

CHAPTER 1: Standing Orders

The Standing Orders for the NWIFCA include provisions required under the Marine and Coastal Access Act 2009, the North Western Inshore Fisheries and Conservation Order 2010 and the Local Government Act 1972 as well as provisions adopted by the Authority.

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STANDING ORDERS

The following Standing Orders were approved by resolution on 22 March 2013 and supersede all previous Standing Orders.

Section 1: Reviews to Standing Orders

Variation and Revocation of Standing Orders

- 1.1 Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion until the next ordinary meeting of the Authority.

Suspension of Standing Orders

- 1.2. (a) Subject to paragraph (b) of this Standing Order, any of the Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (b) A motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least one-half of the whole number of the Members of the Authority of the Sub-Committee as appropriate.

Standing Orders to be given to Members

- 1.3 Printed copies 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 on their appointment by the Chief Executive.

Interpretation of Standing Orders

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

Section 2: Record of Attendances

- 2.1. (a) Every member of the Authority attending a meeting of the Authority, or of any of its Sub-Committees or Working Party of which he is a member, shall sign his name in the attendance book or sheet provided for that purpose.
- (b) Any Local Authority Member of the Authority who is unable to attend a meeting of the Authority may delegate one nominated Officer from their Local Authority who is familiar with the work of the Authority, to attend on his behalf. The Officer may speak in the meeting and will be entitled to vote. The Clerk to be informed of any change at least 5 working days in advance of the meeting.
- (c) Any Member who represents the Marine Management Organisation, Environment Agency or Natural England on the Authority who is unable to attend a meeting of the Authority may delegate one nominated Officer from their organisation to attend on their behalf who may speak at the meeting and will also be entitled to vote. The Clerk to be informed of any change at least 5 working days in advance of the meeting.

Section 3: Election of Chairman and Vice-Chairman

- 3.1. (a) The Chairman and Vice Chairman of the Authority shall be appointed by the Members of and for periods determined by the Authority.
- (b) The Chairman shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as Chairman.
- (c) Subject to any Standing Orders made by the Authority anything authorised or required to be done by, or before the Chairman may be done by, or before the Vice-Chairman.
- (d) Orders relating to office holders and membership are set out in Statutory Instrument 2010 No 2200 (Copy attached) as follows: Removal of Chair (section 8), Resignation from office (section 9), Suspension of membership (Section 10), Termination of membership (section 11) and Eligibility for appointment or re-appointment (section 12).

Chairman of Meeting

- 3.2. (a) At a meeting of the Authority the Chairman, if present, shall preside.
- (b) If the Chairman is absent from a meeting then the Vice-Chairman of the Authority, if present, shall preside.
- (c) If the Chairman and Vice-Chairman of the Authority are absent from a meeting of the Authority then another Member of the Authority chosen by the Members present shall preside.

Section 4: Meetings of the full Authority

- 4.1 (a) The Authority shall hold one annual meeting in each year for the transaction of general business in addition to any special or adjourned meetings.
- (b) The annual meeting of the Authority and other meetings of the Authority shall be held at such places, on such dates and at such times as may be fixed by the Authority.
- (c) An extraordinary meeting may be called at any time by the Chairman of the Authority.
- (d) If the Chairman refuses to call an extraordinary meeting after being presented with a requisition for that purpose signed by seven Members of the Authority, or if, without so refusing, the Chairman does not call an extraordinary meeting within seven days after being presented with the requisition then and in any other case any five Members of the Authority, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an extraordinary meeting of the Authority.

Section 5: Quorum for a meeting of the full Authority

- 5.1 (a) Eight Members shall be a quorum at any meeting of the Authority, at least one of whom shall be a council member and at least one a general member.

- (b) If during any meeting of the Authority the Chairman after counting the number of Members present declares that there is not a quorum present the meeting shall stand adjourned.
- (c) The consideration of any business not transacted shall be adjourned to a time fixed by the Chairman at the time the meeting is adjourned, or, if he does not fix a time, to the next (ordinary) meeting of the Authority.

Section 6: Notice of Meetings

- 6.1.
- (a) The Notice of meeting and agenda shall be sent to Members at least 7 days in advance.
 - (b) Failure to send the notice to any Member shall not affect the validity of a meeting.
 - (c) Except for urgent matters raised in accordance with Standing Orders no business shall be transacted at a meeting of the Authority other than that specified in the notice and agenda.

