

Cleveland Police and Crime Panel

Rules of Procedure

Introduction

1. These are the rules of procedure for the Cleveland Police and Crime Panel ("the Panel").
2. The lead authority for the Panel will rotate between the four Cleveland Police area Local Authorities. Any reference to "the Council" or "lead authority" within these rules shall mean the local authority currently undertaking that role.

Chair and Vice-Chair

3. The Chair and Vice-Chair of the Panel will be appointed by the Panel from amongst its members.
4. The terms of office of the Chair and Vice-Chair shall be for the period up to the first meeting of the Panel after the Annual Meetings for the four Cleveland Local Authorities ("the Local Authorities"), subject however to the prior resignation or removal of the Chair and/or Vice-Chair.
5. There are no restrictions on how many times a Panel member may be appointed as Chair or Vice-Chair of the Panel.
6. The Chair and/or Vice-Chair of the Panel may be removed as Chair or Vice-Chair at any time at a Panel meeting, but will remain Panel members.
7. If the Chair and/or the Vice-Chair of the Panel resign as Chair or Vice-Chair or cease to be elected members of the Local Authorities, the Panel will appoint other Panel members to be the Chair and/or Vice-Chair.
8. If the Chair and Vice-Chair of the Panel are not present at a meeting of the Panel, the remaining Panel members, if they constitute a quorum, shall elect a Chair for the duration of the meeting.

Meetings

9. The Panel will agree a diary for their meetings during each municipal year as soon as practicable after the Annual Meetings of the Local Authorities.
10. The Chair in consultation with any Vice-Chair may call a meeting of the Panel at any time.
11. Meetings shall be held at such place, and at such times as the Panel may determine from time to time.
12. The Local Authorities may appoint substitutes to attend in the place of their named Panel members. In order to be eligible to sit as a member on the Panel, all members, including substitutes, must have received formal training in the relevant procedures and law relating to the Panel's functions and their duties and responsibilities as Panel members.

Agenda Items

13. The agenda for any Panel meeting shall be determined in consultation with the Chair or with the Vice-Chair in the Chair's absence or when the Chair is otherwise unable to act.
14. Except with the approval of the Chair (to be given only in a case of clear urgency) five clear working days at least before a Panel meeting, a summons to attend the meeting specifying the business proposed to be transacted thereat will be sent to every member of the Panel and a copy thereof shall be sent to the Chief Executive or other authorised representative of each of the Local Authorities.
15. The Panel will consider the following business at its meetings:-
 - (i) Minutes of their last meeting.
 - (ii) Declarations of Interest
 - (iii) Any urgent item of business which is not included on the agenda but which the Chair agrees should be considered
 - (iv) The business otherwise set out on the agenda for the meeting.

Voting

16. Save where specified otherwise in the Police Reform and Social Responsibility Act 2011 ("the Act") or any related regulations or orders ("related legislation") issued by the Secretary of State, every matter arising at a meeting shall be determined by a majority of the votes of the members present in the room and voting at the time on the question or when the motion is put. Voting will be by shows of hands, or if no dissent by the affirmation of the meeting. All members, whether appointed by the Local Authorities, or co-opted by the Panel will each have one vote.
17. The Chair shall however be entitled to exercise a casting vote in the case of an equality of votes.

Quorum

18. One third of the membership of the Panel shall form a quorum provided that not less than two of the four Local Authorities are represented at the meeting.

Minutes

19. A minute book shall be provided and a record of the proceedings duly recorded therein. The minutes of any meeting shall be submitted to the next meeting of the Panel for approval.
20. Copies of the minutes of each meeting shall be sent to each member of the Panel and to the Chief Executive or other authorised representative of each of the Local Authorities within 7 days after the date of the meeting.

Appointment of Sub-Committees

21. The Panel may appoint such sub-committees of their members as they may from time to time determine.

22. The composition and quorum of any such sub-committees shall be consistent, on a pro-rata basis, with the composition and quorum of the Panel.
23. A Sub-Committee of the Panel may not discharge any of the following functions of the Panel:-
 - (i) Co-opt members
 - (ii) Section 28(3) of the Act (Scrutiny of Police and Crime Plan)
 - (iii) Section 28(4) of the Act (Scrutiny of the Annual Report)
 - (iv) Paragraphs 10 and 11 of Schedule 1 of the Act (Scrutiny of Senior Appointments)
 - (v) Schedule 5 of the Act (issuing precepts); and
 - (vi) Part 1 of Schedule 8 of the Act (Scrutiny of the appointment of chief constables)

Exclusion of the Public

24. Meetings of the Panel and its Sub-Committees will be public meetings for the purposes of the Access to Information provisions of the Local Government 1972 Act ("the 1972 Act"), save where specified otherwise in the Act or related legislation.

