



Standing Orders for Regulation of Authority Proceedings and Business

Northumberland National Park Authority

Updated March 2024

These Standing Orders relate to the regulation of the meetings, proceedings, and business of Northumberland National Park Authority.

These, together with associated documents relating to the financial business, contracts, and Scheme of Delegation, are produced for the formal control of the Authority's work.

These are largely designed to produce clarity when necessary and identify the parameters of financial or other delegated powers and procedures.

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STANDING ORDERS

SECTION 1: OFFICE HOLDERS

1.1 Chair and Deputy Chair of the Authority

- (a) The first item of business on the agenda for the annual meeting shall be the election of a Chair and Deputy Chair respectively for the ensuing year.
 - (i) At a meeting of the Authority the Chair, if present, shall preside.
 - (ii) If the Chair is absent from a meeting of the Authority the Deputy Chair, if present, shall preside.
 - (iii) If both the Chair and the Deputy Chair of the Authority are absent such other member of the Authority as the members present shall choose shall preside.

1.2 Chairs of Committees, Sub-Committees and Groups

- (a) The Chair and Deputy Chair of a Committee, or of any Sub-Committee or Group, shall be appointed by the Committee, Sub-Committee or Group, unless otherwise decided by the Authority, at the first meeting of the Committee, Sub-Committee or Group following the annual meeting of the Authority. The appointment of a Chair shall be obligatory; a Deputy Chair discretionary with the exception of Deputy Chair of Development Management Committee and Review Group.

The Chair and Deputy Chair of the following Committees shall be appointed by the Authority:

- (i) Development Management Committee
- (ii) Review Group

However, in no circumstances shall the Chair of the Authority be appointed as the Chair of Development Management Committee or the Chair of Review Group.

- b) The appointment of the Chair and Deputy Chair of a Committee, Sub-Committee or Group shall be conducted in the same way as an appointment is required to be made by the Authority.
- c) The Chair and Deputy Chair of a Committee, Sub-Committee or Group shall hold office until the first meeting of the Committee, Sub-Committee or Group following the next annual meeting of the Authority after their appointment.
- d) No Chair or Deputy Chair of a Committee, Sub-Committee or Group shall hold the same office for more than four consecutive years. For the avoidance of doubt, any such Member will still need to be appointed to the relevant office each year.
- (f) If the Chair and Deputy Chair of a Committee, Sub-Committee or Group is absent from a meeting of the Committee, Sub-Committee or Group, the Members present shall choose one of their number who is a Member of the Authority to preside over the meeting.
- (g) If the Chair of a Committee, Sub-Committee or Group arrives at a meeting of the Committee, Sub-Committee or Group after the time for which the meeting has been

summoned, they shall preside over the meeting after any question under discussion on their arrival has been disposed of but not before then.

1.3 Voting for Chair and Deputy Chair

- (a) Candidates for the positions of Chair and Deputy Chair of the Authority, its Committees, Sub-Committees and Groups shall be openly nominated, and recorded in the minutes. In the event of there being more than one nomination for any position of Chair or Deputy Chair, the election shall be by a show of hands.
- (b) Any candidate for the position of Chair or Deputy Chair of the Authority, or any of its Committees, Sub-Committees or Groups shall be entitled to present an election address prior to the election process, the address to be either in writing (no more than one side of A4 paper) or verbal (to last no more than five minutes). If verbal, the address will be given immediately after nominations are received and preceding the vote; if in writing, following nominations, preceding the vote and with Members allowed sufficient time to read the address.
- (c) After a candidate has made their election address, Members may ask questions of the candidate for up to a maximum of five minutes in total.
- (d) The election procedure will be as follows: -
 - (i) the appointment of a Member to chair the meeting until a new Chair is elected.
 - (ii) all Members present and eligible to vote will be asked to vote for their candidate.
 - (iii) the names will be called out in alphabetical order.
 - (iv) in the event of no candidate having an absolute majority, the candidate with the least number of votes will be removed from the list and a further vote taken until such time as one candidate receives a majority of the votes cast; and
 - (v) should two or more candidates be tied then the election will be determined by drawing lots.

1.4 Casting Vote of Chair

In the case of an equality of votes, the person presiding at a meeting of the Authority, a Committee, Sub-Committee or Group shall have a casting vote Except as provided in Standing Order 1.3(d)(v).

