



SNOWDONIA NATIONAL PARK AUTHORITY STANDING ORDERS

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SNOWDONIA NATIONAL PARK AUTHORITY

STANDING ORDERS

1.0 MEETINGS OF THE AUTHORITY

1.1 Number of Meetings

In addition to the Annual Meeting the Authority shall hold at least three other meetings each year for the transaction of general business.

1.2 Date of Meetings

Meetings shall be held as near as may be at regular intervals on such dates as the Authority shall determine. The National Park Officer in consultation with the Chairman may change the date of any meeting if, in the opinion of the Chairman, such change is necessary for the convenient or efficient dispatch of Authority business.

1.3 Date of Annual Meeting

The first meeting held after 31st May in each year shall be the Annual Meeting.

1.4 Calling of Meetings of the Authority

- (1) The Chairman of the Authority or, if the office of Chairman is vacant, the Vice-Chairman of the Authority may call an extraordinary meeting of the Authority at any time.
- (2) If the offices of Chairman and Vice-Chairmen are vacant, the National Park Officer of the Authority may call an extraordinary meeting of the Authority at any time.
- (3) If the Chairman, or the Vice Chairman, if the office of Chairman is vacant, or the National Park Officer if all offices are vacant, refuses to call a meeting of the Authority after a requisition for that purpose, specifying the nature of the Important or urgent business, signed by five Members of the Authority, has been presented to him, or if, without so refusing, the Chairman or, as the case may be, the Vice-Chairman, or National Park Officer does not call a meeting within seven days after such requisition has been presented to him, 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 of the Authority.

1.5 Time of Meetings

Meetings shall normally commence at 10.00 a.m. The National Park Officer in consultation with the Chairman may change the time of any meeting if, in the opinion of the Chairman, such change is necessary for the convenient or efficient dispatch or Authority business.

1.6 Summons for Meetings

- (1) The National Park Officer shall issue the summons for any meeting not less than three clear days before the meeting to which it relates.
- (2) The summons for an Extraordinary Meeting shall set out all the business to be transacted at that meeting.

- (3) Want of service of a summons on any Member of the Authority shall not affect the validity of such a meeting.

2.0 MEETINGS OF COMMITTEES

2.1 Appointment of Committees

The Authority shall at the Annual Meeting in each year appoint such Standing Committees, and may at any time appoint such other Committees, Working Groups or Panels as are necessary to carry out the work of the Authority.

- 2.2 The division of Members of the Authority who are members of Committees, Sub Committee, Working Groups or Panels between local authority members and National Assembly Members shall (as near as possible using whole numbers) be in the same proportion as the division of members of the Authority.

2.3 Convening of Committee Meetings

Immediately after the Annual Meeting the Authority shall convene a meeting of each Standing Committee it has appointed for the purpose of electing a Chairman and Vice-Chairman from amongst the membership of the Committee.

- 2.4 All meetings of Committees and Sub-Committees shall be summoned by the National Park Officer.

- 2.5 The Chairman of a Committee, the Chairman of the Authority or the National Park Officer may call a special meeting of the Committee at any time. A special meeting shall also be called on the requisition of a third of the whole membership of the Committee, delivered in writing to the National Park Officer but in no case shall fewer than three Members requisition a special meeting. The summons to the special meeting shall set out the business to be considered thereat.

- 2.6 The National Park Officer shall issue the summons for any meeting not less than three clear days before the meeting to which it relates.

Want of service of a summons on any Member of the Committee shall not affect the validity of such a meeting.

3.0 QUORUM

- 3.1 No business shall be transacted at a meeting of the Authority or a Committee other than the Planning and Access Committee unless at least one third of the whole number of Members of the Authority or Committee are present. The quorum shall include at least two Local Authority Members and at least one Member appointed by the Secretary of State.

- 3.2 No business is to be transacted at a meeting of the Planning and Access Committee unless at least half of the total number of members of the committee, rounded to the nearest whole number, is present.

