

# Runnymede Joint Committee

## Constitution

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## **Section 1 – Context and Purpose**

Runnymede Joint Committee is a Joint Committee of Surrey County Council and Runnymede Borough Council and is set up under the provisions of Section 102 of the Local Government Act 1972. The Joint Committee aims to improve outcomes and value for money for residents in Runnymede by strengthening local democracy and improving partnership working within the Borough of Runnymede.

In addition to carrying out the functions previously performed by the Local Committee (Runnymede), the remit of the Joint Committee has been expanded in order to support the two councils in working together effectively.

Whilst the Joint Committee is responsible for making decisions relating to the delegated functions, the day-to-day operational arrangements relating to any particular function continues to be managed by the local authority having responsibility for that function.

By working together, the Joint Committee provides the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to Runnymede. Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together.

The Joint Committee provides a single place for residents to engage with both authorities and a forum to debate cross cutting issues. Meetings of the Runnymede Joint Committee are held in public, and local people are able to participate during parts of the meeting as set out in Section 3 of this document.

This Constitution includes the standing orders that apply to the Joint Committee. These need to also be read in the light of the individual Constitutions of each of the two Councils which continue to apply as appropriate to decisions delegated by each relevant authority.

There will be a review by both authorities towards the end of the first 12 months of the operation of Joint Committee in order to determine if any changes should be made.

## **Section 2 – Functions and Funding**

The scope and overall purpose of the Runnymede Joint Committee is as set out in Section 1. The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in later sections.

### **(A) General Remit**

The general remit of the Runnymede Joint Committee is:

1. To identify and agree opportunities for the closer alignment of County and Borough services in Runnymede and provide a forum to debate cross cutting issues.
2. To make decisions on local services and budgets delegated to it by either Surrey County Council or Runnymede Borough Council.
3. To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by the County Council or the Borough Council.
4. To champion joint working and provide political oversight of key County and Borough partnership initiatives and strategies.
5. To seek solutions to local concerns relating to Council services under the remit of the Joint Committee.
6. To identify and set local priorities through an annual priority setting meeting.
7. To build community leadership, and provide opportunities for local engagement.
8. To ensure that local authority services within the Borough of Runnymede are carried out in accordance with both Surrey County Council's and Runnymede Borough Council's core values, policies, strategies and within approved budgets.

## **(B) Delegated Powers**

The services identified below are delegated by Surrey County Council (SCC) or Runnymede Borough Council (RBC) as indicated, for decision making or consideration by the Runnymede Joint Committee, in accordance with the relevant legislation.

In discharging the delegated powers, the Runnymede Joint Committee must have due regard at all times to the approved policies, budgets and financial regulations of the Council delegating the functions, and act in accordance with Standing Orders at Section 3 of this Constitution.

Set out below is a list of the functions that are delegated to the Runnymede Joint Committee. Additional functions and matters for determination may be delegated to the Committee in the future if agreed by both local authorities, which will then form part of an amended Constitution, which shall need Member approval before both Councils so that their respective Constitutions are duly updated to reflect such changes. The SCC Partnership Committee Officer will maintain a record of all additional delegated functions and will ensure that any such additions are reported to the Joint Committee at the next meeting after the delegation takes place.

### **Executive Functions delegated by Surrey County Council**

In relation to the Borough of Runnymede the Joint Committee will take decisions delegated to it by the SCC Cabinet on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective Councils and within agreed performance and resources:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.) (SCC)
- (ii) Community safety funding that is delegated to the Joint Committee from Surrey County Council (SCC).
- (iii) Decisions on funding when a budget is allocated to the Joint Committee by Surrey County Council's Cabinet. (SCC)

### **Non-Executive Functions delegated by Surrey County Council**

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the County Council's Scheme of Delegation (or within the terms of reference of other Committees).

### **Decisions delegated by Surrey County Council and Runnymede Borough Council**

Apportion any resources for Early Help services in accordance with the approved local Early Help priorities that may be delegated to the Joint Committee by Surrey County Council and / or Runnymede Borough Council, in relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Runnymede Borough Council (SCC/RBC).