SECTION 2: CONDUCT OF MEETINGS

2.1 Meetings of the Authority

The Authority shall:

- (a) meet four times per annum, the first meeting held after 31 May in each year being the annual meeting.
- (b) hold additional or extraordinary meetings as the Authority shall decide.
- (c) hold other meetings as may be required by legislation or other provisions of these Standing Orders.

2.2 Extraordinary Meetings of the Authority, Committees and Sub-Committees

- (a) The Chair of the Authority or, if the office of Chair is vacant, the Deputy Chair of the Authority may call an extraordinary meeting of the Authority at any time.
- (b) If the offices of Chair and Deputy Chair are vacant, the Chief Executive of the Authority may call an extraordinary general meeting of the Authority at any time.
- (c) If the Chair, or the Deputy Chair if the office of Chair is vacant, or the Proper Officer if both offices are vacant, refuses to call an extraordinary meeting after a requisition for that purpose specifying the nature of the important or urgent business, signed by five members, has been presented to him, or if, without so refusing, the Chair or, as the case may be, the Deputy Chair or proper officer does not call an extraordinary meeting within seven days after the requisition has been presented to him, then 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.
- (d) The Chair of a Committee, Sub-Committee or Group may call an extraordinary meeting of the Committee, Sub-Committee or Group respectively at any time.
- (e) If the Chair of a Committee, Sub-Committee or Group refuses to call an extraordinary meeting after a requisition for that purpose specifying the nature of the important or urgent business, signed by one third of the members of the Committee, Sub-Committee or Group, has been presented to him, or if, without so refusing, the Chair does not call an extraordinary meeting within seven days after the requisition has been presented to him, then one third of the members of the Committee, Sub-Committee or Group on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an extraordinary meeting.

2.3 Minutes of the Authority

- (a) At a meeting of the Authority or a Committee or Sub-Committee at which minutes of a previous meeting are submitted for approval as a correct record, the Chair shall move that those minutes be so approved. Except as may otherwise be provided for on the agenda for the meeting, no discussion shall take place upon the minutes except upon

their accuracy. If no such question is raised, or as soon as all questions raised have been disposed of, the Chair shall sign the minutes.

- (b) Groups will have action points and not minutes.

The Chair of the meeting will not allow a debate on the minutes to take place.

2.4 Proceedings of Committees, Sub-Committees and Groups

- (a) Any Authority Member may attend as an observer at meetings of Committees, Sub-Committees or Groups (except Standards and Appeals Committee and those other Committees and Sub-Committees and Groups which the Authority may from time to time determine for the purposes of this Standing Order) to which they have not been appointed a Member, including meetings or items of business from which the public has been excluded. If given permission by the Chair of the meeting, a Member attending as an observer may speak (but not vote) on any matter, subject to Standing Order 2.6(g).
- (b) Subject to the provision of Part VA of the Local Government Act 1972, all Committee and Sub-Committee reports and all documents marked as "confidential", "exempt" or "not for publication" shall be treated as confidential until they become public in the ordinary course of the Authority's business.
- (c) No act of a Sub-Committee shall have effect until approved by the appointing Committee except to the extent that the Committee has itself power to act without the approval of the Authority and the power so to act has been conferred upon the Sub-Committee.
- (d) In addition to those Standing Orders that expressly relate to Committees or Sub-Committees, Standing Orders 2.3, 2.6, 2.7, 2.8, 2.9, 2.11, 2.12, 2.13, 2.14, 3.1, 3.3 and 4.3 shall apply with any necessary modification to Committees and Sub-Committees;
- (e) In addition to those Standing Orders that expressly relate to Groups, Standing Orders 2.3, 2.13, 3.1 and 3.3 shall apply with any necessary modification to Groups.

