

## **PART 4 : PROCEDURAL RULES**

### **1. APPLICATION**

These procedural rules apply to all meetings of the constituent parts of the Local Strategic Partnership, the Luton Forum.

### **2. Meetings of the Forum**

- 2.1 The Forum will hold an Annual Meeting in May or June of each year.
- 2.2 Other meetings of the Forum shall be held on such dates and times as the Forum may decide, but shall meet at least 4 times in each calendar year.
- 2.3 The Local Public Service Board or the Chair of the Forum may at any time call a meeting of the Forum.
- 2.4 The Chair of the Forum shall be elected by the Forum on a two year period at the AGM from amongst the members of the Forum. The current Chair may be re-elected for a second term.
- 2.3 The Forum shall elect a Deputy Chair for a two year period at the AGM from amongst the members of the Forum.

### **Agenda Setting**

- 2.6 Members of the Forum can submit items for consideration at Luton Forum meetings. Agenda items will need to be agreed by the Chair prior to inclusion on the agenda. Agenda items should be notified to the Council's Committee Administration Section 15 working days prior to the meeting. Written documentation should be provided to the Council's Committee Administration Section 9 working days prior to the meeting.
- 2.7 Agendas and reports for all meetings of the Forum will be made available by the Council's Committee Administration section to all members of the Forum at least 6 working days before the meeting.
- 2.8 The posting on the Luton Forum's Internet Website or the despatch by electronic mail of an agenda and/or reports relating to a meeting of the Forum shall be sufficient to comply with Procedure Rule 2.7.
- 2.9 The Minutes of meetings of the Forum shall be posted on the Luton Forum's website within 15 working days of the meeting.
- 2.10 Luton Borough Council will provide a secretariat to the Forum and the Local Public Service Board.

### **Meetings of the Local Public Service Board**

- 2.11 The Local Public Service Board shall hold at least 8 meetings per year on such dates and at such times as the Local Public Service Board may decide.
- 2.12 The Chair of the Forum shall be the Chair of the Local Public Service Board.
- 2.13 The Deputy Chair of the Forum shall be the Deputy Chair of the Local Public Service Board.

### **Agenda Setting**

- 2.14 Members of the Luton Forum can submit items for consideration at LPSB. Agenda items will need to be agreed by the Chair prior to inclusion on the agenda. Agenda items should be notified to the Council's Committee Administration Section 15 working days prior to the meeting. Written documentation should be provided to the Council's Committee Administration Section 7 working days prior to the meeting.
- 2.15 Agendas and reports for all meetings of the Local Public Service Board shall be made available by the Secretariat to all members of the Local Public Service Board at least 5 working days before the meeting.
- 2.16 The despatch by electronic mail of an agenda and/or reports for a meeting of the Local Public Service Board shall be sufficient to comply with Procedure Rule 2.15.
- 2.17 Copies of the agreed minutes of meetings of the Local Public Service Board shall be made available to all members of the Local Public Service Board and to all members of the Forum within 15 working days of the meeting to which they relate and Procedure Rule 2.16 shall apply as it applies to agendas and reports.

### **Meetings of the Thematic Partnerships**

- 2.20 Meetings of the Thematic Partnerships shall be held on such dates and at such times as the Thematic Partnerships may decide.
- 2.21 The Chair of each Thematic Partnership shall be elected annually by that Thematic Partnership from amongst the members of the Thematic Partnership.
- 2.22 The arrangements for reports and agendas of meetings of the Thematic Partnerships shall be determined by the individual Thematic Partnerships.
- 2.23 Copies of the minutes of meetings of each Thematic Partnership shall be made available to all members of the Thematic Partnership of the Local Public Service Board and to all members of the Forum within 15 working days of the

meeting to which they relate and Procedure Rule 2.16 shall apply as it applies to agendas and reports for meetings of the Local Public Service Board.

**General**

- 2.24 The Chair of any of the constituent parts of the Local Strategic Partnership, the Luton Forum may at any time convene a meeting of the constituent part of which he/she is Chair.

### **3. PROCEDURE AT MEETINGS**

#### **Quorum**

- 3.1 The quorum for a meeting of the Forum shall be one third of the members of the Forum.
- 3.2 The quorum for a meeting of the Local Public Service Board shall be four.
- 3.3 The quorum for a meeting of each of the Thematic Partnerships shall be three, or one third of the permanent membership (excluding any co-opted members) whichever is the greater.

