

## **PART A: PROCEEDINGS AND BUSINESS OF THE AUTHORITY, COMMITTEES AND SUB-COMMITTEES**

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## **PART A: PROCEEDINGS AND BUSINESS OF THE AUTHORITY, COMMITTEES AND SUB-COMMITTEES**

### **1. INTRODUCTION**

These Standing Orders are made for the regulation of the meetings, proceedings, and business of the Lake District National Park Authority pursuant to the Environment Act 1995; Schedule 2 of the National Park Authorities (England) Order 1996; Schedule 12 to the Local Government Act 1972; and the Local Authorities (Standing Orders) Regulations 1993 and all other enabling powers.

### **2. DEFINITIONS**

2.1 In these Standing Orders, unless inconsistent with the subject or context:

**'The Authority'** shall mean the Lake District National Park Authority;

**'Member'** shall mean a person elected as a Councillor and appointed to the Authority by a local authority or a person appointed to the Authority by the Secretary of State in accordance with Schedule 7 of the Environment Act 1995;

**'Chair'** and **'Deputy Chair'** shall mean the Members so appointed for the time being in accordance with Standing Order 6;

**'Chief Executive'** shall mean the person appointed by the Authority in accordance with the Environment Act 1995 and the National Park Authorities (England) Order 1996 (the National Park Officer);

**'Officer'** shall mean a person employed by or on behalf of the Authority.

2.2 Any reference to any statute (whether or not specifically named) shall include any statutory modification or re-enactment of it for the time being in force, and any order, instrument, plan regulation, permission, and direction made or issued under it, or under any statute replaced by it or deriving validity from it.

### ~~**3. MEETINGS AND PROCEEDINGS OF THE AUTHORITY**~~

~~3.1 The meetings and proceedings of the Authority shall be conducted in accordance with the rules set forth in Schedule 2 of The National Park Authorities (England) Order 1996 (S.I. 1996 No 1243). The relevant parts of those rules are incorporated in these Standing Orders.~~

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~~3.2 The remainder of these Standing Orders are made for the resolution of the proceedings and business of the Authority pursuant to Article 9 of the National Park Authority Order, Schedule 12 paras 39-44 to the Local Government Act 1972 and The Local Authorities (Standing Orders) Regulations 1993.~~

## **ORDERS APPLICABLE TO ANNUAL AND OTHER MEETINGS OF THE AUTHORITY** **CONDUCT OF MEETINGS**

### **34. DATE AND VENUE OF MEETINGS**

~~4.1 The first meeting of the Authority held after 31 May in any year shall be the Annual Meeting.~~

~~4.23.1~~ The Authority shall meet a minimum of four times per annum, the first meeting held after 31 May in each year being the annual meeting. ~~in every year hold one Annual Meeting and at least three other meetings for the transaction of general business.~~ The meetings shall be held ~~as near as may be~~ at regular intervals on such days as the Authority may ~~appoint.~~ choose.

~~4.33.2~~ All meetings of the Authority shall be held at the Authority's offices at Wayfaring House, Murley Moss, Oxenholme Road, Kendal or at such other places as the Chair may appoint.

### **4. ADDITIONAL AND EXTRAORDINARY MEETINGS OF THE AUTHORITY AND ITS COMMITTEES**

~~4.1~~ The Authority shall hold additional meetings as it decides, or as may be required by legislation or other provisions of these Standing Orders. ~~The Chair or, if the office of Chair is vacant, the Deputy Chair, may call an additional meeting of the Authority at any time.~~

~~4.2~~ If the offices of Chair and Deputy Chair are vacant, the Chief Executive may call an extraordinary general meeting of the Authority at any time.

~~4.3~~ Five Members may call for an extraordinary meeting of the Authority by sending a properly constituted requisition to the Chair or the Deputy Chair as appropriate. A properly constituted requisition is one that specifies the nature of the important or urgent business and is signed by five Members of the Authority.

## 5. CALLING OF MEETINGS

~~5.1 The Chair or, if the office of Chair is vacant, the Deputy Chair may call an extraordinary meeting of the Authority at any time.~~

~~5.2 If the offices of Chair and Deputy Chair are vacant, the proper officer (the Chief Executive) of the Authority may call an extraordinary general meeting of the Authority at any time.~~

~~5.3 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, has been presented to him, 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 to him, any five Members of the Authority on that refusal or on the expiration of seven days as the case may be, may forthwith call an extraordinary meeting of the Authority.~~

5.14 At least five clear days before a meeting of the Authority, the Member Services Coordinator:

- (a) shall publish notice of the time and place of the intended meeting ~~shall be published at the National Park Office~~ and, where the meeting is called by Members, the notice shall be signed by those Members and shall specify the business proposed to be transacted; and
- (b) shall send by electronic means to every Members a summons to attend the meeting, specifying the business proposed to be transacted and signed by the Chief Executive ~~shall be left at or sent either by post to the usual place of residence of every Member or by electronic means.~~

Provided that:

- ~~(a) If a Member gives notice in writing to the Chief Executive that he desires summonses to attend meetings of the Authority to be sent to him at some address specified in the Notice other than his usual place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons.~~
- ~~(a) want absence~~ of service of the summons on any Member shall not affect the validity of a meeting; and

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(be) ~~s~~Subject to section 100B(4) of the Local Government Act 1972~~1972 Act~~, except in the case of business required by ~~or under the 1996 Order~~National Park Authorities (England) Order 1996 ~~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 ~~called~~ of the Authority other than that specified in the summons ~~there~~relating to that meeting.

5.25 The proceedings of the Authority shall not be invalidated by any vacancy or defect in the appointment of any Member.

## 6. APPOINTMENT OF CHAIR AND DEPUTY CHAIR

6.1 At the Annual Meeting of the Authority and at the first meeting of any Committee or Sub-Committee held after the Annual Meeting of the Authority, the first and second items of business shall be to elect a Chair, ~~and the second item of business shall be to elect a~~ Deputy Chair respectively, who shall, unless they resign their respective offices or cease to be Members, continue in office until immediately after the election of the Chair and Deputy Chair at the next Annual Meeting.

6.2 Elections at the Annual Meeting of the Authority and any meeting of the Authority and its Committees shall be held in accordance with the Rules on Elections set out in the Appendix.

6.3 On a ~~casual~~ vacancy occurring in the office of Chair or Deputy Chair, the vacancy shall be filled by the appointment by the Members of one of their number at the next meeting of the Authority and the person so appointed shall hold office until the date upon which the person in whose place he is appointed would ~~regularly~~ have retired.

6.4 Where necessary, the meeting at which such a casual vacancy is to be filled shall be convened by the ~~proper officer of the Authority~~Chief Executive.

