

**STANDING ORDERS FOR THE REGULATION OF THE BUSINESS
OF THE HAMPSHIRE POLICE AUTHORITY**

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STANDING ORDER 1

Meetings of the Authority

- (1) The Authority shall hold an annual meeting between the 1st April, and the 30th June each year. The first items of business on the agenda for the annual meeting shall be the appointment of a Chair and Vice-Chair for the ensuing year.
- (2) In addition to the annual meeting of the Authority and any meetings convened by the Chair 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.
- (3) The Chair of the Authority may cause a special meeting of the Authority to be called at any time.
- (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 Executive and specifying the business for which the meeting is to be called. After receipt of such request, the Chief Executive 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.
- (5) In these Standing Orders "ordinary meeting" means a meeting described in paragraph (1) or (2) above other than a meeting convened by the Chair or by members of the Authority. The term "year" means the period from 1st April, in one calendar year to the 31st March, in the next following year.
- (6) Unless the Authority otherwise determines, all meetings of the Authority shall be held at 10.00 a.m. on a weekday.
- (7) The Authority shall appoint at its annual meeting such Committees, Sub-Committees and Panels as it deems necessary and they shall meet as and when required.

- (8) In these Standing Orders, references to the Chief Executive shall be taken to include a nominee who is standing in for the Chief Executive.

STANDING ORDER 2

Chair of the Meeting

- (1) Any power or duty of the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

STANDING ORDER 3

Quorum

- (1) If during any meeting of the Authority, Committee, Sub-Committee or Panel, the Chair after counting the number of members present declares that there is not a quorum* present the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chair at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Authority, Committee, Sub-Committee or Panel.

* The quorum prescribed by statute for meetings of the Authority is one quarter of the whole number of members.

STANDING ORDER 4

Circulation of Agenda and Confirmation of Minutes of the Authority and Agenda items from Members

- (1) A printed copy of the summons and agenda for the forthcoming meeting of the Authority, a Committee, Sub-Committee or Panel and the minutes of the previous meeting shall be despatched by the Chief Executive at least six clear days before such forthcoming meeting to each Member, and such minutes shall be taken as read when

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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 printed and circulated to each Member at or prior to such meeting, shall be taken as read.

- (2) A member may, by giving 10 working days notice, require an item to be placed on the agenda either for an Authority or Committee, Sub-Committee or Panel meeting. For the avoidance of doubt, the Authority or Committee, Sub-Committee or Panel at which the agenda item is considered will determine what, if any, action is proposed to be taken with the agenda item. If either the Authority or the Committee, Sub-Committee or Panel determine that further action is required on the agenda item, the Authority or the Committee, Sub-Committee or Panel will request officers to submit a full report on the agenda item to the next appropriate meeting of the Authority, Committee, Sub-Committee or Panel.
- (3) Any reports which miss the deadline for the agenda despatch will not be **considered** at that meeting of the Authority, Committee, Sub-Committee or Panel unless by reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting is satisfied that the item should be considered as a matter of urgency.

STANDING ORDER 5

Questions by Members

- (1) At a meeting of the Authority a member may ask the Chair of the Authority, any question relating to the business of the Authority.
- (2) At ordinary meetings of any Committee, Sub-Committee or Panel, any member of the Authority who is present may ask the Chair of that Committee, Sub-Committee or Panel any question on any matter in relation to which that Committee, Sub-Committee or Panel has delegated or referred functions.

- (3) The text of any question shall be submitted in writing to the Chief Executive not less than five clear days before the meeting at which the member proposes to ask the question subject to paragraph (4) of this Standing Order (urgent business).
- (4) The Chair of the meeting may allow the asking of a question which has not been submitted as required by paragraph (3) above, if he/she considers that it relates to urgent business. The text of any such question shall, if possible, be delivered to the Chief Executive not later than 10.00 a.m. on the working day immediately before the meeting at which the question is to be asked.
- (5) After a question has been replied to, the member who asked it may ask one supplementary question for the purpose of clarifying the reply which has been given. A member asking such a supplementary question shall confine herself/himself to the substance of the original question, and shall not introduce any new matter which did not fall within the scope of the original question. In paragraphs (6) - (10) of this Standing Order, the word "question" shall include such a supplementary question.
- (6) Every question shall be put and answered without discussion.
- (7) No resolution shall be moved with reference to any question or reply to a question.
- (8) If the Chair of the meeting is of the opinion that the question is out of order, or of a personal character, or in the interests of the Authority it is undesirable, he/she shall so inform the member and shall not allow the question to be put.
- (9) Questions asked in pursuance of the above paragraphs of this Standing Order shall be recorded in the minutes of the meeting, and the Chief Executive shall supply the questioner with a copy of the replies thereto within seven working days after the meeting.
- (10) The amount of time devoted to questions under this Standing Order shall not exceed 15 minutes.

