

4.1 Hampshire and Isle of Wight Fire and Rescue Authority - Standing Orders

1. Meetings of the Authority

- 1.1 The Authority shall hold an annual meeting between 1 April and 30 June each year. The first items of business on the agenda for the annual meeting shall be the appointment of Chairman and Vice-Chairman for the ensuing year to the next annual meeting.
- 1.2 In addition to the annual meeting of the Authority and any meeting convened by the Chairman or by members of the Authority, meetings for the transaction of general business shall be held on such days as may be determined by the Authority at its annual meeting provided that any such date may be varied at a subsequent meeting.
- 1.3 The Chairman of the Authority may cause a special meeting of the Authority to be called at any time.
- 1.4 A special meeting of the Authority shall be called on the request of at least one quarter of the whole number of members of the Authority by notice in writing and signed by them and given to the Chief Fire Officer or Monitoring Officer and specifying the business for which the meeting is to be called. After receipt of such request, the Chief Fire Officer or Monitoring Officer shall arrange for the special meeting to take place not less than 21 days and not more than 35 days after the receipt of the request.
- 1.5 In these Standing Orders “ordinary meeting” means a meeting described in paragraph (1) or (2) above other than a meeting convened by the Chairman or by members of the Authority. Unless otherwise specified, the term “year” means the period from the annual meeting in one calendar year to the start of the annual meeting in the following year.
- 1.6 Unless the Authority otherwise determines, all meetings of the Authority other than a special meeting of the Authority arranged in accordance with Standing Order 1.4 shall be held at 10.00 a.m. All meetings of the Authority, including special meetings arranged under Standing Order 1.4 shall take place on a weekday.
- 1.7 The Police and Crime Commissioner for Hampshire shall be invited to attend the public part of meetings of the Authority and shall be entitled to speak to any of the items on the public agenda during debate under Standing Order 6(1). For the avoidance of doubt, the Police and Crime Commissioner for

Hampshire shall not be a Member of the Authority and shall not have a right to vote on any matter. Standing Order 10 shall apply to the Police and Crime Commissioner for Hampshire when in attendance at meetings of the Authority. Standing Order 19 shall not apply to the Police and Crime Commissioner for Hampshire when in attendance at meetings of the Authority pursuant to the invitation contained in this Standing Order.

- 1.8 The Authority may from time to time appoint deputy members from any of the Constituent Authorities. Duly appointed deputy members may, after giving notice in advance to the Monitoring Officer, deputise for their Authority's substantive member at a meeting of the Authority, in the event their substantive member is unable to attend such meeting. Only a Constituent Authority's substantive member or their deputy member (and not both) may attend and vote at a particular meeting. Standing Orders shall apply to a deputy member when attending a meeting of the Authority in the same way as they apply to substantive members. Deputy Members shall not be entitled to receive allowances under the Authority's Members' Allowance Scheme.

2. Appointment of Committees and Sub-Committees

- 2.1 The Authority shall appoint at its annual meeting **or at other times as required**, such committees or sub-committees as it deems necessary; committees and sub-committees shall meet as and when required.
- 2.2 **The Authority may at its annual meeting or at other times as required appoint up to one Substitute Member from each political group on the Authority which is represented on a committee or sub-committee of the Authority, to substitute for any member ('Ordinary Member') of such political group who is appointed to such committee or sub-committee in accordance with paragraph 2.1.**
- 2.3 **Where a Substitute Member is appointed in accordance with paragraph 2.2 above, then such Substitute Member may attend any meeting of the committee or sub-committee of the Authority to which such substitution relates in place of any Ordinary Member of the same political group appointed to such Committee or Sub-Committee of the Authority, on notification to the Clerk or Monitoring Officer by the relevant political group leader that an Ordinary Member is unable to attend and the Substitute Member will be attending in their place. A Substitute Member may only attend a Meeting when the Ordinary Member will be absent for the whole of the Meeting.**

3. Chairman of the Meeting

- 3.1 Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

4. Quorum

- 4.1 At a meeting of the Authority the quorum shall be as set out in the Hampshire and Isle of Wight Fire and Rescue Authority (Combination Scheme) Order 2020, as amended from time to time.
- 4.2 The quorum for every meeting of a committee or sub-committee of the Authority, unless a special quorum is otherwise prescribed shall be at least one third of the whole number of the committee or sub-committee provided that in no case shall a quorum of a committee or sub-committee be less than three members.
- 4.3 If within thirty minutes from the time appointed for the commencement of any meeting of the Authority or of a committee or sub-committee a quorum (that is one third of the whole number of members or three members, whichever is the greater) is not present, the meeting may be dissolved.