## **Service Monitoring and Issues of Local Concern - advisory functions**

The Joint Committee will play an important advisory role in shaping the development and delivery of services locally across both authorities. It will:

- (i) Act as a one stop shop for residents to engage with both authorities, debate cross cutting issues, raise issues of concern and seek to influence the respective Councils in the light of local need.
- (ii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards.
- (iii) Be consulted on any issues referred to it by either Council or produce responses as appropriate.

The Joint Committee may:

- (i) Consider the use of developer infrastructure funding in regard to proposed and planned strategic infrastructure schemes, identifying common objectives and supporting the pursuit of joint funding bids whether wholly or partly in Runnymede.
- (ii) Influence the development of a joint vision for the place shaping agenda including regeneration and town centre management.
- (iii) Influence the development of the Family Support Programme in Runnymede and monitor its performance. Provide political oversight and advice to the Early Help Advisory Board and advise on priorities for the Early Help offer locally.
- (iv) Consider the more effective use of existing public sector property assets in the borough and the potential opportunities that may exist for development where this could be in the mutual interest of both authorities where expediency allows.
- (v) Review and influence any new proposals for off street parking and enforcement locally including the use of budgets.
- (vi) Influence priorities for the provision of integrated Health and Social Care and Older People's Services locally.
- (vii) Influence action plans for the deprivation task groups established within the borough.
- (viii) Facilitate partnership work with schools, Multi Academy Trusts, governors and other partners to promote high educational standards and the fulfilment of potential for all children locally.

## **(C) Funding**

- (i) With regards to budget setting and planning, Surrey County Council and Runnymede Borough Council will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations and policies.
- (ii) Provision of venue:  
The meetings will normally be held in Runnymede Borough Council venues, unless alternative arrangements are jointly agreed with Surrey County Council.

- (iii) Committee management:  
Committee management and associated costs for the Joint Committee will be provided by Surrey County Council.
- (iv) Any members' costs and expenses resulting from the Joint Committee (including those in relation to Chairman and Vice Chairman roles) will be funded and administered by their respective authorities.

#### **(D) Withdrawal from the Joint Committee**

The operation of the Joint Committee will be reviewed by both authorities after the first 12 months. At this point or at any future point either Council may give 6 months' notice in writing of their intention to withdraw from the Committee and return to operating as a SCC Local Committee under the SCC Constitution.

## **Section 3 - Standing Orders**

### **1. MEMBERSHIP AND ATTENDANCE OF MEMBERS AT MEETINGS**

- 1.1. Membership of the Runnymede Joint Committee shall be all county councillors with electoral divisions in Runnymede, one Surrey County Council Cabinet Member (who may also be a county councillor with an electoral division in Runnymede), and an equivalent number of borough councillors who should be politically proportionate to the Borough Council. At least one borough councillor shall be a member of the Council's Corporate Management Committee. If there is no Surrey County Council Cabinet Member with an electoral division in Runnymede the County Council shall appoint a specific Cabinet member to the Runnymede Joint Committee and the Borough Council would be entitled to appoint an additional borough councillor representative on the Joint Committee to ensure equity.
- 1.2. No substitutes shall be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Council at the start of each municipal year. All borough and county councillors on the Joint Committee will have equal voting rights on all issues being considered.
- 1.3. A person shall cease to be a member if he/she ceases to be a member of the County Council, a member representing an electoral division in Runnymede or the relevant Cabinet Member, or in the case of a member of the Borough Council, ceases to be a member of that Council, or the relevant Corporate Management Committee Member or resigns from the Runnymede Joint Committee.
- 1.4. Surrey County Council or Runnymede Borough Council may, through their respective Councils, co-opt representatives from the voluntary sector, public authorities or businesses in Runnymede onto the Joint Committee. These representatives will be able to take part in discussions on agenda items, but will not be able to vote on any item for decision.
- 1.5. Any Surrey County Councillor or Runnymede Borough Councillor may attend the meeting of the committee and, with the Chairman's consent, speak on the matter or provide written representation.

