

# Public Document Pack



## ASELA Leaders Introduction

**Date:** Thursday 27 July 2023  
**Time:** 09:30am to 10.30am  
**Location:** The Basildon Centre, St Martins Square, Basildon, Essex, SS14 1DL

**Invitees:** Cllr Barry Aspinall, Brentwood                      Cllr John Mason, Rochford  
Cllr Andrew Baggott, Basildon                              Cllr Kevin Bentley, ECC  
Cllr Dave Blackwell, Castle Point                          Cllr Andrew Jefferies, Thurrock  
Cllr Tony Cox, Southend

Scott Logan, Basildon (ASELA CE Chair) Tom Walker, ECC  
Angela Hutchings, Castle Point Dave Smith, Thurrock  
Jonathan Stephenson, Brentwood and Rochford  
Karen Wheeler, Thurrock Liz Helm, Southend  
Rob Polkinghorne, Southend Louise Evans, Basildon

Formal Joint Committee (to be live streamed)			
1.	10:00 to 11:00am (Webcasted)	Welcome and Apologies	SL
2.		Appointment of the ASELA Chair and Vice Chair	SL
3.		Appointment of ASELA Vice Chair	Chair
4.		Minutes from March 2023 Joint Committee	Chair
5.		Review of Governing Documents	SL
6.		Accountable Body – to confirm that Southend Council shall act as accountable body for the Joint Committee for the 2023/24 year	Chair
7.		Secretariat – to confirm that Southend Council shall act as Secretariat for the Joint Committee for the 2023/24 year	Chair
8.		Agreement of 2023/24 Joint Committee Dates	Chair

This page is intentionally left blank

# Public Document Pack



4

## Meeting of Association of South Essex Local Authorities (ASELA) - Joint Committee

**Date: Thursday, 23rd March, 2023**

**Place: Council Chamber, Brentwood Borough Council**

**Present:** Councillor C Hossack (Brentwood Borough Council) (Chair)  
Councillors A Baggott (Basildon Borough Council), M Coxshall  
(Thurrock Borough Council) and S George (Southend-on-Sea City  
Council)

**In Attendance:** A Hutchings (Castle Point Borough Council), S Logan (Basildon  
Borough Council), J Stephenson Brentwood Borough Council and  
Rochford District Council), A Richards, E Helm and S Tautz  
(Southend-on-Sea City Council), T Walker (Essex County Council), K  
Wheeler (Thurrock Borough Council)  
A Bryan (South East Local Enterprise Partnership)

**Start/End Time:** 11.30 am - 1.50 pm

### 21 Apologies for Absence

Apologies for absence were received from Councillor K Bentley (Leader - Essex County Council), Councillor D Blackwell (Leader - Castle Point Borough Council Council) Councillor S Wootton (Leader - Rochford District Council), P Glading (Opportunity South Essex (Co-opted Member)) and R Polkinghorne (Chief Executive - Southend-on-Sea City Council).

The Joint Committee was advised that A Bryan (South East Local Enterprise Partnership) was in attendance at the meeting on behalf of P Glading.

### 22 Declarations of Interest

The following interest was declared at the meeting:

(a) Councillor M Coxshall - Agenda Item 8 (Future Business Engagement Arrangements) - Member of the South East Local Enterprise Partnership.

### 23 Appointment of Vice-Chair

On the nomination of Councillor C Hossack and with the unanimous support of the Joint Committee:

Resolved:

That Councillor A Baggot be appointed as Vice-Chair of the Joint Committee for the duration of the meeting.

## **24 Minutes of Previous Meeting**

Resolved:

That the minutes of the meeting of the Joint Committee held on 5 December 2022 be confirmed as a correct record.

## **25 ASELA Programme Review and Reset**

The Joint Committee considered a report of S Logan proposing the adoption of five new ASELA workstreams to incorporate relevant existing work into a framework for future activity, following the development of a revised work programme by the Leaders and Chief Executives of the ASELA local authorities.

