

PEAK DISTRICT NATIONAL PARK AUTHORITY

STANDING ORDERS

PART 1

MEETINGS AND PROCEEDINGS OF THE AUTHORITY

SO 1.34 Updated July 2017
SO 1.17 Updated December 2018
SO 1.28 Updated July 2019

May 2020 – Various Standing Orders amended temporarily to give clarification for virtual meetings. For easy identification the amended Standing Orders are marked (Covid-19).

March 2021 – Updated to reflect organisational staffing changes

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**MEETINGS AND PROCEEDINGS
OF THE NATIONAL PARK AUTHORITY**

- 1.1 (1) The meetings and proceedings of the National Park Authority shall be conducted in accordance with the rules set forth in Schedule 2 of the National Park Authorities (England) Order (SI 1996 No 1243). The relevant parts of those rules are incorporated in these standing orders with amendments and indicated by reference.
- (2) The remainder of these Standing Orders are made for the regulation of the proceedings and business of the Authority pursuant to Article 9 of the National Park Authorities Order, Schedule 12 paras 39-44 of the Local Government Act 1972 (1972 Act) and the Local Authorities (Standing Orders) Regulations 1993 (SI 1993-203).

PART A ORDERS APPLICABLE TO AUTHORITY MEETINGS

DATES, TIMES AND VENUE OF MEETINGS

- 1.2 (1) The Authority shall in every year hold an Annual Meeting and at least three other meetings for the transaction of general business which as near as may be shall be held at regular intervals.
(NPA Order)
- (2) The first meeting held after 31 May in any year shall be the Annual Meeting.
(NPA Order)
- (3) The day for holding the Annual Meeting and any ordinary meetings of the Authority, in addition to any meetings convened by the Chair, Deputy Chair or Members shall be fixed by the Authority at the previous annual meeting at which the Authority shall approve a calendar of meetings of the Authority.
- (4) All meetings of the Authority shall commence at 10.00 am or at such other time as the Chair shall deem necessary for the satisfactory transaction of business.
- (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.
Covid-19)

CALLING OF MEETINGS

- 1.3 (1) The Chair of the Authority or, if the office of Chair is vacant, the Deputy Chair of the Authority may call a meeting of the Authority at any time.
(NPA Order)
- (2) If the Chair, or the Deputy Chair if the office of Chair is vacant, refuses to call a meeting of the Authority after a requisition for that purpose, specifying the nature of the important or urgent business, signed by five Members of the Authority, has been presented, or if, without so refusing, the Chair or, as the case may be, the Deputy Chair does not call a meeting within seven days after such requisition has been presented, any five Members of the Authority on that refusal or on the expiration of seven days as the case may be, may forthwith call a meeting of the Authority.
(NPA Order)

- (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 on the Authority's website and, where the meeting is called by Members of the Authority, the notice shall 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 authorised by the Chief Executive (National Park Officer) shall be sent by email to every Member of the Authority using the email address provided by the Authority. 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. (Covid-19)

Provided that -

- (a) want of service of the summons on any Member of the Authority shall not affect the validity of a meeting; and
 - (b) no business shall be transacted at a meeting called by Members of the Authority other than that specified in the notice thereof (NPA Order)
 - (c) Subject to section 100 B (4) of the 1972 Act; except in the case of business required by or under the NPA order or any other statutory provision to be transacted at the annual meeting of the Authority and other business brought before that meeting as a matter of urgency in accordance with Standing Orders, no business shall be transacted at a meeting of the Authority other than that specified in the summons thereto. (NPA Order)
- (4) The proceedings of the Authority shall not be invalidated by any vacancy or defect in appointment of any Member. (NPA Order)

ELECTION OF CHAIR & DEPUTY CHAIR OF THE AUTHORITY

- 1.4
- (1) The Authority shall at its Annual meeting elect a Chair and a Deputy Chair who shall continue in office until immediately after the election of the Chair and Deputy Chair at the next Annual Meeting unless they resign their respective office, or resign their membership of the Authority. (NPA Order)
 - (2) On a casual vacancy occurring in the office of Chair or Deputy Chair of the Authority the vacancy shall be filled by the appointment by the Authority of one of its Members at their next meeting and the person so appointed shall hold office until the date upon which the person in whose place they are appointed would regularly have retired. (NPA Order)

CONDUCT OF MEETINGS

- 1.5
- (1) At a meeting of the Authority the Chair, if present, shall preside. (NPA Order)