The Authority is not to appoint another of its members to act as a member of the Planning and Access Committee in the absence of the member appointed in accordance with the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017.

- 3.3 Should more than one-third of the membership be disqualified the quorum shall be determined by reference to the whole number of Members remaining qualified instead of by reference to the whole number of Members of the Authority or Committee.
- 3.4 If during any meeting of the Authority or Committee the Chairman after counting the number present declares that there is not a quorum present the meeting shall stand adjourned (subject to 3.6).
- 3.5 The consideration of any business not transacted shall be adjourned to:
- (1) A date and time fixed by the Chairman at the time the meeting is adjourned; and in default.
 - (2) A date and time fixed by the National Park Officer in consultation with the Chairman.
- 3.6 In the application of this standing order to any Committee, a meeting may continue at the discretion of the Chairman provided that no action may be taken on any resolution without submission of the resolution to the next meeting of the Committee or to a meeting of the Authority for ratification and the absence of a quorum shall be noted in the minutes.

4.0 **ORDER OF BUSINESS**

- 4.1 Subject to paragraphs 4.4 and 4.5 the order of business of every meeting of the Authority shall be
- (1) To appoint the Chairman and Vice Chairman at the Annual Meeting of the Authority.
 - (2) To choose a person to preside if the Chairman and Vice Chairman are absent.
 - (3) The Chairman's announcements.
 - (4) To receive apologies for absence.
 - (5) To receive any declaration of interest by any Member or Officer.
 - (6) To approve the minutes of the last meeting and to sign them as a true record.
 - (7) To consider any business expressly required by statute.
 - (8) To consider any business which was not transacted at the last meeting.
 - (9) To consider motions in the order in which notice has been received.

- (10) To answer questions of which notice has been given or has been waived with the consent of the Chairman.
- (11) Other business specified in the summons.
- (12) Such business, unspecified in the summons, as the Chairman considers urgent. The nature of the urgency shall be specified in the minutes of the meeting.

4.2 The order of business of every meeting of a Committee shall be as set out in 4.1 save that:

- (1) Paragraph 4.1(1) shall refer to the first meeting of the Committee following the annual meeting of the Authority.
- (2) Paragraph 4.1(9) shall refer to notices of motion referred to the Committee by a meeting of the Authority.

4.3 The order of business falling under 4.1 (1), (2), (3) and (4) shall not be displaced.

4.4 At an extraordinary meeting of the Authority the order of business under 4.1(2) (3) and (4) shall not be displaced. Any other business shall be exactly as set out in the summons and no other business shall be transacted.

4.5 Subject to Paragraphs 4.3 and 4.4 the order of any other business may be varied by:

- (1) The direction of the Chairman or;
- (2) By a resolution passed on a motion duly moved, seconded and put without debate.

5.0 **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

5.1 At the annual meeting of the Authority and at the first meeting of every Committee and at any other meeting following a casual vacancy in the office of Chairman the first business shall be to elect a Chairman in accordance with standing order 14.6

5.2 Nomination of Members to the Chairmanship and Vice Chairmanship of the Authority or Committees shall be made by serving a written nomination signed by a Member of the Authority on the National Park Officer before 17:00 on the last working day preceding the date of the date of the relevant meeting. If no nominations are forthcoming then the nomination shall be made at the relevant meeting and if seconded shall be voted on in accordance with Standing Order 14.6.

5.3 The Authority or Committee shall appoint a Vice Chairman in the same manner.

5.4 At a meeting of the Authority, Committee or Sub Committee the Chairman, if present, shall preside.

5.5 If the Chairman is absent from a meeting of the Authority Committee or Sub Committee the Vice-Chairman, if present, shall preside.

5.6 If the Chairman, and the Vice Chairman are absent such Member of the Authority as the Members present shall choose shall preside.

5.7 The Authority's Proper Officer shall preside at any meeting during the appointment of the Chairman when such appointment is necessary.

