

PART 5A

COMBINED AUTHORITY PROCEDURE RULES

Introduction

These procedure rules apply where appropriate to all Committees and Sub-Committees of the Authority subject to any specific provisions set out in this Constitution in respect of such a Committee or Sub-Committee as set out in their specific terms of reference set out in Part 4 or elsewhere.

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PART I - THE AUTHORITY

1. Name

The name of the Authority shall be the 'Barnsley, Doncaster, Rotherham and Sheffield Combined Authority'.

2. Membership of the Authority

The membership of the Authority shall be determined in accordance with Article 3 of its Constitution.

PART II – MEETINGS OF THE AUTHORITY

3. Meetings of the Authority

- 3.1 The annual meeting of the Authority shall be held each year on such a day in the month of March, April, May or June as the Authority may fix, to deal any other business normally transacted at an annual meeting.
- 3.2 The Authority shall meet approximately once every eight weeks, but additional meetings may take place should the need arise. The dates and times of meetings of the Authority (including the Annual Meeting and extraordinary meetings) shall be determined by the Authority. Such meetings shall be held at a venue determined by the Chair. Save as provided elsewhere in these Procedure Rules all meetings of the Authority, including committee, subcommittee and working party meetings shall be summoned by the Head of Paid Service.
- 3.3 An extraordinary meeting of the Authority may be called at any time by the Chair. If the Chair refuses to call an extraordinary meeting of the Authority after a requisition for that purpose signed by three Members of the Authority has been presented to him/her or if, without so refusing, the Chair does not call an extraordinary meeting within seven days after the requisition has been presented to him/her then any three 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.
- 3.4 No business shall be considered at any extraordinary meeting save such as is specified in any requisition of the Authority calling such meeting, or as the case may be, in the requisition presented to the Chair by Members.

4. Chair and Deputy Mayor

- 4.1 Article 4 sets out that the Mayor will chair the Authority.
- 4.2 In the event the Mayor is unable to act, or the office of Mayor is vacant the Deputy Mayor must act as Chair in the Mayor's place. In the event both the Mayor and Deputy Mayor are unable to act or both positions are vacant then the other Members must act together in place of the Mayor to take decisions related to functions under the 2014 Order by simple majority.
- 4.3 If the Chair is absent from a meeting the Deputy Mayor, if present, shall preside.
- 4.4 If both the Chair and Deputy Mayor are absent from a meeting of the Authority, such Member as the Members of the Authority present so choose, shall preside.
- 4.5 Any power or duty of the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

5. Quorum

If during a meeting of the Authority the Chair, after counting the number of Members present, declares that there are not at least three of the Members present, who are entitled to vote (being the Mayor and at least 2 Members from the Constituent Councils or at least 3 Members from the Constituent Councils) on the matter(s) under consideration, the meeting shall stand adjourned. The names of those Members who are present shall be recorded in the minutes of the meeting. Consideration of any business not transacted shall be adjourned to a date and time fixed by the Chair at the time the meeting is adjourned, or if s/he does not so fix a date and time, to the next meeting of the Authority.

6. Deputations/Public Questions

6.1 At the discretion of the Authority, deputations and questions from members of the public may be received at any meeting of the Authority, except the Annual Meeting, provided that seven clear days' notice in writing has been given to the Head of Paid Service of the proposed deputation and the object thereof. The Chair shall put a motion that the deputation/question be received which motion shall be put and moved without discussion. On the motion being approved, the deputation/question shall be admitted.

6.2 The deputation shall not exceed five persons in number, only one of whom shall speak and the speech, inclusive of the reading of a memorial or petition, if one is to be presented, shall not exceed five minutes.

6.3 No discussion shall take place on any matter raised by a deputation/question but any Member shall be at liberty to move a motion, without notice, that the subject matter be referred to the next ordinary meeting of the Authority or the appropriate committee and such motion, on being seconded, shall be at once put to the vote.

