b) Rules of Debate

P 15. Points of order or personal explanation

15.1 A Member may raise a point of order and shall be heard immediately. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall first specify the Standing Order or statutory provision and the way in which they consider it has been broken.

15.2 With the leave of the Chairman, a Member may make a statement by way of personal explanation which must be confined to some material part of a former speech by the Member at the same meeting of the Authority which has been misunderstood.

16. Motions and amendments

16.1 A motion or an amendment to a motion shall not be discussed unless it has been proposed and seconded, and it shall, if required by the Chairman, be put in writing and handed to the Monitoring Officer before it is further discussed or put to the meeting.

16.2 Notwithstanding Standing Order 16.1, a motion to adopt a report, or paragraphs of a report, of a Panel of the Authority need not be seconded.

17. Definition of "amendment"

17.1 An amendment shall be relevant to the motion and shall be either:

- i. To refer a subject of debate to a Panel for consideration or reconsideration.
- ii. To leave out words.
- iii. To leave out words and insert or add other words; or
- iv. To insert or add words,

but such omission, insertion or addition of words shall not have the effect of negating a motion before the Authority.



18. Disposal of amendments

- 18.1 Notice of any number of amendments may be given and, unless the Chairman decides to the contrary, those on related subjects will be moved in the order in which the Monitoring Officer receives them. Unless the Chairman rules otherwise those on related subjects shall be debated (but not voted on) together.
- 18.2 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion, and shall become the substantive motion upon which any further amendment may be moved.
- 18.3 If an amendment to refer a subject of debate to a Panel has been rejected and no other amendment is moved the Chairman shall, unless a Member requires a vote, declare the motion carried.

19. Alteration of motions

- 19.1 A Member may, with the consent of the seconder and of the Authority, signified without discussion, alter a motion or amendment if the alteration is one which could be made as an amendment.

20. Withdrawal of motion or amendment

- 20.1 A motion or amendment moved during a meeting may be withdrawn by the mover with the consent of the seconder and of the Authority, which shall be signified without discussion, and no Member may speak upon it after the mover has obtained permission for its withdrawal.

21. Closure of debate on a motion or amendment

- 21.1 A Member who has not spoken on the matter before the meeting may at the conclusion of a speech by another Member move without comment "that the Authority proceeds to the next business" or "that the question is now put" or "that the debate is now adjourned" or "that the Authority now adjourns" on the seconding of which the Chairman shall proceed as follows:



- i. On a motion "to proceed to the next business", unless in the Member's opinion the matter before the meeting has been insufficiently discussed (in which case the Chairman may refuse to accept the motion), the Member shall put to the vote the motion "to proceed to next business".
- ii. On a motion "to put the question", unless in the Member's opinion the matter before the meeting has been insufficiently discussed (in which case the Chairman may refuse to accept the motion), the Member shall first put to the vote the motion "to put the question" and if it is passed, then before putting the original motion to the vote the Member shall give rights of reply.
- iii. On a motion to adjourn the debate or the meeting, if in the Member's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed at that meeting the Chairman shall put the adjournment motion to the vote without giving any right of reply on that occasion.

22. Voting

- 22.1 The Authority shall vote upon all matters (except where by law otherwise provided) by show of hands, but on demand of four Members, the names of the Members present and their votes shall be taken by the Monitoring Officer and recorded in the minutes.
- P** 22.2 Where a Member so requests immediately after a vote is taken at a meeting of the Authority, there shall be recorded in the minutes of that meeting whether the Member voted for the issue, against the issue or abstained from voting.
- P** 22.3 Where there is an equality of votes, the person presiding at the meeting shall have a second or casting vote.



P 23. Voting on appointments

- 23.1 Notwithstanding Standing Order 22, where there are more persons nominated for any position(s) to be filled by the Authority than there are vacancies, voting shall be by roll-call unless otherwise agreed and if more than half the total number of votes given are not cast in favour of the required number of persons, the name of the person having the least number of votes shall be struck off the list and a fresh roll-call shall be taken, and so on until more than half the total number of votes are given in favour of the required number of persons. If two or more persons have equal and least votes, a vote shall be taken to decide whose name shall be struck off the list.
- 23.2 Standing Order 30.1 relating to confidentiality shall apply to appointments of Members and Officers.

(c) Questions and Petitions

24. Questions which Members may ask without notice

- 24.1 A Member may, without notice, ask the Chairman of a Panel or other Member introducing the report of a Panel any question upon an item of the report of the Panel then before the Authority during the Authority's consideration of the item to which the question relates.

