

MORAY INTEGRATION JOINT BOARD

STANDING ORDERS

FOR THE REGULATION OF MEETINGS

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1. General

- 1.1** These Standing Orders are made under the Public Bodies (Joint Working) (Scotland) Act 2014 and the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 (“the 2014 Order”).
- 1.2** These Standing Orders shall, as far as applicable, also regulate the proceedings of Committees and Sub-Committees of the Board and therefore reference to the term ‘Board’ shall be interpreted accordingly. The term ‘Chairperson’ shall also be deemed to include the Chairperson of any Committee or Sub-Committee but only in relation to such Committees or Sub-Committees.
- 1.3** The Board may amend these Standing Orders as it so determines except that all requirements of the 2014 Order and any order that may amend or replace it from time to time shall be met.
- 1.4** Any statutory provision, regulation or direction issued by the Scottish Government Ministers shall have precedence if they are in conflict with these Standing Orders.

2. Chairperson and Vice Chairperson

- 2.1** At every meeting of the Board the Chairperson, if present, shall preside. If the Chairperson is absent from any meeting the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent, a Chairperson shall be appointed from within the voting members present for that meeting. Any proxy or substitute attending the meeting for a voting member may not preside over that meeting.
- 2.2** The Chairperson shall, amongst other things:-
 - (a) Preserve order at meetings and at his/her discretion, order the exclusion of any individual present who is deemed to have been acting in a disorderly or offensive manner or whose presence or conduct is impeding the work or proceedings of the Board;
 - (b) Determine the order in which speakers can be heard;
 - (c) Ensure that due and sufficient opportunity is given to Members who wish to speak to express their views on any subject under discussion;
 - (d) If requested by any Member, ask the member making a proposal, to clarify its terms;
 - (e) Decide all matters of procedure, having taken into account any advice offered by the Clerk in attendance at the Meeting, in reference to which no express provision is made under these orders.
- 2.3** Deference shall at all times be paid to the authority of the Chairperson. When he/she speaks, the Chairperson shall be heard without interruption and Members shall address the Chairperson whilst speaking.
- 2.4** The decision of the Chairperson on all matters within his/her jurisdiction shall be final.

3. Codes of Conduct and Conflicts of Interest

- 3.1** Members of the Board shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies - <http://www.gov.scot/Resource/0044/00442087.pdf> - which is deemed to be incorporated into these Standing Orders. All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.
- 3.2** If any Member has a direct or indirect financial or other interest as defined in the Code of Conduct of Members of Devolved Public Bodies, which the member considers should be disclosed, and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, after the meeting starts, disclose that he/she has such an interest and the nature of that interest.
- 3.3** If a Member has declared an interest then that member must decide whether in the circumstances it is appropriate to take part in discussion of or voting on the item of business.

4. Calling of Meetings

- 4.1** The first meeting of the Board will be convened at a time and place to be determined by the Chairperson. Thereafter the Board shall meet at such place and such frequency as may be agreed by the Board.
- 4.2** The Chairperson may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chairperson. If the Office of Chairperson is vacant, or if the Chairperson is unable to act for any reason the Vice-Chairperson may at any time call such a meeting.
- 4.3** If the Chairperson refuses to call a meeting of the Board after a requisition for that purpose specifying the business proposed to be transacted, signed by at least two thirds of the voting Members, has been presented to the Chairperson or if, without so refusing, the Chairperson does not call a meeting within seven days after such requisition has been presented, those Members who presented the requisition may forthwith call a Meeting provided no business shall be transacted at the Meeting other than specified in the requisition.
- 4.4** A member who is unable to be present for a meeting of Board or any committee at the venue identified in the notice calling the meeting shall be able to take part remotely via video conferencing facilities.

5. Notice of Meetings

- 5.1** Before every meeting of the Board, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chairperson, or some other member authorised by the Chairperson to sign on the Chairperson's behalf, or in the case of a meeting called by the requisition of members by those members, shall be delivered to every Member by post to the usual place of residence of such Members or delivered by electronic means so as to be available to them at least five working days before the meeting. Members may opt in writing addressed to the Chief Officer to have notice of meetings delivered to an alternative address. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.
- 5.2** At all Ordinary or Special Meetings of the Board, no business other than that on the notice shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the minutes, the Chairperson is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 5.3** Public Notice of the time and place of each meeting of the Board shall be given by posting it within the main offices of the Board not less than five working days before the date of each meeting.

