

WARWICKSHIRE POLICE AUTHORITY – 28 JUNE 2010

Report of the Temporary Chief Executive

Summary

This report draws a number of issues to Members' attention.

Recommendation

That approval be given to the Authority's revised Procedural Standing Orders

1. Procedural Standing Orders

Following the recent changes to the Police Authority Regulations, I have taken the opportunity to completely review the Authority's Procedural Standing Orders. The Orders were last approved by the Authority in April 2008 and have now been brought up-to-date although there are no major alterations other than the process for the election of the Chair of the Authority, which Members will already be aware of. I would ask the Authority to approve the revised Procedural Standing Orders as set out in **Appendix 1**.

2. Community Forums

I attach as **Appendix 2** a revised list of Members allocated to the Community Forums. The list incorporates any suggested changes by Members to that circulated by e-mail on the 9th June. The Authority are asked to note the revised list.

May I again take this opportunity to remind Members of the importance of completing the report forms after each Forum meeting. If members require copies of the report forms or information on the process they are asked to contact John McPhail, the Policy Officer responsible for managing this work.

OLIVER WINTERS
Temporary Chief Executive



Warwickshire

POLICE AUTHORITY

The authority behind the force

Procedural Standing Orders

WARWICKSHIRE POLICE AUTHORITY **PROCEDURAL STANDING ORDERS**

1. Meetings of the Authority

- 1.1 The Authority shall hold an annual meeting between the 1st April and the 30th June each year. The first items of business on the agenda for the annual meeting shall be the appointment of the Chair and 2 Vice Chairs for the ensuing year.
- 1.2 In addition to the annual meeting of the Authority and any meetings convened by the Chair or by members of the Authority, meetings for the transaction of general business shall be held on such days as may be determined by the Authority.
- 1.3 In these Standing Orders “ordinary meetings” means a meeting described in paragraphs 1.1 or 1.2 above other than a meeting convened by the Chair or by members of the Authority. The term “year” means the period from the 1st April in one calendar year to the 31st March in the next following year.
- 1.4 Meetings shall be held at the Shire Hall, Warwick or such other place as the Authority shall determine or as the Chair shall consider convenient. Unless the Authority otherwise determines, all meetings of the Authority shall be held at 10.00am on a weekday.
- 1.5 The Chair may call an extraordinary meeting of the Authority at any time or do so at the request of three Members of the Authority.
- 1.6 If the Chair refuses to call an extraordinary meeting of the Authority within seven days after being requested to do so, then any three members of the Authority, on that refusal, or on the expiration of those seven days, as the case may be, may require the Chief Executive to convene a meeting on a date which they will determine. The Chief Executive shall then convene the meeting on the specified date.
- 1.7 In addition to the business specified below, extraordinary meetings of the Authority shall only deal with the business set out in the agenda:-
 - a) elect a member to preside if the Chair and Vice Chairs of the Authority are not present;
 - b) approve the minutes of the last meeting (if available)

2. Membership and Attendance

- 2.1 Each member shall sign the attendance book at every meeting of the Authority, its committees and panels. That book shall be the official record of attendance.

3. Election of Chair and Vice Chairs

3.1 At an election of the Chair and Vice Chairs of the Authority, the procedure shall be as follows:-

3.1.1 Any Member who wishes to be considered for appointment as Chair of the Police Authority shall, unless it is impracticable to do so, not less than ten days before the annual meeting at which he or she is so appointed, or any meeting at which an interim Chair is appointed, submit to the authority a statement setting out the reasons why he or she wishes to be so considered. The Chief Executive shall ensure that any statement(s) are circulated to all Authority members not less than five days before the annual meeting.

3.1.2 Once the deadline for the receipt of the statement(s) by Members wishing to be considered has passed, no further candidates may be entertained by the Authority.

3.1.3 Prior to the commencement of the election, the Authority be reminded that at least one position of Chair or Vice Chair of the Authority should be held by an elected Member.

3.1.4 The Chair in office (if any) or the Chief Executive shall invite nominations for those candidates who had complied with the requirement as set out in paragraph 3.1.1 above.