25. Questions of which members of the public or Members must give notice (written questions)

- 25.1 At each ordinary meeting of the Authority a period of up to 15 minutes shall be set aside for questions to be put in person to the Chairman or Chairman of the appropriate Panel by persons who reside or work in East Sussex or the City of Brighton & Hove or by Members on any matter within the Authority's powers or duties, subject to the provisions in Standing Orders 25.2 – 25.6 below.
- 25.2 A question may not be asked which relates to:
- i. An individual or the questioner's own particular circumstances.
 - ii. A matter which is the subject of legal proceedings or an appeal to a tribunal or to a Government Minister or an investigation by the Local Government Ombudsman or the



- subject of an ethical standards complaint which has not been finally determined; or
- iii. the appointment, promotion, dismissal, salary, superannuation or conditions of service or the conduct or ability of any individual employed by the Authority or the conduct of a Member of the Authority.
- 25.3 The Chairman of the Authority shall be entitled to rule that a question shall not be answered because:
- i. The preparation of the answer would require the expenditure of a disproportionate amount of time, money or effort or
 - ii. In the Chairman's opinion it is improper, irrelevant or otherwise objectionable or is in the same or similar terms to a question asked at the previous meeting.
- 25.4 A question must be by way of a genuine enquiry and not a statement.
- 25.5 The wording of a question must be received by the Monitoring Officer in writing at least five clear working days before the meeting of the Authority, accompanied by the name and address of the questioner.
- 25.6 The Monitoring Officer may edit any question to secure reasonable brevity or to delete any part that appears to be defamatory or to delete improper or unbecoming language and shall inform the questioner accordingly. The Monitoring Officer shall return to the questioner, with an explanation, any question that cannot be dealt with under this Standing Order.
- 25.7 Questions shall be dealt with in the order in which they are recorded as having been received by the Monitoring Officer.
- 25.8 A questioner shall be limited to one question per meeting, subject to the right in Standing Order 25.9 below to ask one supplementary question for clarification.



- 25.9 At the meeting of the Authority, when the agenda item is reached, questioners shall be invited to read their question that shall be answered orally by the Chairman to whom it is addressed. If the questioner is not present in person they shall be sent a written response. Questions shall be asked and answered without discussion. However, a questioner may ask one supplementary question solely for the purpose of clarifying a point in the answer given.
- 25.10 A copy of the questions that have been received, together with the names of the questioners shall be circulated in the room before the meeting at which the questions are to be asked to all Members and the media.
- 25.11 In the event of there being insufficient time to deal with all the questions of which notice has been received, a response to any unanswered question(s) shall be sent to the questioner(s) in writing by the appropriate Chairman. A copy of the response shall be sent to all Members and to the media.
- 25.12 Details of the questions, which have been asked, and by whom, together with the answers given, shall be recorded in the minutes of the Authority.
- 26. Petitions**
- 26.1 At each ordinary meeting of the Authority, a period of up to 15 minutes shall be set aside for the presentation of petitions by Members of the Authority or members of the public.
- 26.2 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 and indicating the number and description of the signatories.
- 26.3 Petitions shall be presented in the order in which they are notified to the Monitoring Officer.
- 26.4 A petition must relate to any matter within the Authority's powers or duties.
- 26.5 A petition must include a clear and concise statement covering the subject of the petition, what action the petitioners wish the Authority



to take, and the name, address and contact details of the petition organiser.

- 26.6 The Chairman shall decide how the petition will be dealt with, whether it shall be debated at the meeting to which it is presented, or to refer the petition to the relevant Panel or a later Fire Authority meeting, and this shall be recorded in the minutes. If the petition is referred to a Panel or a later Fire Authority meeting, the petitioner shall be invited to the meeting when the petition is to be considered, but shall not be permitted to address the Panel or Fire Authority meeting.



(d) Improper Conduct of Members and Public

P 27. Chairman may direct Member to discontinue speech

27.1 The Chairman shall call a Member to order for irrelevance, tedious repetition, unbecoming language, improper motives, failure to address the Chairman, reflections of a personal character on any Member or employee of the Authority, or any breach of order, and may direct such Member, if speaking, to discontinue the speech and be seated.

P 28. Disorderly conduct

28.1 If at a meeting any Member, in the opinion of the Chairman notified to the Authority, misconducts himself by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, the Chairman or any other Member may move "that the Member named should not be heard further", and the motion as seconded shall be put and determined without further discussion.

28.2 If the Member named continues to misconduct themselves after the motion under the foregoing paragraph has been carried, the Chairman shall either move "that the Member named should be required to leave the meeting" in which case the motion shall be put and determined without seconding or discussion, or adjourn the meeting of the Authority for such period as the Chairman shall consider expedient.