## 7. CONDUCT OF MEETINGS

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

- 7.2 If the Chair is absent from a meeting of the Authority the Deputy Chair, if present, shall preside.
- 7.3 If both the Chair and the Deputy Chair are absent the Members present shall choose one of their number to preside.
- ~~7.4 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.~~
- ~~7.45 The mode of voting at meetings of the Authority shall be determined by voice or by a show of hands by a majority of the Members of the Authority or of the Committee present and voting. In the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote. In the case of Governance Committee only, co-opted Members of the Committee shall have full voting rights as though they were full Members of the Committee.~~
- 7.56 On the requisition of any Member made before the vote is taken and supported by at least four other Members who signify their support by raising their hands, the voting shall be recorded so as to show how each Member present and voting gave his vote.— The name of any Member present and not voting shall also be recorded.
- ~~7.67~~ Where immediately after a vote is taken at a meeting of the Authority any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person casts his vote for the question or against the question or whether he abstained from voting.
- 8. CHAIR'S POWERS**  
Any powers or duty assigned to the Chair in relation to the conduct of a meeting may be exercised by any person presiding at a meeting in accordance with Standing Order ~~7(2)~~7.2 and ~~(3)~~7.3.

## 9. QUORUM

- 9.1 ~~Subject to the provisions of paragraph 45 of Schedule 12 of the 1972 Act no~~No business shall be transacted at a meeting of the Authority unless: -
- a) at least one third of the whole number of Members of the Authority are present (7 Members); and
  - b) of those present at least one is a local authority Member and at least one a Secretary of State Member.

- 9.2 No business shall be transacted at a meeting of any Committee or Sub-Committee unless of those present at least one is a local authority Member and at least one a Secretary of State Member.

- 9.3 In the case of Development Control Committee, the Chair of Committee shall have discretion to defer any application brought before the Committee if the Chair is of the opinion that despite a quorum being present there are not sufficient Members available to vote upon the application to ensure the credibility of the decision being made.

~~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 he does not fix a date the business remaining to be conducted shall be considered at the next meeting of the Authority.~~

## 10. ATTENDANCE RECORD

- 10.1 The attendance of members at meetings shall be recorded in such a manner as the Authority may from time to time determine.
- 10.2 It is expected that every Member attends each meeting of the Authority together with every meeting of any committee, sub-committee, meeting, working group, or other group to which they ~~continues~~ to be elected or appointed.
- 10.3 Save in the event of emergency or sudden illness, a Member shall tender his-their apology to the Member Services Officer-Coordinator not less than three clear days before the date of the meeting which ~~he~~ they is/are unable to attend.

- 10.4 The Chair, in consultation with the Chief Executive, shall be authorised to consider a request from a member for a leave of absence, for a period not exceeding three months (such period shall be capable of extension or renewal to a maximum aggregate period of nine months) subject to the Chair reporting the matter to the next meeting of the full Authority.

## 11. ORDER OF BUSINESS

- 11.1 Except ~~where the Authority~~ on the grounds of urgency ~~where Members may vary~~ the order of business, ~~in accordance with Part (2) of this Standing Order~~ the order of business at every meeting ~~of Authority and its Committees and Sub-Committees~~ shall, ~~subject to any statutory requirements~~, be:—

- (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 record apologies of Members unable to be present;
- (d) to approve as a correct record and sign the Minutes of the last meeting of the Authority;
- (e) to deal with any business expressly required by statute to be done;
- (f) the Chair's announcements and correspondence or other business specially brought forward by the direction of the Chair;
- (g) to consider questions from Members of which notice has been received in accordance with Standing Order 16.2;
- (h) to receive public participation in accordance with Standing Order 22;
- (i) to dispose of business (if any) remaining from the last meeting;
- (j) to receive and consider the minutes and recommendations of Committees;
- (k) to receive and consider reports from officers of the Authority;
- (l) ~~to authorise the sealing of documents, so far as such authority is required by statute or by these Standing Orders;~~
- ~~(m)~~ to consider motions in order of which notice has been received;
- ~~(m)~~ other business, if any, specified in the summons;
- ~~(n)~~ to deal with business to be considered in an 'Away Hour'.

- 11.2 A motion to vary the order of business on the ground of urgency

- (a) shall not displace business falling under items [11.1\(a\)](#) and [11.1\(b\)](#) ~~in part (1) of this Standing Order;~~
- (b) may, at any time when an item of business on the agenda has been disposed of, be proposed either by the Chair or by any Member;
- (c) if proposed by the Chair may be put to the vote without being seconded, notwithstanding Standing Order ~~47(4)~~[17.2](#);
- (d) shall be put to the vote without discussion.

[11.3](#) Subject to any directions given by the person appointed to preside at the meetings of a Committee or Sub-Committee, the reports referred to at Standing Order 11.1(k) shall be arranged in such order as the proper officer thinks will best ensure the effective despatch of business.

## **12. APPROVAL OF MINUTES**

[12.1](#) At a meeting of the Authority, or a Committee, or Sub-Committee at which minutes of a previous meeting are submitted for approval as a correct record, the Chair shall move that those minutes be so approved.

~~Not less than five clear days prior to every meeting of the Authority a copy of the minutes of the previous meeting of the full Authority shall be sent to every Member.~~

[12.2](#) ~~Provided that Standing Order 12.1 has been complied with, the minutes may be taken as read and the Chair shall put the question "May the Minutes of the meeting of the Authority held on the.....day of.....be confirmed as a correct record?"~~

~~[12.3](#)~~ No discussion shall take place upon the Minutes except on their accuracy unless the Chair exercises his discretion to receive questions that highlight points of interest or update members on matters contained in the Minutes. ~~Any questions of their accuracy shall be raised by motion.~~ If no such question is raised, or, if it is raised, then as soon as it has been resolved, the Chair shall sign the Minutes.

[12.34](#) When presenting the minutes of any of the Authority's committees or sub-committees or Outside Bodies, the Chair of such committee or sub-committee or member of such Outside Body ~~shall be at liberty to~~may highlight two or three points of interest and update members

on matters contained in the minutes, provided that they shall speak for no longer than two minutes. 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.

12.4 ~~In the event that the next meeting of the Committee is not to take place within the following three months the draft minutes are to be circulated by email to the members of the Committee for approval. If there is no challenge to the minutes received within five days of the minutes being circulated the minutes shall be brought to the next meeting of the full Authority for approval.~~

~~12.5~~ ~~A copy of the minutes of the proceedings at each meeting of the Authority shall be sent to the proper officer of the Authority for every principal area the whole or any part of which is within the National Park, to the Countryside Agency and to the Secretary of State within thirty days of the date of the meeting at which those minutes are approved.~~

12.56 The Chief Executive shall make arrangements for a signed copy of the approved minutes of every meeting of the Authority and every committee or sub-committee of the Authority to be kept securely and any minute purporting to be so signed shall be received in evidence without further proof.

12.67 A copy of the minutes of the proceedings of each meeting of the Authority shall be published on the Authority's website and made available for public inspection ~~within 10 working days of the date of the meeting at which those minutes are approved.~~

~~12.8~~ ~~Until the contrary is proved, a meeting of the Authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all Members present at the meeting shall be deemed to have been duly qualified.~~

12.79 Where in relation to any meeting of the Authority the next such meeting is a meeting called under Standing Order 7(1) 7(2) or 7(3)4.1, 4.2, or 4.3 ~~(extraordinary meetings)~~, the next ~~following~~ meeting of the Authority (being a meeting called otherwise than under that

[Standing Order](#)) shall be treated as a suitable meeting for the purposes of signing the minutes.