5.8 No Member may serve as Chairman or Vice Chairman of more than one Committee.

This paragraph does not prevent a Member who is a Chairman or Vice Chairman of a Committee from taking the chair of a Committee in the absence of its Chairman and Vice Chairman.

5.9 The provisions of paragraphs 5.2 and 5.8 do not apply to Sub-Committees, Panels or Working Groups.

6.0 **MINUTES**

6.1 At a meeting of the Authority or any Committee at which minutes of a previous meeting are submitted for approval the Chairman shall move that those minutes be so approved.

6.2 Any motions relating to the accuracy of the minutes shall be moved by amendment. No other motion shall be moved upon the minutes. Provided, however that information may be requested and given regarding any item on the minutes.

6.3 As soon as any motion relating to the accuracy of the minutes is disposed of the Chairman shall sign the minutes.

6.4 Minutes of each Committee shall be submitted to the Authority for adoption or information as appropriate. Where minutes of a Committee are submitted to the Authority for adoption, the Authority may adopt the minutes or may come to a different decision on any matter or may ask the Committee to consider the matter further. Minutes of each Sub-Committee shall be submitted to the Committee for adoption or information as appropriate in the like manner.

6.5 Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of proceedings of meetings of the Authority may be recorded on loose leaves consecutively numbered, the minutes of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the Authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.

6.6 This standing order does not apply to Panels or Working Groups where a record of proceedings shall be submitted in the form of a report to the Authority or appropriate Committee.

7.0 **MOTIONS**

7.1 **Notices of Motion**

Any Member of the Authority may give notice of not more than one motion for consideration at any meeting of the Authority.

7.2 **Notice to be in Writing**

Subject to paragraph 7.7 every motion to be considered by the Authority shall be given in writing, signed by the Member or Members giving the notice and delivered at least 14 working days before the next meeting of the Authority to the office of the National Park Officer. Upon receipt it should be dated and numbered in the order in which it was received and a record shall be open to the inspection of every Member of the Authority.

7.3 **Motions to be set out in the Summons**

The National Park Officer shall set out in the Summons for every meeting of the Authority all motions of which notice has been duly given in the order in which they have been received unless the Member, when giving such notice indicated in writing that it is intended to move it at some later meeting or has since withdrawn it in writing.

7.4 **Referral to Committee**

If the subject matter of any motion comes within the terms of reference of any Committee it shall, upon being moved and seconded, stand referred to the next meeting of that Committee. That Committee shall consider it at their next meeting and report upon it to the next meeting of the Authority. Provided, however, that if the Chairman considers it convenient or conducive to the efficient dispatch of business the Chairman may allow the motion to be considered at the meeting at which it was moved rather than referring it to Committee.

7.5 **Scope of Motion**

Every motion shall be relevant to some matter in relation to which the Authority has powers or duties or which otherwise affects the Snowdonia National Park.

7.6 **Notice of Meeting**

A Member who has moved a motion which has been referred to any Committee shall have notice of the meeting of the Committee at which it is proposed to consider the motion and may attend the Committee in order to explain the motion but not to vote unless he/she is a member of that Committee.

7.7 The following motions may be moved without notice:

- (1) Appointment of a Chairman or Vice Chairman
- (2) Motions relating to the accuracy of the minutes
- (3) Motions relating to the order of business on the agenda
- (4) That leave be given to withdraw a motion
- (5) Extending the time limit for speeches
- (6) Amendments to motions
- (7) That the meeting proceeds to the next business
- (8) That the debate be adjourned

- (9) That the meeting be adjourned
- (10) That Standing Orders be suspended
- (11) That the press and public be excluded
- (12) That a named Member be not further heard or do leave the meeting
- (13) That consent be given, where Standing Orders require the giving of consent.

7.8 Motions Affecting Officers

If any question arises as to the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any officer, or where a person is being interviewed for an appointment with the Authority a motion to exclude the press and public shall be moved forthwith by the Chairman.

