

Brecon Beacons National Park Authority

Standing Orders



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Brecon Beacons National Park Authority Standing Orders

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Brecon Beacons National Park Authority

Standing Orders

General Provisions

1.0 Authority

The Brecon Beacons National Park Authority established by the Environment Act 1995.

2.0 Application

- 2.1 The Standing Orders of the Brecon Beacons National Park Authority shall apply for the regulation of the proceedings and business of the Brecon Beacons National Park Authority.
- 2.2 All of these Standing Orders shall apply to meetings of the full Authority. Standing Orders 5-10, 11.7 -11.9, 12-26 shall apply to meetings of committees and sub-committees of the Authority.

3.0 Definitions

"The Authority" shall mean the Annual, Ordinary or Extraordinary meeting of the full membership of the Brecon Beacons National Park Authority.

"Member" shall mean an elected Councillor appointed to the Authority by a Local Authority or a person appointed to the Authority by the Welsh Assembly Government.

"Chairman" and **"Deputy Chairman"** shall mean the Members so appointed for the time being in accordance with Standing Order 8.0.

"Chief Executive" shall mean the person appointed by the Authority in accordance with the Local Government (Wales) Act 1994 and the Environment Act 1995.

"Officer" shall mean a person employed on behalf of the Authority.

"Written" shall include by both manual and electronic means and to the extent that any notice, request or communication from a member is required to be given in writing and/or signed, such notice, request, communication and/or signature may be given by electronic means from that member's individual email account.

4.0 Meetings of the Authority

4.1 Number of Meetings

One Annual meeting and such other meetings for the transaction of general business as the Authority shall determine.

4.2 Dates of Meetings

The meetings of the Authority shall be held as near as may be at regular intervals on such dates as the Authority shall determine. The Chief Executive in consultation with the Chairman shall have authority to change the date of any meeting of the Authority if, in the opinion of the Chairman, such change is necessary for the convenient and/or efficient dispatch of Authority business provided notice of such change is given not less than four clear working days before the original date.

4.3 Extraordinary Meetings

4.3.1 An Extraordinary meeting of the Authority may be called at any time by the Chairman or, if the office of Chairman is vacant, the Deputy Chairman.

4.3.2 In addition the Chairman shall call an Extraordinary meeting of the Authority upon receipt of a written request for that purpose, signed by five Members of the Authority. Should the Chairman not call an Extraordinary meeting within four clear working days of receipt of the request, any five Members of the Authority may forthwith call an Extraordinary meeting of the Authority.

4.4 Time of Meetings

The meetings of the Authority shall commence at such times as the Authority shall determine. The Chief Executive in consultation with the Chairman shall have authority to change the time of any meeting of the Authority if, in the opinion of the Chairman, such change is necessary for the convenient and/or efficient dispatch of Authority business provided notice of such change is given not less than four clear working days before the meeting.

4.5 Summons for a Meeting

4.5.1 The Chief Executive shall issue the summons for any meeting of the Authority not less than four clear working days before the meeting to which it relates, and shall forward it by ordinary prepaid post or in the case of those members who have so requested, by electronic mail.

- 4.5.2 The Summons for an Extraordinary meeting shall set out all the business proposed to be transacted at that meeting.

5.0 Meetings of Committees

- 5.1 The number, date and time of meetings of Committees shall be as may be determined by the Committee or its Chairman for the convenient and/or efficient dispatch of its business.
- 5.2 The Chief Executive shall issue the summons for any Committee not less than four clear working days before the meeting to which it relates, and shall forward it by ordinary prepaid post or in the case of those members who have so requested, by electronic mail.