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- (2) If the Chair is absent from a meeting of the Authority the Deputy Chair, if present, shall preside.
(NPA Order)
- (3) If both the Chair and the Deputy Chair of the Authority are absent such Member of the Authority as the Members present shall choose shall preside.
(NPA Order)
- (4) All questions coming or arising before a meeting shall be decided by a majority of the Members present and voting thereon and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.
(Local Government Act)
- (5) Mobile telephones, pagers, tablets and other such equipment must be switched to silent mode during meetings of the Authority so as not to disturb the conduct of the meeting.
(NPA Meeting 6/12/13)
- (6) In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on open meetings of the Authority and its Committees using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. Members of the public wishing to record or report on a meeting will be encouraged to contact the Monitoring Officer or their deputy in advance to make sure suitable facilities are available, it will not cause disruption and it is carried out in accordance with any protocols and guidance published by the Monitoring Officer.
(LA&A Act 2014 1/8/14)
- (7) The Chair has discretion to withdraw or suspend this permission should s/he deem it necessary, for example if the recording is disrupting the conduct of the meeting, or where a member of the public participating in a meeting objects to being recorded. In order to assist the Chair to manage the meeting and respect the wishes of other members of the public who are present the recording must be carried out in such a way that everyone present is aware that the meeting is being recorded or reported.
(NPA Meeting 6/12/13)
- (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.
(NPA Meeting 6/12/13 and amended 3/2/17) (Covid-19)

CHAIR'S POWERS

- 1.6 In these Standing Orders the expression "Chair" means the Chair of the Authority, but any powers or duty assumed to the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

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.
- (NPA Order)
- (2) If, during any meeting of the Authority, the Chair, after counting the number of persons present, declares that there is not a quorum present, the meeting shall stand adjourned to a date fixed by the Chair at the time the meeting is adjourned. If the Chair does not fix a date the business remaining to be conducted shall be considered at the next meeting of the Authority.

ATTENDANCE BOOK

- 1.8 The Customer and Democratic Support Team will record attendance at every meeting of the Authority, and after the meeting update the attendance register published on the Authority's website.
- (Local Government Act) (Covid-19)

ORDER OF BUSINESS

- 1.9 The order of business at every meeting of the Authority shall, subject to any statutory requirements and to Order 1.28(3) below, be as follows:
- (a) to choose a person to preside if the Chair and Deputy Chair be absent;
 - (b) to deal with any business required by statute to be done before any other business of the Authority;
 - (c) to approve as a correct record and sign the Minutes of the last meeting of the Authority;
 - (d) to deal with any business expressly required by statute to be done;
 - (e) to introduce any business which by reason of special circumstances, the Chair of the meeting, after consultation with the Authority Solicitor, is of the opinion that the item should be considered as a matter of urgency, and then to resolve when such business shall be ordered on the Agenda;
 - (f) to dispose of business (if any) remaining from the last meeting;
 - (g) to consider motions in the order of which notice has been received;
 - (h) to answer questions asked pursuant to Order 1.20(1)(a);
 - (i) other business, if any, specified in the summons;
 - (j) to receive and consider the minutes and recommendations of Committees.

DURATION OF MEETING

- 1.10 Unless the majority of Members present vote for the meeting to continue, any meeting that has lasted for three hours will adjourn immediately. Remaining business will be considered at the next ordinary meeting.
- (NPA Meeting 5/10/12)

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 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.
- (Local Government Act) (Covid-19)
- (2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of proceedings of meetings of the Authority may be recorded on loose leaves consecutively numbered, the minutes of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or 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.
- (Local Government Act)
- (3) Where in relation to any meeting of the Authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 of the Local Government Act 1972 the next following meeting of the Authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of (1) and (2) above (signing of minutes).
- (S.I 1993-203)
- (4) The Chair shall put the question "May the minutes of the meeting of the Authority held on the day of be approved as a correct record"?
- (5) No discussion shall take place on the minutes except on their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised, or, if it is raised, then as soon as it is disposed of, the Chair shall sign the minutes.
- (6) Any question on the accuracy of the minutes of a Committee or Sub-Committee shall stand referred to the next meeting of the Committee or Sub-Committee and shall not be discussed at the meeting of the Authority.
- (7) A copy of the minutes of the proceedings at each meeting of the Authority shall be sent to the proper officer of the Council for every principal area the whole or any part of which is within the National Park, to Natural England and the Secretary of State for the Environment within thirty days of the date of the meeting at which those minutes were approved.
- (NPA Order)
- (8) Minutes of the proceedings purporting to be signed by the Chair following approval shall be received in evidence without further proof.
- (9) Until the contrary is proved, a meeting of the Authority a minute of whose proceedings has been made and signed in accordance with this order shall be

deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified.

(Local Government Act)

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 their vote for or against that question.