Section 7: Rules of procedure for ordinary meetings of the full Authority or Sub-Committees

Order of Business

- 7.1 The order of business at every meeting shall be:-
- (a) To choose a Member to preside if the Chairman and/or Vice-Chairman be absent.
 - (b) Chairman's Announcements.
 - (c) To approve as a correct record the minutes of the last meeting.
 - (d) To deal with any statutory business.
 - (e) To dispose of any business remaining from the last meeting.
 - (f) To receive and consider reports, minutes and recommendations of Sub-Committees.
 - (g) To answer questions asked under Standing Order No. 7.4.
 - (h) The order of business may be varied at the Chairman's discretion and with the approval of members or by a motion moved, seconded and approved by members.

Notices of Motion

- 7.2 (a) Notices of every motion other than a motion which under Standing Order No. 7.3 may be moved without notice, shall be given in writing or by email, showing the names of the Member or Members raising the matter at least 10 days before the next meeting of the Authority, to the office of the Chief Executive by whom it shall be dated, and added to the next agenda in the order in which it is received.

Motions to be set out in notice

- (b) The Chief Executive shall set out in the notice of every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received, unless the Members 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.

Motions not moved

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

Automatic reference to Authority

- (d) If the subject matter of any motion of which notice has been duly given comes within the province of any Sub-Committee it shall, upon being moved and seconded, stand referred without discussion to such Sub-Committee as the Authority may determine, for consideration and report. Provided that the Chairman may, if he considers it convenient and conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.

Scope of Motions

- (e) Every motion shall be relevant to some matter in relation to which the Authority has powers or duties.

Motions and amendments which may be moved without notice

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

- (a) Appointment of a Chairman of the meeting at which the motion is made.
- (b) Motions relating to the accuracy of the minutes.
- (c) That an item of business specified in the summons has precedence.
- (d) Remission to a Committee.
- (e) Appointment of a Committee or Members thereof, occasioned by an item mentioned in the summons to the meeting.
- (f) Adoption of reports and recommendations of Sub-Committees or Officers and any consequent resolutions.
- (g) Vote of No Confidence in Chairman or other Member
- (h) That leave be given to withdraw a motion.
- (i) Extending the time limit for speeches.
- (j) Amendments to motions.

- (k) That the Authority proceed to the next business.
- (l) That the question be now put.
- (m) Move previous question
- (n) That the debate be now adjourned.
- (o) That the Authority do now adjourn.
- (p) Suspending Standing Orders, in accordance with Standing Order No. 1.2
- (q) Motion under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public.
- (r) That a Member be heard
- (s) That a Member named under Standing Order No. 7.9 be not further heard or do leave the meeting.
- (t) Inviting a Member to remain under Standing Order No. 10.1 (Pecuniary Interest).
- (u) Giving consent of the Authority where the consent of the Authority is required by these Standing Orders.

Questions

- 7.4. (a) Every question shall be put and answered without discussion, but the Member to whom a question has been put may decline to answer.
- (b) An answer may take the form of:-
- (i) a direct oral answer; or
 - (ii) where the desired information is contained in a publication of the Committee, a reference to that publication; or
 - (iii) where the reply to the question cannot conveniently be given orally, a written answer circulated to all Members of the Authority.

Minutes

- 7.5 (a) Minutes of the proceedings of a meeting shall be drafted for approval at the next meeting of the Authority.
- (b) At the next meeting, the Chair shall put the question "that the minutes of the meeting of the Authority held on the day of be approved as a correct record".
- (c) No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the minutes shall be approved.

Validity of Actions

- 7.6 (a) No act or proceeding of the Authority shall be questioned on account of any vacancy in the Authority and no defect in the appointment of any person acting as a member of the Authority shall vitiate any proceedings of the Authority in which he has taken part.

Rules of debate for committee meetings

7.7 Motions and amendments

- (a) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order No. 7.2 it shall, if required by the Chairman, be put into writing and handed to the Chairman before it is further discussed or put to the meeting.

Secunder's Speech

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

Only one Member to speak at a time.

- (c) A Member when speaking shall address the Chair. If two or more Members wish to speak, the Chairman shall call on one to speak; and take the others in turn. While a Member is speaking the other Members shall remain seated unless rising to a point of order or in personal explanation.

Content and length of speeches

- (d) A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes in the case of a mover of a motion, and three minutes in all other cases except by consent of the Authority.