6.0 Quorum

- 6.1 No business shall be transacted at a meeting of the Authority or Committees unless at least one third of the whole number of Members of the Authority, Committee or Sub-committee are present. Should more than one third of the membership be disqualified the quorum shall be determined by reference to the number of Members remaining qualified. At meetings of the Authority, Committees or Sub-committees, the quorum shall include at least one local authority member and at least one member appointed to the Authority by the Welsh Assembly Government.
- 6.2 To comply with the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017, no business shall be transacted at a meeting of the Planning, Access and Rights of Way Committee unless one half of the whole number of Members of the Committee are present. Should more than one third of the membership be disqualified the quorum shall be determined by reference to the number of Members remaining qualified. At meetings of the Committee, the quorum shall include at least one local authority member and at least one member appointed to the Authority by the Welsh Assembly Government. The use of substitute members is prohibited.
- 6.3 If during any meeting of the Authority or Committee the Chairman after counting the number of Members present declares that there is not a quorum present the meeting shall stand adjourned.
- 6.4 The transaction of any business proposed to be but not transacted shall be adjourned to:
a date and time fixed by the Chairman at the time the meeting is adjourned and in default;
the next meeting of the Authority.
- 6.5 The quorum for the Standards Committee shall be governed by the Standards Committees (Wales) (Amendment) Regulations 2006 which states:

- No business shall be transacted at a meeting of the Standards Committee unless -
 - (a) at least three members are present, including the chairperson; and
 - (b) at least half the members present (including the chairperson) are independent members

7.0 Order of Business

7.1 Subject to paragraphs 7.2, 7.3 and 7.4 of this Standing Order, the order of business at every meeting of the Authority shall be:

7.1.1 at the Annual Meeting only in every year, the appointment of the Chairman and Deputy Chairman in accordance with the procedure set out in Standing Order 8.0;

7.1.2 to choose a person to preside if the Chairman and Deputy Chairman are absent;

7.1.3 to deal with any business required by statute to be done before any other business;

7.1.4 To note apologies for absence and deal with any correspondence

7.1.4(b) Any correspondence or documents submitted to the Authority, including electronic communication, for consideration by the Authority or any of its committees shall be submitted not less than 10am, three working days before the meeting is due to take place. For the avoidance of doubt any correspondence received after this time will not be considered at any such meeting, save with the Chairman's sole and unfettered discretion in consultation with the Chief Executive (or their nominated deputy) in the case of new information.

7.1.5 To receive any declarations of interest: Members are required to declare orally and in writing at the meeting

7.1.6 to approve and sign as a correct record the Minutes of the last meeting of the Authority. This sub-clause shall not apply to any Extraordinary meeting of the Authority unless at such Extraordinary meeting the business transacted alters or affects in any way any resolution passed at a previous meeting of the Authority for which the minutes have not received approval and signature;

7.1.7 To deal with any requests to address the meeting in accordance with the Authority's Public Speaking Scheme for the time being in force.

7.1.8 the Chairman's announcements and correspondence;

7.1.9 to dispose of business remaining from the last meeting, for example if the previous meeting was inquorate and business was not completed

7.1.10 The Chief Executive's announcements

7.1.11 to consider motions in the order in which notice has been received;

7.1.12 other business specified in the summons;

7.1.13 to consider questions of which notice has been given in accordance with Standing Orders;

7.1.14 such business, unspecified in the summons, as the Chairman may consider urgent. The nature of the urgency shall be specified in the minutes of the meeting.

7.2 The Order of business falling under items 7.1.1, 7.1.2 or 7.1.3 shall not be displaced.

7.3 At an Extraordinary meeting the Order of business falling under items 7.1.2, 7.1.3 and 7.1.4 shall not be displaced and any other business shall be exactly that set out in the Summons and no other business shall be considered.

7.4 The order of any other business may be varied either at the Chairman's discretion or by a resolution passed on a motion duly moved, seconded and put without debate.

8.0 Appointments by the Authority

8.1 At the Annual Meeting of the Authority the first business shall be to elect a Chairman. For such election and for every appointment under this standing order, nominations shall be in writing at the meeting. If more than one nomination is received the election shall proceed by ballot by removing the nominee with the lowest number of votes until one of the nominees has received an absolute majority of the votes cast.

8.2 The Chairman shall be elected first. If the serving Chairman wishes to stand for re-election the Deputy shall be asked to chair that item. If the Deputy wishes to stand for Chairman then another Member shall be appointed to chair that item.

8.3 The Authority shall elect a Deputy Chairman in the same manner.

8.4 For every appointment under this Standing Order (which for the avoidance of doubt and not by way of limitation shall include the election of committee Chairmen and deputy Chairmen and appointments to outside bodies and of member champions) each person nominated may at their absolute discretion (and in alphabetical order) address the meeting for up to two minutes immediately before the ballot is conducted). At the conclusion of each vote the person presiding will announce the number of votes cast for each person nominated.