7. Chair's Announcements

No discussion shall take place on any announcement made by the chair of the meeting, but any Member shall be at liberty to move a motion, without notice, to refer the subject matter of any such announcement to the next ordinary meeting of the Authority or appropriate committee and such motion, on being seconded, shall be at once put to the vote.

8. Order of Business

8.1 Except as otherwise provided by paragraph 8.2 of this Rule, the order of business at every meeting of the Authority other than the annual meeting and any extraordinary meeting shall be:-

(a) To choose a person to preside if the Chair and Deputy Mayor are absent;

- (b) To deal with any business required by statute to be done before any other business;
- (c) To identify those items of business on which Members of the Authority appointed by Non-constituent Councils may or may not vote (Article 5.4);
- (d) Urgent items: to determine whether there are any additional items of business which by reason of special circumstances the Chair is of the opinion should be considered at the meeting;
- (e) Exclusion of Public and Press: to identify items where resolutions may be moved to exclude the public and press;
- (f) To receive disclosures by Members of interests in matters under consideration;
- (g) To approve as a correct record and sign the minutes of the last meeting of the Authority;
- (h) To deal with any business expressly required by statute to be done;
- (i) To receive deputations or questions (if any);
- (j) Chair's announcements;
- (k) To dispose of business, if any, remaining from the last meeting;
- (l) To approve as necessary minutes of committees of the Authority;
- (m) To receive and consider reports, if any, from committees of the Authority;
- (n) To receive and consider reports from South Yorkshire Passenger Transport Executive;
- (o) To receive minutes of and recommendations from other bodies;
- (p) To consider motions, if any, in the order in which notice has been received;
- (q) To deal with other business, if any, specified in the summons.

82 The Chair may at any meeting vary the order of business so as to give precedence to any business which in his/her opinion is of special urgency but such a variation shall not displace any business falling under items (a), (b), (f) or (g) in paragraph 8.1 of this Rule.

8.3 At any extraordinary meeting of the Authority the minutes of the last ordinary meeting of the Authority will not be considered. The minutes of an extraordinary meeting of the Authority will be submitted where possible to the next ordinary meeting of the Authority.

9. Notices of Motion

9.1 Except as provided by Rule 10, every notice of motion shall be in writing, signed by the Member or Members of the Authority giving the notice and delivered at least seven clear days before the next meeting of the Authority at the office of the Head of Paid Service by whom it shall be dated, numbered in the order in which it is received and a record kept, which shall be open to the inspection of every Member of the Authority during normal office hours.

9.2 Every motion shall be relevant to some matter in relation to the Authority's powers or duties.

9.3 The Head of Paid Service shall set out in the summons for every meeting of the Authority motions of which notice has been duly given in the order in which they have been received, unless the Member giving such notice intimated in writing, when giving it, that s/he proposed to move it at some later meeting or has withdrawn it in writing.

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

10. Motions which may be Moved without Notice

The following motions may be moved without notice: -

- (a) Appointing a Chair of the meeting at which a motion is moved;
- (b) Motions relating to the accuracy of the minutes;
- (c) That an item of business specified in the summons has precedence;
- (d) Appointment of a committee or members thereof occasioned by the appointment;
- (e) That leave be given to withdraw a motion;

- (f) That leave be given to withdraw in whole or in part or amend the minutes or proceedings of the Authority or any committee of the Authority;
- (g) That the Authority proceeds to the next business;
- (h) That the question be now put;
- (i) That the debate be now adjourned;
- (j) That the Authority does now adjourn;
- (k) Amendments to any motion to approve the Minutes or proceedings of the Authority or any committee of the Authority any part of which has been withdrawn or amended in accordance with Rule 10(f);
- (l) Suspending Procedure Rules in accordance with Rule 19;
- (m) A motion, under Part 1 of Schedule 12A to the Local Government Act 1972 (relating to admission to meetings of local authorities);
- (n) That a Member named under Rule 13 be not further heard or do leave the meeting;
- (o) Giving consent or leave of the Authority where the consent or leave of the Authority is required by these Procedure Rules;
- (p) That a deputation be received;
- (q) That a matter raised by a deputation received under Rule 6 be referred to the next ordinary meeting of the Authority or the appropriate committee;
- (r) That the subject matter of an announcement made by the chair of the meeting be referred to the next meeting of the Authority or the appropriate committee;
- (s) Approval or amendment of recommendations of Chief Officers and any consequential resolutions.