When a Member may speak again

- (e) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (i) to speak once on an amendment moved by another Member;
 - (ii) if the motion has been amended since he last spoke, to move a further amendment;
 - (iii) 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;
 - (iv) in exercise of a right of reply given by paragraph (k) of this Standing Order;
 - (v) on a point of order;

- (vi) by way of personal explanation.

Amendments to motions

- (f) An amendment shall be relevant to the motion and shall be either:-
 - (i) to refer a subject of debate to a Sub-Committee for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others;
 - (iv) to insert or add words; but such omission, insertion or addition of words shall not have the effect of reversing the motion before the Authority.

One amendment

- (g) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.

Provided that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Authority's business.

Additional amendments

- (h) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

Alteration to motion

- (i) A Member may with the consent of the Committee signified without discussion:-
 - (i) alter a motion of which he has given notice, or
 - (ii) 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 hereto.

Withdrawal of motion

- (j) 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

- (k) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved the

mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

Motions which may be moved during debate

- (l) When a motion is under debate no other motion shall be moved except the following:-
 - (i) to amend the motion;
 - (ii) to adjourn the meeting;
 - (iii) to adjourn the debate;
 - (iv) to proceed to the next business;
 - (v) that the question be now put;
 - (vi) that a Member be heard
 - (vii) that a Member be not further heard;
 - (viii) by the Chairman under Standing Order No. 7.9 that a member do leave the meeting;
 - (ix) a motion under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public.

Closure motions

- (m) A Member may move without comment at the conclusion of a speech of another Member, "That the Authority proceed to the next business", "That the question be now put", "That the previous question be moved", "That the debate be now adjourned", or "That the Authority do now adjourn", on the seconding of which the Chairman shall proceed as follows:-
 - (i) on a motion to proceed to the next business: unless in his opinion the matter before the meeting has been insufficiently discussed, he 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;
 - (ii) on a motion that the question be now put; unless in his opinion the matter before the meeting has been insufficiently discussed, he 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 sub-paragraph (k) of this Standing Order before putting his motion to the vote;
 - (iii) on a motion to move previous question: he shall say "the previous question has been moved" as a point of order. If in his opinion the matter has been sufficiently discussed he will accept the point of order. The meeting then moves immediately to a vote on the question

that was being discussed. On a vote of 'yes' to the point of order the question goes immediately to the vote. On a vote of 'no' the Chairman proceeds immediately to the next item of business.

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

Points of order

- (n) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or Statutory Provision and the Member shall specify the Standing Order or Statutory Provision and the way in which he 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.

Chairman's ruling

- (o) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

Respect for the Chair

- (p) Whenever the Chairman speaks during a debate a Member then speaking shall stop and the Authority shall be silent.

Vote of no confidence in the Chairman or another Member

- (q) The Chairman stops business and calls on the Chief Executive. The Chief Executive asks if there are 3 or more Members present who would support the motion. If so the Chief Executive shall put a motion "that this meeting has confidence in the Chairman". A vote is then taken.

Motions affecting persons employed by the Authority

- 7.8. If any question arises at a meeting of the Authority (or any Sub-Committee of the Authority to which the Local Government Act, 1972 (as amended) applies) relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, or applicant to become an office-holder under the Authority, such question shall not be the subject of discussion until the Authority or Sub-Committee, as the case may be, has decided whether the power or exclusion of the public under Section 100 of the Local Government Act, 1972 (as amended) shall be exercised.

Disorderly conduct by members

- 7.9 (a) If at a meeting, any Member of the Authority, in the opinion of the Chairman, misconducts himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of Authority, the Chairman or any other Member may move "That the

Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

Continuing misconduct by a named Member

- (b) If the Member named continues his misconduct after motion under the foregoing paragraph has been carried the Chairman 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 he in his discretion shall consider expedient.

General disturbance

1. In the event of general disturbance, which in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman in addition to any other power vested in him may, without question, adjourn the meeting of the Authority for such period as he in his discretion shall consider expedient.

Rescission of preceding resolution

- 7.10 No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order No. 7.2 bears the names of at least one-third of the Members of the Authority, it shall not be open to any Member to propose a similar motion within a further period of six months.

Provided that this Standing Order shall not apply to motions moved in pursuance of a recommendation of a Sub-Committee

Voting

- 7.11 (a) The mode of voting at meetings of the Authority shall be by show of hands: provided that on the requisition of any Member of the Authority made before the vote is taken (and supported by 8 other members who signify their support by raising their hands) the voting on any question shall be by roll-call and 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.
- (b) Subject to those provisions in the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.