(NPA Order)

(2) Where immediately after a vote is taken any Member so requires there shall be recorded in the minutes of the proceedings of that meeting whether that person cast their vote for the question or against the question or whether they abstained from voting.

(S.I. 1993-203)

(3) Where there are more than two persons nominated for any position to be filled (including any paid appointment and any Chairship, Deputy or Vice-Chairship) and of the votes given there is not a clear 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. In the case of an equality of votes for two or more candidates the Chair shall have a second or casting vote.

(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.

(Authority 15/3/13)

VARIATION IN ORDER OF BUSINESS

1.13 The order of business at any meeting of the Authority (other than business falling at sub-paragraphs (a), (b) and (c) in Order 1.9 may be varied either at the discretion of the Chair or by a resolution passed on a motion (which need not be in writing) duly moved and seconded which shall be moved and put without discussion.

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 confirmed by the Member or Members of the Authority giving the notice, and emailed at least 10 days before the next meeting of the Authority to the Authority Solicitor. 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.

(Covid-19)

MOTION TO BE SET OUT IN SUMMONS

1.15 The Authority Solicitor 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 giving such a notice intimated in writing, when giving it, that they proposed to move it at some later meeting or has since withdrawn it in writing.

MOTIONS NOT MOVED

- 1.16 If a motion that is set out in the summons be not moved, either by a Member who gave notice thereof, or, by some other Member on his behalf, it shall, unless postponed by consent of the Authority, which shall be signified without discussion, be treated as withdrawn and shall not be moved without fresh notice.

SCOPE OF MOTIONS

- 1.17 Every motion shall be relevant to some matter in relation to which the Authority has powers or duties, or which affects the Peak District National Park.

The Authority Solicitor, or their Deputy, may reject a motion if it relates to an ongoing investigation relating to the conduct or capability of an employee of the Authority.(NPA 07/12/18)

MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE

- 1.18 The following motions and amendments may be moved without notice:

- (1) appointment of the Chair of the meeting at which the motion is made;
- (2) motion in relation to the accuracy of the minutes;
- (3) that an item of business specified in the summons has precedence;
- (4) reference to a Committee;
- (5) appointment of a Committee or Member thereof occasioned by an item mentioned in the summons to the meeting;
- (6) receipt of reports or adoption of recommendations of Committees or officers and any consequent resolutions;
- (7) leave be given to withdraw a motion;
- (8) amendment to motions;
- (9) "that the Authority proceed to next business";
- (10) "that the question be now put";
- (11) "that the debate be now adjourned";
- (12) "that the Authority do now adjourn";
- (13) authorising the sealing of documents;
- (14) the suspension of the Standing Orders in accordance with Order 1.26;
- (15) motion under Section 100A of the Local Government Act 1972 to exclude the public;
- (16) that a Member named under Order 1.22(1) be not further heard or do leave the meeting;
- (17) to give the consent of the Authority where the consent of the Authority is required by these Standing Orders.

EXAMINATION OF COMMITTEE MINUTES

- 1.19 A Member of the Authority may without prior notice ask the Chair of a Committee any question upon a minute of a Committee or Sub-Committee when that minute is under consideration by the Authority.

FORMAL QUESTIONS

- 1.20 (1) A Member of the Authority may
- (a) if notice has been given to the Authority Solicitor 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 to the Authority Solicitor not later than 9.30 am on the day of the meeting. (Covid-19)
- (2) Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- (3) The Authority Solicitor shall send to every Member of the Authority a copy of every such question and of the reply within seven days of the meeting of the Authority at which the answer is given.

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 emailed to the Chair before it is further discussed or put to the meeting. (Covid-19)

Seconders' Speech

- (2) A Member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

Contents and length of speeches

- (3) A Member shall direct this speech to the question under discussion or to a personal explanation or to a point of order. No speech may exceed ten minutes except with the consent of the Chair.

When a member may speak again

- (4) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
- (a) To speak once on an amendment moved by another Member.

- (b) If the motion has been amended since he last spoke, to move a further amendment.
- (c) If his first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he spoke was carried.
- (d) In exercise of a right of reply given by paragraph (10) or (12) of this Standing Order.
- (e) On a point of order.
- (f) By way of explanation of some material part of a speech by him which appears in the course of the debate to have been misunderstood.

Proviso

Provided that if a Member has moved a motion which has been referred to a Committee he shall have the right to speak immediately after the Chair of the Committee has moved the appropriate minute of the Committee and the right to the last speech before the Chair of the Committee replies to the debate.

Amendments to motions

- (5) An amendment shall be relevant to the motion and shall be either:
 - (a) to refer a matter to a Committee for consideration or reconsideration;
 - (b) to leave out words;
 - (c) to insert or add words;
 - (d) to leave out words and insert or add others;but such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority.
- (6) Only one amendment may be moved and discussed at any time and no further amendment shall be moved until the amendment under discussion has been disposed of.
- (7) 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.

