

Section A (General and Introduction)

Section A: Standing Orders - General and Introduction

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Interpretation and Definitions

1. (1) These Standing Orders are the rules which apply to the proceedings of committees and decision making at the council.
- (2) These Standing Orders have five Sections:
 - (a) General and Introduction (page 1);
 - (b) Full Council Procedural Standing Orders (page 5);
 - (c) Cabinet Procedural Standing Orders (page 21);
 - (d) Committee Procedural Standing Orders (page 34); and
 - (e) Overview and Scrutiny Procedural Standing Orders (page 40).
- (3) References in these Standing Orders to the Chairman of the Council, Leader of the Council or Chair of a Committee, include the appointed Vice-Chairman of the Council or Deputy (Deputies) or any other Member acting at a meeting in his/her absence.
- (4) These Standing Orders should be read in conjunction with the rest of the Council's constitution, including but not limited to:
 - (a) Terms of Reference;
 - (b) Schemes of Delegation;
 - (c) Procurement Rules (Contract Standing Orders) and Financial Regulations;
 - (d) Ethical Framework i.e. Code of Conduct, Development Control Good Practice; and
 - (e) Members' Allowance Scheme.
- (5) References in these Standing Orders to motions include reference to amendments where appropriate.
- (6) Unless specified, reference in these Standing Orders to a "member" of a committee shall refer to any member of a committee, including non-voting and co-opted members.
- (7) At a meeting the interpretation and application of these Standing Orders lies with the Chairman. The Monitoring Officer shall advise the Chairman as necessary and shall be responsible for ruling on the interpretation and application of these Standing Orders in between meetings. The ruling of the Chairman or Monitoring Officer is final.

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- (8) References in these Standing Orders to requirements to make submissions or requests in writing shall include e-mails, as long as the email is from the councillors' own Lancashire County Council provided e-mail account. When making submissions or requests using email, these should be sent to democratic.services@lancashire.gov.uk.
- (9) References in these Standing Orders to other relevant Standing Orders shall refer to the relevant paragraph in the same Section, unless otherwise stated.

Councillors' General Conduct at Meetings

2. All councillors shall:

- (a) respect the Chair at all times;
- (b) adhere to the Member's Code of Conduct when attending a meeting;
- (c) recognise and acknowledge that they are personally responsible for their own conduct and have a responsibility to secure and promote good conduct on the part of all Councillors and of their Political Group; and
- (d) exercise a reasonable degree of self-control in their conduct and behaviour at meetings and shall not make a personal attack on any other Councillor or Officer.

3. The Chair of a meeting shall:

- (a) act to maintain order, and may require a member acting in breach of the above to apologise;
- (b) at all times act impartially, fairly and honestly in upholding these Standing Orders and ensuring the smooth running of council meetings; and
- (c) explain rulings and decisions if invited to do so by a councillor in a meeting.

Principles of Decision Making

4. All decisions of the council, including Cabinet and Committees, will be

- (a) proportionate in all ways, including financially, to the issues under consideration and to the desired outcome;
- (b) based on appropriate consultation and professional officer advice;
- (c) In line with our duties around Human Rights and equality and diversity;
- (d) clear in terms of aims and outcomes;

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- (e) in line with the legal test of reasonableness; and
- (f) made with all relevant information being available to the decision makers, and, where appropriate, other councillors and the public.

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Addendum

This addendum is in effect until 7 May 2021 unless amended sooner.

No Requirement to Hold an Annual Meeting

A1 (1) The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council shall only take place:

- (a) where called by the Chair; or
- (b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

(2) Where no Annual Meeting is held, appointments made at the previous Annual Meeting will continue unless otherwise determined at an ordinary meeting of the Full Council

Access to Information

A2 References in the Standing Orders to the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

- (a) “open to inspection” shall include for these and all other purposes as being published on the website of the council.
- (b) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.

Remote Access to Meetings

A3 (1) References in the Standing Orders to the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place. Reference to:

- (a) “place” or “meeting room” is to be interpreted to include electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and
- (b) “open to the public” includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming, whether or not members of the public are able to attend the meeting in person.

(2) Where a meeting is not accessible to the public attending in person, then if the Chair is made aware that the meeting is also accessible through remote means due to any technological or other failure of provision, the Chair shall adjourn the meeting immediately. If the provision of access through remote

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means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

Councillors in Remote Attendance

A4 (1) A Councillor in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Councillor in remote attendance is able at that time:

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Councillors in attendance.
- (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting.
- (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(2) A Councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;

- (a) adjourn the meeting for a short period to permit the conditions for remote attendance of a Councillor contained in A4(1) above to be re-established.
- (b) continue to transact the remaining business of the meeting in the absence of the Councillor in remote attendance, as long as the meeting remains quorate.

(3) Councillors in remote attendance at a meeting of Full Council shall be deemed to be in their designated seat for the purposes of voting.

Remote Voting

A5 Unless a recorded vote is demanded in accordance with Standing Orders, the Chair will take the vote:

- (a) by use of the electronic voting system for Remote Voting where this is available and operational.
- (b) by the affirmation of the meeting if there is no dissent, or

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- (c) by roll-call, with each Councillor asked to orally indicate whether they wish to vote "For", "Against" or "Abstain".

Councillors excluded from the meeting

- A6** Where a Councillor is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the Councillor or co-opted member may not participate.

Speaking rules

- A7** (1) At meetings of Full Council, Councillors in remote attendance are not required to stand to address the meeting.
- (2) Councillors in remote attendance should speak when invited to do so by the Chair, and not interrupt other speakers. Other Councillors must not interrupt whilst a Councillor is speaking unless they wish to make a point of order or a point of personal explanation.