5. Circulation of Agenda and Confirmation of Minutes of the Authority*

- 5.1 A copy of the summons and agenda for the forthcoming meeting of the Authority, a committee or sub-committee and the minutes of the previous meeting shall be dispatched by the Monitoring Officer at least five clear days before such forthcoming meetings to each member, and such minutes shall be taken as read when submitted to the Authority for confirmation unless a majority of the members then present otherwise order. Unless similarly ordered, any document which comes up for consideration at any meeting, and which has been circulated to each member at or prior to such a meeting, shall be taken as read.

6. Motions and Amendments Generally*

- 6.1 After calling each item on the Agenda (other than Minutes) and after any introductory remarks by the Chief Fire Officer or other Officer of the Authority, the Chairman shall first call for questions and after these have been disposed of, shall call "any debate?" A member desiring to ask questions or to debate shall indicate by raising his/her hand.
- 6.2 If there is no debate, the Chairman shall put the Recommendation to the vote, or in the case of an item for information only, that it be noted and no seconder shall be required.
- 6.3 A member shall not, without the permission of the Chairman, speak more than once on any motion or amendment except on a point of order or by way of personal explanation.
- 6.4 Where the Agenda item contains a Recommendation, it shall be deemed at the commencement of debate on that item, unless the Chairman indicates otherwise, that the Recommendation has been formally moved by him/her and seconded and any subsequent motion shall be treated as an amendment to the Recommendation.

6.5 The Chairman may require the mover of a motion or amendment to put the same into writing and submit it to the Chair before speaking about it. Subject to this, no motion or amendment shall be debated until the mover has spoken to it and it has been seconded.

6.6 A member may not propose or second a motion or amendment on which he/she is disqualified from voting, and neither may a member move or second more than one amendment on the same motion.

7. Motions Affecting Persons Employed by the Authority*

7.1 If any matter arises at a meeting of the Authority, or a committee or sub-committee as to the appointment, promotion, dismissal, salary, superannuation, condition of service or the conduct of any person employed by the Authority, such matter shall not be the subject to discussion until the Authority, committee or sub-committee, as the case may be, has decided whether or not the power of exclusion of the public under Part 1 of Schedule 12A of the Local Government Act 1972, shall be exercised.

8. Amendments to Motions*

8.1 An amendment shall be relevant to the motion and shall be either:-

8.1.1 to refer a subject of debate to a committee or sub-committee for consideration or reconsideration;

8.1.2 to leave out words;

8.1.3 to leave out words and insert or add others;

8.1.4 to insert or add words;

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

8.2 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 motion upon which any further amendment may be moved.

9. Alterations or Withdrawal of Motion or Amendment*

9.1 A proposer of a motion may, with the concurrence of the seconder and the consent of the Authority, alter the motion if the alteration is such that it could properly be effected by an amendment of the motion. A proposer of an amendment may, with the like concurrence and consent, alter the amendment if the amendment as altered could properly have been

moved in that form as an amendment. The altered motion or amendment shall if required by the Chairman be put into writing and handed to him/her before the consent of the Authority to the alteration is sought.

- 9.2 A proposer of a motion or of an amendment may, with the concurrence of the seconder and the consent of the Authority, withdraw the motion or amendment which he/she has proposed, and no member shall speak upon it after the proposer has asked permission for its withdrawal, unless such permission has been refused.
- 9.3 The giving or refusal of the consent of the Authority to the alteration or withdrawal of a motion or amendment shall be signified without discussion.