### **13. NOTICES OF MOTION**

- 13.1 Notice of every motion (other than a motion, which, under [Standing Order](#) 14 may be moved without notice) shall be given in writing and signed by the Member or Members giving the notice and delivered at least 14 clear days before the next meeting of the Authority to the Chief Executive. Upon receipt it shall be dated and numbered in the order in which it is received and recorded electronically. The electronic record shall be available to the inspection of every Member.
- 13.2 The Chief Executive shall set out in the summons for every meeting of the Authority all motions of which notice has been given in the order of which they have been received, unless the Member giving such a notice intimated in writing, when giving it, that he proposed to move it at some later meeting or has since withdrawn it in writing.
- 13.3 If a motion that is set out in the summons is not moved either by a Member who gave notice thereof or by some other Member on his behalf, it shall be treated as withdrawn and shall not be moved without fresh notice unless it is postponed to another meeting of the full Authority by consent of the Authority, which shall be voted upon without discussion of the subject matter of the motion.
- 13.4 If the subject matter of a motion comes within the area of authority of any Committee or Committees and is moved and seconded, it will stand referred without discussion to such Committee or Committees, or to such other Committee or Committees as the Authority may determine, for consideration and report unless the Chair considers it convenient and conducive to the dispatch of business to allow such motion to be dealt with at the meeting at which it is brought forward.
- 13.5 Every notice of motion shall be relevant to [some questiona matter](#) over which the Authority has power, or which affects the Lake District National Park.

### **14. MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE**

The following motions and amendments may be moved without notice:

- (a) appointment of the Chair at the meeting at which the motion is made;
- (b) motions relating to the accuracy of the minutes;
- (c) to vary the order of business;
- (d) that a matter be referred to a Committee;
- (e) appointment of a Committee or Member thereof occasioned by an item mentioned in the summons to the meeting;
- (f) receipt of reports or adoption of recommendations of Committee or Officers and any consequent resolutions;
- (g) leave be given to withdraw a motion;
- (h) to amend a motion;
- (i) to refer the motion to a committee or sub-committee;
- (j) "that the Authority proceed to next business";
- (k) "that the question be now put";
- (l) "that the debate be now adjourned";
- (m) "that the Authority do now adjourn";
- (n) authorising the sealing of documents;
- (o) the suspension of Standing Orders in accordance with Standing Order 26;
- (p) motion under Section 100A of the Local Government Act 1972 to exclude the public and press;
- (q) that a Member named under Standing Order 21.1 be not further heard or do leave the meeting;
- (r) motion for removal of disability under Standing Order 4028.1 (discharge of Disclosable Pecuniary Interest);
- (s) to give the consent of the Authority where the consent of the Authority is required by these Standing Orders.

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## 15. MATTERS OF URGENCY

The Chair, with or without notice, may propose a resolution upon any matter which he may deem a matter of urgency, and which is within the function or powers of the Authority.

## 16. QUESTIONS

- 16.1 A Member may ask the Chair ~~of or the Chair of any~~ Committee any question upon the proceedings of the Authority or the Committee ~~then~~ before the Authority if the question is put before ~~the Authority's~~ consideration of those proceedings is concluded.

- 16.2 A Member may ask the Chair or the Chair of the appropriate Committee any question relating to the business of the Authority or Committee and not arising on the proceedings of a Committee before the Authority at the time specified in Standing Order 11.1(gh).
- 16.3 Every question shall be put and answered forthwith without discussion but the person to whom a question has been put may decline to answer.
- 16.4 Where a question is addressed to the Chair or to the Chair of a Committee and the desired information is contained in any of the Authority's publications, it shall be deemed a sufficient reply if the publication containing the information is indicated.
- 16.5 Where the reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if the answer is circulated to members of the Authority with the Minutes of the meeting at which the question has been asked.

**17. RULES OF DEBATE: Report requires Members' decision**

- 17.1 Upon conclusion of the presentation of the Report by Officers, the Chair will invite questions from members—Upon all questions being dealt with the Chair will invite comments from Members.

**Motions and Amendments**

- 17.2 A motion or amendment shall not be discussed unless it has been proposed and seconded, and in the case of a notice of motion which has already been given in accordance with Standing Order 13.1 any amendment thereto shall, if required by the Chair, be put into writing and handed to the Chair before it is further discussed or put to the meeting.

**Secunder's Speech**

- 17.3 When seconding a motion or amendment, a Member may reserve his right to speak until later in the debate by declaring his intention to do so—(Such reservation may not be exercised after the closure motion has been carried).

### **Speaking in Debate**

- 17.4 When speaking at a meeting of the Authority a Member shall indicate that he wishes to speak by raising his hand and will not speak until invited to do so by the Chair—~~\_.~~ If two or more Members indicate to speak, the Chair shall call on each to speak in turn; the other or others shall remain silent until invited to speak by the Chair—~~\_.~~ While a Member is speaking the other members shall not interrupt, unless raising a point of order or providing personal explanation. ~~The Chair may use his discretion to ask members to stand to address the committee if he considers it in the interest of the public attending the meeting.~~ The Chair is to use the member's full name on the first occasion that the member is asked to speak to ensure that it is clear to members of the public or press, and upon the recording of the meeting, who has been asked to speak.

### **Contents and length of speeches**

- 17.5 A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order—~~\_.~~ No speech may exceed five minutes except with the consent of the Chair.

### **Speaking more than once**

- 17.6 A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
- (a) 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 Standing Order 17.12 or 17.15 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 to refer a matter 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**

- 17.7 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 or introducing a substantially new proposal.
- 17.8 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.
- 17.9 If an amendment is not carried, other amendments may be moved on the original motion. ~~—~~  
If an amendment is 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**

- 17.10 A Member may, with the consent of the Authority signified 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**

- 17.11 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**

- 17.12 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. The reply shall be strictly confined to answering previous speakers and shall not introduce any new matters into the debate. 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 but shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on that amendment.

**Motions which may be moved during debate**

17.13 When a motion is under debate no other motion shall be moved except the following:

- (a) to amend the motion;
- (b) to postpone consideration of the motion;
- (c) to adjourn the meeting;
- (d) to adjourn the debate;
- (e) to proceed to the next item of business;
- (f) "that the question be now put";
- (g) "that a member be not further heard";
- (h) "that the matter under debate shall be referred back to Committee";
- (i) by the Chair under Standing Order 21(2) that a Member do leave the meeting;
- (j) a motion under section 100A of the Local Government Act 1972 to exclude the public and press.

**Closure Motions**

17.14 A Member may move without comment at the conclusion of a speech of another Member:

"That the Authority proceed to the next item of 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 procedure shall be as follows:

- (a) On a motion "to proceed to the next item of business", unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, the Chair 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 Chair's opinion the matter before the meeting has been insufficiently discussed, the Chair 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 his right of reply under paragraph (12) of this Standing Order before putting the motion to the vote;
- (c) On a motion "to adjourn the debate or the meeting"; if, in the Chair's opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be

sufficiently discussed on that occasion the Chair shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion;

- (d) A second motion "that the Authority proceed to the next business", "that the debate be now adjourned" or "that the Authority does not adjourn" shall not be made within a period of 30 minutes unless it be moved by the Chair.