Alteration of motion

- (8) A Member may, with the consent of the Authority indicated without discussion:
 - (a) alter a motion of which he has given notice, or
 - (b) with the further consent of his seconder, alter a motion which he has moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

Withdrawal of Motion

- (9) A motion or amendment may be withdrawn by the mover with the consent of his 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 shall have been refused.

Right of reply

- (10) 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. 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 amendment.

Motions which may be moved during debate

- (11) When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
 - (b) to adjourn the meeting;
 - (c) to adjourn the debate;
 - (d) to proceed to the next business;
 - (e) that the question be now put;
 - (f) that a Member be not further heard;
 - (g) by the Chair under Order 1.22(2) that a Member do leave the meeting;
 - (h) a motion under Section 100A of the Local Government Act 1972 to exclude the public.

Closure motions

- (12) 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"; "that the Authority do now adjourn"; on the seconding of which the Chair shall proceed as follows:

- (a) On a motion "to proceed to next business", unless in their opinion the matter before the meeting has been insufficiently discussed, they 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".
- (b) On a motion that "the question be now put": unless in their opinion the matter before the meeting has been insufficiently discussed, they 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 under paragraph (10) of this Standing Order before putting their motion to the vote;

- (c) On a motion "to adjourn the debate or the meeting"; if in their opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion they shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.

Points of order

- (13) A Member may rise on 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 they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood in the present debate.
- (14) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

Respect for Chair

- (15) Whenever the Chair rises during a debate a Member then standing shall resume his seat and the Authority shall be silent.

DISORDERLY CONDUCT

- 1.22 (1) If at a meeting any Member of the Authority, in the opinion of the Chair notified to the Authority, misconducts themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Authority, the Chair 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.

Continuing misconduct by a named Member

- (2) If the Member named continues their misconduct after a motion under the foregoing paragraph has been carried the Chair shall:

either

move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion);

or

adjourn the meeting of the Authority for such period as they in their discretion shall consider expedient.

General disturbance

- (3) In the event of general disturbance which, in the opinion of the Chair, renders the due and orderly despatch of business impossible, the Chair in addition to any other power vested in them may, without question put, adjourn the meeting

of the Authority for such a period as they in their discretion shall consider expedient.

EXCLUSION OF THE PUBLIC FROM MEETINGS AND DISTURBANCE BY MEMBERS OF THE PUBLIC

- 1.23
- (1) The Authority or any Committee or Sub-Committee shall by resolution, exclude the public from a meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item, confidential information, as defined in Section 100A(3) of the Local Government Act 1972, would be disclosed to them in breach of an obligation of confidence.
 - (2) The Authority or any Committee or Sub-Committee may by resolution exclude the public from a meeting, upon a motion duly made and seconded being carried by a majority, whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in Section 100I of the Local Government Act 1972.
 - (3) The business, the subject of the resolution, shall stand adjourned until all other business of the meeting has been transacted whereupon the public shall leave the meeting and the adjourned business shall be considered.
 - (4) If a member of the public interrupts the proceedings at any meeting the Chair shall warn them. If they continue the interruption the Chair shall order their removal from the Meeting Room. In the case of general disturbance in any part of the Meeting Room open to the public the Chair shall order that part to be cleared.

RESCISSION OF PRECEDING RESOLUTIONS

- 1.24
- No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 1.14 bears the names of at least five Members of the Authority. 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 order shall not apply to motions moved in pursuance of the recommendation of a committee.

VARIATION AND THE REVOCATION OF STANDING ORDERS

- 1.25
- Except for those Standing Orders derived from statutory authority any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.

SUSPENSION OF STANDING ORDERS

- 1.26
- (1) Except for those Standing Orders derived from statutory authority, and subject to paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.

- (2) A motion to suspend Standing Orders shall not be moved without notice (ie under Order 1.13) unless there shall be present at least one-half of the whole number of the Members of the Authority.

INTERPRETATION OF STANDING ORDERS

- 1.27 The ruling of the Chair as to the construction or application of any of these Standing Orders, or as to any proceedings of the Authority, shall not be challenged at any meeting of the Authority.

