

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

AUDIT AND GOVERNANCE COMMITTEE

DATE: 29 JUNE 2007

AGENDA ITEM NO: **8**

SUBJECT: STANDING ORDERS RELATING TO MEETINGS

Report of the Clerk to the Authority

1. MATTER FOR CONSIDERATION

1.1. To consider proposed amendments to the Authority's Standing Orders.

2. INFORMATION

2.1. During the past year, a number of procedural matters have been raised at meetings of the Authority.

2.2. Currently, Standing Orders give very little guidance on procedural matters, unlike those of most local authorities, some of which have very detailed provisions. It is not proposed that the Authority's Standing Orders should go into a similar degree of detail, but that there should be some specific provisions to deal with the issues that have been identified.

2.3. Appended to this report is a version of Standing Orders that incorporates the proposed amendments, which seek to address the following issues:

- The Chair's role as the arbiter on any questions of interpretation of Standing Orders **(SO 2)**.
- Clarification of the distinction between an Extraordinary Meeting called at the request of the Chair and a Special Meeting called upon the requisition of at least three Members **(SO 3(3), (4) and (5))**.
- Clarification of the Chair's discretion to withdraw an item of business at a meeting **(SO 4(5))**.
- The procedure to be followed when considering an item of business on the agenda, including the rights of Members to speak on that item and to move amendments **(SOs 9, 10 and 11)**.
- The procedure for dealing with disturbances or misconduct at meetings **(SO 22)**.

- 2.4. The opportunity has also been taken to bring the provisions dealing with notice of meetings in line with the case law on Access to Information legislation (**SO 4(1)**) and to confer a right on the Monitoring Officer and Chief Financial Officer to include an item on the agenda of a meeting or to convene a Special Meeting for the purpose of their statutory duties (**SO 4(6)**).
- 2.5. Finally, the current provisions dealing with amendments to Standing Orders has been amended to reflect the role of the Audit and Governance Committee (**SO 23**). In anticipation of this, the proposed amendments are being brought to this Committee for consideration prior to consideration by the Authority at its meeting in July. In order to avoid the need for that meeting to adjourn consideration to the next meeting (as required by the current SO 19) it is proposed that the Authority be recommended at its July meeting to suspend SO 19.

3. **FINANCIAL AND LEGAL IMPLICATIONS**

- 3.1. These amendments will assist the management of the Authority's business and ensure that it is meeting its legal obligations.

4. **STAFFING IMPLICATIONS**

- 4.1. None.

5. **EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1. None.

6. **RECOMMENDATIONS**

- 6.1. That the Authority be recommended to approve the revised Standing Orders appended to this report and that, in order to expedite their coming into force, the Authority suspends SO 19.

Clerk to the Authority
West Yorkshire Passenger Transport Authority