3.1.5 In the event of more than one nomination being received, the Chief Executive will include the names of each member nominated on ballot papers, which shall be circulated to all members present.

3.1.6 Each member shall have one vote and candidates, including a candidate who is the Chair, shall be entitled to one vote.

3.1.7 Each member shall place a tick against the name for whom he or she wishes to vote.

3.1.8 If (a) there are more than two candidates, the candidate with an overall majority over the others shall be elected; otherwise (b) the candidate receiving the fewest votes shall be eliminated and further votes shall be taken, subject to (a), until there are only two candidates when the candidate receiving the most votes shall be elected.

3.1.9 In the case of an equality of votes, the Chair (if any) shall have a casting vote.

4. Chair of Meeting

4.1 At a meeting of the Authority, the Chair if present, shall preside.

4.2 If the Chair of the Authority is not present at a meeting of the Authority, the following provisions will apply:-

4.2.1 One of the Vice Chairs, if present, shall preside;

- 4.2.2 In the absence of the Chair and both Vice Chairs, the Authority shall elect another member to preside.
- 4.3 If the Chair of a Committee, Panel or Group is not present at a meeting of the relevant body or if it is agreed by the meeting at the request of the Chair that he/she shall not preside then:-
- 4.3.1 The Deputy Chair (subject to post existing), if present, shall preside;
- 4.3.2 In the absence of the Chair and the Deputy Chair, the Authority shall elect another member to preside; or
- 4.3.3 Otherwise, the Chief Executive may conduct the business of the meeting.
- 4.4 The member presiding at any meeting shall have all the powers and duties of the Chair in relation to the conduct of the meeting but the Chief Executive to the Police Authority acting under Standing Order 4.3.3 above shall not have such powers and duties.

5. Quorum

- 5.1 A quorum prescribed by statute for a meeting of the Authority is one quarter of the whole number of members. This will be five members.
- 5.2 At a meeting of the Authority, if the Chair, after counting the number of persons present, declares that there is not a quorum present, the meeting shall be adjourned with any outstanding business to be transacted at a date and time fixed by the Chair when he/she adjourns the meeting or the next ordinary meeting of the Authority.
- 5.3 The exception to 5.1 and 5.2 being the Standards Committee where if the Chair is absent, the meeting would be declared inquorat and the business of the meeting deferred to a new date. (See Standing Order 20.4.)
- 5.4 At other meetings, the quorum shall be one quarter of the number of that body or two, whichever is the greater. Any legal requirements which, from time to time specify a particular quorum for any body, will be observed.
- 5.5 Any decision to issue a precept under Section 40 of the Local Government Finance Act 1992 or to make the budget calculations required by Section 43 of that Act may only be taken if the members approving it:
- (i) constitute at least half of the total membership of the Authority at the time of the decision, and
 - (ii) include more than half of the local authority appointed members at that time.

6. Minutes

- 6.1 The Chair shall move that the minutes of the previous meeting be approved as a correct record.

- 6.2 There shall be no discussion on the minutes except upon their accuracy other than matters arising from those minutes.
- 6.3 When the minutes have been approved as a correct record the Chair shall sign the minutes at the end and shall initial each page
- 6.4 Where in relation to any meeting of the Authority, the next meeting is an extraordinary meeting called under the provisions of paragraph 3 of Schedule 12 of the Local Government Act 1972, the next ordinary meeting (being a meeting called otherwise under paragraph 1.5) of the Authority may be treated as a suitable meeting for the purposes of signing the minutes.

7. Chair's or Chief Executive's Announcements

- 7.1 The agenda for each meeting of the Authority shall include an item for the Chair's or Chief Executive's announcements. Discussion on any such announcement may take place at the Chair's discretion.