S Logan reported that Leaders and Chief Executives had also identified that it was necessary to review the resourcing of the work programme to enable the next phase of its delivery and the evolution of ASELA and had therefore also developed a revised resourcing structure to support the delivery of the programme, which could be implemented on a cost neutral basis.

The Joint Committee was advised that it was also proposed that a Local Government Association Corporate Peer Challenge be undertaken to build on the revised programme and resourcing framework of work and support understanding of the issues that ASELA should consider and develop further.

Resolved:

1. That the achievements delivered by the ASELA Programme to date, be recognised.
2. That the proposed new workstreams, Leader and Chief Executive sponsors and emerging strategic visions be endorsed, and that the relevant Chief Executives define these further in consultation with the respective Leader sponsors for consideration at the next meeting of the Joint Committee.
3. That the proposed resourcing structure to support the delivery of the revised ASELA Programme as set out in the report be agreed and that Chief Executives progress its implementation.
4. That the proposed undertaking of a Local Government Association Corporate Peer Challenge of ASELA be endorsed and that the scope of the review be agreed by the Chair of the Joint Committee.

## **26 Existing Programme Progress Reports**

### **(a) South Essex Advanced Technical Skills (SEATS)**

The Joint Committee considered a report of S Logan with regard to the delivery of the private sector led technical university for South Essex, setting out the progress

made since the last meeting of the Joint Committee and the key next steps in the delivery of SEATS.

S Logan confirmed that the results of the procurement process for the appointment of a higher education provider for SEATS, would be reported to all members of the Joint Committee by June 2023. The Joint Committee was also advised that a media release on the progress of SEATS was to be released imminently.

Resolved:

1. That the progress and achievements to date in respect of the delivery of a private sector led technical university for South Essex, be noted.
2. That the key next steps for the delivery of the technical university, be noted.

### **(b) Good Homes Programme**

The Joint Committee received a presentation from J Stephenson with regard to the reset of the former Housing and Infrastructure programme and the progress currently made to deliver new homes and communities and the increased supply of high-quality housing, alongside arrangements for future programme delivery by local authorities and housing associations and details of the funding for the programme received from Homes England.

The Joint Committee suggested that efforts should be made to ensure close working with registered social landlords as part of the delivery of the Good Homes programme.

Resolved:

1. That the progress and achievements to date in respect of the delivery of new homes and communities and the increased supply of high-quality housing, be noted.
2. That the slide pack from the presentation be circulated as part of the minutes of the meeting.

### **(c) Superfast Digital Programme**

The Joint Committee received a report of R Polkinghorne with regard to progress on the delivery of affordable full fibre digital connectivity across South Essex.

Members requested that future reports to the Joint Committee on the delivery of full fibre digital connectivity should contain a map of current progress on full fibre roll-out, those public sector sites where connectivity had already been achieved and he previously identified 'not spots' across the region.

Resolved:

1. That the progress and achievements to date in respect of the delivery of affordable full fibre digital connectivity for South Essex be noted.

2. That continued support or the delivery of the Superfast Digital programme be endorsed.

## **27 Financial Update Report**

The Joint Committee received a report providing a summary of the current financial position for the delivery of the ASELA key programmes.

It was reported that, based on the latest forecast position, a £149,000 surplus was anticipated in 2022/23 that primarily related to alternative funding being secured to fund a Programme Manager position for ASELA and that, as a result, this would bring the reserve deficit down to £24,000 which will be carried forward into to 2023/24.

Resolved:

That the report be noted.

## **28 Communications Update and Future Working Arrangements**

The Joint Committee considered a report providing an update on the approach to communication activity following the review and re-set of the ASELA vision and priorities, including the proposed sharing of responsibility for communications across each of the ASELA local authorities.

Members were advised that it was intended to develop an overarching communication strategy following the re-set, to cover the key elements set out in the report and to increase awareness and engagement with ASELA and the current work programme. The Joint Committee noted that it was intended that the draft communication strategy would be presented to the next meeting for consideration and indicated that it was important that the strategy should contain appropriate arrangements to ensure that agreed communications adequately reflected the views of individual ASELA local authorities where necessary.