2.5 Quorum

- (a) The Quorum of the Authority shall be at least one third of the Members, provided always that of those present, at least one Member is a Local Authority Member, and at least one a Secretary of State Member (that is a Parish or National Secretary of State appointee).
- (b) The Authority shall set the quorum for all Committees, Sub-Committees and Groups provided always that:
 - (i) in no case shall a quorum be less than 3.
 - (ii) if the Authority fails to set a quorum for any Committee, Sub-Committee or Group the quorum shall be one third of the total membership of the Committee, Sub-Committee or Group.
- (c) If, during any meeting of the Authority or its Committees, Sub-Committees and Groups, the Chair, after counting the number of Members present, declares that there is not a

Quorum or that the rider to Standing Order 2.5(a) is not met, the meeting shall stand adjourned to a date and time to be determined by the Chief Executive.

2.6 Rules of Debate

- (a) All Members shall address the Chair. If two or more Members indicate, the Chair shall call on one of them to speak.
- (b) Whenever the Chair speaks during a debate, all Members shall be silent.
- (c) While a Member is speaking, the other Members shall be silent, unless making a point of order or in personal explanation.
- (d) The ruling of the Chair on points of procedure or order, and their interpretation of the Standing Orders, shall be conclusive and no debate upon their ruling shall be allowed.
- (e) Every motion or amendment shall be moved and seconded provided that in a Committee, Sub-Committee or Group which consists of five or fewer members, an amendment shall not require to be seconded.
- (f) A Member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- (g) A Member shall direct their speech to the question under discussion, or to an explanation, or to a point of order. Except with the consent of the Chair, a Member shall not speak for more than five minutes. There shall be no limit on the length of time the Chair may speak. When a Member has moved a motion, then immediately before the vote is taken on that motion the Chair shall allow the mover a right of reply to any points which have been made in the debate, such right of reply to be limited to three minutes.
- (h) Every amendment shall be relevant to the motion to which it is moved and shall either: -
 - (i) leave out words.
 - (ii) leave out words and insert or add others.
 - (iii) insert or add words.but such omission, insertion or addition of words shall not have the effect of introducing a new proposal into, or of negating, the motion before the Authority.
- (i) Any number of amendments may be moved, but when an amendment to an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of. If an amendment is rejected, other amendments may be moved to 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.
- (j) The proposer or seconder of a motion or amendment may at any time in the debate withdraw their support for that motion or amendment. However, another member may take over as proposer or seconder and the debate continue.

- (k) A Member shall not speak more than once on any motion or amendment, except in the exercise of the right of reply, or on a point of order, or by way of personal explanation.
- (l) A Member may rise and be heard forthwith on a point of order or personal explanation, but a personal explanation shall be confined to some material part of a speech by them that may have been misunderstood.
- (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 debate be now adjourned" or "That the Authority do now adjourn", on the seconding of which the Chair shall proceed as follows: -
 - (i) on a motion to proceed to 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 before putting his motion to the vote.
 - (iii) on a motion to adjourn the debate or the meeting:
 - (a) if in his opinion the matter before the meeting has been sufficiently discussed, he may refuse to accept the adjournment motion and instead put the motion that the question be now put.
 - (b) if in his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently 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.

2.7 Motions and Amendments

- (a) Any Member of the Authority may give notice to the Chief Executive (National Park Officer) of a notice of motion to appear on the agenda and, subject to such motion being in writing, signed by the mover and seconder, and delivered to the Chief Executive (National Park Officer) not later than nine clear working days before the meeting, the motion shall be included on the agenda for the next meeting of the Authority.
- (b) Every motion or amendment shall be moved and seconded and, if the Chair so rules, shall be handed in writing to the Chair, and shall be read aloud before it is put to the meeting.
- (c) A Member may not propose or second a motion or amendment on which they are disqualified from voting.

- (d) No motion to rescind a resolution which has been passed by the Authority within the preceding six months or which would have the effect of rescinding such resolution or a material part thereof, and no motion to the same effect as a motion which has been rejected within the preceding six months, shall be in order unless the notice thereof as specified in the summons bears, in addition to the name of the Member proposing the motion, the names of two-thirds plus one of the membership at the time of the Authority; and, when any such motion has been disposed of by the Authority, it shall not be competent for any Member to propose a similar motion within a further period of twelve months.

Standing Order 2.7(d) shall not apply to motions that are moved on the recommendation of a Committee by the Chair or some other Member of the Committee.