8. Agenda Items and Questions by Members

- 8.1 The agenda of meetings of the Authority, its Committees, Panels or Groups shall be agreed by the Chair, or in his/her absence, one of the Vice Chairs or Deputy Chair where appropriate.
- 8.2 At a meeting of the Authority, a member may, with the permission of the Chair, ask any questions relating to the business of the Authority on the agenda for that meeting.
- 8.3 At ordinary meetings of any Committee, Panel or Group, any member of the Authority who is present may ask any question on any matter in relation to which that body has delegated or referred functions and which is on the agenda at that meeting.
- 8.4 If the Chair is of the opinion that a question is out of order, or of a personal nature, or is undesirable in the interests of the Authority, he/she shall so inform the member and shall not allow the question.

9. Rules of Debate

- 9.1 A motion or amendment must be proposed and seconded before it is discussed and it shall, if required by the Chair, be put in writing and handed to the Chair before it is discussed or put to the meeting.
- 9.2 However, the moving of a report of a Committee, Panel or Group or other subsidiary body need not be seconded nor put in writing. All recommendations in such reports shall be treated as being duly moved when the report is moved. Recommendations by officers in reports shall not be duly moved unless they are proposed and seconded by members in accordance with Standing Order 9.1 above.
- 9.3 A member who seconds a motion or amendment may declare his/her intention to reserve their right to speak until later in the debate.

- 9.4 A member when speaking shall address the Chair. If more than one member wishes to speak, the Chair shall call on each member in turn to speak.
- 9.5 Speeches shall be relevant to the question under discussion or to a point of order or to a personal examination.
- 9.6 An amendment must be relevant to the motion and shall be:-
 - 9.6.1 To refer a matter to a Committee, Panel or Group of the Authority for consideration or reconsideration; or
 - 9.6.2 To leave out words; or
 - 9.6.3 To insert or add words; or
 - 9.6.4 To leave out words and to insert or add words.
- 9.7 The Chair may either restrict debate to the motion and one amendment at a time or may allow a motion and more than one amendment to be discussed together if he/she considers it to be appropriate in the interests of the efficient conduct of the meeting. Notice may be given by a member of his/her intention to move a further amendment.
- 9.8 Amendments shall be voted on separately and shall be voted on in reverse order to which they were moved.
- 9.9 If an amendment is lost, other amendments may be moved on the original motion.
- 9.10 If an amendment is carried, the motion as amended shall become the substantive motion in place of the original motion and shall become the motion upon which any further amendment may be moved.
- 9.11 A member may, with the consent of the Authority given without discussion:-
 - 9.11.1 Alter a motion on which he/she has given notice; or
 - 9.11.2 With the further consent of his/her seconder alter a motion which he/she has moved provided that the alteration could be made as an amendment of the motion.
- 9.12 A motion or amendment may be withdrawn by the mover with the consent of both his/her seconder and of the Authority given without discussion.
- 9.13 A mover and seconder of an original motion shall have a right to reply at the close of the debate on the motion before it is put to the vote.
- 9.14 If an amendment is moved, the mover and seconder of the amendment and the original motion (in that order) shall each have a right of reply at the close of the debate on the amendment.
- 9.15 The mover of an amendment which has become the substantive motion shall also have the right to reply to the debate on that motion.

- 9.16 A member exercising a right of reply shall only reply to points made in the debate and shall not introduce any new matter.
- 9.17 When a motion is under debate no other motion shall be moved except:-
- 9.17.1 To amend the motion;
 - 9.17.2 To exclude the public under Section 100A(4) of the Local Government Act 1972;
 - 9.17.3 To proceed to next business;
 - 9.17.4 To suspend standing orders;
 - 9.17.5 That the question be now put;
 - 9.17.6 That the debate be adjourned;
 - 9.17.7 That the Authority do adjourn.
- 9.18 A motion to proceed to next business shall be moved and seconded without comment by members who have not spoken in the debate at the conclusion of the speech of another member. The Chair shall give the mover of the original motion a right of reply and then put to the vote the motion to proceed to next business. If defeated the motion cannot be put again for 30 minutes.
- 9.19 A motion that the question be now put shall be moved and seconded without comment by members who have not spoken in the debate at the conclusion of the speech of another member. The Chair shall put the motion that the question be now put to the vote. If it is passed the mover of the original motion and of any amendment(s) and a seconder who has reserved his/her speech have the right to reply before the motion or amendment is put to the vote. If defeated the motion cannot be put again for 30 minutes.
- 9.20 A motion to adjourn the debate or the meeting shall be moved and seconded without comment by members who have not spoken in the debate at the conclusion of the speech of another member. That Chair shall put the adjournment motion to the vote immediately without any right to reply. If defeated the motion cannot be put again for 30 minutes.
- 9.21 A member may arise on a point of order or in personal explanation and shall be entitled to be heard immediately.
- 9.22 A point of order may relate only to a Standing Order or statutory provision alleged to have been breached. The particular provision and the way which it is alleged to be breached must be specified.
- 9.23 A personal explanation may relate only to a material part of the former speech by the speaker which appears to have been misunderstood in the current debate.
- 9.24 The ruling of the Chair on a point of order or admissibility of a personal explanation shall not be open to discussion.