28.3 In the event of general disturbance or repeated interruptions which in the opinion of the Chairman renders the orderly dispatch of business impossible, the Chairman may forthwith adjourn the meeting in accordance with Standing Order 12.1.

P 29. Disturbance by members of the public

29.1 If a member of the public interrupts the proceedings at any meeting the Chairman shall warn that person. If the interruption continues, the Chairman shall order the person's removal from the room. In case of general disturbance or repeated interruptions in any part of the room, the Chairman shall order that part to be cleared of members of the public.



- P** **30. Disclosure of Authority business**
- 30.1 All documents marked "confidential", all documents marked "exempt/confidential", all documents and matters which have been, or are intended to be, raised or discussed in the absence of the press and public, and all discussions on those occasions, shall be treated as confidential.
- 30.2 Without the consent of the Chief Fire Officer and Chief Executive, a Member shall not disclose to any person not being a Member or an officer of the Authority any such business.



Part 2 - General

31. Financial Regulations

- 31.1 Such Financial Regulations as the Authority may from time to time make for regulating and controlling the finances of the Authority shall have the force and validity of Standing Orders (**see Section D**).

32. Custody of the Common Seal

- 32.1 The Common Seal of the Authority shall be kept in a safe place in the custody of the Monitoring Officer.

33. Sealing of documents

- 33.1 The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or of a Panel or by an officer acting under delegated powers but a resolution of the Authority or of such Panel which requires for its execution the sealing of any document shall be sufficient authority for the purpose.
- 33.2 The affixing of the Common Seal shall be attested by the Monitoring Officer or an officer authorised by him in writing for the purpose.
- 33.3 An entry of the sealing of each document shall be made in a book provided for that purpose and on each occasion of sealing the book shall be signed by the Monitoring Officer or authorised officer present at the sealing.
- 33.4 Where it is not essential or customary to affix the Common Seal, any person with sufficient specific or general delegated power from the Authority may sign on behalf of the Authority any document necessary to give effect to a decision of the Authority or of a Panel or officer acting under delegated powers.
- 33.5 Where any document will be a necessary step in legal proceedings on behalf of the Authority it shall be signed by the Monitoring Officer, or an officer authorised in writing by the Authority for the purpose.

34. Inspection of documents



- 34.1 Members may, for the purposes of their duty as such Members but not otherwise, on application to the Monitoring Officer inspect any document which has been considered by a Panel or by the Authority, and if copies are available shall on request be supplied for the like purposes with a copy of such a document.
- 34.2 A Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they have a disclosable pecuniary interest or any other interest required to be disclosed under the Authority's Code of Conduct.
- 34.3 This Standing Order shall not preclude the Monitoring Officer from declining to allow inspection of any document which is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.
- 34.4 All reports made or minutes kept by any Panel shall be open for the inspection of any Member and the Monitoring Officer shall send to any Member who so requests all reports and papers (save those marked "exempt/ confidential") submitted to any Panel.

NOTE: See Standing Order 30 that relates to disclosure of Authority business.

35. Inspection of land and premises, etc.

- 35.1 Unless specifically authorised to do so by the Authority or a Panel, a Member shall not issue any order on behalf of the Authority or claim by virtue of membership of the Authority any right to inspect or to enter upon any lands or premises which the Authority has the power or duty to inspect or enter.



36. Interest of Members or Officers in appointments

- 36.1 A candidate for any appointment under the Authority who knows that they are related to any Member or Officer of the Authority shall when making application disclose that relationship in writing. This requirement shall be included in any application form. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- 36.2 Every Member and every Officer of the Authority shall disclose to the Chief Fire Officer and Chief Executive any relationship known to them to exist between themselves and any person known to be a candidate for an appointment under the Authority. The Chief Fire Officer and Chief Executive shall report to the Members or officers responsible for making the appointment details of the disclosure.
- 36.3 For the purpose of this Standing Order persons shall be deemed to be related if they are family members. Family membership includes a partner (whether or not this is a formal marriage or civil partnership), a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a partner's brother or sister, or a grandparent.

37. Interest of Officers in contracts

- 37.1 The Chief Fire Officer and Chief Executive shall record in a book to be kept for the purpose particulars of any notice given by an officer of the Authority, under the Local Government Act 1972, of any pecuniary interest in a contract and the book shall be open during office hours for the inspection of any Member.