8.5 When there are more than two persons nominated for any position to be filled by the Authority and on the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

9.0 Minutes of the Authority

- 9.1 No discussion shall take place upon the minutes, except upon their accuracy and any questions of their accuracy shall be raised by motion. If no question is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

10.0 Minutes of Committees

The minutes of the proceedings of each Committee shall be taken as read at the next ensuing Ordinary meeting of the Committees and be signed by the Chairman of the latter meeting.

11.0 Motions

11.1 Notices of Motion

Subject to Paragraph 11.5 notice of every motion to be considered by the Authority shall be given in writing, signed by at least two members of the Authority, and delivered at least four clear working days before the next meeting of the Authority to the office of the Chief Executive. Upon receipt it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every Member.

11.2 Motions to be set out in Summons

The Chief Executive shall set out in the summons for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received unless the Member when giving such notice intimated in writing that it is proposed to move it at some later meeting or has since withdrawn it in writing.

11.3 Motion not Moved

If a motion thus set out in the summons be not moved either by a Member who gave notice thereof or by some other Member on their behalf it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.

11.4 Referral to Committee or Sub-committee

- 11.4.1 If the subject matter of any motion of which notice has been duly given comes within the province of any Committee it shall, upon being moved and seconded,

stand referred, without discussion to such Committee as the Authority may determine for consideration and report.

11.4.2 If the Chairman considers it convenient and/or conducive to the efficient dispatch of business, the Chairman may allow the motion to be dealt with at the meeting at which it is brought forward.

11.5 Scope of Motion

Every motion shall be relevant to some matter in relation to which the Authority has powers or duties or which affects the Brecon Beacons National Park.

11.6 Notice of Meeting

The members who have moved a motion which has been referred to any Committee or Sub-committee shall have notice of the meeting of the Committee at which it is proposed to consider the motion, and shall have an opportunity to explain the motion.

11.7 Motions and amendments which need not be in writing and may be moved without Notice

The following motions and amendments need not be in writing and may be moved without notice:

- 11.7.1 appointment of a Chairman of the meeting at which the motion is made;
- 11.7.2 motions relating to the accuracy of the minutes;
- 11.7.3 that an item of business specified in the summons have precedence;
- 11.7.4 that leave be given to withdraw a motion;
- 11.7.5 extending the time limit for speeches;
- 11.7.6 amendments to motions;
- 11.7.7 that the Authority proceed to the next business;
- 11.7.8 that the question be now put;
- 11.7.9 that the debate be now put;
- 11.7.10 that the Authority do now adjourn;
- 11.7.11 suspending Standing Orders, in accordance with Standing Order No. 27;

- 11.7.12 motion under Section 100A(4) of the Local Government Act 1972 to exclude the public;
- 11.7.13 that a Member named under Standing Order 17.0 be not further heard or do leave the meeting;
- 11.7.14 giving consent of the Authority where the consent of the Authority is required by these Standing Orders.

11.8 Motions affecting Officers

If any question arises at a meeting of the Authority or Committee as to the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any Officer or where persons are being interviewed for an appointment with the Brecon Beacons National Park Authority a motion under Section 100A(4) of the Local Government Act 1972 to exclude the public shall be moved forthwith by the Chairman and put without debate.

11.9 Minuting of Motions

The name of the proposer and seconder of any motions or amendments shall be recorded in the minutes of the meeting of the Authority or Committee

12.0 Questions

12.1 Authority business

A Member may ask the Chairman of the Authority or the Chairman of any committee or sub-committee any question upon the business of the Authority before the Authority, if the question is put before the Authority's consideration of such business is concluded.