### **2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

- 2.1. From 2018/2019 Municipal Year, the offices of Chairman and Vice-Chairman shall alternate between the two Councils every year, with the County Council providing the Chairman in 2018/19. If the appointed Chairman is representing Surrey County Council, the Vice-Chairman must be a Runnymede Borough Council representative and vice-versa with the appointments made in accordance with each authority's usual procedures.
- 2.2. The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Runnymede Joint Committee, continue in office until a successor is appointed. If a Chairman or Vice-Chairman does not complete a full term of office, a further member from the same Council shall be appointed for the remainder of that term in accordance with each authority's usual procedures

2.3. In the absence of the Chairman and the Vice-Chairman at a meeting, the members of the Committee shall elect a chairman for that meeting.

### **3. MANAGEMENT OF THE COMMITTEE**

3.1. The County Council's Community Partnerships Team shall act as the Committee Manager for the Runnymede Joint Committee and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the decisions and minutes.

### **4. FORMAL MEETINGS**

4.1. There shall be between 4 and 8 formal meetings of the Runnymede Joint Committee each year as determined by the Chairman and Vice-Chairman and as set out in the calendar of meetings published on the council's website.

4.2. The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Runnymede Joint Committee to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least five clear working days notice in writing is given to the Committee Manager.

4.3. Formal meetings of the Joint Committee and its sub-committees shall be held in public except when exempt or confidential information is being considered and the press and public can be excluded in accordance with the Local Government Act 1972.

4.4. Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

### **5. DELEGATED POWERS**

5.1. The delegated powers mean those powers to be discharged by the Runnymede Joint Committee as set out in Section 2(B) of this Constitution.

5.2. The Runnymede Joint Committee shall discharge the delegated powers within the budgetary and policy framework set by Surrey County Council in the case of county functions or by Runnymede Borough Council in the case of borough functions.

5.3. When discharging the delegated powers the Runnymede Joint Committee shall take decisions only after taking into account advice given in writing or orally from relevant officers of Surrey County Council or of Runnymede Borough Council as appropriate, including legal, financial and policy advice.

5.4. If the Joint Committee is to make a key decision delegated to it by either Surrey County Council Executive or Runnymede Borough Council, then the Joint Committee must follow the constitution of the authority delegating the decision, including publishing it in the monthly forward plan in the case of Surrey County Council.



## 6. OVERVIEW AND SCRUTINY

- 6.1. Executive decisions made by the Runnymede Joint Committee which are delegated from Surrey County Council are subject to scrutiny in accordance with Surrey County Council's constitution.
- 6.2. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of Surrey County Council or Runnymede Borough Council depending on which authority delegated the decision in question.

### Call In of Joint Committee Decisions

- 6.3. The SCC Cabinet or RBC Overview and Scrutiny Select Committee may, dependent on which Council delegated the function or resources, require referral, for review and final determination any decision (other than Surrey County Council Non Executive Functions), taken by the Joint Committee, which has significant policy or budgetary implications or is outside of the authority delegated to the Joint Committee, subject to notice of requirement for referral being given within 5 working days of publication of the decision.
  - 6.3.1 Notice of referral may be given by the Leader or Deputy Leader of the relevant authority, or two or more members of the SCC Cabinet or RBC Overview and Scrutiny Select Committee as appropriate.
  - 6.3.2 All members of the Joint Committee will be notified that a decision taken by the Committee has been required for referral by SCC Cabinet or RBC Overview and Scrutiny Select Committee.
  - 6.3.3 The decision will be considered by the SCC Cabinet or RBC Overview and Scrutiny Select Committee at its next appropriate meeting in discussion with the Joint Committee Chairman and Vice-Chairman and no action will be taken to implement it in the meantime.
  - 6.3.4 The Joint Committee Chairman or Vice-Chairman may attend the SCC Cabinet or RBC Overview and Scrutiny Select Committee meeting, as appropriate, for the consideration of the matter and speak on the item.
  - 6.3.5 The SCC Cabinet or RBC Corporate Management Committee (further to the recommendation from the RBC Overview and Scrutiny Select Committee) may accept, reject or amend the decision taken by the Joint Committee. A report on the decision taken by the Cabinet or Corporate Management Committee will be made to the next appropriate meeting of the Joint Committee, and to all the Members of either Surrey or Runnymede Borough Council, as appropriate, for information.

