

NWIFCA Quarterly Meeting

15th September 2017: 11.00 a.m.

**AGENDA
ITEM NO.
6**

REVISION OF STANDING ORDERS

Recommendation:

- 1. Members approve and adopt the revised Standing Orders at Annex A.**
- 2. Members approve and adopt the Scheme of Delegation at Annex B.**
- 3. Standing Orders or other parts of the Constitution of the Authority may be amended in accordance with the provisions of the introductory section of the revised Standing Orders.**

Background

1. Member Mr. Leigh has produced further versions of the NWIFCA Standing Orders and Scheme of Delegation based on comments made at the June Annual Meeting and subsequent comments from members.
2. Mr Leigh has summarized the amendments to Standing Orders as follows:
 1. Opening paragraph concerning Standing Orders has been moved out of Section 1 to a stand-alone provision (to avoid a re-numbering exercise).
 2. Section 1.1 – membership details have been corrected.
 3. Section 1.6 – Suspension provisions concerning serious complaints has been removed.
 4. Section 3.1 – The notice period with reference to the appointment of Chair has been amended.
 5. Section 3.2 – amendments to the role of Chair
 6. Section 3.11 – Amendments with reference to the process of electing a new Chair in the event of resignation, removal or termination of membership of previous role incumbent.
 7. Section 4.3 Amendments with reference to Vice-Chair (replicating 3.11 above)
 8. Section 8.5 – Amendments concerning issuing of draft minutes.
 9. Section 9.2 – Inclusion of “Matters Arising” and amendments with reference to purpose of reports.
 10. Section 11.3 – amendments with reference to membership of the General Purposes and Standards Sub-Committee.
 11. Section 11.8 – simple numbering change

3. Mr Leigh's summary of the amendments to the Scheme of Delegations is as follows:

Full Authority Responsibilities and Functions

2. Amended order of functions of full Authority to emphasise approval of Annual Plan and Strategic Policy Framework
3. Amended order of functions of full Authority to emphasise its role in monitoring delivery of Annual Plan and Strategic Policy Framework
15. Inclusion of the ability to delegate decision making powers to a sub-committee or officers as appropriate
16. Inclusion of the ability to reach decisions by email poll. A measure I would expect only to be used on a minority of occasions

General Purposes and Standards Sub-Committee

1. Minor amendment to include 'consideration and'
4. Inclusion of power to delegate its powers to officers in appropriate cases
5. Inclusion of the ability to reach decisions by email poll. A measure I would expect only to be used on a minority of occasions

Finance and Personnel Sub-Committee

3. Confirmation of financial limit reference disposal of assets
12. Additional power to delegate its powers to officers in appropriate cases
13. Inclusion of the ability to reach decisions by email poll. A measure I would expect only to be used on a minority of occasions

Technical, Science and Byelaw Sub- Committee

6. Additional power to delegate its powers to officers in appropriate cases
7. Inclusion of the ability to reach decisions by email poll. A measure I would expect only to be used on a minority of occasions

CEO

4. Inclusion of new heading of Policy Implementation and responsibility to deliver the strategic policy framework
7. Amendment to read 'drafting' emergency byelaws
5. Following approval of the new Standing Orders and Scheme of Delegation a new edition of the Constitution will be presented at a future meeting as soon as possible.
6. The Authority again extends thanks to Mr. Leigh for his further work on the Constitution in this quarter.

CEO
22nd August 2017