Section 8: Sub-Committees of the North Western IFCA

Appointment of Sub-Committees

- 8.1 The Authority will at the annual meeting appoint standing Sub-Committees and may at any time appoint such other Sub-Committees or Working Parties as are necessary to carry out its work. The Authority may at any time dissolve a Committee or alter its membership

Ex-officio membership of Sub-Committees

- 8.2 The Chairman and Vice-Chairman of the Authority are ex-officio members of every sub-committee and working party of the Authority. In respect of the Finance Sub-Committee if the Chairman and Vice-Chairman are non-Local Authority appointees they shall be non-voting members.

Constitution of Standing Sub-Committees

- 8.3 (a) The following Committees shall be the Standing Sub-Committees of the Authority and shall consist of the number of Members (exclusive of Chairman and Vice-Chairman of the Authority) specified at paragraphs (b), (c), and (d) of this Standing Order.

The NWIFCA or Sub-Committees can take decisions by correspondence including using email to facilitate rapid resolutions. The NWIFCA must ensure that all members of the Authority or its Sub-Committees have had the opportunity to contribute to decisions taken by correspondence.

- (b) The Finance Sub-Committee shall have 10 members comprising all Local Authority appointees. If the NWIFCA Chairman and Vice-Chairman are not Local Authority appointees they shall be non-voting ex-officio members of the Finance Sub-Committee. The Finance Sub-Committee shall consider all matters arising under the financial regulations and shall have plenary powers to set the annual budget and levies. On matters other than the budget and levies it may make recommendations to the Authority or act on urgent matters. Meetings of the Finance Sub-Committee are not open to the public.
- (c) The Chairman's Sub-Committee shall have 5 members made up of the Chairman, Vice-Chairman, Chairman of the Finance Sub-Committee, Chief Executive and Head of Enforcement and shall consider all personnel matters and other urgent matters relating to the well-being of the Authority. The Chairman shall have the power to appoint additional members if necessary.

This Sub-Committee shall have plenary powers to act on urgent matters.

- (d) The Technical, Science and Byelaw Sub-Committee shall have 10 members made up of Environment Agency, Natural England and Marine Management Organisation representatives and 5 Marine Management Organisation appointees elected by the NWIFCA at each Annual General Meeting. It shall consider all matters of a scientific nature and the making and revision of byelaws and shall have plenary powers to act on urgent matters.

Any other NWIFCA member may attend this Sub-Committee but must inform the Clerk one week before the meeting. They may receive papers on request and may speak and vote at the meetings.

The Sub-Committee is permitted to co-opt additional specialist expertise from within the Authority to address technical issues.

Unless closed by resolution for specific items the general public is free to attend meetings of the TSB Sub-Committee as observers.

Election of Chairman and Vice-Chairman of Sub-Committee

- 8.4 Every Sub-Committee shall, at its first meeting before proceeding to any other business, elect a Chairman for the year, and may at any time elect a Vice-Chairman. In the absence from a meeting of the Chairman (and Vice-Chairman if elected) a Chairman for that meeting may be appointed from amongst the Members present.

Special meetings of Sub-Committees

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

Quorum of Sub-Committees

- 8.6 Except where authorised by the Authority, business shall not be transacted at a meeting of any Sub-Committee unless at least one quarter of the whole number of the Sub-Committee is present.

Provided that in no case shall the quorum of a Sub-Committee be less than three members.

Voting in Sub-Committees

- 8.7 Voting at a meeting of a Sub-Committee shall be by a show of hands.

Standing Orders to apply to Sub-Committees

- 8.8 The Standing Orders of the Authority apply to Sub-Committee meetings.

Mover of motion may attend Sub-Committee

- 8.9 A Member of the Authority who has moved a motion which has been referred to any Sub-Committee shall have notice of the meeting of the Sub-Committee at which it is proposed to consider the motion. He shall have the right to attend the meeting and if he attends shall have an opportunity of explaining the motion.

Section 9: Participation in meetings by members of the public

Questions from members of the public

- 9.1 (a) Subject to rules as set out in Standing Orders members of the public may ask questions at ordinary meetings of the NWIFCA, at the discretion of the Chairman.
- (b) Except in special circumstances notice of questions must be given to the Clerk in writing either by post or electronically 2 clear working days before the

day of the meeting. Each question must give the name and address of the questioner and copies of all questions will be tabled for members and made available to the public attending the meeting. Written questions shall be limited to a maximum of 50 words. Rejected questions will include reasons for rejection.