#### **Points of order**

- 17.15 A member may raise a point of order or a matter of 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 the way in which the Member considers it has been broken.— A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.
- 17.16 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 the Chair**

- 17.17 Whenever the Chair speaks during a debate any Member then speaking shall immediately stop and the Authority shall be silent.

### **18. RULES OF DEBATE: Report for noting or comment by Members**

- 18.1 Upon conclusion of the presentation of the Report by Officers, the Chair will invite questions from Members.— When all questions have been dealt with the Chair will invite comments from Members.—

#### **Speaking in Debate**

- 18.2 When speaking at a meeting of the Authority a Member shall indicate that he wishes to speak by raising his hand and will not speak until invited to do so by the Chair.— If two or more Members indicate to speak, the Chair shall call on each to speak in turn; the other or others shall remain silent until invited to speak by the Chair.— While a Member is speaking the other members shall not interrupt, unless raising a point of order or providing personal explanation. The Chair may use his discretion to ask members to stand to address the committee if he considers it in the interest of the public attending the meeting. The Chair is

to use the member's full name on the first occasion that the member is asked to speak to ensure that it is clear to members of the public or press, and upon the recording of the meeting, who has been asked to speak.

#### **Content and length of speeches**

- 18.3 A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. ~~—~~ No speech may exceed five minutes except with the consent of the Chair.

#### **Speaking more than once**

- 18.4 A Member may speak more than once only if permitted to do so by the Chair. ~~—~~

#### **Conclusion of Discussion**

- 18.5 Upon all Members having been given the opportunity to speak and the Chair determining that the matters raised in the Officer's report have been fully discussed, the Chair will draw the discussion to a close. ~~—~~ The Chair will confirm that the Officer has noted Members' comments and will invite Members to note the report.

#### **Respect for the Chair**

- 18.6 Whenever the Chair speaks during a debate any Member then speaking shall immediately stop and the Authority shall be silent.

### **19. MOTIONS AFFECTING PERSONS EMPLOYED BY THE AUTHORITY**

If any Member wishes to raise a question at a meeting of the Authority concerning the appointment, promotion, dismissal, salary, superannuation or conditions of service, or concerning the conduct of any person employed by the Authority, they shall, without specifying the name or department of the person concerned, inform the Chair of ~~his~~ their wish to raise such a question and such question shall not be the subject of discussion until the Authority or Committee, as the case may be, has decided upon the motion of the Chair put without debate whether or not the power of exclusion of the public shall be exercised under Section 100A of the Local Government Act 1972.

## 20. AWAY HOURS

20.1 In order to facilitate Members' understanding of matters affecting the Lake District National Park, the Chief Executive and/or the Chair will organise Away Hours. These will be informal meetings usually following the Authority Committee Meeting which Members will be encouraged to attend. These sessions will allow Officers, or such persons as may be invited by the Chief Executive and/or the Chair, to make a presentation to Members about any matter considered to be of interest to Members. Details of the items to be discussed at Away Hours will be circulated with the Authority agenda. Discussions will be conducted in accordance with the procedure at Standing Order 18 or in such other manner in which the Chair in his discretion shall determine. Any notes and slides of the presentations made during the Away Hour will be circulated via email after the committee meeting if readily available.

20.2 Members may also use Away Hours to share training and to bring policy areas forward for consideration by requesting that the Chair organise such an Away Hour and supplying such papers as are required to the Chair for distribution prior to the meeting.

## 21. DISORDERLY CONDUCT

21.1 If at a meeting, the Chair or a Member forms the opinion that another Member has engaged or is engaged in misconduct 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 Member shall inform the meeting of that opinion and 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

21.2 If the Member named continues his 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 the Chair in his discretion shall consider expedient.

### General disturbance

21.3 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

him may, without question put, adjourn the meeting of the Authority for such a period as he in his discretion shall consider expedient.

**22. PUBLIC PARTICIPATION AT MEETINGS**

In accordance with arrangements agreed from time to time by the Authority, and in respect of those Committees determined by the Authority, the Agenda of the Authority and Committees shall include an item of business "Public Questions" under which any public questions, deputations, or petitions relating to the business of the Authority or the Committee shall be taken in accordance with the Authority's Policy for Public Speaking at Meetings.

**23. EXCLUSION OF THE PUBLIC FROM MEETINGS AND DISTURBANCE BY MEMBERS OF THE PUBLIC**

23.1 A meeting of the Authority or any Committee shall be open to the public except to the extent that they are excluded by virtue of the following provisions of the Local Government Act 1972 (as amended):

- (a) The public shall be excluded from a meeting of the Authority during an item of business whenever it is likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence;
- (b) The Authority may by resolution exclude the public from a meeting during an item of business whenever it is likely, in view 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 100 I and Schedule 12A of the Local Government Act 1972;

The business, the subject of the resolution, shall stand adjourned until all other business of the meeting has been transacted whereupon the press and other members of the public shall leave the meeting and the adjourned business shall be considered;

23.2 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him—  If he continues the interruption the Chair shall order his removal from the room in which the meeting is being held—  In the case of general disturbance in any part of the meeting place open to the public the Chair shall order that part to be cleared.

**24. RESCISSION OF PRECEDING RESOLUTIONS**

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as to rescind any resolution within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 13 bears the names of at least five Members. 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 where minutes are before the Authority Committee, and the Authority does not agree the minutes and refers the matter back to Committee for further consideration.

**25. VARIATION AND THE REVOCATION OF STANDING ORDERS**

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.

**26. SUSPENSION OF STANDING ORDERS**

26.1 Except for those Standing Orders derived from statutory authority and subject to paragraph 26.2 of this Standing Order, Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved at a meeting of the Authority or Committee.

26.2 A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 14) unless there shall be present at least one-half of the whole number of the Members.

26.3 Unless specified to the contrary in the resolution to suspend the Standing Order the suspension shall last only for the meeting at which it is adopted and, in any event, no suspension shall extend beyond the next annual meeting of the Authority.

**27. INTERPRETATION OF STANDING ORDERS**

Subject to the right of any member to request that before final ruling by the Chair, any question relating to the construction or application of these Standing Orders or as to any

proceedings of the Authority be referred for Officers' advice (which shall be given orally at the meeting), the ruling of the Chair shall not be challenged at any meeting of the Authority.

## **COMMITTEES**

### **28. APPOINTMENT OF COMMITTEES**

The Authority shall at the Annual Meeting each year appoint such Standing Committees, and at any time appoint such other Committees or Meetings, as are necessary to carry out the work of the Authority, but, subject to any statutory provision in that behalf,

- (a) shall not appoint any member of the Committee so as to hold office later than 30 June in the next year;
- (b) may resolve that non-voting members shall also be appointed to any such committee;
- (c) at any time, dissolve or alter membership of a Committee.

