



GRAMPIAN VALUATION JOINT BOARD

STANDING ORDERS

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APPLICATION OF INTERPRETATION ACT

1. The Interpretation Act 1978 applies to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

COMMENCEMENT

2. These Standing Orders shall apply and have effect from 20 June 2008 to be reviewed in July 2011.

DEFINITIONS

3. In these Standing Orders, the following words and expressions have the following meanings:-

" the 1973 Act" means the Local Government (Scotland) Act 1973, as amended;

"the 1985 Act" means the Local Government (Access to Information) Act 1985;

"Order" means The Valuation Joint Boards (Scotland) Order 1995, made under Section 27 (7) to (9) of the Local Government Etc (Scotland) Act 1994;

"Board" means The Grampian Valuation Joint Board established under the Order;

"Constituent Authority" means any of the Councils of Aberdeen City, Aberdeenshire and Moray;

"Sub-Committee" means the appointment of Sub-Committees in terms of Paragraph 3 of Schedule 2 of the Order;

"Convener" means the Convener of the Board appointed under Paragraph 3 of Schedule 2 of the Order;

"Depute-Convener" means the Convener of the Board appointed under Paragraph 3 of Schedule 2 of the Order;

"Member" means a person appointed by any of the Constituent Authorities from their own number to be a member of the Board in terms of Paragraph 1 (3) of Schedule 2 of the Order and, except where the context otherwise requires, includes a Substitute Member as defined below;

"Substitute Member" means a person appointed by any of the Constituent Authorities from their own number to be a substitute member of the Board in terms of Paragraph 1 (4) of Schedule 2 of the Order;

"Assessor" means the official appointed in terms of Section 27 (2) of the 1994 Act;

“Treasurer” means the Treasurer appointed in terms of Paragraph 4 of Schedule 2 of the Order;

“Clerk” means the Clerk appointed in terms of Paragraph 4 of Schedule 2 of the Order;

"Councillors Code of Conduct" means the Councillors Code of Conduct made by Scottish Ministers under the Ethical Standards Public Life (Scotland) Act 2002.

BOARD MEETINGS

4. **First Meeting After Appointment of Members** - In a year in which ordinary elections of Councillors are held, the Board shall hold a meeting as soon as practicable after each Constituent Authority has appointed its members and substitute members to the Board. At this meeting or any adjournment thereof the Board shall appoint the Convener and Depute-Convener from its own number. Where more than one nomination is announced for Convener or Depute-Convener, the Clerk to the Board shall call for a vote to be taken, and the member so nominated shall be appointed Convener or Depute-Convener by a simple majority.
5. **Ordinary Meetings** - Ordinary meetings of the Board shall be held on such dates, at such time and at such place or places as the Board may from time to time determine.
6. **Special Meetings** - A special meeting of the Board may be called at any time:-
 - (a) by the Convener; or
 - (b) on a requisition in writing to the Clerk of at least four members of the Board, which meeting shall be held within 14 days of receipt of such requisition by the Clerk. The requisition should state the business to be transacted.
7. **Sub-Committee Meetings** – At the first meeting of the Board following the ordinary election of its Constituent Authorities, the Board shall establish a General Purposes Sub-Committee which shall have as its members the Convener, the Depute-Convener and three others from among the Constituent Authorities of which at least one shall not be representative of the same Constituent Authority as that of the Convener and Depute-Convener.
8. **Attendance at Meetings** - Members of the Board and Sub-Committee may, if unable to attend such meetings, be represented by a substitute with full voting rights provided the name of that substitute has been intimated to the Clerk not later than the last working day before the appropriate meeting.