8.0 FORMAL QUESTIONS

- 8.1 During a meeting of the Authority a Member may ask the Chairman of the Authority or any of its Committees a question regarding the business of the Authority or the Committee concerned.
- 8.2 Written notice of the question must be received at the office of the National Park Officer not later than 4.30 p.m. on the day before the meeting of the Authority. Provided, however, that a question relating to urgent business may be asked without prior written notice but with the consent of the Chairman and a written copy of the question shall be given as soon as possible to the National Park Officer.
- 8.3 Where the information sought is contained in any of the Authority's publications it shall be a sufficient reply if the publication is named.
- 8.4 If a reply cannot conveniently be given it shall be a sufficient reply if the answer is circulated to Members with the minutes of the meeting at which the question was asked.
- 8.5 Every question shall be put and answered without discussion but the questioner may ask one supplementary question.
- 8.6 No Member may ask more than two questions (excluding supplementary questions) during a meeting.

9.0 PLANNING AND ACCESS COMMITTEE MEETINGS

- 9.1 A newly appointed member of the Authority may sit and listen at meetings of the Planning and Access Committee but may otherwise take no part in the decision making process of the Planning and Access Committee until such time as the Member has attended a Planning training course as may be approved from time to time by the Director of Planning and Cultural Heritage.

9.2 All members of the Planning and Access Committee must undertake such refresher training as agreed from time to time by the Planning and Access Committee.

10.0 ATTENDANCE AT COMMITTEE MEETINGS

10.1 The Chairman and Vice Chairman of the Authority may attend and speak (but may not vote) at the meeting of a Committee or Members Working Group of which they are not voting members.

10.2 A Member of the Authority may attend and speak (but may not vote) at the meeting of a Committee or Members Working Group of which they are not voting members if the Chairman decides or, if the Chairman decides that it is a matter for the Committee to decide, the Committee decide that the Member of the Authority may do so.

10.3 On all other occasions a Member of the Authority who is not otherwise entitled to attend and speak at a Committee may attend as a Member of the Authority but may not speak.

11.0 REFERRAL OF DECISIONS

11.1 A matter which is within the powers which the Authority have delegated to a Committee may be referred from that Committee to the Authority for determination.

11.2 The power of referral under paragraph (1) may be exercised by the Chairman of the Committee concerned, the National Park Officer or his representative at the meeting, the Monitoring Officer or the Chief Financial Officer.

11.3 The power of referral under paragraph (1) may be exercised whether or not the Committee has reached a decision on the matter except, in the case of the Performance and Resources Committee, matters relating to the appointment of an individual member of Staff where no power of referral shall apply.

11.4 In the interpretation of this Standing Order to Sub-Committees

(1) the reference to Committee should be to Sub-committee and the reference to the Authority should be to the appropriate Committee

(2) the reference to "Chairman" shall be to any person who is presiding at the meeting in the absence of the Chairman.

12.0 RULES OF DEBATE

12.1 Discussion of a Motion or Amendment

A motion shall not be discussed unless it has been proposed and seconded.

12.2 Seconder's Speech

A Member, when seconding a notice or amendment may reserve speaking until later in the debate.

12.3 **Member Speaking**

A Member when speaking shall address the Chairman. If two or more Members wish to speak the Chairman shall call on one to speak. While a Member is speaking the other Members shall remain silent other than to raise a point of order or a personal explanation.

12.4 **Length of Speech**

No speech shall exceed five minutes except by consent of the meeting.

12.5 **Speaking more than Once**

A Member shall not address the meeting more than once on any motion or amendment except to speak:

- (1) To a point of order
- (2) In explanation of some material part of a speech which the Member believes to have been misunderstood
- (3) Once on an amendment moved by another Member
- (4) If the motion has been amended since the Member last spoke, to move a further amendment

12.6 **Amendments to be relevant**

An amendment shall be relevant to the motion and shall be to:

- (1) Refer a subject of debate to the Authority or Committee for consideration
- (2) Omit, add or insert words from, to or in the motion (but not so as to negate the motion).

