

MEMBER PROTOCOL FOR IMPLEMENTATION EXECUTIVE (IE) AND ITS SUB-COMMITTEES

1. General

Under the provisions of the Shropshire (Structural Change) Order 2008 (hereinafter referred to as the Implementation Order) the Implementation Executive (IE) will be a Committee of the Shropshire County Council. It will have Executive powers in accordance with the terms of the Implementation Order.

2. Member Champions

All Project Board Member Champions shall have the right to attend any meeting of the IE or its Sub-Committees and to speak, answer questions, or make presentations on items relevant to his/her designated role as a Member Champion.

3. Right to Speak/Ask Questions

Any member of a principal authority within Shropshire who wishes to speak at a meeting of the IE or its Sub-Committees, but who is not a member of the relevant body,* shall give notice to the County Council's Chief Executive of their intention to speak and the subject area no later than two working days before the day of the meeting.

Similarly, any member of a principal authority within Shropshire who wishes to put a question to the IE or one of its Sub-Committees, but who is not a member of the relevant body, shall give the County Council's Chief Executive at least two working days' notice of the question. Each question must be received in writing (including email) and state the name of the questioner and the ward/division that he/she represents.

4. Number of Contributions

Members who are not appointed to serve on either the IE or any of its Sub-Committees shall not submit more than two questions at any one meeting and will be limited to one oral contribution per item.

5. Questions by the Public at Meetings of the IE and its Sub-Committees

Members of the public may ask questions of members of the IE or its Sub-Committees. A period of 30 minutes will be set aside at each meeting and

[* For the sake of clarity this includes members of the IE who do not sit on a relevant Sub-Committee.]

normally a maximum of six questions will be heard. If notice is received of more than six questions to be raised at the same meeting priority will be given to matters in accordance with the order in which they are received.

The Chairman shall have discretion to extend the question period to allow any question in progress at the expiry of the 30 minute period to be completed and answered, or to allow more than six questions to be heard where these relate to items on the agenda.

When matters are raised which relate to items on the agenda, the Chairman may decide to defer the question until the item is reached and take it before members start their debate.

6. Questions by the Public

A question may only be asked if notice in writing has been given to the Chief Executive of the County Council no later than two working days before the day of the meeting. Each question must also include the name and address of the questioner and no person may submit more than two questions at any one meeting.

7. Substitutes

No member shall be allowed to appoint a substitute to deputise for him/her at any meeting of the IE (or its Sub-Committees) as this is an Executive body as specified in the Implementation Order and referred to in paragraph 2 above.

8. Quorum

The quorum of a meeting will be one quarter of the whole number of members appointed to sit on the relevant body or three members, whichever number is the greater.

In the event of there not being a quorum, the Chairman shall immediately adjourn the meeting and any unfinished business will be considered at another date and time set by the Chairman, or at the next ordinary meeting of the body whichever is the sooner.

9. Rules of Debate

- (1) All motions need to be seconded.
- (2) Subject to (4) below, there is no limit on the number of times a member may speak on any particular item but each speech should be limited in duration to approximately 3 minutes.
- (3) Where an amendment to a motion is proposed (and seconded) the amendment will be debated and disposed of prior to any consideration of the original motion. If the amendment is passed it will become the substantive motion.
- (4) It will be a matter for the person presiding at a meeting to determine when an item under debate should be put to a vote.

10. Voting

- (1) Any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put. Voting will take place by a show of hands.
- (2) If there are an equal number of votes for and against, the Chairman will have a casting vote.

11. Application of Procedure Rules

For the avoidance of doubt, Shropshire County Council's Council Procedure Rules shall apply to the conduct of all business of the IE and its Sub-Committees unless otherwise stated.

12. Interpretation

The ruling of any person presiding at a meeting of a relevant body on all questions of order and of matters arising in any debate shall be final and not open to discussion.

13. Personal and Prejudicial Interests

Members are reminded of the need to declare interests in accordance with the Code of Conduct. Although interests can arise in a number of circumstances it is probable that the most regular scenario will be when a particular item of business

“relates to or is likely to affect [a] body exercising functions of a public nature of which you are a member”.

Generally this will apply when the IE (or one of its sub-committees) is considering a request from a District Council, on which the Councillor concerned is a member, for permission to enter into a contract/disposed land, which have met the relevant thresholds. You do **not** need to declare such a personal interest **unless you intend to speak on the item**.

In summary, a personal interest will only be prejudicial if it affects a member's financial interests or those of family friends or business associates and a

“member of the public, who knows the relevant facts, would reasonably think the member's personal interest is so significant that it is likely to prejudice their judgement of the public interest”.

If members consider that they may have such a prejudicial interest they should seek the advice of their Monitoring Officer prior to the meeting taking place. If a Councillor is a member of more than one local authority, they should seek such advice from the Monitoring Officer at the Authority that they will be representing at the particular meeting in question.