QUORUM

9. Subject to the provisions of Schedule 7 to the Local Government (Scotland) Act, 1973, the quorum for a meeting of the Board shall be four members of whom not all those present shall be members of the same Constituent Authority. The quorum for a meeting of the Sub-Committee of the Board shall be three members, one from each Constituent Authority.
10. If, during any meeting of the Board, a quorum is not present, the Chair shall direct that the meeting be adjourned for 5 minutes and if, after a lapse of 5 minutes, the Chair shall find that there is not a quorum present, the meeting shall thereupon terminate; but if, before or upon the lapse of the said 5 minutes, a quorum is present, the Chair shall direct that the business of the meeting be forthwith resumed.
11. The Chair shall have power to direct that a special meeting of the Board be called to transact any business which has not been disposed of at a prior meeting which has terminated because of the lack of a quorum; if a special meeting is not convened in such a case, such adjourned business shall, at the next ordinary meeting of the Board, be considered immediately after the approval of Minutes of the previous meeting or meetings of the Board and shall (subject to the discretion given to the Chair under Standing Order No. 15) be commenced at the point at which it was broken off at the termination of the previous meeting.

NOTICE OF MEETINGS

12. Six clear days at least before a meeting of the Board -
 - (a) notice of the time and place of the intended meeting shall be published at the constituent Council offices and, where the meeting is called by members of the Board, the notice shall name those members and shall specify the business proposed to be transacted thereat; and
 - (b) a summons to attend the meeting, specifying the business to be transacted at the meeting and signed by the Clerk to the Board, shall, subject Standing Order 13 below, be left at or sent by email/post to the usual place of residence of every member of the Board.
13. If a member of the Board gives notice in writing to the Clerk to the Board that he or she desires summonses to attend meetings of the Board to be sent to him or her at some address specified in the notice other than his or her place of residence, any summons addressed to him or her and left at, or sent by email/post to, that address shall be deemed sufficient service of the summons.
14. Failure of receipt of papers by any member of the Board shall not affect the validity of a meeting of the Board.

ORDER OF BUSINESS

15. The business of the Board or any Sub-Committee at any meeting shall proceed in the order of the agenda except that the Convener may, at his or her discretion, alter the order of business at any stage.
16. Except in the case of business required by or under any statutory provision, no item of business shall be transacted at a meeting of the Board unless it is specified in the summons relating thereto or any supplementary notice and copies of the summons and any supplementary notice are open to inspection by members of the public in pursuance of Section 50B(4) of the Local Government (Scotland) Act 1973 or the Chair is of the opinion, by reason of special circumstances which shall be specified in the Minutes, that an additional item should be considered at the meeting as a matter of urgency.

CHAIR

17.
 - (a) At a meeting of the Board, the Convener, if present, shall preside as Chair.
 - (b) If the Convener is absent from a meeting of the Board, the Depute-Convener, whom failing another member of the Board chosen by a majority of the members present, shall preside as Chair.
18. The Convener shall, inter alia, -
 - (a) preserve order and ensure that every member of the Board shall have a fair hearing;
 - (b) if a member of the public interrupts the proceedings at any meeting, warn him or her; if he or she continues to interrupt, the Convener shall order his or her removal from the meeting room; in the case of a general disturbance in any part of the meeting room open to the public, the Convener shall order that part to be closed;
 - (c) decide all matters of order, competency and relevancy;
 - (d) decide between two or more members of the Board indicating a wish to speak by calling on the member who has first caught his or her eye;
 - (e) see that due and sufficient opportunity is given to members of the Board who wish to speak to express their views on the subject under discussion; and
 - (f) ensure that the sense of the meeting is properly ascertained with regard to any matter, which is properly before the meeting.
19. The ruling of the Convener on all matters within his or her jurisdiction as Chair shall be final and shall not be open to question or discussion.