The Joint Committee was advised that, following feedback received from Leaders, a variation of the ASELA logo had been created to remove reference to '2050', as many of the current priorities for South Essex had more ambitious and shorter timescales.

Resolved:

1. That the communications update provided in the report and the direction of travel for future ASELA communications activity be noted.

2. That the proposed development of an overarching communication strategy for ASELA, including visual content (e.g., maps, infographics and videos as part of communications plans for specific workstreams) and the introduction of new communications channels such as TikTok, be agreed.

3. That, going forward, the Chair of the Joint Committee act as the member-level communications lead for ASELA.

4. That appropriate ASELA communications be prepared in respect of the current position with regard to the proposed Lower Thames Crossing and the expansion of the Ultra Low Emission Zone (ULEZ) in London, given the impact of these policy matters on South Essex.

## **29 Any Other Business**

The following additional item of business was raised at the meeting.

### **(a) Greater Essex Devolution Proposal**

The Joint Committee was advised that the Expression of Interest for consideration of a devolution 'deal' to be submitted by the three upper-tier local authorities in Essex, was to be considered by Southend-on-Sea City Council on 23 March 2023.

## **30 Last Meeting of the Municipal Year**

The Chair expressed his best wishes for the future success of ASELA, as he was not standing for re-election at the local elections in May 2023.

On behalf of all Leaders and Chief Executives, Councillor A Baggott thanked the Chair for his contribution to the success of ASELA so far and the work of the Joint Committee over the last year.

## **31 Exclusion of the Public**

Resolved:

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below (Future Business Engagement Arrangements), on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **32 Future Business Engagement Arrangements**

The Joint Committee Considered a report with regard to future business engagement arrangements in South Essex. The Committee received a letter from the Chair of Opportunity South Essex who was unable to be in attendance at the meeting, with regard to the issues set out the report.

Resolved:

1. That current arrangements for business engagement in South Essex and the associated matters and options set out in the report be noted.
2. That recent discussions between the Chair of the Joint Committee and the Chair of Opportunity South Essex be noted.
3. That detailed consideration be given to business engagement arrangements in South Essex, with the preferred option being to evolve the current federated board arrangements to strengthen the engagement of ASELA

with Opportunity South Essex businesses and to invite business to more closely align with the new workstreams.

4. That detailed proposals for future business engagement arrangements in South Essex be presented to the next meeting of the Joint Committee, along with an appropriate transition plan.



<b>DATE 22 June 2023</b>	<b>ITEM: 5</b>
<b>ASELA Joint Committee Meeting</b>	
<b>Report Title: Review of Governing Documents</b>	
<b>Report of:</b> Paul Burkinshaw, Monitoring Officer, Basildon Borough Council	
<b>Programme Implementation Director:</b> N/A	
<b>Accountable Programme SRO:</b> N/A	
<b>This report is public</b>	

## Executive Summary

At its first meeting held on 28<sup>th</sup> October 2021, the Joint Committee noted the governance arrangements for the committee which had been approved by each of the constituent authorities. A copy of the current Governing Documents is attached at Appendix 1.

The Governing Documents provide for them to be reviewed annually to enable the arrangements set out therein to be subject to regular review and ensure that the governance arrangements remain fit to support ASELA’s developing ambitions.

### 1. Recommendation(s)

- 1.1 That the Joint Committee endorses and notes the ASELA Joint Committee Governing Documents and agrees that no changes are required at this time.

### 2. Introduction and Background

#### Governance Arrangements

- 2.1 In agreeing to form part of the ASELA Joint Committee, the constituent authorities all adopted the Joint Committee Agreement and Constitution (‘the Governing Documents’). These were reported to and noted by the Joint Committee at its first meeting.
- 2.2 The Governing Documents provide for them to be reviewed annually with the last review having taken place in July 2022 when a slight change was made (insertion of paragraph 1.8) to more explicitly clarify that as a formal Joint Committee its proceedings are bound by the provisions of Schedule 12 of the Local Government Act 1972, but that constituent authorities have agreed and shall be expected to operate in accordance with the local arrangements set out in the Governing Documents. This primarily relates to the governing documents providing for there being no casting vote and for decisions that affect a specific authority requiring the support of that authority as opposed to simply a majority vote.