12.2 Notice of questions and replies thereto

A Member may:

- 12.2.1 ask any question relating to the business of the Authority provided written notice is received at the office of the Chief Executive at least four clear working days before a meeting;
- 12.2.2 with the permission of the Chairman, put any question relating to urgent business but a copy of such question shall, if possible, be delivered to the Chief Executive not later than 12 noon on the day preceding the meeting

Provided that:

- 12.2.3 where the desired information is contained in any publication of the Brecon Beacons National Park it shall be deemed a sufficient reply if the publication containing the information is indicated;
- 12.2.4 if a reply to any question cannot conveniently be given orally it will be deemed a sufficient reply if the answer is circulated to Members with the minutes of the meeting at which the question has been asked;
- 12.2.5 every question shall be put and answered without discussion.
- 12.2.6 a person to whom a question has been put may decline to answer.
- 12.3 In the application of this Standing Order to any Committee notice shall be to the office of the Chief Executive.
- 12.4 A member asking a question under Standing Order 12.2.1 or 12.2.2 may ask one supplementary question without notice of the member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

13.0 Rules of Debate

13.1 Discussion of a Motion or Amendment

A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 11 it shall, if required by the Chairman, be put into writing and handed to the Chairman before it is further discussed or put to the meeting.

13.2 Secunder's speech

A Member when seconding a motion or amendment may declare his/her intention to reserve speaking until a later period of the debate.

13.3 Member speaking

A Member when speaking shall indicate to the Chairman by raising his or her hand and address the meeting when called upon by the Chairman. If two or more Members indicate the Chairman shall call one to speak; the other or others shall be silent. While a Member is speaking the other Members shall remain silent unless speaking to a point of order or in personal explanation.

13.4 Content and length of speeches

BBNPA: Standing Orders - Approved 20 May 2010
Amended re social media – approved 3 May 2013
Amended re quorum and amendments 22 May 2015
Amended re late correspondence 8 April 2016
Amended re quorum for PAROW 19 June 2017

No speech shall, in the case of the proposer of the motion, exceed five minutes except by consent of the Chairman.

13.5 Speaking more than once

A Member shall not address the Authority more than once on any motion or amendment, provided always that a Member may speak:

- 13.5.1 to a point of order;
- 13.5.2 in explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood;
- 13.5.3 once on an amendment moved by another Member;
- 13.5.4 if the motion has been amended since that Member last spoke to move a further amendment; or
- 13.5.5 on the main issue whether or not the Member has already spoken to an amendment whether carried or not.

13.6 Amendments to be relevant

An amendment shall be relevant to the motion and shall:

- 13.6.1 refer a subject of debate to the Authority, Committee or Sub-committee for consideration or reconsideration;
- 13.6.2 leave out words;
- 13.6.3 leave out words and insert or add others;
- 13.6.4 insert or add words;

13.7 Discussion of amendments

- 13.7.1 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of but notice of any number of amendments may be given. If an amendment be carried, the motion as amended shall take the place of the original motion, which shall be deemed to be disposed of and shall become the motion upon which any further amendment may be moved.

13.7.2 The Chairman may permit two or more amendments to be discussed together but not voted on if of the opinion that this course would facilitate the proper conduct of Authority business.

13.8 Further amendments

13.8.1 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. If so passed, the original motion shall be deemed to be disposed of and the amendment shall stand in its place.

13.8.2 The mover and seconder of a motion or an amendment rejected by the Authority shall not be entitled, without the Chairman's discretion, to move any further amendment on the question under discussion.

13.9 Withdrawal of motion or amendment

A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Authority, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

13.10 Right of reply

The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote, but the reply shall be strictly confined to answering previous speakers and shall not introduce any new matters into the debate. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

13.11 Motions which may be moved during debate

When a motion is under debate no other motion shall be moved except the following:

13.11.1 amendments to the motion;

13.11.2 that the Authority proceed to the next business;

13.11.3 that the question be now put;

13.11.4 that the debate be now adjourned;

- 13.11.5 that the Authority do now adjourn;
- 13.11.6 a motion under Section 100A(4) of the Local Government Act 1972 to exclude the public;
- 13.11.7 that a Member named under Standing Order 17.0 be not further heard or do leave the meeting.

13.12 Closure motions

A Member may move without comment at the conclusion of a speech of another Member: "That the Authority proceed to the next business", "That the question be now put", "That the debate be now adjourned" or "That the Authority do now adjourn", on the seconding of which the procedure shall be as follows:

- 13.12.1 on a motion to proceed to next business, unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
- 13.12.2 on a motion that the question be now put, unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, the Chairman shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply before putting the motion to the vote;
- 13.12.3 on a motion to adjourn the debate or the meeting, if in the Chairman's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion the Chairman shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.