- (c) No person or organisation may submit more than three questions to any one meeting.
- (d) The Chairman will invite the questioner to put the question to the NWIFCA. If the questioner is unable to be present they may ask the Chairman to put the question on their behalf.
- (e) The right for a member of the public to speak at any meeting of the NWIFCA shall be at the sole discretion of the Chairman. Questions shall be relevant to agenda items and matters raised at that meeting. Members of the public shall not be permitted to vote.
- (f) The Chairman has authority to terminate any question from the public if he considers it is not relevant to the subject matter of the agenda or the speaker is becoming abusive or disruptive.
- (g) Public speaking will be limited to 3 minutes per speaker and a total of 10 minutes unless the Chairman agrees a longer period.

Disturbance by members of the public

9.2 If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal from the meeting room. In case of a general disturbance in any part of the meeting room open to the public, the Chairman shall order that part to be cleared.

Section 10: Pecuniary Interests of members

10.1 If any Member of the Authority has any pecuniary interest within the meaning of Section 30 of the Localism Act 2011 in any business of the Authority, they shall not be permitted to vote on that business unless:

- (a) The Authority has given them dispensation to vote in accordance with the Code of Conduct attached to these Standing Orders.
- (b) The matter is under consideration by the Authority as part of the report for information and is not subject to a decision by the Authority.

Interest of Officers in Contracts

10.2 The Chief Executive shall record particulars of any Notice given by an Officer of the Authority under Section 117 of the Local Government Act, 1972 (as amended) of a pecuniary interest in a contract, and details shall be open during office hours to the inspection by any Member of the Authority.

Section 11: Staff Establishment and filling of vacancies

- 11.1. (a) The Authority shall from time to time determine the establishment of the Authority. No new office shall be created except with the agreement of the Authority.
- (b) All vacancies to be filled in offices under the Authority not being temporary posts, unless they are to be filled by promotion or transfer, shall be publicly advertised except where the Authority otherwise determine.
- Provided that where, within six months of the filling of a vacancy which has been publicly advertised, a similar vacancy occurs in an office in the appointment of the Authority, the Authority may recommend to appoint one of the former applicants.
- (c) A vacancy to be filled in an office of senior officer, as defined in Standing Order No. 11.1(b) which is not to be filled by promotion or transfer, shall be advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for the office.
- (d) Where a standing deputy has not been appointed the Authority may, if they think fit, appoint and fix the remuneration of some person to carry on temporarily the duties of the office until a successor is appointed.

Canvassing of and recommendations by members

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

Relatives of members or officers

- 11.3 (a) A candidate for any appointment under the Authority who knows that he is related to any Member or 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 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 under the Authority. The Chief Executive shall report to the Authority or to the appropriate Committee any such disclosure made to him.
- (b) The purport of this Standing Order shall be included in any form of application.
- (c) For the purpose of this Standing Order "Officer" means any officer under the Authority so designated by the Authority 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 granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

Section 12: Financial Administration

- 12.1. (a) Every member of a Sub-Committee and Officers of the Authority shall conform with the financial arrangements made by the Authority under the provisions of Section 151 of the Local Government Act 1972.
- (b) The Financial Regulations of the Authority as provided at Chapter 2 shall apply.

Section 13: Freedom of Information

- 13.1. The Authority will publish a model publication scheme as required under the Freedom of information Act 2000.

Section 14: Authentication of documents for legal proceedings

- 14.1 Where any document will be a necessary step in legal proceedings on behalf of the Authority it shall be signed by the Chief Executive unless any enactment otherwise requires or authorises, or the Authority gives the necessary authority to some other person for the purpose of such proceedings.

Section 15: Inspection of Premises, etc.

- 15.1 Unless specifically authorised to do so by the Authority or a Sub-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 premises which the Authority has have the power or duty to inspect or duty to inspect or enter.

Section 16: Acting with the Authority of the NWIFCA

- 16.1 In all cases members of the NWIFCA should not hold themselves out to be acting with the authority of the NWIFCA unless they have the authority to do so. Such acts would include use of the NWIFCA logo on non-NWIFCA communications and attending meetings as a member of the NWIFCA unless attendance is sanctioned by the NWIFCA.”