10. Conduct of Members*

- 10.1 A member who has a disclosable pecuniary interest in any matter being considered at a meeting of the Authority must not participate in discussion of, or vote on, that matter, and must withdraw from the room where the meeting is being held, unless he or she has obtained a dispensation from the Standards and Governance Committee. The member may, however, make representations on the matter to the meeting, in accordance with the Authority's deputations procedure, provided that he or she withdraws from the room when those representations are concluded and before any discussion or vote takes place.
- 10.2 A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order and shall not impute motives or use offensive expressions to or about any other member.
- 10.3 If any member in the opinion of the Chairman misconducts himself/herself by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively, or by willfully obstructing the business of the Authority, or by tedious repetition or unbecoming language in his/her speech, the Chairman or any other member may move "that the member named be not further heard" and such motion if seconded shall be put and determined without discussion.
- 10.4 If the member named continues his/her misconduct after a motion under the previous paragraph has been carried, the Chairman shall either:-
- 10.4.1 move "that the member named is to leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
- 10.4.2 Adjourn the meeting of the Authority for such period as he/she in his/her discretion shall consider expedient.
- 10.5 In the event that a motion under Standing Order 10.4.1 has been carried and the named member refuses to leave the meeting the Chairman may order the

removal of that member from the room in which the meeting is being held.

11. Questions*

- 11.1 A member may, if the question has been given to the Chief Fire Officer in writing by 10.00 a.m. three clear working days before the meeting of the Authority, ask the Chairman of the Authority or the Chairman of any committee, any question relating to the business of the Authority or the committee.
- 11.2 The question given to the Chief Fire Officer shall set out in full the question to be asked and the notice shall be signed and dated by the member giving the notice. The requirement for the notice to be signed by the member shall not apply in the case of an electronic copy being received by the Chief Fire Officer.
- 11.3 The Chief Fire Officer shall record any questions submitted in the order in which they are received and the questions in that order shall be put to the appropriate meeting of the Authority.
- 11.4 Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer. The member asking the question may ask one supplementary question arising out of the reply.
- 11.5 Where a reply to any question cannot conveniently be given orally, it shall be deemed as sufficient reply if a written answer is circulated to the member asking the question and to all other member of the Authority as soon as reasonably practicable after the meeting.
- 11.6 The amount of time devoted to questions under this Standing Order shall not exceed 30 minutes.

12. Agenda Items*

- 12.1 A member may, by giving 10 working days notice, require an item to be placed on the agenda either for an Authority or committee meeting. For the avoidance of doubt, the Authority or committee at which the agenda item is considered will determine what, if any, action it is proposed to be taken with the agenda item. If either the Authority or the committee determine that further action is required on the agenda item, the Authority or the committee will request officers to submit a full report on the agenda item to the next appropriate meeting of the Authority or committee.

13. Points of Order and Explanation*

- 13.1 A member may rise on a point of order or in personal explanation and shall be entitled to 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 specify the Standing Order or statutory provision and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.
- 13.2 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

14. Formal Motion*

- 14.1 A member who has not spoken may, at the conclusion of a speech of another member, move without comment "that the question be now put" or "that the Authority now adjourn", upon the seconding of which the Chairman shall put that motion to the vote without amendment or discussion and, if it is carried, the question before the meeting shall be put to the vote or the meeting shall stand adjourned, as the case may be; provided that if on the moving and seconding of any such formal motion as aforesaid the Chairman is of the opinion that the matter has not been sufficiently discussed, he/she may either refuse to accept the motion at that time or he/she may indicate how many more member he/she will permit to speak before putting the motion.

15. Relevance of Speeches*

- 15.1 A member shall direct his/her speech to the question under discussion or to an explanation or to a point of order.

16. Voting*

- 16.1 Every proposition shall, unless otherwise required by these Standing Orders or Statute, be determined by show of hands or, at the discretion of the Chairman, by voices.
- 16.2 In taking the votes on any proposition, only those members who are present when the proposition is put from the Chair shall be entitled to vote.
- 16.3 After a proposition is put from the Chair, but before the vote is taken, any five members by show of hands may require that the voting shall be recorded in the minutes of the meeting so as to show whether each member present gave his/her vote for or against that proposition or abstained from voting.
- 16.4 Where, immediately after a vote is taken at a meeting of the Authority or any committee, any member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his or her vote for

the question or against the question or whether he or she abstained from voting.

- 16.5 The Chairman or person chairing meetings of the Authority and committees shall have a second or casting vote. For the avoidance of doubt, the Chairman may use such a second or casting vote on an equality of voting despite not having voted when the motion was put to the meeting for voting upon.

