



STANDING ORDERS FOR THE REGULATION OF THE BUSINESS OF THE AUDIT AND STANDARDS COMMITTEE

STANDING ORDER 1

Meetings of the Committee

- (1) Committee meetings will be held four times a year - September, December, March and June - in line with CIPFA guidance. These dates may be varied at the discretion of the Committee Chair. Additional meetings may be convened when necessary. Additional meetings may be convened by the Committee Chair, any two Committee Members or the Chief Executive.
- (2) In these Standing Orders, "*Ordinary Meeting*" means a Meeting described in paragraph (1) above other than a meeting convened by the Chair or by Members of the Committee. The term "*year*" means the period from 1st April in one calendar year to 31st March in the next following year.
- (3) Unless the Committee otherwise determines, all meetings of the Committee shall be held at 10.00am on a weekday.

STANDING ORDER 2

Chair

- (1) The Chair of the Committee will be appointed jointly by the Police and Crime Commissioner and the Chief Constable. The Chair's term of office will be as determined on appointment.
- (2) In the absence of the Chair the Members of the Committee present shall appoint one of their number to preside over the meeting. If the Chair of a Committee arrives at a Meeting of the Committee after the start time for which the Meeting has been convened, they cannot preside over the Meeting until after the matter under discussion has been concluded.

- (3) 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

The quorum for any meeting of the Committee shall be three Members. If, during any Meeting, 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 they do not fix a time, to the next Ordinary Meeting of the Committee.

STANDING ORDER 4

Minutes of the Committee

- (1) Minutes of a previous Meeting shall be submitted for approval as a correct record at the next quarterly Meeting of the Committee. When the Minutes have been approved as a correct record they shall be signed by the Chair.
- (2) No Motion or discussion shall take place upon the Minutes, except upon their accuracy.
- (3) No Motion to rescind any resolution of the Committee passed within the preceding six months, and no Motion or Amendment to the same effect as one which has been rejected, shall be proposed, unless 5 days prior notice thereof is given to the Chair and the Notice bears the names of at least half of the Members of the Committee. When any such Motion or Amendment has been disposed of by the Committee, it shall not be open to any Member to propose a similar Motion within a further period of six months.

STANDING ORDER 5

Motions and Amendments

- (1) A Motion or Amendment shall not be discussed unless it has been proposed and seconded, and it shall, if required by the Chair, be put into writing and handed to the Chair before it is further discussed or put to the Meeting.
- (2) A Member may not propose or second a Motion or Amendment on which they are disqualified from voting.

(3) An Amendment shall be relevant to the Motion, and shall be either:-

- (a) to leave out words;
- (b) to leave out words and insert or add others;
- (c) to insert or add words;

but such omission, insertion, or addition of words shall not be only to have the effect of negating, or, in the opinion of the Chair, significantly altering the intent of, the Motion.

(4) If an Amendment is 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.

(5) The proposer of a Motion may, with the concurrence of the seconder and the consent of the Committee, 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 them before the consent of the Committee to the alteration is sought.

(6) The proposer of a Motion or of an Amendment may, with the concurrence of the seconder and the consent of the Committee, withdraw the Motion or Amendment which has been 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.

(7) The giving or refusal of the consent of the Committee to the alteration or withdrawal of a Motion or Amendment shall be signified without discussion.

(8) If any question arises at a Meeting of the Committee as to the appointment, promotion, dismissal, salary, superannuation, conditions of service, or the conduct of any Police Officer, or any person employed by the OPCC or Chief Constable, such question shall not be the subject of discussion until the Committee has decided whether or not the power of exclusion of the public under the Local Government Act 1972 shall be exercised.

STANDING ORDER 6

Conduct of Members

(1) A Member shall direct their 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 or officer of the OPCC or Constabulary.

- (2) If any Member, in the opinion of the Chair, commits misconduct by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively; or by wilfully obstructing the business of the Committee, or by tedious repetition or unbecoming language in their 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 such 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 Committee for such period as the Chair in their discretion shall consider expedient.

STANDING ORDER 7

Points of Order and Explanations

- (1) A Member may interrupt 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 it is considered it has been broken. A personal explanation shall be confined to some material part of a former speech by the Member, 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 8

Next Business etc.

- (1) A Member who seeks to avoid a decision being taken on a matter under discussion may, at the conclusion of a speech of another Member, unless the Chair considers that the matter has been insufficiently discussed, move that *“The Committee proceeds to the next business”* or, if there is no other business to be transacted, that *“the Authority adjourns”*. Any such Motion must be seconded. Neither the mover nor the seconder of the Motion may speak to it.
- (2) On the seconding of the Motion, the Chair shall first give the mover of the original Motion an opportunity to speak on it, and then put to the vote the Motion to proceed to the next business or to adjourn the Authority.

- (3) If that Motion is carried, the original Motion shall be considered as withdrawn.