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 (Covid-19)
 - (b) By reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting, after consultation with the Authority Solicitor is of the opinion that the item should be considered at the meeting as a matter of urgency.
- (2) Reports for the Authority, Committees and Sub-Committees, where any part of the meeting is not open to the public shall be marked as follows:
- (a) Under Section 100A(4) of the Local Government Act 1972 (Exempt Information) the report shall be marked "Part B. Exempt Information. Not for Publication" and shall state the description, in the terms of Schedule 12A to the Local Government Act 1972, of the exempt information to which the report relates.
 - (b) Under Section 100A(2) of the Local Government Act 1972 (Confidential Information) the report shall be marked "Part B. Confidential. Not for Publication".
 - (c) Reports for other meetings not open to the public shall be marked "Not for Publication".
- (3) All items where it is likely that the public shall be excluded from the meeting shall be grouped at the end of the Agenda for the meeting and the Agenda shall indicate that the public are likely to be excluded from the meeting during the discussion of these items.
- (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 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. (Covid-19)

- (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. (Covid-19)
- (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. (Covid-19)
- (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.
- (8) Links to 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 they may be informed of all business arising thereat. (Local Government Act) (Covid-19)

PART C ORDERS GENERALLY APPLICABLE

DISCLOSABLE PECUNIARY INTERESTS OF MEMBERS

- 1.29
- (1) A Member must disclose and, unless permitted to remain as a result of the grant of a dispensation, withdraw from any meeting of Authority, a Committee or Sub-Committee if they are aware that they have a Disclosable Pecuniary Interest in any matter being considered. This requirement applies even if the Member would be absent from that part of the meeting where the matter in question is under consideration or they are not a member of that Committee or Sub-Committee.
 - (2) Even if a Member has already registered the Disclosable Pecuniary Interest or sent a pending notification to the Monitoring Officer to register such an interest the Member must still disclose the interest to the meeting by declaring the existence and nature of the interest.
 - (3) Where a Member does make a disclosure of a Disclosable Pecuniary Interest, which has not already been registered or sent to the Monitoring Officer to register, they must then notify it to the Monitoring Officer within the next 28 days, so that it can go on the Register of Interests. (NPA Meeting - 6/7/12)

PERSONAL AND PREJUDICIAL INTERESTS OF MEMBERS

- 1.30
- (1) A Member must disclose any Personal or Prejudicial Interest to any meeting of Authority, a Committee or Sub-Committee if he/she is aware that they have such an interest in any matter being considered, by declaring the existence and nature of the interest.
 - (2) A Member should withdraw from any meeting of an Authority, a Committee or Sub-Committee if they are aware that they have a Prejudicial Interest in any matter being considered, unless permitted to remain as a result of the grant of a dispensation
 - (3) Where a Member does make a disclosure of a Personal or Prejudicial Interest, which is not registered, nor sent to the Monitoring Officer to register, they must notify it to the Monitoring Officer within the next 28 days, so that it can go on the Register of Interests.

INTEREST OF OFFICERS IN CONTRACTS AND OTHER MATTERS

- 1.31 (a) The Authority Solicitor shall record in a book to be kept for the purpose particulars of any notice given by an Officer of the Authority under Section 117 of the Local Government Act 1972 of a pecuniary interest in a contract, and the book shall be open during office hours to the inspection of any Member of the Authority.
- (b) If it comes to the knowledge of an Officer of the Authority that they have a pecuniary interest, direct or indirect, or a non-pecuniary or other interest in any contract that has been, or is proposed to be entered into by the Authority, they shall as soon as practicable give notice in writing to the Authority Solicitor of such an interest.
- (c) An Officer of the Authority, who has a pecuniary, non-pecuniary, or other interest in any other matter concerning or to be determined by the Authority, shall as soon as practicable give notice in writing to the Authority Solicitor of such an interest.
- (d) The Authority Solicitor shall record in a book, to be kept for the purposes, particulars of any notices given under this Standing Order, such book to be kept open for inspection by any Member of the Authority.

Gifts and Hospitality - Officers

- (e) Offers of gifts or hospitality made to an Officer, arising out of employment by the Authority, shall be accepted only in accordance with guidelines issued by the Authority Solicitor.
- (f) An Officer of the Authority who receives such offers of gifts or hospitality shall, as soon as practicable give notice in writing to the Authority Solicitor.
- (g) The Authority Solicitor shall record in a book, to be kept for the purposes, particulars of any notices given under this Standing Order, such book to be kept open for inspection by any Member of the Authority.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 1.32 (1) Canvassing of Members of the Authority or any Committee of the Authority directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purport of this paragraph of this Standing Order shall be included in every advertisement inviting applications for appointments or in any form of application.
- (2) A Member of the Authority shall not solicit for any person any appointment under the Authority, but this shall not preclude a Member from giving a written testimonial of a candidate's ability, experience or character for submission to the Authority with an application for appointment.