STANDING ORDER 6

Motions and Amendments Generally

- (1) After calling each item on the Agenda (other than Minutes) and after any introductory remarks by the Chief Executive, Chief Constable or other Officer of the Authority, the Chair 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.
- (2) If there be no debate, the Chair shall put the printed Recommendation to the vote or in the case of an item for information only, that it be noted and no seconder shall be required.
- (3) A Member shall not speak more than once on any motion or amendment except on a point of order or by way of personal explanation.
- (4) Where the Agenda item contains a Recommendation, it shall be deemed at the commencement of debate thereon, unless the Chair indicates otherwise, that the same has been formally moved by him/her and seconded and any subsequent motion shall be treated as an amendment thereto.
- (5) The Chair may require the mover of a motion to reduce the same to writing and submit it to the Chair before speaking thereon, and, subject thereto, no motion shall be debated until the mover has spoken to it and it has been seconded.
- (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.

STANDING ORDER 7

Motions Affecting Persons Employed by the Authority

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

STANDING ORDER 8

Amendments to Motions

- (1) An amendment shall be relevant to the motion and shall be either:-
 - (a) to refer a subject of debate to a Committee, Sub-Committee or Panel for consideration or re-consideration;
 - (b) to leave out words;
 - (c) to leave out words and insert or add others;
 - (d) 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.

- (2) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be 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.

STANDING ORDER 9

Alterations or Withdrawal of Motion or Amendment

- (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 affected 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 Chair be reduced into writing and handed to him/her before the consent of the Authority to the alteration is sought.
- (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 thus asked permission for its withdrawal, unless such permission shall have been refused.
- (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.

STANDING ORDER 10

Conduct of Members

- (1) 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.
- (2) If any member in the opinion of the Chair signified to the Authority, misconduct himself/herself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, or by tedious repetition or unbecoming language in his/her speech, the Chair 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.

- (3) If the member named continues his/her misconduct after a motion under the last previous paragraph has been carried, the Chair shall either:-
 - (a) move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
 - (b) adjourn the meeting of the Authority for such period as he/she in his/her discretion shall consider expedient.
- (4) In the event that a motion under Standing Order 10(3)(a) has been carried and the named member refuses to leave the meeting, the Chair may order the removal of that member from the room in which the meeting is being held

STANDING ORDER 11

Points of Order and Explanation

- (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.
- (2) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

STANDING ORDER 12

Adjournment/Closure of Debate

- (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”, on the seconding of which the Chair 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 Chair 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 members he/she will permit to speak before putting the motion.

STANDING ORDER 13

Chair and Vice-Chair of the Authority and other appointments

- (1) A member who wishes to be considered for appointment as Chair of the Authority shall, unless it is impractical to do so, not less than ten days before the annual meeting at which the Chair is to be so appointed, or any meeting at which an interim Chair is to be so appointed, submit to the Chief Executive a statement setting out the reasons why he/she wishes to be considered.
- (2) Statements received under paragraph 13.1 will be circulated to all members of the Authority by the Chief Executive not less than five days before the annual meeting or, where applicable, the meeting at which an interim Chair is to be appointed.
- (3) The Authority shall, at its Annual Meeting in each year, elect a Chair and a Vice-Chair of the Authority, and a Chair and a Vice-Chair for every Committee, Sub-Committee and Panel of the Authority who shall hold office until a successor is appointed, or until the start of the next annual meeting, whichever is the earlier.

In the absence of both the Chair and Vice-Chair at any meeting of the Authority, Committee, Sub-Committee or Panel then a Chair shall be appointed for that meeting.

- (4) Every candidate nominated to represent the Authority in any capacity or for any position to be filled by the Authority shall be openly proposed and seconded.