- 2.3 The governing documents have provided for the Joint Committee to establish itself and put in place necessary governance arrangements including election of chair and vice-chair, appointment of accountable body and secretariat and facilitated effective conduct of meetings of the Joint Committee.
- 2.4 No issues have arisen to suggest changes are required to the Governing Documents at this time, however as ASELA's programmes develop/progress it will be important to ensure that the governance arrangements remain fit for purpose and facilitate effective delivery of the programmes. The annual review already referred to will provide a mechanism for this.

### **3. Issues, Options and Analysis of Options**

- 3.1 The Joint Committee has the option of making revisions to its governing documents, however no specific changes are recommended as being necessary at this time and it should be noted that any fundamental changes will require the approval of each constituent authority through its own decision-making processes.

### **4. Reasons for Recommendation**

- 4.1 This report does not recommend any changes to the Governing Documents as they are considered fit for purpose at this time.

### **5. Consultation (if applicable)**

- 5.1 N/A

### **6. Impact on policies, priorities, performance and community impact (if applicable)**

- 6.1 N/A

### **7. Implications**

- 7.1 **Financial** – NA

- 7.2 **Legal** – N/A

#### **7.3 Other implications (where significant)**

There are no direct inclusion, diversity and community cohesion implications arising from consideration of this matter. The report primarily deals with governance arrangements of the Joint Committee as opposed to impacting on any individual or group. Necessary arrangements will be made to ensure that all members, and any future co-opted members, can effectively participate in the proceedings of the Joint Committee.

### **8. Appendices to the report**

Appendix 1 – ASELA Joint Committee Governing Documents



**Report Author:**

NAME: Paul Burkinshaw

TITLE: Monitoring Officer, Basildon Borough Council

PROGRAMME: N/A

This page is intentionally left blank

# **Association of South Essex Local Authorities (ASELA)**

## **Joint Committee Agreement and Constitution**



## 1. Introduction

- 1.1 The core purpose of the Joint Committee is to provide place leadership for South Essex. Recognising that through a collaborative approach, the constituent authorities will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for communities.
- 1.2 The Joint Committee will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help individual areas to flourish and realise their full economic and social potential.
- 1.3 This agreement sets out how the ASELA Joint Committee shall operate in seeking to deliver its overarching purpose, what powers and functions it holds, how decisions are made and the procedures that are followed to ensure that it operates efficiently, effectively and is both transparent and accountable.
- 1.4 The Joint Committee shall come into effect from 1<sup>st</sup> April 2021.
- 1.5 The Association shall operate and discharge its functions through a Joint Committee between all local authorities formally established in accordance with Section 101 of the Local Government Act 1972 and who have agreed to form part of the Joint Committee and made the agreed financial contribution to support the work of the joint committee. It has 7 members, being:
- a councillor (elected member) appointed by each of the ‘Constituent Councils’ which includes :
    - Basildon Borough Council
    - Brentwood Borough Council
    - Castle Point Borough Council
    - Essex County Council
    - Rochford District Council
    - Southend Borough Council
    - Thurrock Council
- 1.6 The Joint Committee shall have the ability to agree to additional local authorities, who it is considered are able to contribute to the aims of the Joint Committee, to join the committee as a ‘constituent council’. Any such authorities will need to have formally agreed, in accordance with Section 101 of the Local Government Act 1972 to form part of the Joint Committee and made the agreed financial contribution to support the work of the Joint Committee.
- 1.7 The Joint Committee is subject to overview and scrutiny through constituent authorities’ own scrutiny arrangements.

1.8 'The Joint Committee and its proceedings are bound by Schedule 12 of the Local Government Act 1972, however constituent authorities have agreed and shall be expected to operate in accordance with the local arrangements set out in the Governing Documents'.