12.7 **Discussion of Amendments**

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, although notice of further amendments may be given. Provided, however, that the Chairman may permit two or more amendments to be discussed together, but not voted on, if the Chairman is of the opinion that this would facilitate conduct of the business.

12.8 **Further amendments**

If an amendment is lost other amendments may be moved on 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 upon which any further amendment may be moved.

12.9 **Withdrawal of Motion or Amendment**

A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Authority or Committee which shall be signified without discussion and no member may speak on it after the mover has asked permission for its withdrawal, unless such permission has been refused.

12.10 **Right of Reply**

The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. The reply shall be strictly confined to answering previous speakers and shall not introduce any new matters into the debate. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on that amendment.

12.11 **Motions which may be moved during debate**

When a motion is under debate no other motion shall be moved except the following:

- (1) Amendments to the motion
- (2) That the Authority or Committee move to the next business
- (3) That the question be now put
- (4) That the debate be now adjourned
- (5) That the press and the public be excluded
- (6) That a named Member be not further heard or do leave the meeting

12.12 **Closure Motions**

At the conclusion of a speech by another Member a Member may move without comment one of the following motions. If such motion is seconded and unless the Chairman considers that the matter has been insufficiently discussed the procedure shall be as follows:

- (1) **A motion to proceed to the next business**
The Chairman shall permit the mover of the original motion to reply and shall then put to the vote the motion to proceed to the next business. If the motion is carried the original motion shall lapse.
- (2) **A motion that the question be now put**
The Chairman shall first put to the vote the motion that the question be now put. If the motion is carried the Chairman shall give the mover of the original motion the right of reply before putting the original motion to the vote.
- (3) **A motion to adjourn the debate or the meeting**
The Chairman shall put to the vote the motion that the debate or the meeting be adjourned. If the motion is carried the original motion and any remaining business shall stand over as uncompleted business until the next meeting of the Authority or Committee.

12.13 **Points of Order or Personal Explanation**

A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith, provided however that:

- (1) A point of order shall relate only to an alleged breach of Standing Orders or Statutory provision and the Member shall specify the Standing Order or Statutory provision and the manner of the breach.

- (2) A personal explanation shall be confined to some material part of a former speech by that Member which appears to him/her to have been misunderstood.
- (3) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

12.14 Rescinding a Resolution

- (1) No motion or amendment shall be moved to rescind any resolution of the Authority which was passed within the preceding six months or which is to the same effects as one which has been rejected within that period. Provided however, that such a motion may be moved at a meeting of the Authority if:
 - (a) It is recommended by a Committee; or
 - (b) Notice of such a motion has been given by six Members of the Authority.

When any such motion has been disposed of by the Authority, no similar motion may be proposed within a further period of six months.

- (2) No motion or amendment shall be moved to rescind any resolution of the Authority or of a Committee which has been acted upon.

12.15 Respect for the Chairman

Whenever the Chairman rises during a debate or uses the gavel a Member then speaking shall stop and the Authority or Committee shall be silent.

13.0 LANGUAGE OF DEBATE

13.1 Status and Validity

In all meetings of the Authority and any Committee

- (1) The Welsh and English languages shall have the same status and validity.
- (2) All persons shall have the right to speak in Welsh or English.

13.2 Simultaneous Translation

The National Park Officer shall arrange simultaneous translation from Welsh into English (and from English into Welsh when requested) at meetings of the Authority where Members of the Authority are present.

13.3 Bilingual Documents

Every agenda, report, minute and other Authority documents submitted to any meeting of the Authority, Committees, Sub Committees, Working Groups and Panels shall be bilingual.

13.4 Absence of Translation

- (1) In the absence of simultaneous translation the business of a meeting may proceed, but the Chairman shall ensure, at the request of any Member, that the exact words of any motion, amendment, question, answer or point of order and at least the substance of any speech or comment are translated.

- (2) Any inadvertent failure to comply with this Standing Order, or any inadvertent error in translation shall not invalidate any resolution.

