

Amendments to Part 1 of Standing Orders

THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 (Hereafter referred to as 'the Regulations')

In accordance with the powers conferred under section 78 of the Coronavirus Act 2020 the Secretary of State for Housing, Communities and Local Government has issued Regulations to allow local authorities, including National Park Authorities to hold meetings in virtual locations such as internet locations, web addresses or conference call telephone numbers. These Regulations came into force on 4 April 2020 and may apply to meetings that take place up to 7 May 2021.

In light of this while the Regulations are in force any reference in these Standing Orders to attend, attendance, present and meeting are to be interpreted widely and not limited to a meeting of persons all of whom, or any of whom are present in the same place.

DATES, TIMES AND VENUE OF MEETINGS

- 1.2(2) The first meeting held after 31 May in any year shall **normally** be the Annual Meeting. **From 4 April 2020 to 7 May 2021 the Annual Meeting may be held at any date or time to be determined by the Authority. If it wishes the Authority may decide not to hold an Annual Meeting between those dates.**
- 1.2(5) All meetings of the Authority shall **normally** be held at the National Park Office, Aldern House, Bakewell or at such other places as the Chair shall determine. **From 4 April 2020 to 7 May 2021 the Chair may determine that the meeting shall be held in virtual locations such as internet locations, web addresses or conference call telephone numbers.**

CALLING OF MEETINGS

- 1.3(3) Five clear working days before a meeting of the Authority:
- (a) notice of the time and place of the intended meeting shall be published ~~at the National Park Office~~ **on the Authority's website** and, where the meeting is called by Members of the Authority, the notice shall ~~be signed by~~ **identify** those Members and shall specify the business proposed to be transacted thereat; and
 - (b) a summons to attend the meeting, specifying the business proposed to be transacted thereat and **signed authorised** by the Chief Executive (National Park Officer) shall be ~~left at or sent by post email to the usual place of residence of~~ every Member of the Authority **using the email address provided by the Authority.** ~~with~~ A copy **will also be emailed** to the proper officer of every Council for every principal area the whole or any part of which is within the National Park, Natural England and the Secretary of State for the Environment, Food and Rural Affairs.

CONDUCT OF MEETINGS

- 1.5(5) Mobile telephones, pagers, tablets and other such equipment **not being used to participate in the meeting** must be switched to silent mode during meetings of the Authority so as not to disturb the conduct of the meeting.
- 1.5(8) While the Local Government Act 1972 does not require an authority to record its meetings, subject to the availability of suitable recording equipment, the Authority will make and

publish **either** a digital audio **or video** recording of all Part A discussions and decisions at meetings of the Authority and its Committees. Usually the recordings will only be held by the Monitoring Officer for a period of three years from the date of the meeting and then deleted. However the Chair of the meeting or the Monitoring Officer may agree that recording may be retained for a longer period if required.

- 1.5(9) **In accordance with the Regulations, where a meeting of the Authority or its Standing Committees is held wholly or partly in a virtual location, either the video or audio or both will be streamed live with access available from the Authority's website.**

QUORUM

- 1.7(1) Subject to the provisions of paragraph 45 of Schedule 12 of the 1972 Act no business shall be transacted at a meeting of the Authority unless:
- (a) at least the third of the whole number of members of the Authority are present; and
 - (b) of those present at least one is a local authority member and at least one is a Secretary of State member.

For the purposes of (a) and (b) above present is to be interpreted widely and not limited to a meeting of persons all of whom, or any of whom are present in the same place.

ATTENDANCE BOOK

- 1.8 The Democratic and Legal Support Team will record ~~An attendance book shall be provided~~ at every meeting of the Authority, **and after the meeting update the attendance register published on the Authority's website.** ~~in which every Member shall enter his name and from which book the attendance of the Members shall be registered and the same shall be binding on the Members of the Authority.~~

MINUTES

- 1.11(1) Minutes of the proceedings of each meeting of the Authority shall, subject to paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed ~~at the same or~~ **following the** next suitable meeting of the Authority by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof.

VOTING

- 1.12(1) The mode of voting at meetings of the Authority shall **normally** be by show of hands and on the requisition of any Member of the Authority, supported by four other Members who signify their support by rising in their places, made before the vote on any question is taken, the voting shall be recorded so as to show whether each Member present and voting gave his vote for or against that question. **For greater transparency a recorded vote shall be used for all voting that takes place in a meeting of the Authority or its Standing Committees held wholly or partly in a virtual location however the voting on agenda items will not be recorded in the minutes unless a recorded vote is requested.**
- 1.12(4) The voting will take place by ballot when making an appointment to the positions of Chair and Deputy Chair of the Authority or Chair and Vice-Chair of a Committee or Sub-

Committee. The voting may take place by ballot on other appointments, if the Authority so determines. **A recorded vote shall be used for all voting that takes place in a meeting of the Authority or its Standing Committees held wholly or partly in a virtual location however the voting on agenda items will not be recorded in the minutes unless a recorded vote is requested.**

NOTICES OF MOTION

1.14 Notice of every motion (other than a motion, which, under Order 1.18 may be moved without notice) shall be given in writing and **signed confirmed** by the Member or Members of the Authority giving the notice, and **delivered emailed** at least 10 days before the next meeting of the Authority to the Director of Corporate Strategy & Development. It shall be dated, numbered in the order in which it is received, and entered into a book which shall be open to the inspection of every Member of the Authority.