## **2. Principles**

2.1 This agreement and the terms of reference provide a basis for the work of ASELA. A review of this document shall be undertaken by the Joint Committee at the end of the 2021/22 municipal year and annually thereafter

2.2 There shall be no transfer of powers currently held by any constituent authority to the Joint Committee and this document makes no provision for such.

2.3 No decision can be taken by the Joint Committee which relates to any matter that is in the preserve of a specific constituent borough/district authority unless that authority indicates its agreement with the proposal.

2.4 An 'accountable body' in relation to the functions and resources of ASELA shall be agreed by the Joint Committee

2.5 A local authority will be designated to provide secretariat to the Joint Committee which shall be agreed by the Joint Committee

# **RESPONSIBILITY FOR FUNCTIONS**

## **A. JOINT COMMITTEE**

### **1. Overview**

The Joint Committee has been formally established by all constituent councils in accordance with Section 101 of the Local Government Act 1972 to discharge the functions of ASELA as set out in this Constitution.

### **2. Membership**

#### **2.1 Appointment.**

Membership of the Joint Committee shall consist of the Constituent Council Members who comprise the Joint Committee, whereby each shall appoint –

- (i) one of its elected members as a member of the joint committee, preferably to be the Leader of the Council; and
- (ii) another elected member as a substitute member to act in the absence of the member appointed under (i) above

The joint committee shall have the ability to appoint co-opted members (without voting rights) to the Joint Committee as they see fit.

#### **2.2 Term of Membership**

- (a) Members or substitute members cease to be a member or substitute member of the joint committee –
  - I. if they cease to be a member of the constituent council that appointed them; or
  - II. a person may resign as a member or substitute member of the joint committee by written notice served on the proper officer of the council of the constituent council that appointed them; or
- (b) Where a member or substitute member's appointment ceases the constituent council that made the appointment must, as soon as practicable, give written notice of that fact to the Association's Secretariat and appoint another of its elected members in that person's place;
- (c) A constituent council may at any time terminate the appointment of a member or substitute member appointed by it to the Association and appoint another of its elected members in that person's place.
- (d) Where a constituent council exercises its power under subparagraph (c), it must give written notice of the new appointment and the termination of the previous appointment to the Association's Secretariat and the new appointment shall take effect and the previous appointment terminate with immediate effect.



- 2.3 **Chair** – A Chair and Vice-Chair shall be appointed at the first meeting of the joint committee. Appointment of a new Chair and Vice-Chair shall take place by the end of June each year, following the annual meetings of all constituent councils. The Chair or, in his or her absence, the Vice-Chair shall chair all meetings of the joint committee when present.
- 2.4 **Quorum.** No business of the joint committee shall be transacted unless at least half of the Constituent Council Members or substitute members appointed are present.

### 3. Meetings and Procedure

#### 3.1 Voting

- (a) Subject to those matters at paragraph (d) below, any matters that are to be decided by the joint committee are to be decided by a majority of the members present and voting on that question at a meeting of the joint committee, such majority to include substitute members, acting in place of members.
- (b) Each member, or a substitute member acting in that member's place, is in post is to have one vote and no member or substitute member is to have a casting vote.
- (c) If a vote is tied on any matter it shall be deemed not to have been carried. There shall be no casting vote.
- (d) A decision on a question relating to a matter that is in the preserve of a specific local authority shall require the support and agreement of that specific authority.

#### 3.2 Procedure

- (a) The joint committee will conduct business in accordance with the meeting standing orders set out in these terms of reference.
- (b) The proceedings of the joint committee are not invalidated by any vacancy among its members or substitute members or by any defect in the appointment or qualifications of any member or substitute member

### 4. Sub-Committees and advisory bodies

#### 4.1 The joint committee -

- (a) may establish such other sub-committees, which may include the cooption of any non-voting members, as it sees fit; and
- (b) may establish such advisory panels and ad-hoc working groups as it considers may be expedient to assist it.

## **5. Delegation**

5.1 The exercise of the joint committee's functions may be delegated to:

- (a) a sub-committee; or
- (b) an officer.