GENERAL CONDUCT OF BOARD MEETINGS

20. At meetings of the Board -
 - (a) every member of the Board when speaking shall address the Chair;
 - (b) when the Chair indicates he or she is to speak, no other member of the Board shall continue or begin to speak;
 - (c) when the Chair is speaking he or she shall be heard without interruption; and
 - (d) in the event of any person present disregarding the authority of the Chair or being guilty of obstructive or offensive conduct, a motion may thereupon be moved and seconded to suspend such person for the remainder of the sitting; the motion shall be put without discussion and, if it be carried, such person shall leave the meeting room and, if refusing to do so, shall be removed from the meeting room (including the precincts thereof) with such force as may be reasonably necessary.
21. Members of the Board are required to comply with the terms of The Councillors' Code of Conduct.
22. In terms of this The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interest) Regulations 2003 the Board is neither a Council nor a devolved public body and is therefore not under a duty to keep a Register of Members' Interests. The registers of the interests of individual members are however maintained by the Constituent Authorities.
23. Where a member discloses a pecuniary interest, direct or indirect, in any contract or other matter and is present at a meeting of the Board or the Sub-Committee at which the contract or other matter is the subject of consideration, that person shall, after disclosing the fact, withdraw from the meeting while the contract, proposed contract or other matter is under consideration.
24. Where a member discloses a private or personal interest which is not pecuniary, he or she may take part in discussion and vote, unless he or she considers that interest is clear and substantial, in which case he or she shall withdraw as if the interest were pecuniary.

DECLARATION OF FINANCIAL AND OTHER INTERESTS

25. A Member who is present at a meeting where any item of business in which he or she has any financial or other interest (such as described in the Councillors Code of Conduct) is to be dealt with, shall disclose their interest as soon as possible after the start of the meeting.

ADJOURNMENT OF MEETING

26. The Chair shall be entitled, in the event of disorder arising at any meeting of the Board, to adjourn the meeting to a time he or she may then or afterwards fix.
27. The Board may, at any of their meetings as a Board, adjourn the same to such time as the Chair may then or afterwards fix.
28. A motion for the adjournment of the meeting may be made at any time (not being in the course of a speech) and shall have precedence over all other motions. It shall be moved and seconded without speeches or discussions and shall be put at once to the meeting by the Chair. The vote shall be taken by means of a show of hands.
29. When an adjourned meeting is resumed, proceedings shall (subject to the discretion given to the Chair under Standing Order No.15) be commenced at the point at which they were broken off at the adjournment.

APPROVAL OF MINUTES

30. At each ordinary meeting of the Board, the Minutes of the previous ordinary meeting, and (when practicable) of any intervening special meeting or sub-committee, having been printed and previously circulated, shall be submitted and shall be held as read. No motion or discussion shall be allowed in the Board on these Minutes, except as to their accuracy as a record of the meeting to which they relate. Any objection on this ground must be made by motion and, if necessary, the matter shall be decided by vote in the ordinary manner, provided that, for this matter, discussion and voting shall be restricted to those members who were present at the meeting to which the Minute relates. After the Minutes are approved, subject to or without amendment, they shall be signed by the Chair.
31. The Minutes of any special meeting of the Board, if not submitted for approval at the next ordinary meeting of the Board, shall be submitted for approval at the earliest subsequent ordinary meeting at which it is practicable so to do.

WRITTEN QUESTIONS

32. Any member can put one question to the Convener about relevant and competent business not already on the Agenda for a meeting of the Board. No member can put more than one question at any meeting. The member must give notice in writing of their question to the Clerk 4 working days prior to the meeting. A copy of any written answer provided by the Convener will be tabled at the start of the relevant meeting. The member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter but no discussion will be allowed.

QUESTION TIME

33. At each ordinary meeting of the Board 10 minutes will be allowed for question time when any member can put one question to the Convener regarding any matter within the remit of the Board. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed. In the event of further information/investigation being required in order to answer the question the Clerk who will arrange for a written answer to be provided within 7 working days.
34. The Convener may call upon an official to speak at a meeting of the Board to provide factual information in answer to a question put in terms of Standing Order 33.

