

## **Appendix B**

### **Joint Committee of the Seven Lincolnshire District Authorities**

#### **Standing Orders**

##### **1. MEMBERSHIP**

- 1.1 The District Joint Committee will have a membership of seven, with each second-tier local authority in Lincolnshire being entitled to appoint one member.
- 1.2 The following local authorities are those which are to constitute the District Joint Committee:  
  
Boston Borough Council  
City of Lincoln Council  
East Lindsey District Council  
North Kesteven District Council  
South Holland District Council  
South Kesteven District Council  
West Lindsey District Council
- 1.3 The member appointed by each of the authorities set out in paragraph 1.2 will be the Leader of the Council.
- 1.4 In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend meetings of the District Joint Committee on their behalf.
- 1.5 The term of office for members of the District Joint Committee will end when they are no longer Leader of their respective authority.

##### **2. APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

- 2.1 The District Joint Committee will elect a Chairperson and Vice-Chairperson from amongst its members during its inaugural meeting for a two-year term of office, and every two years thereafter.
- 2.2 The District Joint Committee Chairman and Vice-Chairman will be rotated every two years, unless all present at the meeting unanimously agree that a Chairperson or Vice-Chairperson should continue for a further term.
- 2.3 Nominations for the appointment of Chairperson and Vice-Chairperson must be proposed and seconded with the successful candidate requiring the majority of votes.
- 2.4 Where there are three or more nominations that have been proposed and seconded, the candidate with the least number of votes will be removed from

the process. This process will be repeated until there are two candidates and one has received the majority of votes.

- 2.5 The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the Mayoral Combined Authority.

### **3. FREQUENCY OF MEETINGS**

- 3.1 The frequency of meetings of the District Joint Committee will be determined by the Committee at its inaugural meeting and will, where possible, align with the meeting cycle of the Mayoral County Combined Authority.
- 3.2 The Chairperson shall be entitled to call extraordinary meetings of the Joint District Committee, in consultation with the Vice-Chairperson of the Committee. Only matters for which the meeting was called may be considered at an extraordinary meeting of the Joint Committee.

### **4. QUORUM**

- 4.1 The quorum for the District Joint Committee will be four members.
- 4.2 If there is no quorum at the published start time for the meeting, a period of 15 minutes will be allowed, or longer at the Chairperson's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 4.3 If the meeting becomes inquorate after the meeting has commenced, the meeting will be closed and the remaining items will be declared null and void.

### **5. DECISION-MAKING AND VOTING**

- 5.1 The District Joint Committee should in the first instance seek consensus. If a consensus cannot be reached then matters will be decided through voting.
- 5.2 Each member of the District Joint Committee will have one vote.
- 5.3 Any member appointed as a substitute will have full voting rights at meetings of the District Joint Committee.
- 5.4 All votes will be carried out by a show of hands and will be determined by a simple majority.
- 5.5 If there are an equal number of votes, the person presiding the meeting will exercise a second, casting vote.

- 5.6 A recorded vote will be held if requested by the majority of those members in attendance at a meeting of the District Joint Committee.
- 5.7 Any member may request that their vote for, against or in abstention of a proposal voted upon be recorded in the minutes at a meeting of the Joint Committee.

## **6. ACCESS TO INFORMATION**

- 6.1 Meetings of the District Joint Committee will be held in person.
- 6.2 Members of the public may attend all meetings of the District Joint Committee.
- 6.3 At least five clear working days before a meeting of the District Joint Committee, the Council appointed as secretariate will make copies of the following documents available for inspection by members of the public at each of the constituent Councils' offices and publish these documents on its website:
  - (a) The agenda for the meeting
  - (b) Any reports which are to be made available to the public in accordance with these Standing Orders
- 6.4 Where the meeting is convened at less than five clear working days' notice, a copy of the agenda and associated reports will be made available for inspection at the time the meeting is convened.
- 6.5 If an item is added to the agenda after it has been made publicly available, the revised agenda and any report relating to the item for consideration will be made available for inspection from the time the item was added to the agenda.
- 6.6 Where reports are prepared after the summons has been sent out, each such report will be made available to the public as soon as the report is completed and sent to Councillors.
- 6.7 Council appointed as secretariat will supply copies of the following documents to any person on payment of a charge for postage and any other appropriate costs, or for free via the Council's website:
  - (a) Any agenda and reports that are open to public inspection
  - (b) Any further statements or particulars necessary to indicate the nature of the items in the agenda that are open to public inspection