A record of such delegations shall be maintained

## **6. Core Purpose, Aims and Functions**

Core Purpose and aims

- 6.1 The core purpose of the Joint Committee is to provide place leadership for South Essex. Recognising that through a collaborative approach, the constituent authorities will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for communities.
- 6.2 The Joint Committee will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help individual areas to flourish and realise their full economic and social potential.
- 6.3 The primary aims of Joint Committee will be to:
- Provide place leadership;
  - Open up spaces for housing, business and leisure development by developing a spatial strategy;
  - Transform transport connectivity;
  - Support the sectors of industrial opportunity;
  - Shape local labour & skill markets;
  - Create a fully digitally-enabled place;
  - Secure a sustainable energy supply;
  - Influence and secure funding for necessary strategic infrastructure; and
  - Work with and provide a voice for South Essex working with the Thames Estuary Growth Board.

### **Principles of collaboration**

6.4 Collaboration will be focused on three key areas:

- Tackling problems we can't solve individually
- Creating collective scale and impact
- Providing the place leadership to promote and sell the 'South Essex' proposition

## Specific Functions

6.5 The functions of the joint committee are as follows:

- a. Provide oversight and direction of programmes of work aligned to the core purpose and aims of the joint committee set out above.
- b. Commissioning and co-ordination of delivery of programmes, projects and development of policy against in accordance with the core purpose and aims of the joint committee and allocate resources accordingly
- c. Submission of bids for funding to Central Government and other bodies as considered appropriate to deliver the vision and objectives, subject to the advice and approval of the Chief Financial (S151) Officer of the accountable body.
- d. Provide oversight and direction associated with the Joint Strategic Plan and approve any strategic planning framework proposals for consideration by individual local authorities
- e. Management and oversight of expenditure and activity associated with funding received from Government and other sources
- f. Agree the level of financial contributions required from each local authority as a member of the joint committee to support its work.
- g. Ensure effective relationships and collaboration as necessary to achieve ASELA's vision, with Central Government and other regional and national bodies including the South East Local Enterprise Partnership and Opportunity South Essex.

## **MEETINGS STANDING ORDERS**

### **1. Interpretation, Suspension and Chair's Ruling**

- 1.1 These Standing Orders apply to meetings of the joint committee, and where appropriate, to meetings of any sub-committees. Any reference to committee in these Standing Orders also refers to sub-committees.
- 1.5 The ruling of the Chair on the interpretation of these Standing Orders in relation to all questions of order and matters arising in debate shall be final.

### **2. Revisions to Standing Orders**

- 2.1 Standing Orders may be changed by the joint committee, which will be subject to a unanimous vote, either at the Annual Meeting or by a motion on notice made at a meeting of the joint committee.

### **3. Chairing of Meetings**

- 3.1 The Chair shall chair all meetings of the joint committee whenever he or she is present.
- 3.2 In the absence of the Chair and Vice-Chair, the meeting shall appoint another member to chair the meeting.
- 3.3 The Chair (or the Vice Chair or any other Member presiding in the absence of the Chair or Vice Chair) shall not have a casting vote on any issue.

### **4. Meetings**

- 4.1 The Annual Meeting of the joint committee shall be held annually in June on a date and at a time following the annual meetings of all 'Constituent Councils'
- 4.2 Ordinary meetings of committee for the transaction of general business shall be held on such dates and at such times as the committee shall determine.
- 4.3 All meetings of the committee shall be open to the public (including the press) except to the extent that they are excluded whether during the whole or part of the proceedings either:
  - (a) In accordance with Section 100A(2) of the Local Government Act 1972; or
  - (b) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as defined in Section 101 of the Local Government Act 1972. Any such Resolution shall identify the proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

## **5. Notice of Meetings**

5.1 At least five clear working days before a meeting of a committee:

- (a) notice of the time and place of the intended meeting shall be published;
- (b) a summons to attend the meeting, specifying an agenda for the meeting, shall be sent to all Members of the joint committee by electronic mail.