11. Amendments to Motions

Normally, no motion to amend a motion other than a motion which may be moved without notice under Rule 10 shall be moved at any meeting of the Authority unless not less than 24 hours' notice in writing of the motion, signed by the Member(s) giving notice, is delivered to the Monitoring Officer. The Head of Paid Service shall inform the Chair of the Authority of any such amendments so received.

12. Rules of Debate

121 A motion or amendment shall not be discussed unless it has been proposed and seconded.

122 An amendment shall be relevant to the motion and shall be either:–

- (a) to refer a subject of debate to the next meeting of the Authority or the appropriate committee for consideration or re-consideration; or
- (b) to leave out words and insert or add others; or
- (c) to insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority.

123 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 Chair 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. Where two or more amendments are discussed together they shall be voted upon in the order in which they were moved.

124 When an amendment has been lost, 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 to which any further amendment may be moved.

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

- (a) to amend or withdraw the motion provided that the notice of amendment has been properly given in accordance with these Procedure Rules;
- (b) to adjourn the meeting;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) that a Member be not further heard.

126 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

127 A Member who does not have the right to vote on a matter shall have the same rights to speak on a matter as a Member with the right to vote on that matter.

13. Disorderly Conduct

13.1 If at a meeting any Member of the Authority in the opinion of the Chair misconducts himself/herself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly, or offensively, or by willfully obstructing the business of the Authority, the Chair may move 'That the Member named be not further heard' and the motion if seconded shall be put and determined without discussion.

13.2 If the Member named continues his/her 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 s/he in his/her discretion shall consider expedient.

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

14. Rescission of Preceding Resolution

14.1 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 Rule 9 bears the names of at least five Members of the Authority. 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.

14.2 Provided that this Rule shall not apply to motions moved by the Chair or other Members of the Authority in pursuance of a recommendation of a committee.

15. Mode of Voting

15.1 (a) Every proposition shall, unless otherwise required by these Procedure Rules or statute, be determined by show of hands.

- (b) In taking the votes on any proposition, only those Members who are present in the room when the proposition is put from the chair shall be entitled to vote.
- (c) Members appointed by Non-constituent Councils shall not be entitled to vote except on defined matters where the Members appointed by the Constituent Councils have resolved to allow them to vote. Individuals co-opted pursuant to Article 3.15 shall not be entitled to vote.
- (d) After a proposition is put from the Chair but before the vote is taken, any three Members by show of hands may require that the voting shall be recorded in the minutes of the meeting so as to show whether each Member present gave his/her vote for or against that proposition or abstained from the voting.
- (e) Except where a recorded vote has been taken, any Member who is present when the vote was taken may require that his/her vote for or against the question or abstention shall be recorded in the minutes by notifying the Head of Paid Service.

152 Where there are more than two persons nominated for any position to be filled by the Authority and of the votes given there is not a majority in favour of one person, the one having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on, until a majority of votes is given in favour of one person.

153 In regard to 2014 Order functions, in the case of an equality of votes the Chair shall not have a second nor casting vote. Where the Authority is unable to reach a decision in these cases, the Head of Paid Service will refer the matter for consideration by the Chief Executive Officers of the constituent councils to identify how best to resolve the issues of contention. If, on a second consideration of the matter by the Authority, the vote remains tied, the motion shall be considered lost.