### **29. PROCEEDINGS IN COMMITTEE TO BE OPEN TO THE PUBLIC**

29.1 In compliance with Sections 100 A-D of the Local Government Act 1972 all agenda, reports, and other documents shall be open to the public and to public inspection.

29.2 Where the Chief Executive or other Officer authorised to act by him considers that the whole, or any part, of any report relates to items during which a meeting is likely not to be open to the public he shall mark every copy of the report "Not for Publication" and there shall be stated on every copy the description, in terms of Schedule 12A to the said Act of the exempt information by virtue of which the Authority are likely to exclude the public during the item to which the report relates.

### **30. COMPOSITION OF COMMITTEES**

The Chair and Deputy Chair of the Authority may attend and speak at a meeting of a Committee of which they are not voting Members.

### **31. SPECIAL MEETINGS OF COMMITTEES**

The Chair of a Committee or of the Authority or the Deputy Chair of a Committee or of the Authority if the Chair is unavailable may summon a special meeting of a Committee at any

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time. A special meeting shall also be summoned on the requisition in writing of a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting, and no other business than that set out shall be considered at that meeting. Except in cases of emergency at least five clear days' notice shall be given to all Members of the Committee.

### **32. URGENT BUSINESS**

32.1 Unless the Authority has by resolution made other arrangements for that purpose, every Committee shall make arrangements for the discharge, in urgent circumstances, of the functions of the Authority which the Committee may discharge, by appointing either:

- (a) a Sub-Committee of not fewer than three voting Members of the Committee, or
- (b) an officer of the Authority to discharge those functions.

32.2 Before acting under such arrangements any such Sub-Committee or Officer shall record the urgent circumstances which make it necessary for action to be taken before a meeting of the Committee can be arranged.

32.3 Where action is taken under any such arrangement, a report of that action, including a note of the circumstances which made it necessary, shall be laid before the next meeting of the Committee.

### **33. MEETINGS, WORKING GROUPS, PROJECT BOARDS AND TASK AND FINISH GROUPS**

33.1 The Authority Committee may, within its powers, set up a Resources Meeting and a Park Strategy Meeting to undertake the consultative work set out in the Authority's Scheme of Delegation.

33.2 Any Committee may, within its powers, set up a working group, project board or task and finish group of members and officers for the detailed study of any matter referred to it. The terms of reference shall include a clear definition of the objects or remit of the working group, project board or task and finish group, an end date by which the work must be completed and the manner (and if appropriate, timetable) for reporting back to the parent committee. Such working group, project board or task and finish group shall not have any power to exercise any authority on behalf of the Authority nor incur any

expenditure without prior authority of the Committee nor issue instructions to any officer likely to incur expense of use excessive time without the prior authority of the relevant Committee. The meeting of any working group, project board or task and finish group shall be convened and minuted by the proper officer.

33.2 The Chair and Deputy Chair of a meeting, working group, project board or task and finish group shall be appointed by the Members of the working group, project board or task and finish group and a Chair shall have a second or casting vote, as necessary.

#### **34. BRIEFINGS**

34.1 The Chair and Deputy Chair of any committee may request a briefing session with the relevant officers for the committee prior to the committee meeting taking place. This meeting will be an informal meeting and will not be minuted. No decisions will be taken at this meeting. The meeting is for the purposes of ensuring the smooth running of the committee in particular: to provide an opportunity for the Chair and Deputy Chair to request particular officers attend the Committee to respond to questions; to arrange for additional information on a subject to be provided at the committee meeting; and to ensure clarity over processes and procedures affecting the running of the committee.

34.2 The Chair and Deputy Chair of Authority, the Chairs of any Committee, the Chair of the Resources Meeting, and the Chair of the Strategy Meeting may meet as they require to be briefed by senior officer on matters pertaining to the work of the Authority and to provide guidance to officers on strategic matters pertaining to the Authority. This meeting will be an informal meeting and will not be minuted.

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#### **ORDERS GENERALLY APPLICABLE**

##### **3528. INTERESTS OF MEMBERS IN CONTRACTS OR OTHER MATTERS**

28.1 If any member of the Authority has any pecuniary interest direct or indirect within the meaning of Section 94 of the Local Government Act 1972 (other than an interest described in Section 97(4)-(6) thereof) in any contract, proposed contract, or other matter, that member shall withdraw from the meeting while the contract, proposed contract or other matter is under consideration by the Authority unless:

(a) the disability to discuss that matter imposed upon him by Section 94 has been removed by the Secretary of State under Section 97(1) thereof; or

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- ~~(b) — the contract, proposed contract, or other matter is under consideration by the Authority as part of the report of a Committee and is not itself the subject of debate; or~~  
~~(c) — the Authority invite him to remain.~~

~~3528.12~~ If any member of the Authority has a Disclosable Pecuniary Interest under the provisions of sections 30 and 31 of the Localism Act 2011 that member shall withdraw from the meeting while the contract, proposed contract or other matter is under consideration by the Authority unless a dispensation has been granted to the member.

~~3528.23~~ The record of disclosures of interest by members of the Authority kept by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 shall be open, during office hours, to inspection by any member of the Authority.

#### ~~3629.~~ **INTERESTS OF OFFICERS IN CONTRACTS**

~~In accordance with section 117 of the Local Government Act 1972, The~~the Chief Executive shall record, either in a book or electronically, ~~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- details~~ of any pecuniary interest ~~an Officer may have~~ in any contract, and the book shall be open during office hours to the inspection of any member of the Authority.

#### ~~3730.~~ **CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

~~3730.1~~ Canvassing of members of the Authority or any Committee of the Authority directly or indirectly for any external appointment to be made by 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.

~~3730.2~~ A member of the Authority shall not solicit for any person any external appointment to be made by the Authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, ~~experience~~experience, or character for submission to the Authority with an application for appointment.

**3834. RELATIVES OF MEMBERS OR OFFICERS**

**3834.1** A candidate for any appointment to be made by the Authority who knows that he is related to any member or senior officer of the Authority shall when making application disclose that relationship to the Chief Executive—\_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 senior officer of the Authority shall disclose to the Chief Executive any relationship known to him to exist between himself and any person whom he knows is a candidate for an appointment to be made by the Authority.

**3834.2** The purport of this Standing Order shall be included in any form of application.

**3834.3** For the purpose of this Standing Order "Senior Officer" means any officer employed by the Authority so designated by the Committee or Sub-Committee concerned with personnel matters at the time and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse 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 spouse of the other.

**3932. APPOINTMENTS OF ~~HEAD OF PAID SERVICE~~CHIEF EXECUTIVE, SECTION 151 OFFICER~~OFFICER,~~ AND MONITORING OFFICER**

**3932.1** Where the Authority propose to appoint a ~~Head of Paid Service~~Chief Executive, Section 151 Officer or a Monitoring Officer, and it is not proposed that the appointment be made exclusively from among the existing Officers, they shall

- (a) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person as requested.

**3932.2** Where the post has been advertised as provided in sub-paragraph 1(b) hereof the Authority shall:

- (a) interview all qualified applicants for the post, or
- (b) select a short-list of such qualified applicants and interview those included on the short list.