RELATIVES OF MEMBERS OR OFFICERS

- 1.33 (1) A candidate for any appointment under the Authority who knows that they are related to any Member or Senior Officer of the Authority shall when making application disclose that relationship to the Head of People Management. A candidate who fails to disclose such a relationship shall be disqualified for the

appointment, and if appointed, shall be liable to dismissal without notice. Every Member and Officer of the Authority shall disclose to the Head of People Management any relationship known to them to exist between themselves and any person whom they know is a candidate for an appointment under the Authority. The Head of People Management shall report to the Authority or to the appropriate Committee any such disclosure made to them.

- (2) The purport of this Standing Order shall be included in any form of application.
- (3) For the purpose of this Standing Order "Senior Officer" means any Officer under the Authority so designated by the Programmes and Resources Committee and persons shall be deemed to be related if they are partners or if either of them or the partner of either of them is the son or daughter or grandson or grand-daughter or brother or sister or nephew or niece of the other, or of the partner of the other.

SEALING OF DOCUMENTS

- 1.34 (1) The Common Seal of the Authority shall not be affixed to any document unless the sealing is to give effect to a resolution of the Authority, a Committee or a Sub-Committee to which the Authority has delegated its powers. The Common Seal may be affixed without such prior specific authority to documents which are required to be sealed to implement or give effect to any decision made by an Officer to whom the Authority, a Committee or a Sub-Committee has delegated its powers to make that decision.
- (2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Monitoring Officer, Authority Solicitor, the Customer and Democratic Support Manager or the Senior Lawyer. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.

(Amended - Authority meeting 02/07/21)

AUTHENTICATION OF DOCUMENTS

- 1.35 Where any document will be a necessary step in legal proceedings or shall be a legal agreement, contract, notice or order under hand on behalf of the Authority it shall, unless any enactment otherwise requires or authorises or the Authority shall have given the necessary authority to some other person for the purpose of such proceedings, be signed by the Authority Solicitor or Senior Lawyer or in their absence, by the Chief Executive.

INSPECTION OF LANDS, PREMISES ETC

- 1.36 Unless specifically authorised to do so by the Authority or a Committee a Member of the Authority shall not issue any order respecting any works which are being carried out by or on behalf of the Authority or claim by virtue of their Membership of the Authority any right to inspect or to enter upon any land or premises which the Authority has the power or duty to enter.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- 1.37 A printed copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Authority shall be given to each Member of the Authority by the Authority Solicitor upon their appointment to the Authority.

MEMBERS' RIGHTS TO INSPECT DOCUMENTS - RULES OF PROCEDURE

- 1.38 (1) **Documents relating to Business at Meetings**
- (a) Any documents which are in the possession or under the control of the Authority and contain material relating to any business to be transacted at a meeting of the Authority or a Committee or Sub-Committee of the Authority shall, subject to (b) below, be open to inspection by any Member of the Authority.
 - (b) The right to inspect documents referred to in (a) above does not permit a Member of the Authority to inspect a document which, in the opinion of the proper officer of the Authority, discloses exempt information of a description falling within any of paragraphs 1 to 5 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972.
- (2) **Other Documents**
- (a) An Authority Member wishing to inspect any document other than those covered by clause (1) above should make a written request to the appropriate Chief Officer and the Chair of the Committee concerned.
 - (b) If the Chief Officer is satisfied after consultation with the Chair that the request to inspect the document is reasonable, the document is to be produced for the Member's inspection.
 - (c) If the Member's request for inspection raises any legal issues, the Chair and the Chief Officer will consult the Authority Solicitor.
 - (d) If the matter is not resolved it is then to be referred to the appropriate Committee for decision.
- (3) **All Documents**
- (a) Where a document has been inspected by a Member, or a Chair and Chief Officer or a Committee are asked for a ruling on disclosure, the Chief Officer involved shall be given express indemnity by the Authority in respect of any claim in defamation which may be made against the Chief Officer if inspection of the document is permitted.
 - (b) In the case of any document containing personal information, any decision by a Chair and Chief Officer or a Committee to permit inspection shall be subject to the condition that before the document is produced for inspection the permission of the original author of the document shall be obtained.
 - (c) Members and Officers are advised that where information of a possible defamatory nature is contained in a document inspection of which by a Member of the Authority is permitted, such inspection is allowed on the clear understanding that neither the document nor its contents should be passed on to any other party.
 - (d) Nothing in these rules shall prevent a Member of the Authority passing a document or the purport of a document produced in accordance with this order to a Local Government Commissioner, but responsibility for any action arising from such publication shall rest solely with that Member.

- (e) Nothing in these rules shall be deemed to affect the right of any Member of the Authority to inspect any document where such right is provided by any other statute or regulation.