2.8 Motions affecting persons employed by the Authority.

If any question arises at a meeting of the Authority, or a Committee or Sub-Committee as to the appointment, promotion, dismissal, salary, superannuation, conditions of service or the conduct of any Officer or any person employed or appointed by the Authority, such question shall not be the subject of discussion until the Authority, Committee or Sub-Committee, as the case may be, has decided whether or not the power of exclusion of the public, under Section 100A of the Local Government Act 1972, shall be exercised.

2.9 Points of Order or Explanation

- (a) 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 they consider it has been breached; a personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood in the present debate.
- (b) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.

2.10 Questions by Members

- (a) Subject to Standing Order 2.10(b) –
- (i) at a meeting of the Authority, a Member may ask the Chair of the Authority any question relating to the business of the Authority.
- (ii) at ordinary meetings of a Committee or Sub-Committee, any Member of the Authority who is present may ask the Chair of that Committee or Sub-Committee any question on any matter in relation to which that Committee or Sub-Committee has delegated or referred functions.
- (b) The text of any question shall be submitted in writing to the Chief Executive (National Park Officer) not less than five clear working days before the meeting at which the

Member proposes to ask the question, subject to paragraph (c) of this Standing Order (urgent business).

- (c) The Chair of the meeting may allow the asking of a question that has not been submitted as required by paragraph (b) above, if they consider that it relates to urgent business. The text of any such question shall, if possible, be delivered to the Chief Executive (National Park Officer) not later than 10.00 am on the working day immediately before the day of the meeting at which the question is to be asked.
- (d) After a question has been replied to, the Member who asked it may ask one supplementary question for the purpose of clarifying the reply which has been given. A Member asking such a supplementary question shall confine themselves to the substance of the original question and shall not introduce any new matter that did not fall within the scope of the original question. In paragraphs (e)-(h) of this Standing Order, the word "question" shall include a supplementary question.
- (e) Every question shall be put and answered without discussion.
- (f) No motion shall be moved with reference to any question or reply to a question, other than to call for reports to be brought to the next meeting of the Authority or a named Committee.
- (g) If the Chair of a meeting is of the opinion that the question is out of order, or of a personal nature, or is undesirable in the interests of the Authority, they shall so inform the Member and shall not allow the question to be put.
- (h) Questions asked in pursuance of the above paragraphs of this Standing Order shall be recorded in the minutes of the meeting, and the Chief Executive (National Park Officer) shall, if requested, supply the questioner with a copy of the replies thereto within seven working days after the meeting.

2.11 Voting

- (a) Except as otherwise provided by these Standing Orders, or as shall be required by legislation, the vote shall be by show of hands.
- (b) Immediately after a vote is taken at a meeting, any Member may require that there shall be recorded in the minutes of the proceedings whether that Member cast their vote for the question or against the question or whether they abstained from voting.
- (c) Members standing for election **are entitled to vote** for the position for which they are standing.

2.12 Voting on Appointments

(a) To fill a Single Vacancy

Where more than two persons are nominated for a position to be filled by the Authority, and the first voting does not produce an absolute majority of votes in favour of any one of them, the person having the least number of votes shall be removed from the election process and a fresh voting shall take place, and so on until a voting produces an absolute majority of votes in favour of one of the persons in question. Thereupon the

appointment of that person shall be proposed by motion.

(b) To fill Two or More Vacancies

Where persons are nominated for positions to be filled by the Authority and the number of persons nominated exceeds the number of positions to be filled the following procedure shall be adopted:

- (i) each Member may vote for any number of persons but not exceeding the number of vacancies to be filled, by signing and delivering to the person presiding at the meeting a voting paper containing the names of the persons for whom they vote.
 - (ii) the person presiding at the meeting, as soon as all the voting papers have been delivered to him/her, shall ascertain the number of votes cast for each nominee and cause them to be read. In the case of equality of votes, the person presiding at the meeting shall have a casting vote. As many persons as there are vacancies to be filled, being the persons who have the greatest number of votes, shall be declared by the person presiding at the meeting to be appointed.
- (c) The procedures contained in this Standing Order shall, so far as possible, be followed when appointments of officers are made by the Authority, a Committee or Sub-Committee, or by a panel of Members.

2.13 Confidential Business

Except where required to do so by law, a Member or Officer of the Authority shall not: -

- (a) disclose any information which has been reported to the Authority or a Committee or Sub-Committee and which is confidential information as defined by the provisions of Section 100A of the Local Government Act 1972; or
- (b) disclose any information which is identified as exempt information as defined by the provisions of Section 100A of the Local Government Act 1972.