**The following general provisions apply to the consideration of all matters within Runnymede Joint Committee's remit.**

## **7. NOTICE OF MEETING**

- 7.1. The date, time and place of the fixed meetings of Runnymede Joint Committee will be accessed through both the Surrey County Council and Runnymede Borough Council websites. The notice, agenda, reports and other documents prepared for the Runnymede Joint Committee will be posted on the Surrey County Council website (with links from the Runnymede Borough Council website) and sent to Members of the Committee not less than five clear working days before the date of the meeting.
- 7.2. Only the business on the agenda will be discussed at a meeting of the Runnymede Joint Committee except for urgent matters raised in accordance with the provisions in Section 100B(4)(b) of the Local Government Act 1972.

## **8. SPECIAL MEETINGS**

- 8.1. A special meeting of the Runnymede Joint Committee will be convened to consider specific matters within its terms of reference at the discretion of the Chairman, or the Vice-Chairman in his/her absence. At least five clear working days' notice of a special meeting must be given.

## **9. AGENDAS**

- 9.1. Runnymede Joint Committee will comply with the Access to Information rules in Part VA of the Local Government Act 1972.
- 9.2. Agendas for meetings of the Runnymede Joint Committee shall be published by the SCC Committee Manager five clear working days in advance of a meeting, and copies will be made available via the County Council and Runnymede Borough Council websites.
- 9.3. Members of the Runnymede Joint Committee may suggest items for inclusion in the agenda within its remit. These will be added to the forward programme in consultation with the Chairman and Vice-Chairman of the Runnymede Joint Committee.

## **10. DECISIONS AND MINUTES**

- 10.1. The decisions from the meeting shall be published on the County Council's website, with links from the Runnymede Borough website, within three clear working days of the Committee.
- 10.2. The minutes of a meeting shall be published on the County Council's website, with relevant links, as soon as is reasonably practicable.
- 10.3. At the meeting, the Chairman will move the formal motion "*That the minutes of the last meeting be confirmed and signed by the chairman*" and there may only be discussion if there is disagreement about their accuracy which will be resolved by a vote as detailed in Section 24 of this document.

10.4. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of signing of minutes.

## **11. CONFIDENTIALITY OF PAPERS**

11.1. All Members must respect the confidentiality of any papers made available to them for the purpose of meetings of the Runnymede Joint Committee or otherwise for so long as those papers remain confidential.

## **12. QUORUM**

12.1. The Chairman will adjourn the meeting if there is not a quorum present.

12.2. The quorum will be four voting members, two from Surrey County Council and two from Runnymede Borough Council.

## **13. MEMBER QUESTIONS TO THE RUNNYMEDE JOINT COMMITTEE**

13.1. Any Member of either Council may, with the Chairman's consent, ask one or more questions on matters within the Constitution of the committee.

13.2. Notice of questions must be given in writing to the SCC Community Partnerships Team by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.

13.3. Questions may be asked without notice if the Chairman decides that the matter is urgent.

13.4. Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.

13.5. Every question will be put and answered without discussion.

13.6. Copies of all questions will be circulated to Members before the start of the meeting.

13.7. Questions may be answered orally or in writing.

13.8. If the Chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question.

13.9. At the discretion of the Chairman, a Member who has given notice of a question may ask one supplementary question relevant to the subject of the original.

13.10. A record of all questions and answers will be included in the minutes of the meeting.

## **14. PUBLIC PARTICIPATION IN RUNNYMEDE JOINT COMMITTEE**

### **14.1. PETITIONS**

- 14.1.1. Any member of the public who lives, works or studies in the Runnymede Borough area may present a petition, containing 30 or more signatures or at the Chairman's discretion, relating to a matter within the Constitution of the Committee. The presentation of a petition on the following business will not be allowed:
- 14.1.1.1. matters which are "confidential" or "exempt" under Part VA of the Local Government Act 1972;
  - 14.1.1.2. planning applications and planning policy and licensing and/or regulatory matters; and
  - 14.1.1.3. matters in relation to a public rights of way under consideration by the Joint Committee.
- 14.1.2 A spokesperson for the petitioners may address the committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the committee or to the SCC Cabinet, Cabinet Member, RBC Corporate Management Committee or relevant committee of either SCC or RBC at the discretion of the Chairman.
- 14.1.3 Notice must be given in writing to the SCC Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.
- 14.1.4 No more than three petitions may be presented at any one meeting of the committee unless agreed otherwise by the Chairman.
- 14.1.5 The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.
- 14.1.6 The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion.

