

## 6. STANDING ORDERS

A report had been circulated by the Director providing for discussion draft Standing Orders and a proposed approach to minutes of Board meetings.

The Solicitor/Committee Services Manager presented the report, informing Board members of the legislative requirement of the Board to make Standing Orders regulating its procedures.

At the meeting of the Shadow Board on 2 June 2015, it had been agreed that a draft set of Standing Orders would be brought to the next meeting for consideration and discussion, with a view to finalising a draft for submission to the Board at its first formal meeting after adoption. The draft Standing Orders were attached as Appendix 1 to the report, and a number of provisions had been highlighted in the report by the Solicitor/Committee Services Manager for discussion.

Appendix 2 to the report provided details of the statutory requirements of Board minutes. The paper also examined different approaches that could be taken within the statutory rules, together with an approach recommended by the Solicitor/Committee Services Manager.

The Director recommended that the Board:-

1. note the draft Standing Orders, as contained in Appendix 1 to the report, and to consider them and provide comment and suggestion for adoption or change.
2. note the suggested approach to the preparation and agreement of minutes of Board meetings, as contained in Appendix 2 to the report, and provide comment and suggestion for adoption or change.
3. note that both Standing Orders and the approach to minutes of Board meetings would require to be formally approved by the Board when constituted.

The Committee Services Manager then responded to questions raised by Board members in relation to:-

- Requiring the Board to set its values
- Requiring the Board to define its risk appetite
- The number and frequency of meetings
- The Chair's powers in relation to urgent business, and adding items not already on the agenda
- The Chair's powers to change the date and time of meetings
- Defining or explaining "temporary vacancy"
- Attendance of the public as a deputation to speak at Board

## meetings

The Committee Services Manager gave advice in relation to his recommended approach for minutes. The paper contained a recommendation that “points made by members in the course of discussion or debate” would not be recorded unless it served the main purpose of recording a decision taken. During discussion, it was noted that there would be scope to include points made by members that were considered to be “significant”.

## Decision

1. To note the report providing draft Standing Orders.
2. To note the suggested approach to the preparation of minutes of Board meetings, as contained in Appendix 2 to the report.
3. To agree that the draft Standing Orders would be brought back to the Board for formal approval and that the Committee Services Manager would provide options in due course to address issues raised by Board members.