Members Interests

25. The interests provisions of the Codes of Conduct for Local Authority Members, approved by each of the Local Authorities in accordance with the Localism Act 2011, including any statutory extension, modification, or amendment or replacement of the same, will be deemed to apply to the Local Authorities' respective members of the Panel when conducting the Panel's business.

Members Conduct

26. The conduct of meetings of the Panel and its Sub-Committees will be regulated by the Chair (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority meetings.

Delegated Powers

27. In the event of the need arising because there is no meeting of the Panel convened in time to provide the necessary authorisation, officers of the lead authority are authorised, in consultation with the Chair and/or Vice-Chair to take such action as they consider appropriate or necessary to facilitate the role and function of the Panel, having regard to the Panel's terms of reference, the Panel's arrangements approved under the Act and any provision of the Act or related legislation and subject to any such action being reported to the next available meeting of the Panel for ratification.

Validity of Proceedings

28. The validity of the proceedings of the Panel and its Sub-Committees is not affected by a vacancy in the membership of the Panel or a defect in appointment.

Reports from the Panel

29. Where the Panel makes a report to the Police and Crime Commissioner ("the Commissioner"), it may publish the report or recommendations.
30. The Panel must by notice in writing require the Commissioner, as appropriate, within one month of the date on which the Commissioner receives the report or recommendations to:-
 - (a) consider the report or recommendations;
 - (b) respond to the Panel indicating what (if any) action the Commissioner proposes to take;
 - (c) where the Panel has published the report or recommendations, publish the response, and
 - (d) where the Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.
31. The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the 1972 Act.

The Commissioner and Officers giving account

32. The Panel may scrutinise and review decisions made or actions taken in connection with the Commissioner's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Commissioner, and members of the Commissioner's staff, to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
33. Where the Commissioner, or a member of the Commissioner's staff, is required to attend the Panel, the Chair will inform them in writing giving, where practical, 10 working days notice of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the Panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.
34. Where, in exceptional circumstances, the Commissioner is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the chair of the Panel.
35. If the Panel requires the Commissioner to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.

Attendance by others

36. The Panel may invite such observers to attend its meetings **as it** may determine from time to time. It may also invite other people to attend to address the Panel and to discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders,

councillors who are not members of the panel and officers in other parts of the public sector.

Carrying out "Special Functions"

37. The Panel's "Special Functions" are specified at paragraph 23.

Police and Crime Plan

38. The Panel is a statutory consultee on the development of the Commissioner's police and crime plan and will receive a copy of the draft police and crime plan, or a draft of any variation to it, from the Commissioner.

39. The Panel must:-

- (a) hold a public meeting to review the draft police and crime plan (or a variation to it), and
- (b) report or make recommendations on the draft plan which the Commissioner must take into account

Annual Report

40. The Commissioner must produce an annual report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.

41. The Panel must comment on the annual report of the Commissioner and for that purpose must: -

- (a) arrange for a public meeting of the Panel to be held as soon as practicable after the Panel receives the annual report;
- (b) require the Commissioner to attend the meeting to present the annual report and answer such questions about the annual report as the members of the Panel think appropriate; and
- (c) make a report or recommendations on the annual report to the Commissioner.

Senior Appointments

42. The Panel has powers to review the Commissioner's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The Panel is required to hold public confirmation hearings for these posts.

43. The Panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Commissioner. This will be held at the next available meeting of the Panel unless the appointment timescales require an earlier hearing, in which case an extraordinary meeting will be arranged.

44. With regard to the appointment of the Chief Constable, the Panel is required to hold a hearing within the period of three weeks from the day on which the Panel receives notification from the Commissioner.

45. Confirmatory hearings will be held in public, at which the candidate will be requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.
46. For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirements to review and report, the Panel is required to make a recommendation on the appointment and has the power to veto the appointment.
47. Having considered the appointment, the Panel will be asked either to:-
 - (a) support the appointment without qualification or comment;
 - (b) support the appointment with associated recommendations; or
 - (c) veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).
48. If the Panel vetoes the appointment of the candidate, the report to the Commissioner must include a statement that the Panel has vetoed the appointment, with the reasons for the same.

