

THE LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND



STANDING ORDERS

**FOR THE
LOCAL GOVERNMENT STAFF COMMISSION
FOR NORTHERN IRELAND**

Updated May 2023

1. MEETINGS

The convening of a meeting will be subject to the agreement of the Chairperson and the Director of the Local Government Staff Commission that there is sufficient business to warrant a meeting. The Commission should meet at least four times in each calendar year.

1.1 Special Meetings

The Director of the Local Government Staff Commission will call a special meeting of the Staff Commission if so requested in writing by not less than three members of the Staff Commission. The written request must state the business to be transacted at the special meeting. No business will be transacted at the special meeting other than that specified in the notice.

1.2 Notice of Meetings

The agenda and notice convening the Staff Commission meeting will be circulated to all members at least seven days in advance of the scheduled meeting.

1.3 Chairing of Meetings

At Staff Commission meetings the Chairperson of the Commission, if present, will preside. If the Chairperson of the Commission is absent from the meeting, the Vice-Chairperson of the Commission, if present, will preside.

If both the Chairperson and Vice-Chairperson of the Commission are absent from a meeting, a Chairperson will be elected for the duration of that meeting from among the members present.

2. QUORUM OF MEETINGS

The quorum of the Staff Commission will be five members of the Commission currently appointed attending a meeting.

Any reference to a member attending a meeting or being in attendance includes that person attending by remote access.

Remote access is defined meaning “the ability to attend, participate and vote in a meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming”.

3. ELECTION OF VICE-CHAIRPERSON

The Commission will, at the first meeting of each term of office, elect a Vice-Chairperson. The term of office of the Vice-Chairperson will be co-terminous with the term of office of the Staff Commission.

Should the post of Vice-Chairperson fall vacant during the term of office it will be filled by election from within the Commission Members.

4. MINUTES

The minutes of the Staff Commission meeting will be prepared and will include a list of members in attendance, apologies submitted, decisions reached and action required.

5. OBSERVERS

The Commission may invite observers to attend a meeting of the Staff Commission.

6. VOTING

The Chairperson of any meeting of the Commission will, in addition to his/her right to vote as a member of the Commission, have a casting vote. The ruling of the Chairperson upon all questions of order, or of matters arising in debate, shall be final.

7. COMMISSION SEAL

The Seal of the Staff Commission will be kept in the custody of the Director of Corporate Services and will be affixed to any document authorised by the Staff Commission.

8. VARIATION OF STANDING ORDERS

Staff Commission Standing Orders may be suspended or amended by not less than seven members present at the Staff Commission meeting.

9. CONFIDENTIALITY

General discussion at meetings and points made in relation to proposals by individual members should be held as 'Confidential'. Commission Policy Decisions should be made public in line with agreed timetables and should be held 'Confidential to Members' until the agreed release time/date.

Members may be recorded in the Minutes as having dissented from a Commission decision only by special request to the Chairperson of the meeting.

Agreed by the Local Government Staff Commission, at its meeting of Tuesday 23 May 2023.

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Pages 1 – 2 (Paragraphs 1 to 9)

Agreed by the Local Government Staff Commission
at its meeting
on
23 May 2023

CHAIRPERSON

Bumper Graham

DIRECTOR OF THE LOCAL GOVERNMENT STAFF COMMISSION

Diana Stewart