17. General Disturbances*

- 17.1 If a member of the public interrupts the proceedings at meetings the Chairman shall warn him/her. If he/she continues the interruption the Chairman shall order his/her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.
- 17.2 If, in the opinion of the Chairman, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him/her, may without the question being put suspend the meeting for a period not exceeding 30 minutes.

18. Adjourned Meeting*

- 18.1 When a meeting is adjourned to a future day, notice of the adjournment shall be sent to each member specifying the business to be transacted at the resumed meeting.

19. Deputations*

- 19.1 Subject to the provisions of this Standing Order, the Authority, and any of its committees or sub-committees shall receive deputations on any business that is properly within its terms of reference and the Deputation shall be allowed to address the meeting.
- 19.2 For the purposes of this Standing Order:-
- 19.2.1 Notice in writing shall be given to the Monitoring Officer or Chief Fire Officer that a Deputation wishes to address the meeting and the notice shall specify the subject before the meeting upon which the Deputation wishes to speak. In the case of a meeting of the Authority, committees and sub-committees the notice shall be given 3 clear working days in advance.
- 19.2.2 Deputations shall consist of not more than 4 people who shall be Local Government electors in the area of the Authority.
- 19.2.3 Any member of a Deputation may address the meeting.

- 19.2.4 The total time taken by the Deputation in addressing the meeting shall not exceed ten minutes.
- 19.2.5 Deputations shall be taken at the beginning of the meeting (after the Minutes) and the total time for all deputations shall not exceed one hour in duration.
- 19.2.6 No Deputation shall appear before the Authority at successive meetings or at any committee or sub-committee within six months of any previous appearance, on the same or similar topic.

20. Minority Order Procedure*

- 20.1 If Members numbering at least one quarter of the voting Members present at a meeting of a Committee so request immediately after the vote is taken on any matter which is otherwise within the delegated powers of the Committee, the decision shall take the form of a Recommendation to the Authority and shall not be effective unless and until approved by the Authority. Where any matter is for the time being delegated to a sub-committee, Members numbering at least one quarter of the voting Members present at the meeting of the subcommittee may in the same manner require that the decision shall take the form of a Recommendation to the appropriate Committee.
- 20.2 This Standing Order shall not apply to:-
 - 20.2.1 Sub-Committees established to appoint officers of the Authority.
 - 20.2.2 Any decisions of a quasi judicial nature.
 - 20.2.3 Decisions where delay could put the Authority in breach of the law or in breach of legally binding obligations.

21. Canvassing of and Recommendations by Members

- 21.1 Canvassing of members of the Authority, or any Committee or Sub-Committee of the Authority, directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purpose of this paragraph of this Standing Order shall be included in any form of application.
- 21.2 A member of the Authority shall not solicit for any person any appointment under the Authority but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority or the Chief Fire Officer with an application for appointment.

22. Relatives of Members or Employees

- 22.1 A candidate for any appointment under the Authority who knows that he/she is related to any member or employee of the Authority shall disclose that relationship in his/her application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- 22.2 Every member and senior officer of the Authority shall disclose to the Chief Fire Officer any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for an appointment under the Authority.
- 22.3 The purpose of this Standing Order shall be included in any form of application.
- 22.4 For the purpose of this Standing Order "senior officer" means any officer so designated by the Authority, and persons shall be deemed to be related if they are husband and wife, or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

23. Custody of Seal

- 23.1 The common seal of the Authority shall be kept in a safe place in the custody of the Monitoring Officer.

24. Sealing of Documents

- 24.1 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 committee or sub-committee or a decision of an officer to which the Authority has delegated its powers on its behalf, but a resolution of the Authority (or of a committee, sub-committee or officer where that committee, sub-committee or officer has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the making of any contract, issuing a levy or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the authorisation.
- 24.2 The seal shall be attested by the Monitoring Officer or other person duly authorised in writing by him/her and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be authenticated by the person who had attested the seal.

