

CITY COLLEGE NORWICH

STANDING ORDERS RELATING TO COMMITTEES

1 Introduction and General Duties

- 1) These standing orders (“Orders”) supplement the provision of the Further and Higher Education Act 1992 (“Act”) and the Instrument and Articles of Government of the College (“The Instrument and Articles”). In the event of any conflict between these Orders and either or both of the Act and the Instrument and Articles, the Act and the Instrument and Articles shall prevail.
- 2) These standing orders will be reviewed by the Corporation annually.
- 3) Every member of the Corporation and of its committees shall be bound by these Orders and shall be expected to adhere to the seven principles of public life, as recommended by the Nolan Committee’s report “Standards in Public Life”. In summary, these are:
 - (a) selflessness
 - (b) integrity
 - (c) objectivity
 - (d) accountability
 - (e) openness
 - (f) honesty and
 - (g) leadership

2 Appointment of Chair and Vice-Chair of a Committee

- 1) The Chair of a committee (and any Vice Chair of a committee) shall be appointed (and may also be removed) by the Corporation and shall hold office for such a period as the Corporation may determine. On the expiration of the term of office of such Chair or Vice Chair they shall be eligible for re-appointment.
- 2) If both the Chair and the Vice-Chair of a committee are absent from any meeting of that committee, the members of the committee who are present shall choose one of their number to act as chair for that meeting.
- 3) The Chair or Vice-Chair may resign their respective position at any time by giving notice to the Clerk of the Corporation.

3 Decisions and Voting

- 1) Resolutions at meetings of a committee shall be passed on the basis of a majority decision taken by those who attend and vote at a quorate meeting.

- 2) All members of a committee will comply with the doctrine of collective responsibility and stand by a decision even if it was not taken unanimously.
- 3) In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.
- 4) Members of a committee may not vote by proxy or by post.
- 5) The quorum requirements for a committee shall be set out in its terms of reference. A meeting must be quorate throughout. If a quorum is not present within 15 minutes from the time appointed for the meeting; or if during the meeting such a quorum ceases to be present, the meeting shall be terminated at once.
- 6) If a meeting cannot be held or cannot continue for lack of a quorum; the Chair may call a special meeting as soon as it is convenient.

4 Convening meetings of a Committee

- 1) Committees shall comply with any stipulated minimum number of meetings as set out in their terms of reference.
- 2) Subject to paragraph 4.3, all meetings shall be called by the Clerk, who shall at least seven calendar days before the date of the meeting, send to the members of the Corporation written notice of the meeting and a copy of the proposed agenda. Such notice shall also state the time, date and place of the proposed meeting.
- 3) The Chair of a committee may convene an emergency meeting of that committee by giving less than seven calendar days prior notice if in the reasonable opinion of the Chair there are matters which demand urgent consideration.
- 4) In accordance with Instrument 1(h), "Meeting" includes a meeting at which the members are present in more than one place, provided that it is possible for every person present at the meeting to communicate with each other.

5 Terms of Reference

All committees and their members shall comply in all respects with and observe their terms of reference.

6. Publication of Minutes and Papers

- 1) Subject to paragraph 6.2, each committee shall ensure that a copy of:
 - a) the agenda for every meeting of the committee;
 - b) the draft minutes of every such meeting, if they have been approved by the Chair of the committee (or, in his absence, the Vice Chair);
 - c) the signed minutes of every such meeting; and

- d) any report, document or other paper considered at any such meeting

shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them and items (a), (b) and (c) published on the college web site.
- 2) There may be excluded from any item required to be made available pursuant to clause 6.1, any material relating to:
 - a) named person employed at or proposed to be employed at the college;
 - b) a named student at, or candidate for admission to, the college;
 - c) the Clerk to the Corporation; and
 - d) any matter which, by reason of its nature, the committee is satisfied should be dealt with on a confidential basis.
- 3) The Corporation shall review regularly all material excluded from inspection under paragraph 2(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.
- 4) At every committee meeting the minutes of the last meeting shall be taken as an agenda item and, if agreed to be accurate, shall be signed by the Chair of the committee (or, in his absence, the Vice Chair) as a true record.

7. Non Attendance at Committee Meetings and lapsing of Membership

If at any time the members of a committee are satisfied that any member of that committee:

- a) has been absent from meetings of the committee for a period longer than 6 consecutive months without the permission of the committee; or
- b) is unable or unfit to discharge the functions of a member of the committee,

the committee shall report to the Corporation for consideration of removal of that member from the committee.

8. Declarations of Personal Interest

- 1) Without prejudice to the obligations of members of the Corporation under the Instrument and Articles, a committee member or attendee who has any financial interest in the supply of work or goods to or for the purposes of the college, any contract or proposed contract concerning the college or any other matter relating to the college and being considered by or relevant to the operation of the committee of which he/she is a member or attendee shall:
 - a) disclose to the Corporation the nature and extent of his/her interest;
and

- b) if he/she is present at a committee meeting at which such supply, contract or other matter is to be considered, shall not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which he/she is not entitled to vote.
- 2) The Clerk to the Corporation shall maintain a register of interests of all committee members which are disclosed and such a register shall be made available for inspection by the public.
- 3) Members of the committees should declare any conflict of interest to arise which might interfere, or be perceived to interfere, with the exercise of their independent judgement.
- 4) With the exception of small gifts having a monetary value not exceeding £100 and reasonable hospitality (excessive hospitality being precluded), members of the Corporation should not accept gifts, hospitality or benefits of any kind from a third party which might be seen as compromising their personal judgement, objectivity or integrity.

9. Public Access to Meetings

In respect of clause 16 of the Instrument of Government –the Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings or one of its committees where that person is not a member, the Clerk or the Principal and in making its decision it shall give consideration to clause 17(2). The right to attend shall be determined by a majority vote of the members present, to be taken as soon as possible following the request. In the event of an equal division of votes the chairman of the meeting shall have a second or casting vote. Any person allowed to attend will not be permitted to speak, other than under the direction of the chairman of the meeting and must act in accordance with any requests made by the chairman of the meeting.

Adopted by the Board 27 February 2001

Amended: 30 March 2004, 17 October 2006, 10 February 2009, 11 December 2012, 17 December 2013, 7 October 2014