#### **Chairing Meetings**

- 3.4 The Chair shall, if present, preside over all meetings.
- 3.5 If the Chair is not present at any meeting then the Deputy Chair (if there is one) shall preside over the meeting.
- 3.6 If the Chair is not present at any meeting and there is no Deputy Chair, or if both the Chair and Deputy Chair are not present at any meeting, then the meeting shall elect another person to Chair the meeting.

#### **Voting**

- 3.7 Each member organisation shall at any meeting have the same number of votes as the number of representatives to which they are entitled.
- 3.8 Voting shall be by show of hands except in the case of the election or appointment of any individual to an office or position within the Luton Forum when the voting shall be by ballot.
- 3.9 In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- 3.10 Where there are more than 2 persons nominated for any position to be filled by the meeting and, on a vote being taken, there is not a majority in favour of any one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken. This procedure will be repeated until there is a majority of votes in favour of one person.
- 3.11 For the avoidance of doubt, Procedure Rule 3.10 shall apply to the election of the Chair and Deputy Chair of any of the constituent parts of the Luton Forum, or of a person to preside at a meeting in the absence of the Chair.
- 3.12 Any member may require his/her vote to be recorded in the minutes of the meeting if he/she makes the request immediately after a vote is taken.

### **Record of Attendances**

- 3.13 A record shall be kept of the member organisations attending a meeting together with the names of the individuals representing the member organisations and the names of any organisation attending as observers together with the names of the individuals representing those organisations attending as observers.
- 3.14 All meetings of the Forum shall be open to the public unless the meeting otherwise decides having regard to the confidential nature of the business. In deciding whether to exclude the public from a meeting the meeting should apply the same rules as are applied at a meeting of a local authority.
- 3.15 Meetings of the Local Public Service Board and of the Thematic Partnerships shall be in private unless the respective groups determine otherwise.
- 3.16 Any individual who does not attend 3 Luton Forum meetings will be written to indicating that their on-going membership will be considered by the Local Public Service Board. Members of the Luton Forum will be able to make representations in writing to the LPSB.

## **4. DISCLOSURE OF INTEREST**

- 4.1 If a member organisation or an individual representing a member organisation has a personal interest in any matter being considered at the meeting the member shall disclose the existence and the nature of the interest and, unless the member considers the interest not to be prejudicial, the member shall withdraw from the room in which the meeting is being held while the matter is discussed.
- 4.2 An interest will be prejudicial if the member organisation or the individual representing the member organisation has a financial interest in the matter being discussed.
- 4.3 In any other case, in deciding whether or not the interest is prejudicial the individual disclosing the interest must ask himself/herself whether a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice the members judgment of the public interest.
- 4.4 An individual will have an interest in a matter if the interest is that of a relative of his/hers.
- 4.5 For the purposes of 4.4 "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of those persons.

## **5. DISORDERLY CONDUCT**

- 5.1 If at a meeting an individual persistently disregards the ruling of the Chair or behaves irregularly, improperly or offensively, or wilfully obstructs the business of the meeting, the Chair may require that individual to desist from his/her conduct. If the individual, having been required by the Chair to desist from such conduct, fails to do so then the Chair may require that individual to leave the meeting and may take such steps as are necessary to remove the individual from the meeting.
- 5.2 In the event of general disturbance at a meeting, Chair may take such steps as are necessary to remove the individuals causing the disturbance and/or may adjourn the meeting for such period as the Chair considers necessary.
- 5.3 In the event of disturbance by any member(s) of the public attending any meeting, then the Chair may take such steps as are necessary to remove the member(s) of the public from the meeting and/or may adjourn the meeting for such period as the Chair considers necessary.

## **6. PROCEDURE REGARDING ALLEGED BREACH OF THE LUTON FORUM CODE OF CONDUCT**

### **Scope:**

- 6.1 This procedure covers all meetings of the Luton Forum (e.g. Luton Forum, Local Public Service Board, Thematic Partnerships, Task Groups, Action Groups, any existing or future Task and Finish Groups and ad hoc groups).