~~3932.3~~ Where no qualified person has applied, the Authority shall make further arrangements for advertisement in accordance with paragraph 32.1.

~~3932.3~~ The ~~Authority will be responsible for the~~ appointment ~~of ment of thea~~ Head of Paid Service ~~Chief Executive~~, Section 151 ~~Officer or Officer, or~~ a Monitoring Officer ~~shall be made by the Authority~~.

#### **4033. AUTHORISED VARIATIONS**

~~4033.1~~ The steps taken under ~~S~~standing ~~O~~order ~~4532.1~~ or ~~4532.2~~, may be taken by a Committee, Sub-Committee, or Director of the Authority.

~~4033.2~~ Any Director may be appointed by a Committee or Sub-Committee of the Authority, or a relevant joint committee.

#### **4134. DISCIPLINARY ACTION: CHIEF EXECUTIVE, MONITORING ~~OFFICER~~OFFICER, OR SECTION 151 OFFICER**

~~4134.1~~ No disciplinary action ~~(within the meaning of Part II of the Local Authorities (Standing Orders) Regulations 1993)~~ in respect of the Chief Executive, Monitoring Officer or Section 151 Officer except action described in paragraph 34.2, may be taken by the Authority, or by a Committee, Sub-Committee, or any other person acting on their behalf, other than in accordance with a recommendation in a report made by a designated independent person under Regulation 7 of the Local Authorities (Standing Orders)(England) Regulations 2001 (investigation of alleged misconduct).

~~4134.2~~ The action mentioned in paragraph 34.2 is suspension of the Chief Executive, Monitoring Officer or Section 151 Officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

#### **35. APPOINTMENTS MADE BY MEMBERS**

~~35.1~~ This standing order applies where the procedures under standing orders 32 and 33 provide, in accordance with a requirement of those standing orders: (a) for any step

~~towards the making of an appointment to be taken by a Committee or a Sub-Committee; or (b) for any power to make recommendations to any individual or body with power to take such a step to be exercisable by a Committee, a Sub-Committee or a panel containing members and officers of the Authority.~~

~~35.2—There shall be constituted for each appointment within paragraph 35.1(a) a Committee or a Sub-Committee and for each appointment within paragraph 35.1(b) a Committee, a Sub-Committee or a panel which meets the requirements of paragraph (3). The same Committee or Sub-Committee may be appointed for both purposes, and the same Committee, Sub-Committee or panel may be appointed to deal with more than one appointment.~~

~~35.3—A panel meets the requirements of this paragraph if it consists solely of members of the Authority and it conducts its business in the way that a Committee of the Authority is required to conduct its business.~~

~~35.4—Unless the procedures adopted by the Authority under standing orders 32 and 33 require such a step to be taken by an officer, the Committee or Sub-Committee constituted under paragraph 35.2 shall be responsible for determining the job description and the personnel specification (as defined in that standing order) and the content of any advertisement for the appointment. That Committee or Sub-Committee or a panel constituted in accordance with that paragraph shall be responsible for interviewing the candidates.~~

~~35.5—In respect of each proposed appointment to which this standing order applies, the Monitoring Officer shall sign a report stating whether to the best of his knowledge and belief the proposed appointment can be made:~~

- ~~——(a)——without contravening any provision made by or under Part 1 of the 1989 Act; and~~
  - ~~——(b)——without any matter being taken into account which could not properly be taken into account;~~
- ~~and, if in his opinion it cannot be so made, his reasons for so thinking.~~

~~35.6—Until either:~~

- ~~(a)——the monitoring officer has signed a report stating that the proposed appointment can be made in accordance with subparagraphs (a) and (b) of the previous paragraph; or~~

~~(b) — the Authority has considered the report under the previous paragraph and has nevertheless decided to make the appointment, (as the case may be), no offer of appointment shall be made which is not conditional upon the happening of one or other of those events.~~

**36. NO DIRECTION TO BE GIVEN TO PERSONS MAKING APPOINTMENTS OR TAKING DISCIPLINARY ACTION**

~~Neither the Authority, nor any Committee or Sub-Committee, nor any other person shall directly or indirectly:~~

- ~~(a) — give directions to any person taking any step in relation to an appointment to a post in the paid service of the Authority as to the identity of the person to be appointed;~~
- ~~(b) — give directions about the taking of any disciplinary action in relation to a person in the paid service of the Authority; or~~
- ~~(c) — otherwise interfere with the making of such an appointment, or the taking of disciplinary action;~~

~~— provided that:~~

- ~~(a) — any body or any person who is empowered to take any step in relation to an appointment, or to take disciplinary action may give such directions as may be necessary to give effect to a decision which it has or he has, taken in exercise of that power; and~~
- ~~(b) — the Authority, or any Committee or Sub-Committee of the Authority, may call for a review of the conduct or capability of any employee.~~

**423. CUSTODY OF SEAL**

The Common Seal of the Authority shall be kept in a safe place in the custody of the Authority Solicitor, ~~shall be secured by two locks, the keys of which one shall be kept by the Chief Executive and the other by the Authority Solicitor.~~

**433. SEALING OF DOCUMENTS**

~~4336.1~~ The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority, Committee or Sub-Committee or by an Officer to whom the Authority have delegated their powers in this behalf. A resolution authorising the acceptance of any tender, the purchase, sale, letting or other taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the making of any contract, or doing of any other thing shall be sufficient authority for sealing any document necessary to give effect to the authorisation.

~~433.2~~ The seal shall be attested by one of the following persons present at the sealing:

- the Chief Executive,
- the Chair of the Authority,
- the Section 151 Officer, or
- the Authority Solicitor.

An entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by the person who has attested the seal.

### ~~39. AUTHENTICATION OF DOCUMENTS~~

~~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 Chief Executive, the Authority Solicitor, or a Corporate Director.~~

### ~~40. LEGAL PROCEEDINGS AND DOCUMENTS~~

~~40.1 The Authority's Solicitor shall prepare all contracts, leases, agreements of tenancy or other agreements, affecting land or premises of the Authority, including easements or any interest in land; and he shall at the request of the Chief Executive prepare any written contracts for the supply of goods and materials, the provision of services, and the execution of any work to which the Authority is a contracting party.~~

~~40.2 Every legal document, other than those previously mentioned in these Standing Orders, in any way relating to or affecting the functions of the Authority shall be settled in such form as the Authority's Solicitor may determine.~~

~~40.3 The Authority's Solicitor or a person appointed by him shall be authorised to sign on behalf of the Authority the several documents referred to in Standing Order 40.1 and such other documents as may be agreed between the Chief Executive and the Authority's Solicitor which are intended to give effect to decisions of the Authority or of any Committee and which are not required to be under seal.~~

~~40.4 The Authority's Solicitor shall have general authority to institute and defend legal proceedings in any court or registry in the interest of the Authority.~~

**41. — INSPECTION OF LAND, PREMISES, ETC**

~~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 his 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.~~