2.14 General Disturbance

- (a) If a member of the public interrupts the proceedings at any meeting, the Chair shall warn them. If they continue the interruption, the Chair shall order their removal from the room. In case of general disturbance in any part of the room open to the public, the Chair shall order that part to be cleared.
- (b) If, in the opinion of the Chair, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chair, in addition to any other power vested in them, may, without the question being put, suspend the meeting for a period not exceeding 60 minutes.

SECTION 3: CONDUCT OF MEMBERS

3.1 Conduct of Members

- (a) A Member shall direct their speech to the question under discussion or to a personal explanation or to a point of order and shall treat other members, staff, and members of the public with respect.
- (b) If any Member in the opinion of the Chair misconducts themselves by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by willfully obstructing the business of the Authority, or by tedious repetition or unbecoming language, the Chair or any other Member may move "that the Member named be not further heard", and such motion if seconded shall be put and determined without discussion.
- (c) If the Member named continues such misconduct after a motion under the last previous paragraph has been carried, the Chair shall either: -
 - (i) move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
 - (ii) adjourn the meeting for a period not exceeding 60 minutes as they, in their discretion shall consider expedient.
- (d) All Members shall comply with the Authority's Code of Conduct for Members and seek advice of the Monitoring Officer where unsure.

3.2 Attendance at Meetings

- (a) The Chief Executive shall keep a record of the attendances of Members of the Authority at meetings convened as Authority meetings and at meetings convened as meetings of each of the Committees, Sub-Committees and Groups of the Authority whether there be a quorum or not.
- (b) Notwithstanding the statutory requirements regarding attendance, if a Member is absent from meetings of the Authority, a Committee, Sub-Committee or Group of the Authority for three consecutive meetings of the Authority or the particular Committee, Sub-Committee or Group, the Chair shall bring the failure to attend those meetings to the attention of the Member and to the person or body which appointed the Member unless the Authority is satisfied that circumstances do not warrant that course of action.
- (c) In any event, unless there are exceptional circumstances, agreed by the relevant Chair in advance, if a Member is absent from three consecutive meetings of a Committee, Sub-Committee or Group, they will automatically be removed from that Committee, Sub-Committee or Group.

3.3 Member Training

All Members will have a personal development plan. The aim of such a plan is to encourage and motivate Members. The plan will be coordinated by the Deputy Chair of the Authority. This will include some mandatory training days.

These notes are applicable to all 'mandatory' member training: -

- (a) Mandatory Development Management Committee training is provided on a six-monthly basis, with Members invited to all sessions, but only obliged to attend one session in a twelve-month period. Any Member may seek an exemption from such training for any particular year if they have received relevant training elsewhere. An application for exemption must be in writing, addressed to the Head of Planning and Policy, and specify what training was received and when and a copy of the training course provided.
- (b) Unless there are exceptional circumstances, any member who fails to complete a mandatory training session will be considered to have missed that training and will be barred from participating in any debate and/or in decision making by the Committee to which that training related, until such time as the necessary training has been undertaken.
- (c) If any member misses a 'mandatory' training event, that missed training shall be provided as soon as reasonably practicable so that the Member(s) concerned may resume their duties as soon as possible.
The above (b) and (c) also applies to Standards and Appeals Committee and Interview activities.
- (d) any new Member of the Development Management Committee (a new member being any member appointed to the Committee who has not been a member of the Authority's Development Management Committee in the preceding six months) shall, within three months of joining the Committee, attend a Development Management Committee training course. Failure to do so will automatically disbar the Member from taking any part in the decision-making process of the Committee until the Member has attended the required training; and
- (e) continued membership of the Authority's Development Management Committee will require refresher training to be undertaken by all Members of that Committee at least once a year. This will cover new developments in development management practice, procedure, guidance, planning policy (national and local) and case law, such training to be so arranged as to give Members as much choice as possible of dates and venues of that training. Failure to attend the refresher training will disbar the Member from participating in any debate and/or in decisions by the Development Management Committee until the required refresher training has been undertaken.