Appointment of an Acting Police and Crime Commissioner

49. The Panel must appoint a person to act as the Commissioner if:
 - (a) no person holds the office of Commissioner;
 - (b) the Commissioner is incapacitated; or
 - (c) the Commissioner is suspended
50. The Panel may appoint a person as acting commissioner only if the person is a member of the Commissioner's staff at the time of the appointment.
51. In appointing a person as acting commissioner in a case where the Commissioner is incapacitated, the Panel must have regard to any representations made by the Commissioner in relation to the appointment.
52. The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:-
 - (a) the election of a person as the Commissioner;
 - (b) the termination by the Panel, or by the acting commissioner, of the appointment of the acting commissioner;
 - (c) in a case where the acting commissioner is appointed because the Commissioner is incapacitated, the Commissioner ceasing to be incapacitated; or
 - (d) in a case where the acting commissioner is appointed because the Commissioner is suspended, the Commissioner ceasing to be suspended

Proposed precept

53. The Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year. The Panel must review the proposed precept and make a report including recommendations.
54. Having considered the precept the Panel will either:-
- (a) support the precept without qualification or comment;
 - (b) support the precept and make recommendations; or
 - (c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).
55. If the Panel vetoes the proposed precept the report to the Commissioner must include a statement that the Panel has vetoed the proposed precept, with the reasons for the same. The Panel will require a response to the report and any such recommendations.

Complaints

56. The Panel has agreed separate procedures regarding the handling of complaints and other matters concerning the conduct of the Commissioner and of any deputy police and crime commissioner appointed by the Commissioner.

Suspension of the Commissioner

57. The Panel may suspend the Commissioner if it appears to the Panel that:-
- (a) the Commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
 - (b) the offence is one which carries a maximum term of imprisonment exceeding two years.
58. The suspension of the Commissioner ceases to have effect upon the occurrence of the earliest of these events:-
- (a) the charge being dropped;
 - (b) the Commissioner being acquitted of the offence;
 - (c) the Commissioner being convicted of the offence but not being disqualified under Section 66 of the Act by virtue of the conviction or
 - (d) the termination of the suspension by the Panel.
59. In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to: -
- (a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
 - (b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment

Suspension and removal of the Chief Constable

60. The Panel will receive notification if the Commissioner suspends the Chief Constable.
61. The Commissioner must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign, and provide a copy of the reasons given to the Chief Constable in relation to that proposal.
62. The Commissioner must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.
63. If the Commissioner is still proposing to call upon the Chief Constable to resign, the Commissioner must notify the Panel accordingly (the 'further notification').
64. Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the Commissioner as to whether or not the Commissioner should call for the retirement or resignation. Before making any recommendation the Panel may consult the chief inspector of constabulary, and must hold a scrutiny hearing.
65. The scrutiny hearing which must be held by the Panel is a panel meeting in private to which the Commissioner and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person, or participating by telephone or video link.
66. The Panel must publish the recommendation it makes on its website and by sending copies to each of the Local Authorities, and by any other means the Panel considers appropriate.
67. The Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:-
 - (a) at the end of six weeks from the Panel having received notification if the Panel has not by then given the Commissioner a recommendation as to whether or not the Commissioner should call for the retirement or resignation, or when
 - (b) the Commissioner notifies the Panel of a decision about whether the Commissioner accepts the Panel's recommendations in relation to the proposed call for the resignation or retirement of the Chief Constable.
68. The Commissioner must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.
69. In calculating the six week period, the post-election period is ignored.

Rules of Debate

70. The rules in the Appendix will apply to meetings of the Panel

Public Participation

71. Members of the public will be able to speak and ask questions at meetings of the Panel under the direction of the Chair, save where exempt or confidential information is to be discussed and the public are excluded from the meeting either for the whole or part of the business in accordance with the 1972 Act, or any provisions of the Act or related legislation.

Questions

72. In particular, members of the public will be able to ask questions at meetings of the Panel, at the discretion of the Chair, where those questions relate to items identified on the Panel's agenda.
73. Members of the public will also be able to ask questions on notice, at ordinary meetings of the Panel, however, the Monitoring Officer of the Council may reject a question if it:
- (a) is not about a matter for which the Panel has a responsibility
 - (b) is defamatory (or potentially so), or is frivolous or offensive;
 - (c) is substantially the same as a question which has been put at a meeting of the Panel in the past six months; or
 - (d) requires the disclosure of confidential or exempt information

Notice

74. A question must be in the form of a question, and not a statement, and it may only be asked if notice has been given by delivering it in writing or by electronic mail to the Council's Monitoring Officer at least seven clear working days before the day of the meeting, unless the Chair exercises his/her discretion and agrees that a question or questions may be asked without the required period of notice.