NOTICES OF MOTION

35. Not less than 14 days before an ordinary meeting of the Board, notice of motion in writing, duly signed, may be given by any member of the Board for consideration at that meeting of the Board provided that before submitting such notice of motion, the member shall have taken all reasonable steps to have the subject matter dealt with through the normal channels and shall not have been satisfied with the action taken. Such notice, which shall set forth the proposal without argument or reasons, shall be submitted to the Clerk to the Board.
36. The Convener of the Board, at the Board meeting, shall decide as to its competence or relevance.
37. If a member of the Board who has given a notice of motion is absent when it falls to be considered by the Board in the first instance, it shall, unless the Board otherwise decides, be put on the agenda of the next ordinary meeting of the Board. If, at the said next ordinary meeting, the member is again absent, the notice of motion shall fall.
38. Any member of the Board submitting a notice of motion shall, if the motion is remitted to the Sub-Committee for consideration and report or with powers, be invited to attend and, where the mover so desires, to address that Committee, if not already a member thereof for the purpose of the remit, he or she shall also be invited to attend and, where the mover so desires, to address that sub-committee for such purpose, if not already a member thereof.
39. Notwithstanding the terms of Standing Order 50 hereof, any notice of motion remitted by the Board to a Committee or Sub-Committee, which is moved but not seconded shall be recorded in the Minutes.

MOTIONS AND AMENDMENTS

40. The following provisions shall apply to motions and amendments directly and competently arising in connection with any subject before the Board:-
- (a) Every motion or amendment on any question shall be moved and seconded and shall, if the Chair so requires, be given to the Clerk to the Board in writing and read to the meeting before the motion or amendment is further discussed.
 - (b) All amendments must be relative to the motion and no member shall be at liberty to move or second (a) more than one amendment to any motion or (b) an amendment if he or she has moved or seconded the motion. If an amendment is withdrawn, the mover and seconder thereof shall be at liberty to move or second another amendment or to speak in support of such amendment.
 - (c) No motion to which an amendment has been moved and seconded shall be altered in substance or withdrawn without the leave of the mover and seconder.
 - (d) After an amendment has been moved and seconded, it shall not be withdrawn or altered in substance without the leave of the mover and seconder.
41. A motion for the approval of a Minute of a meeting of the Board, or of any part of such Minute, shall be considered as the motion and any form of proposal which implies mere negation or otherwise if moved, shall be dealt with as an amendment thereto.
42. If any motion or amendment is, in the opinion of the Chair, irrelevant or incompetent, he or she shall rule the same out of order.
43. No matter in the Minute of a meeting of the Board competently before the Board shall be withdrawn by the Chair except with the consent of the Board.
44. Save as provided in Standing Order 45, motions and amendments moved but not seconded shall not be put to the meeting nor shall they be recorded in the Minutes.

ORDER OF DEBATE

45. Every member of the Board who indicates a wish to speak at any meeting of the Board shall address the Chair and shall direct his or her speech:-
- (a) to the matter before the meeting by proposing, seconding or supporting the motion or any amendment relative thereto or

- (b) to a point of order or information. No member shall speak supporting the motion or any amendment until the same shall have been seconded.
- 46. Subject to the right of reply vested in the mover of a motion, no member shall speak more than once in the same debate at any meeting of the Board except on a point of order.
- 47. The mover of the motion shall have a right of reply but he or she shall introduce no new matter and, after he or she has commenced his or her reply, no other member shall speak on the question except as provided in the immediately preceding paragraph of this Standing Order.
- 48. In moving a motion or an amendment, a member shall not speak for more than 5 minutes and every other speaker, and the mover of the motion in reply, shall not speak for more than 3 minutes. The foregoing limits of time may be exceeded with the consent of the majority of the members present and voting, such vote to be by means of a show of hands.

POINTS OF ORDER

- 49. Any member of the Board may at any time at any meeting of the Board speak upon a point of order suddenly arising if he or she does so as soon as possible and if he or she declares that he or she rises to a point of order and refers to the particular Standing Order which, in his or her opinion, is being infringed.
- 50. The member who is then addressing the Board shall resume his or her seat and the member who rises on the point of order shall, when he or she has concluded, also resume his or her seat. No other member shall be entitled to speak to the point of order raised except by permission of the Chair.
- 51. The Chair shall thereupon decide the question and, thereafter, the member who was addressing the Board at the time the point of order was raised shall be entitled (if the ruling permits him or her so to do) to continue his or her speech, giving effect to the ruling of the Chair.
- 52. The decision of the Chair shall be final on all points of order.