16. Urgent Business

The Head of Paid Service and the Monitoring Officer shall each be empowered individually to take any action which is required as a matter of urgency in the interests of the Authority, after consultation (where practicable) with the Chair of the Authority or the Chair of an appropriate committee (including, where required, the Chair of the Scrutiny Committee), on behalf of and within the powers and duties of the Authority or its Committees. All such action shall be reported to the next meeting of the Authority or Committee.

17. Business of the Scrutiny Committee

The Authority will be required to consider the conclusions of any review by the Scrutiny Committee at the next available meeting of the Authority.

18. Variation and Revocation of Procedure Rules

Any motion to add to, vary or revoke these Procedure Rules shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority, provided that this Rule shall not apply to any review of Procedure Rules at the annual meeting of the Authority.

19. Suspension of Procedure Rules

No Rule shall be suspended at any meeting of the Authority except on the vote of a majority of the members then present.

20. Recordings at Meetings

The Local Audit and Accountability Act allows persons:

- (a) To film, photograph or make sound recordings of proceedings at a meeting of a body to which this section applies, or of a committee or - sub-committee of such a body;
- (b) To use other means for enabling persons not present at such a meeting to see or hear proceedings at the meeting, as it takes place or later;
- (c) To report or provide commentary on the proceedings at such a meeting orally or in writing, so that the report or commentary is available, as the meeting takes place or later, to persons not present at the meeting.

21. Record of Attendance

Every Member of the Authority attending a meeting of the Authority or its committees or sub-committees of which s/he is a member, shall sign his/her name in the attendance book or sheet provided for that purpose.

PART III - RELATING TO MEMBERS AND OFFICERS

22. Canvassing of and Recommendations by Members

Canvassing of members of the Authority directly or indirectly for any appointment with the Authority shall disqualify the candidate concerned for that appointment.

23. Relatives of Members or Officers

- 23.1 A candidate for any appointment with the Authority who knows that s/he is related to any Member or officer of the Authority shall when making application disclose that relationship to the Monitoring Officer. 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 Monitoring Officer any relationship known to him/her to exist between him/her and any person whom s/he knows is a candidate for any appointment within the Authority.
- 23.2 This Rule shall be brought to the attention of all applicants for appointments with the South Yorkshire Combined Authority.

24. Representation of the Authority on Other Bodies

If any Member of the Authority is appointed by or on behalf of the Authority as a member of any other body or is nominated by or on behalf of the Authority for appointment to such other body and is duly appointed then unless the constitution of that other body provides to the contrary or the Authority otherwise resolves, the appointment shall remain in force only until the next annual meeting of the Authority, or such earlier time as that person ceases to be a Member of the Authority.

25. Disclosable Pecuniary Interests

- 25.1 Where a Member or co-opted member is present at a meeting and s/he has a disclosable pecuniary interest in a matter the Member must withdraw from the meeting while any discussion or vote takes place on the matter unless they have been granted a dispensation allowing their participation.
- 25.2 For the purposes of this Rule “meeting” means any meeting of:
- (a) the Authority; or
 - (b) any of the Authority’s committees, sub-committees, joint committees, joint sub-committees, or advisory committees.

26. Interests of Officers in Contracts

The Monitoring Officer shall keep a record of the particulars of any notice given by an officer of the Authority under Section 117 of the Local Government Act 1972 of a pecuniary interest in a contract and the record shall, during the

ordinary office hours of the Authority, be open for inspection by any Member of the Authority.

27. Gifts and Hospitality

In accordance with the code of conduct for members approved by the Authority a Member must within 28 days of receiving any gift or hospitality over the value of £50, provide written notification to the Monitoring Officer of the existence and nature of that gift or hospitality.

28. Arrangements for the Discharge of Functions by Officers

Each of the Statutory Officers may nominate one or more persons to act in his/her place for different purposes in respect of any duty of the Authority which is for the time being delegated to himself/herself. Any person so nominated under this Rule, shall when acting in pursuance of such nomination be authorised to exercise any power or duty delegated to the relevant Statutory Officer.