STANDING ORDER 9

Adjournment of Debate

- (1) A Member who seeks to interrupt a debate so that it may be continued at a later hour or on another occasion may, at the conclusion of the speech of another Member, move that the debate be adjourned to that hour or occasion.
- (2) If the Member does not specify an hour or occasion, the Motion shall be deemed to intend that the debate shall be resumed at the next Ordinary Meeting of the Committee.
- (3) The proposer of such a Motion may speak thereon, but the seconding of the Motion shall be formal and without comment, and there shall be no debate on the Motion, except that the mover of the original Motion may speak on it.
- (4) On the resumption after adjournment of an interrupted debate, the Committee shall proceed to the further consideration of the adjourned business as though the Meeting had been continuous for the purposes of these Standing Orders.

STANDING ORDER 10

Closure

- (1) A Member may, at the conclusion of the speech of another Member, move that "*The proposition under discussion be not put*" (which is in these Standing Orders referred to as "*the closure*").
- (2) The proposal and seconding of the closure shall be formal and without comment, and there shall be no debate on it. The closure shall be put immediately to the vote unless it appears to the Chair that the proposition to which it is sought to apply the closure has not been sufficiently discussed.
- (3) If the closure is carried, the Motion or Amendment which is the subject of the interrupted debate shall be put without further discussion, subject to the mover of the original Motion first having a right of reply.

STANDING ORDER 11

Voting

- (1) Every Member of the Committee is entitled to one vote only, on any single proposition before a meeting.

- (2) In the event of equal numbers of votes for and against, the Chair of the meeting will have a second or 'casting' vote. There will be no restriction on how the Chair chooses to exercise a casting vote.
- (3) 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.
- (4) Unless these Standing Orders provide otherwise, the matter will be decided by a simple majority of those members present and voting in the room at the time when the question or proposition is put from the Chair.
- (5) Where, immediately after a vote is taken, any Member so requires, there shall be recorded in the Minutes of the Meeting whether that person voted for or against the proposition, or abstained from voting.

STANDING ORDER 12

Recording of Meetings

- (1) The filming, photographing, or audio recording of the proceedings at any Meetings by accredited media shall be permitted with the consent of the Chair.
- (2) If any other person makes, or attempts to make, any such recording (without such consent being given) they shall, if a Member, be deemed guilty of misconduct, and the Chair shall exercise the powers under Standing Order 6 or, if not a Member, the Chair may adjourn the Meeting for such a period as they, in their absolute discretion, consider expedient.

STANDING ORDER 13

General Disturbance

- (1) If a member of the public interrupts the proceedings at any Meeting, the Chair shall issue a warning. If the interruption is continued, the Chair shall order the removal of the member of the public in question 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 obstructions renders the due and orderly dispatch of business impossible, the Chair, in addition to any other power vested in them, may, without debate, suspend the Meeting for a period not exceeding 30 minutes.

STANDING ORDER 14

Members' Interests

- (1) If any Member of the Committee has a personal interest in any matter to be considered at a meeting of the Committee, the Member must disclose the existence and extent of the interest at the beginning of the meeting or at the commencement of that consideration, but, subject to (2) below, may remain and participate in the debate and voting.
- (2) If any Member has a personal interest which amounts to a prejudicial interest, as defined in the OPCC's Code of Conduct, that Member must not improperly seek to influence a decision about the matter, and must withdraw from the room in which the meeting is being held, for so long as the matter is being considered.

STANDING ORDER 15

Canvassing of and Recommendations by Members

- (1) A Member of the Committee shall not solicit for any person any appointment under the OPCC, as a Police Officer or as a member of staff within the Constabulary.

STANDING ORDER 16

Relatives of Members

- (1) A candidate for any appointment within the OPCC or Constabulary who knows of a relationship to any Member of the Committee shall disclose that relationship on the application form. 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) The purport of this Standing Order shall be included in any form of application.
- (3) For the purpose of this Standing Order persons shall be deemed to be related if they are husband and wife, or partner, 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 17

Record of Attendances

Every Member attending a Meeting of the Committee shall sign the attendance sheet provided for that purpose. If the attendance sheet is left unsigned the Member will be deemed not to have attended the meeting.

STANDING ORDER 18

Proceedings of the Committee

- (1) 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 Committee's business.

STANDING ORDER 19

Removal of Committee Members

A Member may remove a member from office by notice in writing if:

- (a) the Member has been absent from three consecutive formal meetings of the Committee without the prior consent of the Committee;
- (b) the Member has been convicted of a criminal offence;
- (c) the Committee is satisfied that the Member is incapacitated by physical or mental illness;
- (d) the Committee is satisfied that the Member has not committed sufficient time to take a proactive role in the work of the Committee;
- (e) the Member has failed to meet any requirement of the post that was set out on their appointment; or
- (f) the Committee is satisfied that the Member is otherwise unable or unfit to discharge his functions as a member.

Such notice in writing will not be issued other than by prior formal resolution of the Committee.

STANDING ORDER 20

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 the Meeting is quorate.

STANDING ORDER 21

Interpretation of Standing Orders

The ruling of the Chair as to the construction or application of any of these Standing Orders, or as to any proceedings of the Committee, shall not be challenged at any Meeting of the Committee.