6. Admission of Press and Public

- 6.1** Subject to the extent of the accommodation available, meetings of the Board shall be open to the press and public but this is without prejudice to the Chair's powers of exclusion in order to suppress or prevent disorderly or offensive conduct at a meeting.
- 6.2** The Chair may at his/her discretion, at any meeting, move the Board in to a closed session and exclude the press and public therefrom.

7. Adjournment of Meetings

- 7.1** A meeting of the Board may be adjourned to another date, time or place by a member proposing this to the meeting. If such a proposal is made there will be no discussion on this and it shall be put to a vote. If such a proposal is carried by a majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the proposal.
- 7.2** A meeting of the Board may be adjourned to another date, time or place by the Chairperson in the case of disorder or misconduct that is impeding the work or proceedings of the Board.

8. Quorum

- 8.1** No business shall be transacted at a meeting of the Board unless there are present, at least four of the voting Members.
- 8.2** If within ten minutes after the time appointed for the commencement of a meeting of the Board, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.

9. Voting

- 9.1** Every effort shall be made by Members to ensure that as many decisions as possible are made by consensus.
- 9.2** Only the three Members nominated by NHS Grampian, and the three Members nominated by the Council, and all of their proxies when standing in for those members, shall be entitled to vote. No other members are entitled to vote.
- 9.3** Every question at a meeting shall be determined by a majority of votes of the Members present and who are entitled to vote on the question.
- 9.4** In the case of an equality of votes the Chair shall not have a second or casting vote and the matter under consideration shall be carried forward to the next meeting for further discussion/resolution. If at the next meeting an equality of votes remain then the matter shall be referred to dispute resolution as provided for within the Integration Scheme.

10. Discussions and Proposals

- 10.1** It will be competent for any Member of the Board at a meeting of the Board to make a proposal directly arising out of the business before the Meeting.
- 10.2** If the chairperson so requires, every proposal shall be noted by the Clerk in writing and read to the Board before the proposal is discussed.
- 10.3** The member making the proposal will have the right to speak first in support of this during discussions on the proposal. Once the discussion has closed the Chairperson will call for a vote on the proposal to be taken.
- 10.4** Any Member who has not already spoken in a discussion about a proposal may propose the ending of the discussion and a vote will be taken on this. If a majority of the Members present vote for the discussion to be closed, the discussion will be closed. However, closure is subject to the right of the member making the proposal to sum up. Thereafter, a vote will be taken immediately on the proposal that is the subject of discussion.
- 10.5** In a discussion, any Member may indicate his/her desire to ask a question or offer information immediately after a speech by another Member.

11. Suspension of Standing Orders

11.1 Any one or more of the Standing Orders, in the case of emergency as determined by the Chairperson upon a proposal, may be suspended at any Meeting so far as regards any business at such meeting, provided that two thirds of the Members of the Board present and entitled to vote shall so decide. Any proposal to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended and the reason for this.

12. Minutes and Recording of Proceedings

12.1 The names of the Members (both voting and non-voting) and others present at a meeting shall be recorded in the minutes of the meeting.

12.2 The minutes of the proceedings of a meeting, including any decision or resolution made by that meeting, shall be drawn up by the Clerk and submitted to the next meeting for agreement, after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received in evidence without further proof.

12.3 No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without the prior written approval of the Board.

13. Disclosure of Information

13.1 There shall be no disclosure to any person of any information regarding proceedings of the Board from which the press and public have been excluded unless or until disclosure has been authorised by the Board or the information has been made available to the press or to the public under the terms of relevant legislation.

13.2 Without prejudice to the foregoing no Member shall use or disclose to any person any information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Board.

14. Committees and Working Groups

14.1 The Board may establish any Committee or Working Group as may be required from time to time but each Working Group shall have a limited time span as may be determined by the Board.

14.2 The Membership, Chairperson, remit, powers and quorum of any Committee or Working Groups will be determined by the Board.

14.3 Agendas for consideration at a Committee or Working Group will be issued by electronic means to all Members no later than five working days prior to the start of the meeting.

Approved and adopted by the Board at their meeting on 25 February 2016.