CLOSURE OF DEBATE

- 53. At any meeting of the Board, any member of the Board who has not spoken on a matter being discussed, may move (without making a speech), "That the question be now put", where at least 4 members (excluding the movers and seconders of the original motion and any amendments) have spoken on the matter.
- 54. On the motion being seconded, the Chair shall put the same to the meeting without speeches or discussion, and the vote shall be taken by a show of hands. If the motion for closure of debate be carried, the mover of the original motion shall have the right of reply and thereafter the matter under discussion shall be voted on in the ordinary way; if the motion for closure is not carried, the debate shall be resumed.

55. Such a motion may be competently moved a second time after not fewer than 2 additional members have spoken and so on after every 2 additional members have spoken.

VOTING AT MEETINGS OF THE BOARD AND SUB-COMMITTEES

56. Except in the case of filling a staff vacancy or vacancies and of making appointments, the following provisions shall apply as to voting:-
- (a) When there is only one amendment to the motion, the vote shall be taken between the motion and the amendment and whichever is carried shall become the finding of the meeting and the Board shall be deemed to have resolved accordingly.
 - (b) When there are more amendments to the motion than one, then, unless the Chair decides otherwise, in order to avoid inconsistency in voting, the last amendment shall be put against that immediately preceding and then the amendment which is carried shall be put against the next preceding and so on until there remains only one amendment, between which and the motion the Board shall divide, and whichever is carried shall become the finding of the meeting and the Board shall be deemed to have resolved accordingly.
 - (c) If, however, one of a number of amendments is any form of proposal, which clearly indicates negation of the motion, the first division shall be taken between it and the motion. If the amendment is carried, the Board shall proceed to the next business. If the amendment is not carried, it shall be eliminated from the amendments which, with the motion, shall be voted on in the usual way.
 - (d) Where there is an equality of votes, the Chair of the meeting shall have a casting vote.
57. In the case of filling a staff vacancy or vacancies and of making appointments of members and officers to any particular office, committee or external body, the following provisions shall apply as to voting:-
- (a) Where only one vacancy requires to be filled or appointment made, and two candidates are proposed and seconded for appointment, a vote shall be taken as between these candidates and the candidate who receives the majority of votes shall be declared duly appointed. Where in such a case as aforesaid more than two candidates are proposed and seconded for appointment, a vote shall first be taken as among all these candidates, each member being entitled to vote for one candidate only. If, as a result of this vote, any candidate receives an absolute majority of the votes of the members of the Board present and voting, such candidate shall be declared duly appointed. If no candidate receives such a majority, the name of the candidate receiving the smallest number of votes shall be struck out, provided that, if two or more

candidates tie as receiving the smallest number of votes, a vote or votes shall be taken as between or among these candidates and the candidate who receives the smaller or smallest number of votes shall be dropped. In subsequent votes, the same course shall be followed until one of the candidates receives an absolute majority of votes, when he shall be declared duly appointed or until the candidates are reduced to two, when a final vote shall be taken and the candidate receiving the majority of votes shall be declared duly appointed.

- (b) Where more than one vacancy requires to be filled for posts of the same nature and at the same level, or where more than one appointment requires to be made, a vote shall first be taken as among all the candidates proposed and seconded for appointment where these exceed the number of vacancies, each member being entitled to vote for candidates up to the number of vacancies to be filled. The result shall be decided by the first vote except in the case where two or more candidates tie as having received an equal number of votes for the vacancy or vacancies. In such cases an additional vote or votes shall be taken as between or amongst these candidates with the candidate having least votes being eliminated and so on until the number of candidates remaining is equal to the number of vacancies.
- (c) Where in any vote between two or more candidates, or after such additional vote as may be required by (a) and (b) above, there is an equality of votes, the Chair of the meeting shall have a casting vote, except where the matter which is the subject of the vote relates to the appointment of a member of the Board to any particular office, committee or external body, in which case the decision shall be by lot.
- (d) In the case of any vote relating to the appointment of an officer, the Minute shall record -
 - (i) the names of those candidates proposed and seconded for appointment but not the names of proposers or seconders, and
 - (ii) the name of the candidate who received the votes of a majority of those present and voting but not the names or numbers of those voting for each candidate.