**42. — INSPECTION OF DOCUMENTS**

~~A Member may inspect any document which is in the possession or under the control of the Authority and which contains material relating to any business to be transacted at a meeting of the Authority or of a Committee or sub-Committee and, if copies are available, shall be supplied on request with a copy for like purpose. Provided that, where it appears to the Chief Executive that a document discloses information of a description for the time being falling within any of the paragraphs 1 to 6, 9, 11, 12 and 14 of Part I of Schedule 12A to the Local Government Act 1972, it shall not be required to be open for inspection and further all minutes kept by any Committee shall, unless the Committee for reasons specified in a resolution passed by them otherwise direct, as soon as practicable, be open to inspection by any Member during office hours.~~

**COMMITTEES**

**43. — APPOINTMENT OF COMMITTEES**

~~The Authority shall at the Annual Meeting each year appoint such Standing Committees, and at any time appoint such other Committees, as are necessary to carry out the work of the Authority, but, subject to any statutory provision in that behalf,~~

~~(a) — Shall not appoint any member of the Committee so as to hold office later than 30 June in the next year;~~

~~(b) — May resolve that non-voting members shall also be appointed to any such committee;~~

~~At any time, dissolve or alter membership of a Committee.~~

**44. — PROCEEDINGS IN COMMITTEE TO BE OPEN TO THE PUBLIC**

~~44.1 — In compliance with Sections 100 A-D of the Local Government Act 1972 all agenda, reports and other documents shall be open to the public and to public inspection.~~

~~44.2 — Where the Chief Executive or other Officer authorised to act by him considers that the whole, or any part, of any report relates to items during which a meeting is likely not to be open to the public he shall mark every copy of the report "Not for Publication" and there~~

~~shall be stated on every copy the description, in terms of Schedule 12A to the said Act of the exempt information by virtue of which the Authority are likely to exclude the public during the item to which the report relates.~~

**45. — COMPOSITION OF COMMITTEES**

~~— The Chair and Deputy Chair of the Authority may attend and speak at a meeting of a Committee of which they are not voting Members.~~

**46. — ELECTION OF CHAIR OF COMMITTEE**

~~46.1 — Every Committee shall, at its first meeting after the Annual Meeting of the Authority and before proceeding to any other business, elect a Chair and a Deputy Chair in accordance with the Rules on Elections set out in the Appendix.~~

~~46.2 — In the absence from a meeting of a Chair (and Deputy Chair, if elected) a Chair for that meeting shall be appointed.~~

**47. — SPECIAL MEETINGS OF COMMITTEES**

~~The Chair of a Committee or of the Authority or the Deputy Chair of a Committee or of the Authority if the Chair is unavailable may summon a special meeting of a Committee at any time. A special meeting shall also be summoned on the requisition in writing of a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting, and no other business than that set out shall be considered at that meeting. Except in cases of emergency at least five clear days' notice shall be given to all Members of the Committee.~~

**48. — SUB-COMMITTEES**

~~48.1 — Only the Authority may appoint Sub-Committees for purposes to be specified by the Committee. The Authority may delegate to a Sub-Committee such of the Committee's functions and on such conditions as the Committee recommends to Authority.~~

~~48.2 — The Chair of a Committee shall be an ex-officio member of every Sub-Committee appointed by the Authority, unless he signifies in writing to the Chief Executive that he does not wish to serve.~~

**49. — QUORUM OF COMMITTEES**

~~49.1 — Except where authorised by statute or ordered by the Authority, business shall not be transacted at a meeting of any Committee or Sub-Committee unless a quorum is present. The quorum of a Committee or Sub-Committee shall consist of such number of members~~

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~~thereof (subject to any resolution of the Authority) as may be fixed from time to time by such Committee or Sub-Committee. Provided that in no case shall the quorum of a Committee or Sub-Committee be less than two of whom one shall be a local authority member and one a member appointed to the Authority by the Secretary of State.~~

~~49.2 In the case of Development Control Committee, the Chair of Committee shall have discretion to defer any application brought before the Committee if the Chair is of the opinion that despite a quorum being present there are not sufficient Members available to vote upon the application to ensure the credibility of the decision being made.~~

**50. ORDER OF BUSINESS IN COMMITTEES AND SUB-COMMITTEES**

~~50.1 At least five clear days before every meeting of a Committee or Sub-Committee, or as soon as the meeting is called, whichever is later, the proper officer shall send to every voting Member and to every other person entitled to receive the papers of the Committee or Sub-Committee a copy of the agenda for the meeting.~~

~~50.2 The agenda shall include:~~

- ~~(a) all items of business which have been, or are deemed to have been, referred to the Committee or Sub-Committee by the Authority or by another Committee or Sub-Committee, as the case may be;~~
- ~~(b) all reports submitted to the Committee or Sub-Committee by the Head of the Paid Service or any Corporate Director;~~
- ~~(c) any item of business directed to be included by the person appointed to preside at the meetings of the Committee or Sub-Committee; and~~
- ~~(d) any other item of business of which the requisite notice has been given to the proper officer by a Member of the Committee or Sub-Committee (whether voting or not): provided that no Member (other than the person appointed to preside at meetings of the Committee or Sub-Committee) may give notice of more than one item of business for anyone meeting.~~

~~50.3 The requisite notice is five clear days' notice in writing before the date fixed for the meeting of the Committee or Sub-Committee.~~

~~50.4 Subject to any directions given by the person appointed to preside at the meetings of the Committee or Sub-Committee, the items of business shall be arranged in such order as the proper officer thinks will best ensure the effective despatch of business.~~

~~50.5 In the event that the next meeting of the Committee is not to take place within the following three months the draft minutes are to be circulated by email to the members of the Committee for approval. If there is no challenge to the minutes received within five days of the minutes being circulated the minutes shall be brought to the next meeting of the full Authority for approval.~~

**51. URGENT BUSINESS**

~~51.1 Unless the Authority has by resolution made other arrangements for that purpose, every Committee shall make arrangements for the discharge, in urgent circumstances, of the functions of the Authority which the Committee may discharge, by appointing either:~~

- ~~(a) a Sub-Committee of not fewer than three voting Members of the Committee, or~~
- ~~(b) an officer of the Authority to discharge those functions.~~

~~51.2 Before acting under such arrangements any such Sub-Committee or Officer shall record the urgent circumstances which make it necessary for action to be taken before a meeting of the Committee can be arranged.~~

~~51.3 Where action is taken under any such arrangement, a report of that action, including a note of the circumstances which made it necessary, shall be laid before the next meeting of the Committee.~~

**52. VOTING IN COMMITTEE**

~~52.1 All questions in Committee shall be determined by voice or a show of hands by a majority of the Members of the Committee present and voting.~~

~~52.2 In the event of an equality of votes, the Chair or other person presiding at the meeting shall have a second or casting vote.~~

~~52.3 In the case of the Governance Committee only, co-opted Members of the Committee shall have full voting rights as though they were full members of the Authority.~~

