

# **JOINT COMMITTEE FOR APPOINTMENTS TO THE NOTTINGHAMSHIRE POLICE AUTHORITY**

## **Application**

1. These Standing Orders apply only to the Joint Committee for Appointments to the Nottinghamshire Police Authority ("the Joint Committee").
2. In the conduct of meetings of the Joint Committee, these Standing Orders shall be regarded primarily as a safeguard for the orderly conduct of business without unreasonable obstruction. They shall not be regarded as a restriction on the right of members of the Joint Committee to speak freely on the business before them.

## **General**

3. These Standing Orders embody and supplement the provisions of the Local Government Act 1972, the Local Government and Housing Act 1989 and any other relevant enactments for the time being in force.

## **Appointment**

4. The Joint Committee shall be appointed jointly by the Nottingham City and Nottinghamshire County Councils ("the relevant authorities").

## **Terms of Reference**

5. The terms of reference of the Joint Committee shall be to appoint Councillor members to the Nottinghamshire Police Authority in accordance with relevant legislation.

## **Membership**

6. The membership of the Joint Committee shall be:-

3 Councillors appointed by the Nottingham City Council  
and

3 Councillors appointed by the Nottinghamshire County Council

who shall be appointed by each Council in accordance with the requirements of the Committees and Political Groups Regulations.

## **Secretary of the Joint Committee**

7. The Secretary of the Joint Committee shall be Mr R A Latham, Chief Executive of the Nottinghamshire County Council. The costs of operating the Joint Committee will be met by the County Council.

## **Meetings**

8. The Joint Committee shall meet on such occasions as are necessary for the conduct of its business.

9. Meetings of the Joint Committee shall be summoned by the Secretary of the Committee on not less than five working days' notice.
10. The agenda and papers for meetings shall be circulated at least five working days beforehand.

### **Order of Business**

11. (a) The order of business shall be:-

- (i) the choice of a person to preside \* see 11 b) below)
  - (ii) notification of the membership of the Joint Committee
  - (iii) confirmation of the Minutes of the last meeting
  - (iv) apologies for absence
  - (v) declarations of interest
  - (vi) business remaining from the last meeting
  - (vii) consideration of matters relating to the appointment of Councillor Members to the Nottinghamshire Police Authority as follows:-
    - the number of Councillor Members to be nominated respectively by the Nottingham City and Nottinghamshire County Councils ("the nominating Councils")
    - the political balance to be applied to those Councillor Members.
  - (viii) any other business within the terms of reference of the Joint Committee.
- (b) The period of office of the person so elected shall continue until he/she resigns from that position or ceases to be a member of the Joint Committee, whereupon a successor shall be elected.

### **Quorum**

12. The quorum for the Committee shall be 3, of whom there shall be at least one member from each of the appointing Councils.

### **Motions/Amendments**

13. Recommendations or motions arising from reports before the meeting shall be moved by a member of the Joint Committee.
14. No motion or amendment shall be moved to rescind any resolution of the Joint Committee which was passed within the previous six months or which is to the same effect as one which has been rejected within that period, provided that such a motion may be moved if notice of it has been given by as many members as would constitute a quorum of the Joint Committee.
15. An amendment shall be relevant to the Motion before the meeting and shall be:-
  - To leave out words; or

- To leave out words and insert or add others; or
- To insert or add words

But such omission, insertion or addition of words shall not, if carried, have the same effect as voting against the Motion.

16. An amendment shall not be moved until any other amendment previously moved has been disposed of.
- 17(a) If an amendment is rejected other amendments may be moved on the original motion.
- (b) If an amendment resisted by the Mover of the original Motion is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which further amendments may be moved.

### **Rules of Debate**

18. Any Member who wishes to speak shall ordinarily be given an opportunity to do so and, at the discretion of the Chair of the meeting, any Member may speak more than once on the subject under discussion.
19. The Chair shall determine the order of speeches and whether or not the subject before the meeting has been sufficiently discussed.
20. Any Member who speaks shall speak strictly to the subject under discussion.

### **Conduct**

- 21(a) Mobile phones or pagers shall not be allowed in meetings unless any audible signalling is turned off.
- (b) Mobile phones shall not be used during meetings.
- (c) The use of cameras or tape records is not permitted during meetings.
- (d) Placards, banners, advertising materials or like items are not permitted in rooms where meetings are being held.
- 22(a) If, at any meeting, any Member in the opinion of the Chair, notified to the meeting, misbehaves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by obstructing the business of the meeting, the Chair may move "that (the Member named) be not further heard" and the Motion, if seconded, shall be put and determined without discussion.
- (b) If any Member named continues the misconduct after a resolution under Standing Order 17(a) has been carried, the Chair may either request the Member to leave the meeting or may adjourn the meeting for such period considered expedient. The Chair's decision to adjourn shall not be open to question or comment.

- (c) In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in the Chair, may immediately adjourn the meeting for such period as he or she may consider expedient.
- (d) If a member or members of the public interrupt(s) the proceedings of any meeting the Chair shall warn the person or persons concerned. If the interruption continues, the Chair shall order their removal from the meeting room. In the event of general disturbance in any part of the meeting room open to the public, the Chair shall order that part to be cleared.

### **Voting**

- 23. Every question shall be determined by a show of hands.
- 24. If immediately after a vote has been taken two Members indicate that they require the voting to be recorded, the Secretary or other appointed officer shall call the roll and take the vote of each Member aloud. After counting the number of votes for and against and those abstaining or declaring themselves to be neutral, the Secretary or other appointed officer shall announce the result, which shall be recorded in the Minutes. The record in the Minutes shall indicate the persons voting for or against the question and persons abstaining or declaring themselves to be neutral.
- 25. In the case of an equality of votes upon any question the Chair of the meeting may exercise a second or casting vote to determine the matter.

### **Declarations of Interest**

- 26. Where any Member has given a general notice of a pecuniary interest of his/hers or of his/her spouse, and is thereby relieved of the statutory duty to declare that interest at a meeting at which a contract or other matter affecting that interest is to be considered, he/she shall nevertheless orally remind the meeting of that interest. Any such reminder shall be recorded in the Minutes of the meeting.
- 27. Where any Member has declared a pecuniary interest in a contract, grant, proposed contract or other matter, whether by giving a general notice or by making an oral declaration at a meeting, he/she shall withdraw from the room in which the meeting is being held while the matter is under consideration; unless
  - (a) the disability to discuss, or vote upon any matter arising from the contract or other matter has been removed by the Secretary of State under Section 97 of the 1972 Act, or
  - (b) the contract, grant, proposed contract or other matter is under consideration by the meeting as part of the report of Minutes of a Committee or Sub-Committee (in the case of a meeting of the Council or of a Sub-Committee (in the case of a meeting of a Committee)), and is in either case not itself the subject of debate.

28. If the Member shall have elected to remain within easy reach, that Member shall be recalled by an appropriate officer before any further business is begun.

Revised by Joint Committee 30 May 2003

Ref: PAM\Constitution\STANDING ORDER - POLICE AUTH