10. Voting

- 10.1 Except where otherwise provided in these standing orders, all issues in the Authority, Committees, Panels or Groups shall be determined by a majority of members present and voting. The votes shall be taken by a show of hands

and the person chairing the meeting shall have a second or casting vote if required.

- 10.2 After a proposition is put from the Chair but before a vote, any three members by show of hands may require that the voting shall be recorded in the minutes of the meeting so as to show whether each member present gave his/her vote for or against that proposition or abstained from voting.
- 10.3 Procedures for voting for budget or precept calculations are set out in paragraph 5.5 above.

11. Petitions

- 11.1 A member of the Authority may, with the leave of the Chair, present to a meeting of the Authority a petition which shall be handed to the Chair without debate or discussion.
- 11.2 The petition shall be dealt with by the Chief Executive, in conjunction with the relevant Committee or Panel if appropriate and a report be brought back to the Authority or shall be the subject of a report to the next meeting of the Authority for consideration

12. Motions Affecting an Employee

- 12.1 If any issue arises about the appointment, promotion, dismissal, salary, superannuation or conditions of service or conduct of any employee of the Authority then if the Chair considers that exempt information as defined in Schedule 12A of the Local Government Act 1972 would be likely to be disclosed to the public he/she shall immediately move and put without debate a motion under Section 100A(4) of that Act.

13. Disorderly Conduct

- 13.1 If at a meeting, any member of the Authority, in the opinion of the Chair, misconducts himself/herself 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'. If seconded the motion shall be put and determined without discussion.
- 13.2 If the member named continues his or her misconduct after a motion under paragraph 13.1 has been carried, the Chair shall either:-
 - 13.2.1 Move 'That the member named leaves the meeting' (in which case the motion shall be put and determined without seconding or discussion);
or
 - 13.2.2 Adjourn the meeting for as long as he/she considers appropriate.
- 13.3 Motions under Standing Order 13.1 and 13.2 require the support of two thirds of those members voting to be carried.

- 13.4 If a motion 'that the member named do leave the meeting' is carried in accordance with paragraph 13.2 above, the Chair shall order the member named to retire from the meeting for the remainder thereof and if such member should refuse to do so, the Chair may order his/her removal from the place of the meeting.
- 13.5 If the Chair considers that the orderly conduct of business is impossible due to general disturbance he/she may without any question being put, adjourn the meeting for as long as he/she considers appropriate.

14. Disturbance by Members of the Public

- 14.1 If a member of the public interrupts a meeting of the Authority or one of its committees, the Chair shall warn him/her. If he/she continues the interruption, the Chair shall ask him/her to leave and, if necessary, may order his/her removal. In the case of a general disturbance the Chair may without any question being put adjourn the meeting for as long as he/she considers appropriate and may order the removal of those causing the disturbance.

15. Photography and Audio Recordings of Meetings

- 15.1 The filming, videoing, photographing or audio recording of a meeting shall not be permitted without the agreement of the Chair of the meeting concerned. The Chair's agreement must have been obtained and the Chief Executive notified by no later than one hour before the meeting.

16. Electronic Communication

- 16.1 If these procedural standing orders require that written notice is given to the Chief Executive, such notice will be accepted if received by the Chief Executive by email or fax within the specified deadline.