13.13 Points of order

- 13.13.1 A Member may indicate to the Chairman on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- 13.13.2 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 manner of the breach.
- 13.13.3 A personal explanation shall be confined to some material part of a former speech by a Member or a report which may appear to have been misunderstood in the present debate.

13.13.4 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

13.14 Respect for the Chairman

Whenever the Chairman intercedes during a debate a Member then speaking shall be silent.

14.0 Reversal of Preceding Resolution

No motion to reverse any resolution passed by the Authority within the preceding six months and no motion or amendment to the same effect as one which has been rejected within the preceding six months shall be proposed unless the notice thereof given in pursuance of Standing Order 11.0 bears the names of at least ten Members. 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 or of a report by an officer.

15.0 Voting

- 15.1 Subject to Standing Order 8.0 every question shall be determined by a show of hands, unless otherwise decided by a majority of the meeting.
- 15.2 On the Chairman putting the question no further discussion on it shall take place. The question having been put by the Chairman and voting having commenced no Member shall speak, nor any questions be asked.
- 15.3 In the case of an equal division of votes, the Chairman shall have a second or casting vote in addition to any vote the Chairman may have as a Member of the Authority.
- 15.4 If a Member asks a record shall be kept in the Minutes of how the Member voted or abstained.
- 15.5 If at least four members so signify, a recorded vote shall be taken and the names of those voting for, against and abstaining shall be recorded in the minutes

16.0 Records of Attendance – Members

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

17.0 Disorderly Conduct – Members

BBNPA: Standing Orders - Approved 20 May 2010
Amended re social media – approved 3 May 2013
Amended re quorum and amendments 22 May 2015
Amended re late correspondence 8 April 2016
Amended re quorum for PAROW 19 June 2017

- 17.1 If during any meeting of the Authority the Chairman forms the opinion and notifies the meeting that any Member is misconducting his/herself by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Authority, the Chairman or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.
- 17.2 If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried the Chairman shall:
- Either move "That the Member named do leave the meeting" (the motion being put and determined without seconding or debate)
- Or adjourn the meeting of the Authority for such period as in the opinion of the Chairman is expedient.
- 17.3 In the event of a general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible, in addition to any other power vested in the Chairman may, without the question being put, adjourn the meeting of the Authority for such period as the Chairman shall consider expedient.

18.0 Disturbance – Members of the Public

If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him/her. If the interruption continues the Chairman shall order his/her removal from the meeting. In the case of general disturbance in any part of the Chamber open to the public the Chairman shall order that part to be cleared.

19.0 Recording and Filming of Meetings

While the Authority provides a public filmed record of its meetings the public shall not be allowed to film or record meetings, except in special circumstances, and at the discretion of the Chairman.

20.0 Use of Social Media by Members

During meetings of the Authority and its committees Members shall not make use of any form of social media to communicate to any person.

21.0 The Authority's Seal

21.1 Custody of Seal

The Common Seal of the Authority shall be kept in the custody of the legal advisers to the Authority.

21.2 Sealing of Documents

The Common Seal of the Authority shall not be affixed to any document unless the matter has been authorised by a resolution of the Authority, Committee or Sub-committee to which the Authority have delegated their powers in this behalf.

21.3 Attestation of Sealing

The Seal shall be attested by the Chief Executive or the Solicitor to the Authority and an entry of every sealing of a document shall be made and consecutively numbered in a sealing register kept by the Solicitor to the Authority and the entry shall be signed by the person who attested the seal.

22.0 Inspection of Lands, Premises etc

Unless specifically authorised to do so by the Authority or Committee, a Member shall not issue any order respecting any works which are being carried out by or on behalf of the Authority or claim by virtue or his/her membership of the Authority any right to inspect or to enter upon any lands or premises which the Authority have the power or duty to inspect or enter.

23.0 Inspection of Documents

23.1 A Member may for the purposes of his/her duty as such Member, but not otherwise, on application to the Chief Executive, inspect any document which has been considered by the Authority or Committee and if copies are available shall on request be supplied for the like purposes with a copy of such document.

Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she or his/her spouse is professionally interested or in which he/she has directly or indirectly any pecuniary interest within the meaning of Section 95 of the Local Government Act 1972 or any personal interest defined in the Authority's Code of Conduct for Members and that this Standing Order shall not preclude the Authority's legal advisers from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

23.2 All reports made or minutes kept by the Authority shall as soon as the Authority has concluded action on the matter to which such reports or minutes relate, be open for inspection by any Members of the Authority.