### **14.2. PUBLIC QUESTIONS AND STATEMENTS**

- 14.2.1 At the start of any ordinary meeting of the Committee, any member of the public who lives, works or studies in the Runnymede Borough area may ask one question or make a statement relating to a matter within the Committee's Constitution. The Chairman may alternatively permit the question to be asked or the statement to be made at the start of an item on the agenda which it relates to.

- 14.2.2 Questions or statements will not be allowed on matters which are “confidential” or “exempt” under the Local Government Access to Information Act 1985 or on planning applications or on rights of way matters under consideration.
- 14.2.3 Notice of questions or statements must be given in writing or by email to the SCC Community Partnerships Team with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.
- 14.2.4 The Community Partnerships Team may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be made available for members of the Joint Committee and any member of the public in attendance.
- 14.2.5 Questions and statements will be taken in the order in which they are received by the SCC Community Partnerships Team. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.
- 14.2.6 Following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.
- 14.2.7 The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may disallow questions or statements which are repetitious.
- 14.2.8 When dealing with an item in which public participation has occurred, the Chairman shall clarify the point at which public participation concluded and the Committee’s formal discussion and decision making of the item is taking place.

### **14.3. PUBLIC SPEAKING IN RELATION TO RIGHTS OF WAY**

- 14.3.1 Rights of Way application decisions are quasi-judicial decisions. They are therefore subject to specific rules. The reason for the rules about public speaking reflect the right of all individuals to a fair hearing.
- 14.3.2 Members of the public and their representatives may address the Runnymede Joint Committee on any applications relating to public Rights of Way being considered by the committee.
- 14.3.3 Speakers must first register their wish to speak by telephone or in writing to the Community Partnerships Team by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 14.3.4 Only those people who have previously made written representations in response to a Rights of Way application will be entitled to speak.

- 14.3.5 Speakers must declare any financial or personal interest they may have in the application.
- 14.3.6 Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 14.3.7 The time allowed for public speaking will be limited to 15 minutes overall for objectors and 15 minutes overall for supporters per item, and to 3 minutes per speaker.
- 14.3.8 Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 14.3.9 No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 14.3.10 Speeches will precede the Committee's formal discussion on each application requiring the committee's attention.
- 14.3.11 The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee.

## **15. RIGHT TO SPEAK AT COMMITTEE**

- 15.1 A Member of the Joint Committee may speak on any business on the published agenda of the committee. Matters not relevant to the business on the agenda will be not permitted.
- 15.2 A Member may only speak once on a motion and amendment except:
- 15.2.1 The mover may reply to the debate but, in doing so, may only answer statements and arguments made in the course of the debate. He/she may not introduce any new matter;
- 15.2.2 The mover of a motion may speak during the debate on any amendment to the motion;
- 15.2.3 A Member who has already spoken may speak on a point of order or may, at the Chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;

15.2.4 The Chairman may speak before the mover of the motion or amendment replies to the debate.

15.2.5 A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately and reserves his/her right to speak later.

## **16. RELEVANCE**

16.1 Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

## **17. POINTS OF ORDER**

17.1 Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the Chairman whose decision will be final.

## **18. LENGTH OF SPEECHES**

18.1 Except with the consent of the Chairman, the following time limits will apply to speeches:

(a) The mover of a motion or an amendment.

(5 minutes)

(A Member may not speak for more than five minutes unless he/she has a seconder).

(b) The mover of a motion either speaking to an amendment or replying to the debate.

(3 minutes)

(c) The mover of an amendment replying to the debate on the amendment.

(3 minutes)

(d) The seconder of a motion or an amendment.

(3 minutes)

(e) A Member speaking on a report or in a debate.

(3 minutes)

## **19. AFTER REPLY DEBATE IS CLOSED**

19.1 After the reply is made, the motion or amendment under discussion will be put from the Chair.

## **20. PROCEDURE FOR MOTIONS AND AMENDMENTS**

20.1 Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Community Partnerships Team and read aloud before it is put to the meeting.