STANDING ORDER 14

Voting

- (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 Chair, by voices.
- (2) In taking the votes on any proposition, those members only shall be entitled to vote who are present in the room when the proposition is put from the Chair.
- (3) After a proposition is put from the Chair but before the vote is taken, any three 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.
- (4) The Chair shall have a casting vote in the event of a tied vote but this shall not apply in the case of any decision of the Authority referred to in (5) below. For the avoidance of doubt, the Chair may use such a casting vote on an equality of voting despite not having voted when the motion was put to the meeting for voting upon.
- (5) Any decision of the Authority to:
 - (a) issue a precept under Section 40 of the Local Government Act 1992,
or

- (b) make the calculations required by Section 43 of that Act, should only be taken provided at least half of the total membership at the time of the decision and more than half of the Councillor members (at that time) vote in favour.
- (6) Where immediately after a vote is taken at a meeting of the Authority, a Committee, Sub-Committee or a Panel or the Authority, any member of that body so requires, there shall be recorded in the Minutes of the proceedings of that meeting whether that person cast their vote for the question or against the question or whether they abstained from voting.

STANDING ORDER 15

General Disturbances

- (1) If a member of the public interrupts the proceedings at meetings the Chair shall warn him/her. If he/she continues the interruption the Chair shall order his/her removal from the room. In case of general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.
- (2) If, in the opinion of the Chair, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chair, 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.

STANDING ORDER 16

Interests in Contracts and Other Matters

- (1) Members of the Authority shall be mindful of their responsibilities under the Members' Code of Conduct regarding the disclosure of personal and prejudicial interests in contracts and other items of business considered at meetings.

STANDING ORDER 17

Canvassing of and Recommendations by Members

- (1) Canvassing of members of the Authority, or any Committee, Sub-Committee or Panel of the Authority, directly or indirectly for any appointment under the Authority or as a police officer, shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this Standing Order shall be included in any form of application.
- (2) A member of the Authority shall not solicit for any person any appointment under the Authority or as a police officer.

STANDING ORDER 18

Relatives of Members or Employees

- (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.
- (2) Every member and senior officer of the Authority shall disclose to the Chief Executive 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.
- (3) The purport of this Standing Order shall be included in any form of application.
- (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.

STANDING ORDER 19

Record of Attendances

- (1) Every member attending a meeting of the Authority or of any of its Committees, Sub-Committees or Panels of which he/she is a member, shall sign his/her name in the attendance book or sheet provided for that purpose.

STANDING ORDER 20

Custody of Seal

- (1) The common seal of the Authority shall be kept in a safe place in the custody of the Chief Executive.

STANDING ORDER 21

Sealing of Documents

- (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, Sub-Committee or Panel to which the Authority has delegated its powers in this behalf, but a resolution of the Authority (or of a Committee, Sub-Committee or Panel where that Committee, Sub-Committee or Panel 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 contact, issuing a precept, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the authorisation.

- (2) The seal shall be attested by the Chief Executive 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 has attested the seal.

STANDING ORDER 22

Meetings of Committees, Sub-Committees and Panels

- (1) The Chair of a Committee, a Sub-Committee or Panel may summon a special meeting of the Committee or Sub-Committee or Panel at any time.
- (2) A special meeting of a Committee, Sub-Committee or Panel shall be summoned by the Chief Executive within 7 days on the requisition in writing of either one quarter of the total number of members of the Committee, Sub-committee or Panel or three members, whichever is the greater. Such requisition shall be delivered to the Chief Executive and shall specify the business for which the meeting is to be called and the meeting shall take place not less than 14 days and not more than 21 days after the receipt of the request. No business other than that set out shall be considered at the meeting.

STANDING ORDER 23

Proceedings of the Authority, Committees, Sub-Committees and Panels

- (1) The quorum for every meeting of the Authority, Committee, Sub-Committee or Panel, unless a special quorum is otherwise prescribed, shall be at least one quarter of the whole number of the Authority, Committee, Sub-Committee or Panel, provided that in no case shall a quorum of the Authority, Committee, Sub-Committee, or Panel be less than three members.