PART D ORDERS APPLYING TO COMMITTEES OF THE AUTHORITY

APPOINTMENT OF COMMITTEE CHAIRS & VICE CHAIRS

- 1.39 (1) The Authority at the Annual Meeting in each year shall appoint two Members to be Members of and to be the Chair and Vice Chair of each of the Standing Committees appointed under Standing Order 1.40.
- (2) Such Members shall continue in office until immediately after the election of the Chairs and Vice Chairs at the next Annual Meeting unless they resign their respective offices, or resign their membership of the Authority.
- (3) Such Members shall also continue in office, until the next Annual Meeting, on being re-appointed to the Authority at the expiry of their current term of Authority membership.
- (4) On a casual vacancy occurring in the office of Chair or Vice Chair of the Standing Committees the vacancy shall be filled by the appointment by the Authority of one of its Members at their next meeting and the person so appointed shall hold office until the date upon which the person in whose place they are appointed would regularly have retired.

APPOINTMENT OF STANDING COMMITTEES

- 1.40 (1) The Authority shall in each year appoint Standing Committees and the Members thereof and may at any other time appoint such other Committees, as are necessary to carry out the work of the Authority. The number of Members appointed to each Standing Committee shall consist of both Council Members and Secretary of State appointed Members and shall as near as possible (using whole numbers) be in the same proportion as the membership of the Authority.

(Environment Act)

- (2) The Authority shall have the following Standing Committees:

Planning Committee
Programmes and Resources Committee

- (3) Membership of each Standing Committee shall be as follows:

- (i) The Chair and Vice Chair of the Standing Committee (previously appointed by the Authority under Standing Order 1.39).
- (ii) The remaining Members of the Authority shall be appointed to the Standing Committees as follows:

Members shall be appointed to the Planning Committee by the allocation of a number of places to the constituent councils and to the Secretary of State appointed National and Parish Members in such proportions as are determined at each Annual meeting. The remaining Members will be appointed to the Programmes and Resources Committee.

(NPA Meeting – 5/7/19)

SUB-COMMITTEE MEMBERSHIP

- 1.41 The number of Members appointed to each Sub-Committee shall be determined by the Authority, or the appointing Committee where appropriate and shall consist of both Council Members and Secretary of State appointed Members and shall as near as possible (using whole numbers) be in the same proportion as the membership of the Authority.
- (Environment Act)

CONTINUITY OF APPOINTMENTS

- 1.42 (1) Where any Member retires from the Authority at the end of their current term of office and their appointment is renewed by either the Secretary of State or a Council, membership of any Committee, Sub-Committee or Advisory Group shall continue until the date upon which such membership would normally have expired.
- (2) Where any Member ceases to be a Member of the Authority either during or at the end of their current term of office and is not re-appointed to the Authority, the vacancies that have arisen on any Committee, shall be filled by that Member's successor until the date upon which such Committee membership would normally have expired. Where more than one new appointment is made at the same time, by the Secretary of State or a particular Council, the Members so appointed shall decide between themselves the filling of the vacancies subject to maintaining the agreed proportional balance on the Committees.

CONVENING OF MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- 1.43 All meetings of Committees and Sub-Committees shall be summoned by the National Park Officer.

QUORUM 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.
- (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.
- (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.

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

MEMBERS RIGHTS TO ATTEND AND SPEAK AT COMMITTEES AND SUB-COMMITTEES

- 1.45 (1) On the basis set out in Paras (2) and (4) below, Chair and Deputy Chair of the Authority or the Chairs and Vice-Chairs of Standing Committees may attend meetings of Standing Committees other than those to which they have been appointed subject to the normal rules governing debate and participation in meetings, and may take part in the discussion (but may not vote nor propose a motion or amendment) unless:
- (i) it would be unlawful or contrary to any of the Authority's procedures, codes or other protocols to do so; or
- (ii) the Authority or, in the case of the appointment of a Sub-Committee, the Committee in a particular case determines otherwise.
- (2) The Chair and Deputy Chair of the Authority and a Chair of a Committee may attend a meeting of a Standing Committee;
- (3) The Chair of a Committee may attend a meeting of a Sub-Committee appointed by the Committee on the same basis as in Para (1) above;
- (4) Under Paras (2) and (3), the Chair of a Committee may appoint the Vice-Chair to attend in their place.
- (NPA Meeting – 3/7/15)
- 1.46 (1) Observation of proceedings:
- (i) Any Member not appointed to a particular Committee or Sub-Committee may, attend a meeting to observe the proceedings of the meeting, including that part of the meeting where exempt or confidential information is being considered.
- (ii) A Member with a disclosable pecuniary or prejudicial interest under the Code of Conduct in any matter being considered by the meeting may not be present as an observer during consideration of that matter.
- (2) Representations - notice required:
- A Member wishing to make a representation to a meeting under (4) and (6) below is required to give prior notice to the Authority Solicitor, no later than 12.00 noon two working days before the meeting.
- (3) Representation for exempt and confidential matters
- A Member with a disclosable pecuniary or prejudicial interest under the Code of Conduct in a matter where confidential or exempt information is being considered at a meeting may not make a representation at the meeting on that matter and must not be present at the meeting during consideration of that matter.
- (4) Representations by non – Committee Members:

(i) A Member not appointed to a particular Committee or Sub-Committee who has a local or specialised interest in any matter under consideration, including a matter where exempt or confidential information is being considered, having given notice, may attend and make a representation to a meeting.

(ii) The Member shall not participate in the debate nor vote on the matter.

(iii) Where such a Member has a prejudicial interest, under the Code of Conduct, in a matter under consideration in the public part of the meeting, having given notice, they may make a representation to the meeting on that matter. The Member must then leave the room after they have made their representation.

(5) Representation by Committee Members with a discloseable pecuniary interest.

Where a Member of a Committee or Sub-Committee and any Member at an Authority meeting, has a discloseable pecuniary interest, under the Code of Conduct, in any matter under consideration in the public part of the meeting, they may not make a representation at the meeting on that matter and must not be present at the meeting during consideration of that matter unless they have been granted a dispensation.

(6) Representations by Committee Members with a prejudicial interest:

(i) Where a Member of a Committee or Sub Committee and any Member at an Authority meeting, has a prejudicial interest, under the Code of Conduct, in any matter under consideration in the public part of the meeting, having given notice, may attend and make a representation to a meeting on that matter.

(ii) The Member must leave the room after they have made their representation to the meeting.

(7) Time limit on making representations:

(i) A Member shall be permitted to make a representation to the meeting for three minutes before the debate opens, but shall not participate in the debate nor vote on the matter.

(ii) The Chair of the meeting shall have discretion to allow a Member to answer questions or clarify points raised by other Members following the representation.

(8) Attendance at meeting to answer questions or give evidence.

(i) Where the public are invited to attend a meeting for the purposes of answering questions or giving evidence on a matter under consideration in the public part of a meeting, a Member, at the request of the Chair of the meeting, may attend the meeting for the purposes of answering questions or giving evidence on that matter. The Member shall not participate in the debate nor vote on the matter.

(ii) Where the Member has a discloseable pecuniary or prejudicial interest in the matter under consideration they must leave the room after they have answered the questions or given their evidence.

SPECIAL MEETINGS OF COMMITTEES

- 1.47 The Chair of a Committee or Sub-Committee or the Chair of the Authority may call a special meeting of the Committee or Sub-Committee at any time. A special meeting shall also be called on the requisition of a quarter of the whole number of the Committee, delivered in writing to the Authority Solicitor but in no case shall less than three Members requisition a special meeting. The summons to the special meeting shall set out the business to be considered thereat.

DECISIONS CONTRARY TO THE AUTHORITY'S POLICIES

- 1.48 (1) Where following consideration of any matter a Committee or a Sub-Committee is proposing to make a decision which would be a departure from Policy and/or the Officer recommendation (other than minor acceptable exceptions), final determination of the matter shall be deferred until the next meeting of the Committee or Sub-Committee. During the deferment, the relevant Officers will prepare a further report for the Committee or Sub-Committee on their provisional views for consideration at the next meeting. The Officers' report will cover:
- i. the policy implications e.g. whether the decision is a major departure from the development plan or other key policy
 - ii. the budget implications
 - iii. a risk assessment
 - iv. an assessment of the robustness of the provisional reasons, including recommendations on any conditions
- (2) The Senior Officer advising a Committee or Sub-Committee shall, through the Chair of the meeting, inform the meeting either before or immediately after a vote is taken that this Standing Order applies to that decision and that only a recommendation to a future meeting of the Committee or Sub-Committee can be made at that time.

STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES

- 1.49 (1) The Standing Orders PART A Numbered 1.2(4), 1.2(5), 1.3, 1.4, 1.5, 1.6, 1.7(2), 1.8, 1.10, 1.11(1)(2)(3)(4)(5) and) 1.12, 1.13, 1.18, 1.22, 1.23, 1.24, 1.25, 1.27 and PART C Nos 1.29 - 1.38 shall, with any necessary modification, apply to all Committee and Sub-Committee meetings and Standing Order 1.21 may be applied by the Chair, Vice-Chair or other person presiding at any time during a meeting at his discretion.
- (2) Every Committee is authorised to take up all references by the Authority to the preceding Committee which may not have been fully discharged.