20.2 A Member may not move or second more than one amendment on any motion.

20.3 Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Committee.

20.4 With the consent of the Committee a Member may:

20.4.1 Alter a motion of which he/she has given notice; or

20.4.2 With the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under the following Standing Order).

## **21. AMENDMENTS**

21.1. Every amendment must be relevant to the motion under discussion and will either:

21.1.1 Leave out words

21.1.2 Add words, or

21.1.3 Leave out words and add others.

21.2 An amendment which forms the negative of the motion will not be allowed.

21.3 Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.

21.4 If an amendment is defeated, other amendments may be moved on the motion.

21.5 If an amendment is carried, the motion as amended will become the substantive motion on which further amendments may be moved.

## **22. PROCEDURAL MOTION**

### **“That the question be now put”**

22.1 Any Member may, at the close of the speech of another Member, move “That the question be now put”.

22.2 If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried:



(a) The Chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and

(b) The mover of the motion or amendment may reply.

22.3 The motion or amendment will then be put.

## **23. INTERRUPTIONS AND DISORDERLY CONDUCT**

23.1. If a member of the public interrupts the proceedings at a meeting the Chairman may ask him/her not to interrupt.

23.2. If the interruption continues the Chairman may order his/her removal from the room.

23.3. If there is general disturbance in all or part of the public gallery the Chairman may order that part to be cleared.

23.4. If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, "That the named Member be not further heard". If this motion is seconded it will be put to the vote and determined without discussion.

23.5. If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Committee for as long as he/she considers appropriate.

## **24. VOTING**

24.1. Voting will be by show of hands unless a Member demands a recorded vote. Where a recorded vote is called, the names of those voting for or against the motion or amendment will be recorded and entered in the minutes.

24.2. On a formal motion put from the Chairman (e.g. "That the report be received"), the question may be decided by the voice of the Members, unless any Member demands a show of hands.

24.3. If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.

24.4. The person presiding at the meeting, having already voted, may in the event of a tie exercise a casting vote by way of a second vote.

## **25. MEMBERS' CODE OF CONDUCT**

25.1. Members are bound by the Code of Conduct of the authority which appointed them to the Runnymede Joint Committee and should particularly observe the provisions of their respective Codes concerning the declaration of interests when attending meetings of the Runnymede Joint Committee.

## **26. INTERESTS OF MEMBERS**

26.1. At any meeting where a Member becomes aware that a matter under consideration relates to:

26.1.1 One of their interests that they must disclose in accordance with their respective Council's Codes not already entered on the relevant Council's register and/or

26.1.2 the donor of any gift and/or hospitality they have accepted and not yet entered on the relevant Council's register the Member must disclose the interest to the meeting and, within 28 days, notify this to either the County Council's Monitoring Officer in the case of County Councillors or the Borough Council's Monitoring Officer in the case of Borough Councillors for inclusion in the register.

## **27. PARTICIPATION IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS**

27.1. A Member with a disclosable pecuniary interest in any matter must:

27.2. not participate in any discussion or vote relating to the matter;

27.2.1 Withdraw from the room or chamber when it becomes apparent that the matter is being considered at that meeting;

27.2.2 Not exercise functions in relation to that matter; and

27.2.3 Not take any steps in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them) unless he/she has obtained dispensation from either Monitoring Officer for their Authority or the County Council's Audit and Governance Committee for County Councillors or the Borough Council's Standards and Audit Committee.

## **28. ATTENDANCE OF MEMBERS**

28.1. Members will sign a register of attendance.

## **29. EXCLUSION OF THE PRESS AND PUBLIC**

29.1. The Runnymede Joint Committee may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## **30. SUB-COMMITTEES AND TASK GROUPS**

30.1. The Runnymede Joint Committee may appoint:

30.1.1 Sub-Committees with power to act to discharge any of its functions as agreed by the Joint Committee.

30.1.2 Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Runnymede Joint Committee.

### **31. CONDUCT AT MEETINGS**

31.1. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chairman of the meeting whose ruling is final.