- (2) Any Authority member may attend as an observer at meetings of Committees, Sub-Committees and Panels (except those Committees, Sub-Committees and Panels 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 Chair of the meeting, a member attending as an observer may speak (but not vote) on any matter.
- (3) Subject to the provision of section 100 of the Local Government Act 1972, all Authority, Committee, Sub-Committee and Panel reports and all documents marked as "exempt" or "not for publication" shall be treated as confidential until they become public in the ordinary course of the Authority's business. Report writers are required to comply with the Authority's Protocol for the Management of Sensitive and Protectively Marked Information and have regard both to the Government Protective Marking System and Schedule 12A of the Local Government Act 1972 when classifying reports.
- (4) No act of a Committee, Sub-Committee or Panel shall have effect until approved by the Authority except to the extent that the Committee, Sub-Committee or Panel has of itself power to act without the approval of the Authority and the power so to act has been conferred upon the Committee, Sub-Committee or Panel.
- (5) In addition to those Standing Orders which expressly relate to the Authority, Committee, Sub-Committees and Panels, these Standing Orders, shall apply with any necessary modification to Committees, Sub-Committees and Panels.

STANDING ORDER 24

Chair and Vice-Chair of Committees, Sub-Committees and Panels

- (1) The Chair and Vice-Chair of a Committee, Sub-Committee or Panel which the Authority may from time to time determine for the purposes

of this Standing Order, shall be appointed by the Authority in accordance with Standing Order [13] and this Standing Order and may be removed by the Authority if the Authority passes a resolution to that effect or may resign. If the Authority so decide, the appointment of the Chair and Vice-Chair of a Committee, Sub-Committee or Panel may be left for that body itself to decide.

- (2) The appointment of the Chair and Vice-Chair of a Committee, Sub-Committee or Panel shall be conducted in the same way as an appointment is required to be made by the Authority under Standing Orders [13 and 14].
- (3) If the Chair and Vice-Chair of a Committee, Sub-Committee or Panel is absent from a meeting of the Committee, Sub-Committee or Panel, the Members present shall choose one of their number to preside over the meeting until such time as the Chair or Vice Chair arrives in which case he/she shall then preside over the meeting after the matter under discussion has been disposed of.

STANDING ORDER 25

Variation and Revocation of Standing Orders

- (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.

STANDING ORDER 26

Suspension of Standing Orders

- (1) Subject to paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend any of the preceding Standing Orders shall not be moved unless there shall be present at least one-half of the whole

number of the members of the Authority.

STANDING ORDER 27

Signing of Minutes – Extraordinary Meeting

- (1) Where in relation to any meeting of the Authority the next such meeting is a meeting called under Paragraph 3 (Extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the Authority (being a meeting called otherwise) shall be treated as a suitable meeting for the purposes of Paragraph 41(i) and (ii) (signing of minutes) of that Schedule.

STANDING ORDER 28

Interpretation of Standing Orders

- (1) The ruling of the Chair 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.

STANDING ORDER 29

Rescission of previous Resolution

- (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 seven 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.

STANDING ORDER 30

Audio or Visual Recordings at Meetings

- (1) No person shall use audio or visual recording equipment during meetings without the prior permission of the Chair of the meeting.

STANDING ORDER 31

Display of Banners at Meetings

- (1) Except with the consent of a Chair of the meeting, no member or members of the public shall display banners, posters or signs at meetings.

STANDING ORDER 32

Decisions taken

- (1) The Authority is required to ensure the views of local people are given regard in the discharge of the Authority's duties under the Police and Crime Act 2009 S.1.

STANDING ORDER 33

Deputations

- (1) Subject to the provisions of this Standing Order, the Authority or its Committees shall receive deputations on any business that is properly within its terms of reference and the Deputation shall (subject to formal moving, seconding and adoption of the proposal) be allowed to address the meeting.

- (2) For the purposes of this Standing Order:-
- A Notice in writing shall be given to the Chief Executive 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. The notice shall be given not less than three clear days before the date of the meeting.
 - B Deputations shall consist of not more than 4 people but excluding Hampshire Constabulary officers and staff and officers of the Hampshire Police Authority.
 - C Any Member of a Deputation may address the meeting.
 - D The total time taken by the Deputation in addressing the meeting shall not exceed five minutes.
 - E Deputations shall be taken at the beginning of the meeting (after the Minutes) and the total time shall not exceed half an hour in duration.
 - F No Deputation shall appear before the Authority at successive meetings within six months of any previous appearance on the same or similar topic.
 - G Deputations shall only be taken on topics for which another avenue is not available (e.g. the grievance or complaints processes).
 - H The Chair of the Authority has discretion to amend the arrangements referred to in D and E above.