17. Suspension of Standing Orders

- 17.1 Subject to paragraph 9.17 above, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- 17.2 A motion to suspend any of the preceding Standing Orders shall not be moved unless there shall be present at least one half of the whole number of the members of the Authority (9 Members).

18. Decision of the Chair

- 18.1 The decision of the Chair on all questions of procedure, order, relevance and the construction or interpretation of these Standing Orders shall be final.
- 18.2 It shall be the duty of the Chair to stop any discussion which he/she considers to be irrelevant or outside the work of the Authority.

19. Authority's Governance Framework

- 19.1 The Authority shall review its Governance Framework annually at its Annual General Meeting. The Chair of the Authority may, if required, request a review of the Governance Framework at any other time.
- 19.2 The Authority shall review the appointment of members to lead roles, committees, groups and panels every four years at its Annual General Meeting (mid point in the life of the County Council).
- 19.3 Notwithstanding the provisions of paragraph 19.2 above, the Authority may amend the appointment to lead roles, committees, groups and panels if required to meet the needs of the Authority.
- 19.4 The Authority may dissolve a committee, group or panel.
- 19.5 The Standards Committee shall include persons who are not members of the Authority.
- 19.6 The Chair and Vice Chairs of the Authority may attend and speak (but not vote) at a meeting of a Committee, Panel or Group of which they are not members.

20. Chairs of Committees, Panels and Groups

- 20.1 The meetings of the Authority's Committees, Panels and Groups will be chaired by the appropriate Member appointed by the Authority with responsibility for the area of work concerned.
- 20.2 The exception to 20.1 above being the Standards Committee, which is chaired by an independent member who is not a member of the Authority but is appointed directly by the Authority.
- 20.3 If the Chair of a Committee, Panel or Group is absent from a meeting, the members present shall choose one of their number who is a member of the Authority to preside over the meeting.
- 20.4 The exception to paragraph 20.3 being the Standards Committee. In the event of the Chair not being present, the meeting would be declared inquorant and the business of the meeting would be rescheduled on a new date.
- 20.5 If the Chair of a Committee, Panel or Group arrives at a meeting after the time for which the meeting has been summoned, he/she shall preside over the meeting after any item of business under discussion on his/her arrival has been disposed of but not before then.

21. Meetings of Committees, Groups and Panels

- 21.1 The Chair of a Committee, Panel or Group or the Chair of the Authority may call a special meeting of that body at any time.
- 21.2 A special meeting of a Committee, Panel or Group may be called on the request of at least one quarter of the whole number of its members by notice

in writing signed by them and given to the Chief Executive and specifying the business for which the meeting is to be called.

- 21.3 These Standing Orders shall, with any necessary modification, apply to meetings of Committees, Panels or Groups.

22. Proceedings of Committees and Panels

- 22.1 The quorum of every Committee, Panel or Group, unless a special quorum is otherwise prescribed, shall be at least one quarter of its whole number or two, whichever is the greater number.

- 22.2 Any Authority member may attend as an observer at meetings of Committees, Panels or Groups (except those Committees, Panels or Groups which the Authority may from time to time determine for the purposes of this Standing Order) to which he/she has not been appointed as a member, including meetings or items of business from which the public has been excluded.

If given permission by the Chair of the meeting, a member attending as an observer may speak (but not vote) on any matter.

(Note: The Authority has determined the following exceptions for the purposes of Standing Order 22.2:

- (a) the Appointments and Remuneration Committee of the Authority and any other Committee established to consider individual cases under the grievance or disciplinary procedures for employees of the Authority or for Police Officers;
 - (b) any Committee established to consider individual cases of salary grading or appointments.)
- 22.3 Subject to the provision of Section 100 of the Local Government Act 1972, all Committee reports and all documents marked as “confidential”, “exempt” or “not for publication” shall be treated as confidential until they become public in the ordinary course of the Authority’s business.