58. Except where otherwise directed by these Standing Orders, the vote shall be taken by calling the roll and the names for and against the motion or amendment shall be taken down in writing and recorded in the Minute.

DISSENT

59. Any member of the Board who at any meeting of the Board has taken part in a vote or has proposed a motion or amendment which has not been seconded may at such meeting enter his or her dissent from the resolution adopted, which dissent shall be recorded in the Minute of the meeting, without giving reasons therefor. A member entering his or her dissent in accordance with this provision may, within fourteen days of such meeting, lodge with the Clerk to the Board a statement containing his or her reasons of dissent.
60. No member shall be entitled to enter his or her dissent from a resolution of the Board except at the meeting at which such resolution is adopted.
61. Except as herein provided, no reservation or qualification by any member with respect to a particular resolution shall be recorded in the Minutes of Meetings of the Board.

ALTERATION OR RESCISSION OF PREVIOUS RESOLUTION

62. No resolution of the Board shall be altered or revoked within six months of its adoption, unless the Board decides that the resolution so taken cannot be implemented or its effect has been substantially altered by subsequent circumstances.

SUSPENSION AND ALTERATION OF STANDING ORDERS

63. Any one or more of the Standing Orders (except Standing Orders numbers 2 and 4) in any case of urgency or upon motion made on a notice duly given may be suspended at any meeting provided that two-thirds of the members of the Board present and voting shall so decide. Any motion to suspend Standing Orders shall be made with a short explanation and, on such motion being seconded, the Chair shall put the same to the meeting without speeches or discussion. Any vote on such motion shall be by a show of hands.
64. No alteration to the Standing Orders shall be made without notice given at one meeting of the Board to be discussed at the following one.

ADMISSION TO MEETINGS

65. By virtue of the provisions of Section 50A of the Local Government (Scotland) Act 1973 meetings of the Board and sub-committees shall be open to the public except to the extent (a) that the public shall be excluded under Section 50A(2) of the 1973 Act during consideration of an item of business whenever it is likely that, if they were present, confidential information, as defined in Section 50A(3) of the 1973 Act, would be disclosed to them, or (b) that the public may be excluded by resolution under Section 50A(4) of the 1973 Act during consideration of an item of business whenever it is likely that, if members of the public were present, exempt information, as defined in Section 50J of the 1973 Act, would be disclosed to them.

66. On a motion for adoption of such a resolution being duly moved and seconded, the Chair shall put the same to the meeting without speeches or discussion and, on such a motion being carried, all members of the public present (including representatives of the press but not including members of the Board) shall be directed to leave the meeting.
67. Members of the Board remaining in attendance at meetings of sub-committees of which they are not a member in terms of this provision are required to comply with the provisions of Standing Order 2(2) in relation to disclosure of interest and the provisions of Standing Order 19(2) as if they were members of the Sub-Committee.
68. Notwithstanding the exclusion of the public as aforesaid, the Board may permit any person to remain in attendance at any meeting for so long as they consider necessary and on the basis that such persons respect the confidentiality of the proceedings.
69. Information as to the proceedings at any meeting from which the public and press are excluded shall not be given to representatives of the press or to any other person except by the Chair of the meeting or by a person authorised by him so to do.
70. No person or body shall be permitted, without the permission of the Board, to tape record, photograph, video, film or use any other form of electronic, digital or computerised sound or visual recording system during Board or Committee meetings.

EXECUTION OF DOCUMENTS

71. Deeds relating to actions and transactions previously authorised by the Board or Sub-Committee acting with powers, and the discharge of heritable securities where the debt has been repaid shall be validly executed & signed by the Clerk to the Board in order to give effect to previous decisions of the Board without the necessity of prior authorisation for the affixing of the seal, provided that the execution of all such documents is reported to the subsequent meeting of the Board.