- (c) Copies of any other documents supplied to Councillors in connection with an item, should the Monitoring Officer of the Council appointed as secretariat deem it appropriate
- 6.8 The District Joint Committee will ensure that copies of the following are available for public inspection for at least six years after the date of a meeting:
- (a) The minutes of the meeting and records of decisions taken
  - (b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record
  - (c) The agenda for the meeting
  - (d) Reports relating to items when the meeting was open to the public
- 6.9 The Monitoring Officer of the Council appointed as secretariat will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in their opinion:
- (a) Disclose any facts or matters on which the report or an important part of the report is based
  - (b) Have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined below) and in respect of Cabinet reports, the advice of the political advisor (if any)
- 6.10 The District Joint Committee will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers at the offices of the Council appointed as secretariat and will also be available on the Council's website.

## **7. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS**

### ***Confidential information – requirement to exclude the public***

- 7.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.
- 7.2 Confidential information means information given to the District Joint Committee or its constituent Councils by a Government Department on terms that forbid its public disclosure, or information that cannot be publicly disclosed by order of a Court.

### ***Exempt information – discretion to exclude the public***

- 7.3 The public may, by resolution of the meeting concerned, be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.
- 7.4 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.
- 7.5 Exempt information means information falling within one or more of the categories specified in the left hand column on the table below, subject to any condition specified in respect of that category in the right hand column of the table.

Description of exempt information	Qualification
1. Information relating to any individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
2. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
3. Information relating to the financial or business affairs of any particular person (including the authority holding the information)	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Information falling within this paragraph 3 is not exempt by virtue of that paragraph if it is required to be registered under:</p> <ul style="list-style-type: none"> <li>(a) The Companies Act 1985</li> <li>(b) The Friendly Societies Act 1974</li> <li>(c) The Friendly Societies Act 1992</li> <li>(d) The Industrial and Provident Societies Acts 1065 to 1978</li> <li>(e) The Building Societies Act 1986</li> <li>(f) The Charities Act 1993</li> </ul>

4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer holders under, the authority	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
6. Information which reveals that the authority proposes:  (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person  (b) To make an order or direction under any enactment	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

- 7.6 If the Monitoring Officer of the Council appointed as secretariate thinks fit, the District Joint Committee may exclude access by the public to the whole or any part of reports which in their opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “*Not for publication*” together with the category of information likely to be disclosed.

## **8. MEMBER CONDUCT**

- 8.1 Members appointed to the District Joint Committee, or attending meetings in the capacity as a substitute, will be bound by the Councillor Code of Conduct of their nominating authority. Any complaint regarding the conduct of a

member acting in such capacity should be referred to the Monitoring Officer of the local authority they are a member of.

- 8.2 If a member persistently disregards the ruling of the person presiding the meeting and behaves improperly or offensively, or deliberately obstructs business, the person presiding the meeting may move that the member be not heard further. If seconded, a vote will be taken without discussion.
- 8.3 If a member continues to exhibit the behaviour which resulted in a motion being passed that they not be heard further, the person presiding the meeting may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

## **9. DISTURBANCE BY THE PUBLIC**

- 9.1 If a member of the public interrupts proceedings, the person presiding the meeting will warn the person concerned. If they continue to interrupt, the person presiding the meeting will order their removal from the meeting room.
- 9.2 If there is a general disturbance in any part of the meeting room open to the public the person presiding the meeting may call for that part to be cleared.
- 9.3 If there is a general disturbance making orderly business impossible, the person presiding the meeting may adjourn the meeting for as long as he or she thinks is necessary.

## **10. INTERPRETATION OF STANDING ORDERS**

- 10.1 The ruling of the person presiding a meeting of the District Joint Committee as to the application and interpretation of these Standing Orders shall be final.

## **11. SUSPENSION OF STANDING ORDERS**

- 11.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.