23. Voting

- 23.1 The mode of voting at the meetings of the Authority shall be by a show of hands, subject to:-

23.1.1 The Authority deciding that the mode of voting on any particular question being by ballot; or

23.1.2 On the requisition of any member of the Authority made before the vote is taken and supported by a majority of the members present who signify support by rising in their places, the voting on any question shall be by roll-call and shall be recorded in the minutes so as to show how each member present and voting gave his/her vote. The name of any member not voting shall also be recorded.

23.2 In the case of an equality of votes, the person presiding at a meeting shall have a second or casting vote.

23.3 Where a roll call vote is not taken, a member may request that his/her vote is recorded as for, against or in abstention.

24. Appointments by the Authority

24.1 Where three or more persons are nominated for any position and there is not a majority in favour of any one person, the person having the least number of votes shall be disregarded and a fresh vote taken and so on until there is a majority in favour of one person.

25. Declaration of Personal Interests

25.1 Any member who has a personal interest in any matter under discussion at a meeting must disclose the existence and nature of the interest at the start of the discussion or when it becomes apparent.

25.2 Any member with a personal interest, which is so significant that it could prejudice his/her judgement must withdraw from the meeting immediately unless a dispensation has been granted by the Standards Committee.

26. Sealing and Attestation of Documents

26.1 The common seal of the Authority shall be kept in a safe place in the custody of the Chief Executive.

26.2 The common seal of the Authority shall be affixed to a document only on the authority of :-

26.2.1 A resolution of the Authority

26.2.2 A resolution of a Committee which the Authority has empowered to authorise the use of the seal;

26.2.3 A decision by the Authority, or by a duly authorised Committee or officer, to do anything where a document under the common seal is necessary to complete the section.

26.3 The affixing of the common seal shall be attested by the Chief Executive or the person authorised by him/her. An entry of every sealing shall be made and numbered consecutively in a book kept for the purpose and shall be signed by the person who shall have attested the seal.

26.4 In addition to any other person who may be authorised by resolution of the Authority for the purpose, the proper officer for the purpose of Section 234 of the Local Government Act 1972 (authentication of documents) shall be the Chief Executive.

27. Canvassing of and Recommendations by Members

- 27.1 Canvassing of members of the Authority or any Committee, Panel or Group of the Authority, directly or indirectly for any appointment under the Authority or as a police officer, shall disqualify the candidate concerned for that appointment. The purpose of this paragraph of this Standing Order shall be included in any form of application.
- 27.2 A member of the Authority shall not solicit for any person any appointment under the Authority or as a police officer, 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 or the Chief Constable with an application for appointment.

28. Relatives of Member or Employees

- 28.1 A candidate for any appointment by the Authority who knows that he/she is related to any member or employee of the Authority shall disclose that relationship in his/her application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- 28.2 Every member and senior officer of the Authority shall disclose to the Chief Executive any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for an appointment under the Authority.
- 28.3 This Standing Order shall be included in any form of application.
- 28.4 For the purpose of the Standing Order, "senior officer" means any officer so designated by the Authority.

29. Representation of the Authority on Other Bodies

- 29.1 If any Member of the Authority is appointed by or on behalf of the Authority as a Member of any other body or is nominated by or on behalf of the Authority for appointment to such other body and is duly appointed then unless the constitution of that other body provides to the contrary or the Authority otherwise decides, the appointment shall remain in force.

30. Members' Absence

- 30.1 The Authority's Member Allowances Scheme includes a review process to monitor members' attendance at Authority meetings (meetings of the Authority, committees, panels, groups and seminars). The Chief Executive will review members' attendance annually and advise any members who may fail to meet the required level of attendance. Members will be invited to explain in writing the reasons for their level of attendance. The exception being if a Member was unable to carry out their duties for a specific reason which had the support of the Chair.

- 30.2 If a Member without good cause, fails to attend 70% of all Authority meetings to which they are appointed, the Chief Executive will present a report to the Standards Committee for consideration. The Standards Committee will submit a report to the Authority, to be considered within the public section of the meeting, recommending an appropriate course of action. This may result in the member being required to repay such proportion of their attendance allowance as the Standards Committee and/or the Authority determines or even a request to consider their position on the Authority.