24.0 Confidentiality

A Member or Officer of the Authority shall not:

- 24.1 disclose any information which has been reported to the Authority or a Committee and which is confidential information as defined by the provisions of Section 100A of the Local Government Act 1972; and
- 24.2 without the permission of the Authority or the relevant Committee disclose any information which is identified as exempt information in a resolution of the Authority or a Committee or Sub-committee to exclude the public in accordance with the provisions of Section 100A of the Local Government Act 1972.

25.0 Appointment of Committees

- 25.1 The Authority shall appoint such Committees as are necessary to carry out the work of the Authority and each Committees or Sub-committee so appointed shall subsist until the next annual meeting of the Authority.
- 25.2 The Committees shall be those set out in the “Terms of Reference of the Authority and its Committees” and no other Committees or Sub-committees shall be appointed by the Authority or its Committees except on a recommendation of the Authority.
- 25.3 Subject to any provisions to the contrary in any Statute, Standing Order or to earlier determination by the Authority:
 - 25.3.1 A Member appointed to a Committee of the Authority shall serve thereon until the Annual meeting of the Authority or until ceasing to be a Member of the Authority whichever is the earlier;
 - 25.3.2 any Officer co-opted to any working group shall serve on such working group until the Annual meeting of the Authority or until ceasing to be an Officer whichever is the earlier;
 - 25.3.3 a Member of the Authority appointed to represent it on a body other than the Authority or a Committee of it shall serve thereon until the Annual Meeting of the Authority or until ceasing to be a Member of the Authority whichever is the earlier.
- 25.4 In addition to the rights conferred by Standing Order 11.6, Members shall have the right to attend any meeting of any Committee and to remain present even if a Resolution to exclude the public is passed. Such Members shall not be entitled to speak or vote at meetings and shall not be counted for the purposes of ascertaining a quorum, neither shall he/she be entitled to sign the register of attendance nor to have his/her attendance reckoned for any purpose of these Standing Orders.

- 25.5 Such attendance being in the form of observer, shall not rank for the payment of any expenses.
- 25.6 This right of attendance shall not apply in the case of any Committee or Sub-committee exercising a judicial or quasi-judicial function or any Panel interviewing candidates for staff appointments.

26.0 Suspension of Standing Orders

- 26.1 Subject to paragraph 24.2 of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where the suspension is moved.
- 26.2 A motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least two thirds of the whole number of Members of the Authority.

27.0 Interpretation of Standing Orders

The decision of the Chairman on all points of procedure, order and interpretation of Standing Orders shall be final and no debate may ensue thereon.

28.0 Financial Regulations

The Authority and every Committee, Member and Officer of the Authority shall conform with the financial regulations made by the Authority under the provisions of Section 151 of the Local Government Act 1972.

29.0 Appointment of Chief Officers

- 29.1 The Authority shall establish an Appointment Committee within the requirements of paragraph 13.3 of Schedule 7 of the Environment Act 1995, comprising as far as possible the Chairman and Deputy Chairman of the Authority, Planning, Access and Rights of Way Committee and Audit and Scrutiny Committee
- 29.2 Where the Authority propose to appoint a chief officer as defined by Regulation 1(2) of the Local Authorities (Standing Orders) Regulations 1993 and it is not proposed that the appointment be made exclusively from among their existing officers, the Appointment Committee shall:
- 29.2.1 draw up a person specification and job description for the post
- 29.2.2 make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- 29.2.3 make arrangements for a copy of the job pack to be sent to any person on request.

BBNPA: Standing Orders - Approved 20 May 2010
Amended re social media – approved 3 May 2013
Amended re quorum and amendments 22 May 2015
Amended re late correspondence 8 April 2016
Amended re quorum for PAROW 19 June 2017

- 29.3.4 draw up a list of suitable candidates and interview them
- 29.2.5 make recommendations to the Authority on a final selection, for the Authority to interview and make the appointment
- 29.3 where no qualified person has applied, the Authority shall make further arrangements for advertisement in accordance with Standing Order 27.2.2.
- 29.4 Every appointment of a chief officer shall be made by the Authority.