29. Inspection of Land, Premises etc

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/her membership of the Authority any right to inspect or to enter upon any lands or premises which the Authority has the power or duty to inspect or enter.

PART IV - RELATING TO COMMITTEES AND SUB COMMITTEES

30. Appointment of Committees and Sub-Committees

30.1 The Authority shall at the annual meeting appoint –

- (a) a Audit and Standards Committee (see Part 4 Section C) ;
- (b) Scrutiny Committee (see Part 4 Section D)
- (c) such other Committees as the Authority deems appropriate;
- (d) such other committees as it is required to appoint by or under any statute.

30.2 Each constituent shall nominate such member(s) to serve on Committees and Sub-Committees on the request of the Combined Authority.

30.3 The Authority may at the annual meeting or at any other time appoint such other committees and such sub-committees of committees as are necessary to carry out the work of the Authority.

- 304 Subject to any statutory provision in that behalf the Authority:—
- (a) shall not appoint any member of a committee or sub-committee so as to hold office later than the next annual meeting of the Authority;
 - (b) may at any time dissolve a committee or sub-committee or alter its membership; every vacancy on a committee or sub-committee shall be reported by the Head of Paid Service at the first meeting of the Authority after the vacancy has arisen and the Authority may thereupon proceed to fill the vacancy.
- 305 Every committee appointed by the Authority may appoint sub-committees for purpose to be specified by the committee and, subject to these Procedure Rules and to any resolution of the Authority in that behalf, may delegate to any such sub-committee any power or duty delegated to the committee by the Authority.
- 306 The Chair and Vice-Chair of a committee shall be ex-officio members of every sub-committee appointed by that committee.
- 307 The membership of a sub-committee may include persons who are not members of the committee by which the sub-committee was appointed, however where such persons are not Members of the Authority, save in the case of an advisory committee, they shall be appointed as non-voting members.
- 308 A committee shall not appoint any member of a sub-committee so as to hold office later than the next annual meeting of the Authority and may at any time dissolve a sub-committee or alter its membership.
- 309 Except where otherwise provided by statute or by a scheme made under statutory Authority the Chair and Deputy Mayor of the Authority, unless appointed in their own right, shall be ex-officio a member of every standing committee (except the Audit and Scrutiny Committees) but shall not be counted as such for the purpose of Rule 35.

31. Political Balance on Committees and Sub-Committees

- 31.1 Where the Members of the Authority are to be treated as divided into political groups for the purposes of the Local Government and Housing Act 1989 then whenever
- (a) the Authority is required to review the allocation of seats on committees and sub-committees between political groups, or
 - (b) the Authority resolves to carry out such a review, or

- (c) a committee is required to review the allocation of seats on a subcommittee between political groups, or
- (d) the committee resolves to carry out such a review, the Head of Paid Service shall submit a report to the Authority or Committee (as the case may be), showing what allocation of seats would, in his/her opinion best meet the requirements of Section 15(4) of the 1989 Act.

31.2 In the light of such a report the Authority or Committee as the case may be, shall determine the allocation of seats to political groups.

31.3 Whenever an appointment of a voting member of a Committee or Sub-Committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated, and whenever such an appointment falls to be terminated in accordance with such wishes, then the Head of Paid Service shall make or terminate the appointment accordingly.

32. Appointment or Election of Chairs and Vice-Chairs of Committees and Sub-Committees

32.1 The Authority shall appoint the chair and vice-chair of every standing committee and sub-committee but in default of such appointment by the Authority every standing committee and every sub-committee shall be empowered to make the appointments, subject to confirmation by the Authority at its next meeting.

32.2 The chair of every sub-committee shall be a member of the committee by which the sub-committee was appointed.

33. Chairing Meetings

33.1 If the chair of a committee or sub-committee arrives at a meeting of the committee or sub-committee, or if the vice-chair arrives at a meeting from which the chair is absent, after the time for which the meeting has been summoned, s/he shall preside over the meeting after any question under discussion on his/her arrival has been disposed of.