31. Matters of Urgency

- 31.1 The Chief Executive, after consultation with the Chair or the Vice Chairs of the Authority, may deal with matters of urgency within the responsibility of the Police Authority subject to a report being made to the next following meeting of the appropriate Committee or the Authority.

32. Substitute Members

- 32.1 Members appointed to the Authority by Warwickshire County Council may be removed by the said County Council and replaced at its discretion provided that the replacement member continues to reflect the prevailing political balance of the said County Council to the Authority.
- 32.2 Any change in the membership of the Authority appointed by the said County Council shall be notified in writing to the Chief Executive by the Leader or the Secretary of the political group to which that member belongs. The change shall take effect five clear working days after the notification is received by the Chief Executive.
- 32.3 In the case of Independent members, the notification shall be sent by the member himself or herself. Members will, under normal circumstances, be appointed to the Authority for a period of four years.

33. Delegation of Powers

- 33.1 The Authority may delegate to any Committee, Panel or Group or any officer of the Authority such powers as it may from time to time consider appropriate.
- 33.2 There shall be delegated to Chief Officers of the Authority all matters of day to day administration of the services for which they are responsible which shall include taking and implementing decisions which are concerned with maintaining the operation or effectiveness of those services or with matters incidental to the discharge of the Authority's functions which fall within a policy decision taken by the Authority, a Committee, Panel or Group.

34. Legal Proceedings

- 34.1 The Chief Executive shall, in respect of any legal proceedings instituted by or against the Authority, have power to take any action which is urgently required to be taken and is, in his/her opinion, in the interests of the Authority.

35. Contracts

- 35.1 Contracts may be entered into only in pursuit of either a resolution of the Authority or a properly made decision under decision-making powers delegated to a Committee, the Chief Executive and/or the Chief Constable. The Authority's Scheme of Delegation is contained within its Contract Standing Orders.

36. Variation and Revocation of Standing Orders

- 36.1 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.

37. Contract Standing Orders and Financial Regulations

- 37.1 Every member and officer of the Authority shall comply with such Contract Standing Orders and Financial Regulations as may from time to time be made by the Authority.

38. Interpretation of Standing Orders

- 38.1 References to the "Chief Executive and Treasurer to the Authority", a "Chief Officer" or any other specified officer shall include references to an officer authorised by him/her to be his/her representative or to discharge particular tasks on his/her behalf.
- 38.2 The term "Chair" is used as a generic term and includes other alternative descriptions of a person who chairs a meeting.
- 38.3 The Interpretation Act 1978 shall, save where the context otherwise requires, apply to these Standing Orders as it applies to the interpretation of an Act of Parliament.
- 38.4 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.

COMMUNITY FORUMS – JUNE 2010

North Warwickshire	North Area	Carol Fox
	East Area	Carol Fox
	South Area	Peter Fowler
	West Area	Carol Fox
Nuneaton & Bedworth	Abbey & Wem Brook	Bob Hicks
	Arbury & Stockingford	John Vereker
	Camp Hill & Galley Common	Frank McCarney
	Weddington & St Nicolas	Steve Nicklin
	Whitestone & Bulkington	Peter Fowler
	Bede & Poplar	Bob Hicks
	Bedworth North & West	Frank McCarney
Rugby	Dunchurch	Phil Robson
	Eastlands & Hillmorton	Phillip Morris-Jones
	Brownsover, Benn & Newbold	Ian Francis
	Earl Craven	Steve Nicklin
	Rugby Town West	John Vereker
	Fosse	Phillip Morris-Jones
Stratford-on-Avon	Alcester/Bidford	Richard Hobbs
	Henley/Studley	Bob Malloy
	Wellesbourne/Kineton	Clive Parsons
	Southam/Feldon	Mike Edwards
	Stour/Shipston	Clive Parsons
	Stratford	Bob Malloy
Warwick	Whitnash	Mike Edwards
	Rural East	Eithne Goode
	North Leamington	Eithne Goode
	South Leamington	Chris Davis
	Kenilworth	Dorrette McAuslan
	Rural West	Richard Hobbs
	Warwick	Chris Davis