### **Standards Panel**

- 6.2 A suspected breach of the Code of Conduct or an incidence of inappropriate behaviour is reported to the Luton Borough Council officer responsible for the Luton Forum (the Head of Regeneration) as a neutral person who will oversee the process.
- 6.3 Where an alleged breach is reported by someone other than the Chair of the group the person attends, then the Head of Regeneration will seek further information from the Chair of the group concerned. Where the individual or organisation attends more than one group, the Head of Regeneration will liaise with all relevant chairs.
- 6.4 The Head of Regeneration will write to the individual or organisation stating that a breach of the Code of Conduct appears to have taken place, setting out the circumstances, and stating that a Standards Panel will take place, allowing fifteen working days notice.
- 6.5 The Head of Regeneration will undertake to obtain written evidence and/or arrange for witnesses to be available to speak to the Standards Panel.

- 6.6 The Head of Regeneration will set up a Standards Panel consisting of three members of the Luton Forum plenary group. The Standards Panel will consider written and oral evidence from the person or organisation that may have committed a breach of the Code of Conduct and other witnesses or people who have relevant evidence.
- 6.7 The Standards Panel will consider the evidence provided and decide whether a breach of the Code of Conduct has taken place. If they consider that a breach has taken place then they may either (1) issue a warning to an individual or organisation, (2) prohibit the individual or organisation from membership of the Luton Forum, including stating the conditions that would allow them to reapply for membership, or (3) in the case of the breach being by an organisation, require the organisation to provide a new representative.
- 6.8 The Standards Panel will issue its decision in writing within five working days of the Standards Panel hearing.

### **Appeal Panel**

- 6.9 Any individual or organisation who wishes to appeal against a decision taken by the Standards Panel will write to the Head of Regeneration within ten days of the issue of the decision by the Standards Panel.
- 6.10 Appeal against any decision taken by the Standards Panel will be heard by the Local Public Service Board. The Head of Regeneration will convene an Appeal Panel consisting of three members of the Local Public Service Board. The members of the Appeal Panel will not include any member involved in the original decision.
- 6.11 Notification of the Appeal Panel date will be sent out by the Head of Regeneration fifteen working days prior to the Appeal Panel hearing, to the individual or organisation concerned and to the chair of the Standards Panel.
- 6.12 The Appeal Panel will consider evidence provided by the individual or organisation concerned, and by the chair of the Standards Panel. The Appeal Panel can decide to uphold or reject the decision of the Standards Panel with regard to (1) whether or not a breach of the Code of Conduct has taken place, and (2) the sanction applied.
- 6.13 The Appeal Panel will issue its decision in writing within five working days of the Appeal Panel hearing.

## **7. OBSERVERS AND ADVISORS**

- 7.1 Those organisations named as having observer status in relation to any of the constituent parts of the Luton Forum may attend meetings of that constituent part as observers.
- 7.2 An observer may speak but shall not have the right to vote at any meeting.

7.3 Advisors, as defined in Paragraph 3.7, 4.5 or 5.4 of Part 3 of this Constitution shall have the right to speak at any meeting but not to vote.

## **8. CONFIDENTIALITY**

8.1 Any agenda, report or other document marked "Not for Publication" shall be treated as confidential unless and until it becomes public in the ordinary course of business.

8.2 No member organisation, individual representing any member organisation shall disclose any agenda, report or other document which is marked "Not for Publication" or is otherwise confidential without the consent of the meeting at which the document was considered.

8.3 Subject to 7.1 and 7.2 above all members of a constituent part of the Luton Forum shall be entitled to have a copy of any document considered at a meeting of that constituent part and which is marked "Not for Publication" or is otherwise confidential.

8.4 Observers and advisors (as referred to in Procedure Rules 6.1 and 6.3) shall only be entitled to see or have a copy of a document marked "Not for Publication" or which is otherwise confidential if the meeting at which the document is considered so agrees.

8.5 Procedure Rules 7.1 and 7.2 apply to an observer or advisor who sees or acquires a copy of a document marked "Not for Publication" or which is otherwise confidential.

## **9. VARIATION AND SUSPENSION OF THESE PROCEDURAL RULES**

9.1 These procedural rules may be suspended at any meeting if at least two thirds of the members present at the meeting agree.

9.2 These rules may only be varied amended or revoked by the Local Public Service Board at a meeting at which two thirds of the members of the Local Public Service Board agree to the variation, amendment or revocation.