**53. ~~STANDING ORDERS TO APPLY TO COMMITTEES~~**

~~The Standing Orders of the Authority shall, insofar as the context permits apply to the meetings of Committees and Sub-Committees subject to the following proviso that Standing Orders 4.1, 4.2, 9.1, 11, 12, 13, 14, 16, 17.3, 17.(5), 22 and 23 shall apply exclusively to meetings of the Authority.~~

**51. ~~ATTENDANCE OF MEMBERS AT COMMITTEES~~**

~~51.1 A Member of the Authority who has proposed a motion which has been referred to any Committee shall have notice of the meeting of the Committee at which it is proposed to consider the motion, and if he attends shall have an opportunity of explaining it.~~

~~51.2 Where a Member of the Authority who is not a member of a Committee has, with the agreement of the Chair either asked for a report or drafted a report to be presented to that Committee then the Member may address the Committee and answer questions in respect of that report but may not take part in subsequent debate or vote on any recommendations arising therefrom.~~

~~— **Proviso**~~

~~— That where a Member prepares a draft report for submission to a meeting, such a draft report would be subject to the approval of the Chief Executive and form a submission to the meeting by the Chief Executive.~~

**55. ~~STANDING ORDERS TO BE GIVEN TO MEMBERS~~**

~~An electronic or 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 Chief Executive upon delivery to him of the Member's declaration of acceptance of office.~~

**5. ~~WORKING GROUPS, PROJECT BOARDS AND TASK AND FINISH GROUPS~~**

~~56.1 Any Committee may, within its powers, set up a working group, project board or task and finish group of members and officers for the detailed study of any matter referred to it.~~

~~The terms of reference shall include a clear definition of the objects or remit of the working group, project board or task and finish group, an end date by which the work must be completed and the manner (and if appropriate, timetable) for reporting back to the parent committee. Such working group, project board or task and finish group shall not have any power to exercise any authority on behalf of the Authority nor incur any expenditure without prior authority of the Committee nor issue instructions to any officer likely to incur expense of use excessive time without the prior authority of the relevant~~

~~Committee. The meeting of any working group, project board or task and finish group shall be convened and minuted by the proper officer.~~

~~56.2 The Chair and Deputy Chair of a working group, project board or task and finish group shall be appointed by the Members of the working group, project board or task and finish group and a Chair shall have a second or casting vote as necessary.~~

#### **5. BRIEFINGS**

~~The Chair and Deputy Chair of any committee may request a briefing session with the relevant officers for the committee prior to the committee meeting taking place. This meeting will be an informal meeting and will not be minuted. No decisions will be taken at this meeting. The meeting is for the purposes of ensuring the smooth running of the committee in particular: to provide an opportunity for the Chair and Deputy Chair to request particular officers attend the Committee to respond to questions; to arrange for additional information on a subject to be provided at the committee meeting; and to ensure clarity over processes and procedures affecting the running of the committee.~~



## APPENDIX

### Rules on Elections

#### 1. Election of Chair of Authority

The election of the Chair of the Lake District National Park Authority shall be conducted as follows:

- a. Not less than 10 working days before the date of the Annual Meeting, or the meeting at which the election is to be held, the Chief Executive or his/her nominee shall contact all members in writing calling for nomination of any Member as Chair of the Authority to be submitted in writing.
- b. To be valid, ~~a nomination shall be seconded by another Member of the Authority~~ another Member of the Authority shall second a nomination— A nomination may include a statement of no more than 100 words outlining the candidate's relevant skills and experience.
- c. Nominations must be submitted to the Chief Executive or his/her nominee at least 5 clear working days before the Annual Meeting or the meeting at which the election is to be held.
- d. At least 2 clear working days before the Annual Meeting, or the meeting at which the election is to be held, the Chief Executive or his/her nominee shall inform Members in writing of all correctly nominated candidates, the seconder of each and provide a copy of the candidates' statement.
- e. The Authority's Solicitor shall act as the Returning Officer and shall be responsible for the election process.
- f. The Chief Executive shall preside for the first item of business and shall declare nominations closed and the Returning Officer shall announce the valid nominations which have been received.
- g. If only one nomination has been received, the Chief Executive shall declare that person duly elected and shall install them as Chair of the Authority.
- h. If more than one valid nomination has been received, the election shall proceed by ballot. The Chief Executive shall invite each candidate or their nominator to address the meeting for not more than 2 minutes, in alphabetical order by surname. Once the candidates have addressed the meeting, the ballot shall be held without comment, ~~question~~ question, or debate.

- i. A secret ballot shall be held by each member writing on a voting paper the name of the candidate that they wish to elect.—\_The Returning Officer will collect the papers and shall sort them into parcels according to the votes received for each candidate, rejecting any that are invalid. The Returning Officer will notify the Chief Executive the name of the candidate with the highest number of votes and the Chief Executive will declare that candidate duly elected.—\_In the event of a tie or equality of votes, the names will be placed in a hat and the first candidate whose name is drawn by the Chief Executive shall be appointed as Chair.
- j. If no nominations are received, the election shall proceed in accordance with the process set out for the election of a Chair of Committee as set out below.

## 2. Election of Deputy Chair of the Authority

The process for the election of the Deputy Chair of the Lake District National Park Authority shall be the same as that for the election of the Chair set out in paragraph 1 of this Appendix subject to the following amendments:

- a. All references to “Chair” shall be read as references to the “Deputy Chair”
- b. In paragraphs 1(f) to 1(i) all references to “Chief Executive” shall be read as references to the “Chair of the Authority”.

## 3. Election of Chair of a Committee

Each committee shall, at their first meeting following the Authority’s Annual Meeting, or at the first meeting after a vacancy arises, elect from the Members of that committee, a person to preside as Chair of that committee.

- a. Any Member of that committee who wishes to stand for election as Chair shall be proposed at the meeting.
- b. To be valid, ~~a nomination shall be seconded by another Member of the Committee~~ another Member of the Committee shall second a nomination.—\_.
- c. If only one nomination has been received, the Chief Executive or his/her nominee shall declare that person duly elected and shall install them as Chair of the Committee.
- d. If more than one valid nomination has been received, the Chief Executive or his/her nominee shall invite Members shall vote to elect the Chair by show of hands.—\_The Chief Executive or his/her nominee will declare the name of the candidate with the highest number of votes and the Chief Executive will declare that candidate duly elected. In the event of a tie or equality of votes, the names will be placed in a hat

and the first candidate whose name is drawn by the Chief Executive, or his/her nominee shall be appointed as Chair.

**4. Election of Deputy Chair of a Committee**

The process for the election of the Deputy Chair of each committee shall be the same as that for the election of the Chair set out in paragraph 3 of this Appendix subject to the following amendments:

- a. All references to “Chair” shall be read as references to the “Deputy Chair”
- b. In paragraphs 3(a) to 3(d) all references to “Chief Executive or his/her nominee” shall be read as references to the “Chair of the Committee”.

Version	Author	Revised	Changes
<b>v.1</b> <b>Original</b>	Julie Wood	1/04/2022	
<b>v.2</b>	Julie Wood	15/07/2025	To reflect changes in personnel
<b>v.3</b>	Julie Wood	25/03/2026	To reflect changes to the Committee Structure <a href="#">and add clarity.</a>