33.2 The chair or vice-chair of a committee or sub-committee may relinquish their right to preside at any meeting or for any part of any meeting of the committee or sub-committee.

34. Duties of Chairs and Vice-Chairs of Committees and Sub-Committees

The chair and vice-chair of every committee and sub-committee shall be authorised to carry out any necessary duties (including attendance at meetings

with officers) which are related to the discharge of powers or duties of such committee or sub-committee.

35. Quorum of Committees and Sub-Committees

Except where ordered by the Authority or authorised by statute, or set out in the specific terms of reference of the Committee or sub-committee, business shall not be transacted at a meeting of any committee or sub-committee unless at least one quarter of the whole number of members of the committee or subcommittee who are entitled to vote is present, provided that in no case shall the quorum of a committee or sub-committee be less than three members.

36. Procedure Rules to Apply to Committees and Sub-Committees

These Procedure Rules shall, with any necessary modifications, apply to meetings of committees and sub-committees.

37. Powers and Duties Allocated to Committees

37.1 Subject to any statutory provision or to any resolution in that behalf (including any such resolution as requires a decision of one committee to be considered or approved by another committee) and to the provisions of this Rule 37, powers and duties allocated to any committee shall be delegated to and exercisable on behalf of the Authority by that committee.

37.2 No committee shall have power to act on behalf of the Authority with regard to the following matters –

- (a) issuing a precept;
- (b) borrowing money;
- (c) approving annual estimates except as permitted by the Constitution;
- (d) matters reserved to the Authority;
- (e) composition of committees;
- (f) promotion of private legislation;
- (g) agreements for the discharge of functions of other local authorities by the Authority or for the discharge of the Authority's functions by other local authorities;
- (h) co-ordination and overall supervision of the committee and departmental organisation;
- (i) resource allocation, except as permitted by these Procedure Rules or by regulations or resolutions of the Authority; (j) making and revising Procedure Rules.

- 37.3 Every delegation to a committee of any power or duty shall be subject to any general or special instructions given by the Authority to the committee as to how the power or duty shall be exercised or discharged.
- 37.4 In any case where the Authority requires a committee to consider and report on any matter relating to a delegated power or duty of that committee, the Authority may suspend the delegation to such extent as it thinks fit until it has received the report and concluded action on it.
- 37.5 The powers and duties allocated to a committee, in so far as they are not delegated powers and duties of that committee, shall be exercised by the committee subject to confirmation of their decisions by the Authority.
- 37.6 Any decision of a committee with regard to a power or duty which is not delegated to that committee shall be taken as a recommendation to the Authority and shall be submitted to the Authority for its consideration and decision.
- 37.7 The minutes of a meeting of a sub-committee shall be submitted to the next convenient meeting of the committee by which it was appointed and no act of a sub-committee shall have effect until approved by that committee.

PART VI - GENERAL

38. Interpretation

- 38.1 The decision of the chair of the meeting on the question of the construction of the Procedure Rules and on any question of order not provided for by the Procedure Rules shall be final.
- 38.2 The inclusion or exclusion of any specific matters in any other regulation or resolution shall not be construed as limiting in any way the scope of these Procedure Rules.
- 38.3 In these Procedure Rules where the context so requires, reference to the Authority shall mean the Authority itself or acting through its Committees or other Committees exercising delegated powers.
- 38.4 Where the Monitoring Officer is not a solicitor holding a current practising certificate for the expression "Monitoring Officer" in these

Procedure Rules there shall be substituted the expression “the solicitor to the Authority” wherever it is appropriate and where there is a requirement at law that such action is to be taken by a solicitor.

39. Procedure Rules to be Given to Members

A printed copy of the Authority’s Procedure Rules, Contracts Procedure Rules and Financial Regulations shall be given by the Monitoring Officer to every Member of the Authority on his/her first being appointed to the Authority.