3.4 Interests in Contracts and Other Matters

- (a) If a member has an interest which warrants non-participation in accordance with Part 6 of the Authority's Code of Conduct, then the member must withdraw from the meeting room whilst the matter is being considered, unless they have obtained a dispensation from the Standards and Appeals Committee.

3.5 Canvassing of and Recommendations by Members

- (a) Canvassing of Members of the Authority, directly or indirectly, for any paid or unpaid 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 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.

SECTION 4: STANDING ORDER ISSUES

4.1 Interpretation of Standing Orders

The ruling of the Chair as to the interpretation or application of any of these Standing Orders, or as to any proceedings of the Authority, shall be final and shall not be challenged at any meeting of the Authority, any Committee, Sub-Committee or Group.

4.2 Variation and Revocation of Standing Orders

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion and shall be referred to the Standards and Appeals Committee which shall report to the Authority thereon no later than three months from the date of the adjournment.

4.3 Suspension of Standing Orders

Any of the preceding Standing Orders, in any case of urgency, may upon motion made without notice be suspended so far as regards any business at the meeting, provided that not less than two-thirds of the members of the Authority present and voting shall so decide.

SECTION 5: MISCELLANEOUS

5.1 Disciplinary Action

- (a) No disciplinary action (within the meaning of the Local Authorities (Standing Orders) Regulations 1993) in respect of the Head of the Authority's Paid Service, except action described in paragraph (b), may be taken by the Authority, or by a Committee or Sub-Committee, other than in accordance with a recommendation in a report made by a designated independent person under Regulation 3 of those Regulations.
- (b) The action mentioned in paragraph (a) is suspension of the officer for the purpose of investigating alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

5.2 Relatives of Members or Employees

- (a) A candidate for any appointment under the Authority who knows that they are related to any Member or employee of the Authority shall disclose that relationship in their application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and, if appointed, shall be liable to dismissal without notice.
- (b) Every Member and officer of the Authority shall disclose to the Chief Executive (National Park Officer) any relationship known to themselves and any person whom they know is a candidate for an appointment under the Authority.
- (c) The purport of this Standing Order shall be included in any form of application.
- (d) For the purpose of this Standing Order, any persons shall be deemed to be related if they are husband and wife or partner, 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.

5.3 Sealing of Documents

- (a) The common seal of the Authority shall be kept in a safe place in the custody of the Chief Executive (National Park Officer).
- (b) The common seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or of a Committee or Sub-Committee or an Officer to which the Authority has delegated its powers in that behalf but a resolution of the Authority (or of a Committee or Sub-Committee or Officer who has the power) shall be construed as sufficient authority for sealing any document necessary.
- (c) The seal shall be attested by the Chief Executive (National Park Officer), or other officer duly authorised by them in writing together with the Chair or a member of the Authority and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be authenticated by one of the persons who attested the seal.

5.4 Appointment of Chief Officers

- (a) Where the Authority proposes to appoint a Chief Officer (as defined by statute), and it is not proposed that the appointment be made exclusively from among its existing officers, it shall -
 - (i) draw up a statement specifying:
 - the duties of the officer concerned, and
 - any qualifications or qualities to be sought in the person to be appointed.
 - (ii) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

- (iii) make arrangements for a copy of the statement mentioned in paragraph (i) to be sent to any person on request.
- (b) (i) Where a post has been advertised as provided in paragraph (a)(ii) of this Standing Order, the Authority shall: -
 - interview all qualified applicants for the post; or
 - select a shortlist of such qualified applicants and interview those included on the shortlist.
- (ii) Where no qualified person has applied, the Authority shall make further arrangements for advertisement in accordance with paragraph (a)(ii) of this Standing Order.
- (c) In making any appointment to the post of Chief Executive the Authority will consult with Defra/Natural England as required by statutory provisions.
- (d) In appointing to a vacant office when there are more than two candidates, and the first voting does not produce an absolute majority of votes in favour of any candidate, the candidate having the least number of votes shall be struck off the list, and a fresh voting shall take place, and so on till an absolute majority of the members voting shall be obtained in favour of one candidate.
- (e) Where the Authority decides to externally appoint it may decide to delegate responsibility to a panel of members to be appointed by the Authority. This panel will run the appointment process by applying the Authority's Recruitment Code of Practice.