FORMAL QUESTIONS

1.20(1) A Member of the Authority may

(a) if notice **in-writing** has been given to the Director of Corporate Strategy & Development **by email** at least three days before an Authority Meeting ask the Chair of any Committee or Sub-Committee a question on any matter in relation to which the Authority has powers or duties or which affects the Peak District National Park;

(b) with the permission of the Chair, put to him or the Chair of any Committee any question relating to urgent business of which such notice has not been given, but a copy of any such question shall be **emailed delivered** to the Director of Corporate Strategy & Development not later than 9.30 am on the day of the meeting.

RULES OF DEBATE

Motions and amendments

1.21(1) A motion of amendment shall not be discussed unless it has been proposed and seconded, and, for Authority Meetings only, if notice has already been given in accordance with Order 1.14 it shall, if required by the Chair, be put into writing and **handed emailed** to the Chair before it is further discussed or put to the meeting.

Points of order

1.21(13) A Member may **rise-on raise** a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and a Member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.

Respect for Chair

1,21(15) Whenever the Chair rises during a debate a Member then standing shall resume his seat and the Authority shall be silent. **In a meeting of the Authority or its Standing Committees**

held wholly or partly in a virtual location the Chair may mute the microphones of any participants.

PART B ORDERS APPLYING TO AGENDAS AND REPORTS

PREPARATION AND PUBLICATION OF AGENDAS AND REPORTS

- 1.28(1) An item of business may not be considered at a meeting of the Authority, Committee or Sub-Committee unless either:
- (a) A copy of the agenda including the item is open to inspection **on the Authority website** by members of the public for at least five clear days before the meeting or, where the meeting has been convened at shorter notice, from the time the meeting is convened; or
 - (b) By reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting, after consultation with the Director of Corporate Strategy & Development is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 1.28(4) Copies of the Agenda for a meeting and copies of the reports for a meeting which relate to items during which the meeting is open to the public shall be **published on the Authority website for open to** inspection by members of the public after copies of the Agenda and reports are available to Members of the Authority and a reasonable number of such copies shall be available for the public at the meetings.
- 1.28(5) The minutes of meetings that were open to the public shall be available to the public **on the Authority website** after copies of the minutes are available to Members of the Authority.
- 1.28(6) Where the whole or part of a meeting has been open to the public copies of the list of background papers to the reports and copies of the background papers included in the list, excluding those papers that reveal confidential or exempt information, shall be **published on the Authority website at the same time as the Agenda and supporting reports are published and made** available for inspection by members of the public for four years.
- 1.28(7) Copies of the Agendas, reports, Minutes and background papers shall be available to the press on the same terms as they are available to the public.
- 1.28(8) **Links to a copy of** the Agenda of every meeting of a Committee and of the standing Sub-Committees together with the reports of the officers shall be sent **by email** to every Member of the Authority so that he may be informed of all business arising thereat.

PART D - ORDERS APPLYING TO COMMITTEES OF THE AUTHORITY

CONVENING OF MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- 1.44(1) Except where authorised by a statute or ordered by the Authority, business shall not be transacted at a meeting of any Committee unless at least one quarter of the whole number of the Committee is present.

Provided that in no case shall the quorum of a Committee be less than three Members.

- 1.44(2) Except as aforesaid or otherwise ordered by the Committee which has appointed it, business shall not be transacted at a Sub-Committee unless at least one quarter of the whole number of the Sub-Committee (including co-opted Members) is present.

Provided that in no case shall the quorum of a Sub-Committee be less than two Members.

- 1.44(3) For the purpose of calculating the quorum if the number of the Committee or Sub-Committee is not divisible by four the quorum shall be one-fourth of the highest number below the number of the Committee or Sub-Committee which is divisible by four.

- 1.44(4) No business shall be transacted at meeting of a Committee or a Sub-Committee unless those present includes at least one local authority Member and at least one Secretary of State Member.

- 1.44(5) For the purposes of (1) (2) and (4) above present is to be interpreted widely and not limited to a meeting of persons all of whom, or any of whom are present in the same physical location.**