5.2 Lack of service on a member of the committee of the summons shall not affect the validity of a meeting of the committee.

5.3 Each constituent authority shall ensure a link from their own website to information regarding meetings of ASELA and copies of agendas and minutes.

## **6. Meeting Agendas**

6.1 The Chair of the Joint Committee will decide upon the agenda for the meetings. The Chair may put on the agenda of any meeting any matter which the Chair wishes.

6.2 Any Member of the committee may require that an item is placed on the agenda of the next available meeting of the committee for consideration.

6.3 Any item proposed to be included on the agenda for any meeting of the committee in accordance with sub-paragraph 6.2 above, which is not submitted in writing before 7 working days of the meeting, shall not be included on the agenda for that meeting unless it is agreed by the Chair. In this case the amended agenda for the meeting will state the reason for the late acceptance of any such item.

6.4 The agenda for each meeting of the committee shall set out the items of business requested by Members (if any) in the order in which they have been received, unless the Member concerned has given notice prior to the issue of the agenda, for it to be withdrawn. If the Member concerned is not present at the meeting when an item of which they have given notice comes up for discussion, this item shall, unless the committee decides otherwise, be treated as withdrawn.

## **7. Access to Information**

7.1 Access to agenda, reports and associated documents in respect of a meeting of the committee are as determined by Part VA of the Local Government Act 1972 (Access to Meetings and Documents of Certain Authorities, Committees and Sub-Committees).

## **8. Quorum**

- 8.1 No business shall be transacted at any meeting of a committee unless at least half of the Members or substitute members appointed by the constituent councils are present.
- 8.2 If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place.
- 8.3 If during any meeting of the committee the Chair, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the meeting shall stand adjourned to the next ordinary meeting of the committee.

## **9. Order of Business**

- 9.1 At every meeting of the committee the order of business shall be to select a person to preside if the Chair or Vice-Chair are absent and thereafter shall be in accordance with the order specified in the agenda for the meeting, except that such order may be varied -
- (a) by the Chair at his/her discretion; or
  - (b) on a request agreed by the committee
- 9.2 The Chair may bring before the committee at their discretion any matter that they consider appropriate to bring before the committee as a matter of urgency.

## **10. Standing Orders of Debate**

- 10.1 The Chair shall decide all questions of order and any ruling by the Chair upon such questions and the interpretation of these Standing Orders of Procedure and upon matters rising in debate shall be final and shall not be open to discussion.

## **11. Voting**

- 11.1 Subject to sub-paragraph 11.6, any matters that are to be decided by the committee are to be decided by a majority of the members present and voting on that matter at a meeting of the committee, such majority to include substitute members, acting in place of members.
- 11.2 Each member appointed according to the provisions in paragraph 1, or a substitute member acting in that member's place, and the Chair, or the Vice-Chair acting in his or her place is to have one vote and no member or substitute member is to have a casting vote.
- 11.3 If a vote is tied on any matter it shall be deemed not to have been carried.
- 11.4 Whenever a vote is taken at meetings it shall be by a show of hands. On the requisition of any member, supported by one other Member who signifies their support, and before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave their vote for or against that question or abstained from voting.

- 11.5 A Member, or Substitute Member acting in that Member's place may demand that his/her vote be recorded in the Minutes of the meeting.
- 11.6 A decision on a question relating to a matter that is in the preserve of a specific local authority shall require the support and agreement of that specific authority.

## **12. Conduct**

- 12.2 In the event of general disturbance, which in the opinion of the Chair, renders the due and orderly dispatch of business impossible the Chair, in addition to any other power vested in the Chair may, without question put, adjourn the meeting of the committee for such period as the Chair considers expedient.

## **13. Disturbance by Members of the Public**

- 13.1 If a member of the public interrupts the proceedings at any meeting of the committee the Chair shall warn him or her. If they continue the interruption the Chair shall order his or her removal from the room. In the case of general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.

## **14. Notification and Declaration of Interests**

Members of the committee shall comply with their respective councils Code of Conduct for Members.

This page is intentionally left blank