25. Special meetings of Committees and Sub-Committees

- 25.1 The Chairman of a committee or sub-committee or the Chairman of the Authority may cause a special meeting of the committee or sub-committee to be called at any time.
- 25.2 A special meeting of the committee or sub-committee shall be called on the request of at least one quarter of the whole number of members of the committee or sub-committee by notice in writing and signed by them and given to the Chief Fire Officer or Monitoring Officer and specifying the business for which the meeting is to be called. After receipt of such request, the Chief Fire Officer or Monitoring Officer shall arrange for the special meeting to take place not less than 21 days and not more than 35 days after the receipt of the request.

26. Proceedings of the Authority, Committees and Sub-Committees

- 26.1 Any Authority member may attend as an observer at meetings of committees and sub-committees (except those committees and sub-committees which the Authority may from time to time determine for the purposes of this Standing Order) to which he/she has not been appointed as a member, including meetings or items of business from which the public has been excluded. If given permission by the Chairman of the meeting, a member attending as an observer may speak (but not vote) on any matter.
- 26.2 Subject to the provision of Section 100 of the Local Government Act 1972, all Authority committee and sub-committee reports and all documents marked as “confidential”, “exempt” or “not for publication” shall be treated as confidential until they become public in the ordinary course of the Authority’s business.
- 26.3 No act of a committee or sub-committee shall have effect until approved by the Authority except to the extent that the committee or sub-committee has of itself power to act without the approval of the Authority and the power so to act has been conferred upon the committee or sub-committee.
- 26.4 In addition, to those Standing Orders which expressly related to the Authority, committees and sub-committees, Standing Orders 5 to 20 inclusive shall apply with any necessary modification to committee and sub-committees. These Standing Orders are highlighted by an asterisk. At any meeting of a committee or sub-committee, the Chairman of the committee or sub-committee shall have discretion to follow a more informal debating process than that set out at Standing Orders 6, 8.2 and 9 as he/she considers appropriate to enable the efficient conduct of business.

27. Chairman and Vice-Chairman of Committees and Sub-Committees

- 27.1 The Chairman and Vice-Chairman of each committee or sub-committee established by the Authority shall be appointed at the time the committee or

sub-committee is first established and thereafter shall be appointed by the Authority at each annual meeting. A Chairman or Vice-Chairman so appointed may be removed by the Authority or may resign. If the Authority so decide, the appointment of the Chairman and Vice-Chairman of a committee or subcommittee may be left for that body itself to decide.

27.2 Subject to paragraph 27.1, the Chairman and Vice-Chairman of a committee or sub-committee appointed by the Authority shall hold office until the next annual meeting of the Authority after his/her appointment.

27.3 In the absence of the Chairman or Vice-Chairman at any meeting of a committee or sub-committee, the members present shall choose one of their number to preside over the meeting, subject to paragraph 27.4.

27.4 If the Chairman of a committee or sub-committee arrives at a meeting of the committee or sub-committee after the time for which the meeting has been summoned, he/she shall preside over the meeting after any question under discussion on his/her arrival has been disposed of but not before then.

28. Rescission of previous Resolution

28.1 No motion to rescind any resolution passed within the preceding six months, and no motions or amendments to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof bears the names of at least four members of the Authority. When any such motion or amendment has been disposed of by the Authority, it shall not be open to any member to propose a similar motion within a further period of six months. This Standing Order shall not apply to motions moved in pursuance of a recommendation of a committee.

29. Audio or Visual Recordings at Meetings

29.1 Audio or visual recording equipment may only be used in accordance with the Authority's protocol for the filming, photographing and audio-recording of all public meetings, which complies with the Openness of Local Government Bodies regulations 2014

30. Display of Banners at Meetings

30.1 Except with the consent of the Chairman of the meeting, no member or members of the public shall display banners, posters or signs at meetings.

31. Variation and Revocation of Standing Orders

31.1 Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

32. Suspension of Standing Orders

- 32.1 Subject to paragraph 32.2, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- 32.2 A motion to suspend any of the preceding Standing Orders shall not be moved unless there are at least one-half of the whole number of the members of the Authority present.

33. Interpretation of Standing Orders

- 33.1 The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Authority, shall not be challenged at any meeting of the Authority.
- 33.2 In these Standing Orders, references to the Chief Fire Officer shall be taken to include such persons as time to time are authorised by him/her to act on his/her behalf.