Allocated Time

75. The total time allocated to public questions, submitted on notice at a Panel meeting will be 15 minutes.

Order of Questions

76. Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

Number of Questions

77. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

Asking the Question at the Meeting

78. The Chair will invite the questioner to put the question to the Panel. If a questioner who has submitted a written question is unable to be present, they may ask a representative or the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, or indicate that a written reply will be given or decide, in the absence of the questioner and the questioner's representative, that the question will not be dealt with.

Supplementary Question

79. A questioner who has put a question in person, or a representative of a questioner asking a question on the questioner's behalf, may also put one supplementary question, without notice. A supplementary question must arise directly out of, and be specifically related to the original question or the reply. The Chair may reject a supplementary question on any of the grounds in Rule 73.

Time Limit on Questions and Answers

80. One minute will be allowed in respect of each of the following:-

- the asking of the original question;
- the response to the question;
- any supplementary question;
- the response to any supplementary question

Written Answers

81. Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, or for any other reasons, will be dealt with by a written answer.

Referral of Question/Issue to the Commissioner

82. Questions received on notice, or issues raised as part of the discussion of a question, including any supplementary question may be referred to the Commissioner if considered appropriate by the Council's Monitoring Officer, in consultation with the Chair, or by the Panel.

Appendix - relating to Procedure Rule 70 of the Cleveland Police and Crime Panel

12. MOTIONS ON NOTICE

12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by a Member or Members, must be delivered to the Monitoring Officer of the Council at least seven clear working days before the date of the meeting. These will be dated, numbered in the order received and entered in a book open to public inspection.

12.2 Motion set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member or Members giving notice state, in writing, that he/she or they propose to move it to a later meeting or withdraw it. If a motion is not moved either by the Member who gave notice or by another Member, it will be treated as withdrawn and shall not be moved again without a new notice being given.

12.3 Scope

Motions must be about matters for which the Panel has a responsibility or which affect the geographical area of the Police Force Area. When a motion has been discussed at a Panel Meeting, no other motion, which is the same or similar, will be considered within six months, unless the notice of motion is signed by at least six Members.

13. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of Committees or Officers and any resolutions following from them;

- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to extend the time limit for speeches;
- o) to proceed to the next business;
- (k) that the question be now put;
- (l) to adjourn a debate;
- (m) to adjourn a meeting;
- (n) to exclude the public and press in accordance with the Access to Information Rules;

14. RULES OF DEBATE

14.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 Right to require motion in writing

Unless notice of the motion has already been given, the Chairman may require it to be written down and handed to him/her before it is discussed.

14.3 Secunder's Speech

When seconding a motion or amendment, a Member may reserve his/her speech until later in the debate.

14.4 Members wishing to speak shall indicate and the Chairman will ask one to speak. Members will address the Chairman when speaking. Members will remain seated while another is speaking.

14.5 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 10 minutes in the case of the mover of a motion or amendment or 5 minutes in any other case, without the consent of the Chairman.

14.6 When a Member may speak again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

14.7 **Amendments to motions**

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add wordsas long as the effect of (ii) to (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.8 **Alteration of Motion**

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

14.9 **Withdrawal of motion**

A Member may withdraw a motion which he/she has moved with notice with the consent of the meeting and a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

14.10 **Right of Reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- (d) The content of a right of reply must not relate to any new matter.

14.11 **Motions which may be moved during debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;

- (g) to exclude the public and press in accordance with the Access to Information Rules; and

14.12 Closure Motions

- (a) A member may move, without comment, the following motions at the end of a speech of another Member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

14.13 Point of Order

A Member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Rules of Procedure or the law. The Member must indicate the Rule of Procedure or law and the way in which he/she considers it has been broken. The ruling of the Chairman on the matter will be final.

16.3 Show of Hands

Unless a recorded vote is demanded under Rule 16.4, the Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

16.4 Recorded vote

The vote will take place by roll call of the Members present at the meeting if a Member asks for a recorded vote and before the vote is taken the Chairman determines that the request is supported by at least a quarter of the Members present, who must signify that support by standing. The Legal Adviser to the Panel, or other Officer of the Council attending the meeting, shall take the vote by calling the names of members and recording whether they voted for or against the motion or did not vote.

16.5 Right to require individual vote to be recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

16.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

17. MINUTES

17.1 Signing the Minutes

The Chairman will sign the minutes of the proceedings of the meeting at the next suitable meeting. The Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy. Any question of accuracy should be raised by a motion. The Chairman shall sign the minutes as a correct record if no questions are raised on them or when such questions have been dealt with.

17.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a special then the next scheduled meeting will be treated as a suitable meeting for the purposes of signing the minutes.

17.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order the Chairman put them.

18. RECORD OF ATTENDANCE

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

21. DISTURBANCE BY PUBLIC

21.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