P 38. Members' Interests

- 38.1 Members shall observe the requirements of the Authority's Code of Conduct for Members.
- 38.2 Without prejudice to the requirements of the Code of Conduct any Member who (whether personally or by any partner or associate) or whose employer or company is about to act in any professional or private capacity in any matter in which the Authority has an interest, shall forthwith notify the fact to the Monitoring Officer.



39. Canvassing of Members

39.1 Canvassing of Members directly or indirectly for any staff appointment under the Authority shall disqualify the candidate concerned for such appointment. The purpose of this Standing Order shall be included in the form of application.

40. Standing Orders to be given to Members

40.1 A copy of these Standing Orders shall be made available to each Member upon appointment to the Authority, and they shall be provided with a hard copy upon request to the Clerk to the Fire Authority.

Part 3 - Panels (Committees) of the Authority

P 41. Appointment of Panels

41.1 At its annual meeting the Authority:

- i. May resolve which Panels shall be appointed, what shall be the terms of reference of each of those Panels and of how many voting Members each Panel shall consist.
- ii. May resolve that non-voting co-optees shall also be appointed to any such Panel.
- iii. Shall specify the number of non-voting co-optees and the functions in relation to the Panel each such person so appointed may exercise.

41.2 The terms of reference of Panels as agreed from time to time are set out in Section B of the Constitution.

41.3 The Authority may at any time amend resolutions made under the previous paragraph.

41.4 Subject to Standing Order 41.17, no Panel may appoint a sub-panel to discharge any of the functions of the Authority that the Panel may discharge without the approval of the Authority.



- 41.5 Each Panel set up under this Standing Order shall continue to discharge the functions committed to it until the Authority resolves otherwise.
- 41.6 Each person appointed as a Member of such a Panel shall continue to act as such for as long as that person has been appointed by the Authority, or until such time as the appointment is terminated by the Authority or that person resigns.
- 41.7 The Monitoring Officer shall submit a report to the Authority showing the allocation of seats which would in the Monitoring Officer's opinion best meet the requirements of the allocation of seats between political groups in accordance with the requirements of the Local Government and Housing Act 1989. Such report shall be submitted:
- i. Whenever the Authority is required to review the allocation of seats on Panels between political groups or
 - ii. The Authority resolves to carry out such a review; or
 - iii. it appears proper to the Monitoring Officer to do so.
- 41.8 In the light of such a report the Authority shall determine the allocation of seats to political groups.
- 41.9 Whenever an appointment of a voting Member for a Panel needs to be made in accordance with the wishes of the 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 Monitoring Officer shall make or terminate the appointment accordingly.
- 41.10 Panels may from time to time establish working groups/working parties/advisory bodies, the membership of which shall be drawn from Members. The proceedings of any such group shall be reported to the Panel that established it and should include any recommendations or advice from that group. No Panel may delegate its functions to any such group.
- 41.11 The Authority or the relevant Panel may fix the date, time and place of ordinary meetings of Panels.
- 41.12 The Chairman or Vice-Chairman of the Panel may call a special meeting of the Panel as the case may be at any time.



- 41.13 The Authority may appoint, from amongst its voting Members, a Chairman and a Vice Chairman for each Panel.
- 41.14 If no appointments have been made by the Authority under Standing Order 41.13 the Panel at its first meeting after the annual meeting of the Authority or in the case of a vacancy at any meeting shall elect from amongst its voting Members a Chairman and may elect a Vice-Chairman.
- 41.15 In the absence of the Chairman or Vice Chairman of a meeting of a Panel, those voting Members present shall elect a person from amongst their number to preside over the meeting.
- 41.16 If it is necessary for a chairman to be elected, the Monitoring Officer shall invite nominations and shall exercise the powers of the chairman in order to regulate the discussion.
- 41.17 The Scrutiny & Audit Panel may appoint a Standards Hearing Panel to deal with complaints referred to the Authority for determination. Standing Orders 41.5, 41.6 and 41.11 to 41.16 shall apply to any such Panel with the substitution of the word 'sub-panel' for 'Panel' and 'Standards Scrutiny & Audit Panel' for 'Authority' in each case.

42. Standing Orders to apply to Panels

- 42.1 Standing Orders 1 (interpretation), 6 (record of attendances), 7 (admission of public and press), 8 (motions affecting employees), 13.4 (lack of quorum), 14.1.9 (Callover), 15 (points of order), 22.2 (a member recorded vote), 22.3 (Chairman's casting vote), 23 (voting on appointments), 27-29 (improper conduct), 30 (disclosure of Authority business), 38 (Members' interests) and 41 (Appointment of Panels) shall, with any necessary modification, apply to all meetings of Panels and Sub Panels.