14.0 **VOTING**

14.1 **By Show of Hands**

Except as provided by this Standing Order the method of voting shall be by show of hands.

14.2 **No Further Discussion**

Once the Chairman has put the question no further discussion on it shall take place and no Member shall speak and no question shall be asked.

14.3 **Chairman's Second or Casting Vote**

In the case of an equality of votes the Chairman shall have a second or casting vote which may be exercised whether or not he/she has already voted.

14.4 **Personal Record**

- (1) Immediately after the vote has been taken a Member may ask for a record to be kept in the minutes of how he/she voted.
- (2) A Member may ask for a brief personal statement to be included in the minutes on any particular matter.

14.5 **Named Vote**

On the requisition of the appropriate number of Members or at the request of the National Park Officer or his representative at the meeting the voting shall be recorded in the minutes to show how each Member present voted or abstained as the case may be. The appropriate number of Members is six in the case of a meeting of the Authority and in the case of a Committee one third of the membership of that Committee.

14.6 **Secret Ballot on Appointments**

The voting on the appointment of the Chairman and Vice Chairman of the Authority or a Committee or on the appointment of any Member onto a Committee or to represent the Authority or to fill any other office or position or on the appointment of Staff shall be carried out by secret ballot.

14.7 **Majority Vote on Appointments**

Where there are more than two persons nominated for a vacancy and there is not a majority of votes given in favour of one person the name of the person having the least number of votes shall be struck off the list and a further vote taken, and so on, until a majority of votes is given in favour of one person.

14.8 **Multiple Elections**

In multiple elections, votes cast for fewer candidates than the number of vacancies shall be invalid.

15.0 DISORDERLY CONDUCT - MEMBERS

- 15.1 If during any meeting of the Authority or a Committee the Chairman forms the opinion that any Member is misconducting himself or herself by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the meeting the Chairman or any other Member may move that the named Member be not further heard and the motion, if seconded, shall be put and determined without discussion.
- 15.2 If the named Member continues the misconduct after a motion under the foregoing paragraph has been carried the Chairman shall either:
- (1) Move that the named Member do leave the meeting, and the motion shall be put and determined without seconding or debate; or
 - (2) Adjourn the meeting for such period as the Chairman considers expedient
- 15.3 In the event of a general disturbance which in the opinion of the Chairman renders the due and orderly dispatch of business impossible the Chairman may, without the question being put, adjourn the meeting for such period as the Chairman considers expedient.

16.0 DISTURBANCE - MEMBERS OF THE PUBLIC

- 16.1 If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him or her. If the interruption continues the Chairman shall order the person's removal from the meeting. In the case of general disturbance in any part of the meeting room open to the public the Chairman shall order that part to be cleared.
- 16.2 In the event of a general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible the Chairman may, without the question being put, adjourn the meeting for such period as the Chairman considers expedient.

17.0 CANVASSING AND GIVING REFERENCES

17.1 Canvassing

Canvassing of Members of the Authority directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for the appointment. The purport of this paragraph shall be included in the Authority's application forms.

17.2 References

A Member of the Authority shall not solicit for any person any appointment under the Authority and shall not give a written testimonial or reference for an applicant for appointment within the Authority.

18.0 RELATIVES OF MEMBERS OR EMPLOYEES

- 18.1 A candidate for any appointment under the Authority who knows that he/she is related to any Member or Senior Officer of the Authority shall disclose that relationship in his/her 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.
- 18.2 Every Member and Senior Officer of the Authority shall disclose to the National Park Officer any relationship known to exist between him/her self and any person whom he/she knows is a candidate for an appointment under the Authority.
- 18.3 The purport of this Standing Order shall be included in any form of application.
- 18.4 For the purpose of this Standing Order "Senior Officer" means any officer so designated by the Authority and persons shall be deemed to be related if they are husband and wife or partner or if either of them, or the spouse or partner 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 or partner of the other.

19.0 APPOINTMENT OF OFFICERS

- 19.1 The appointment of officers shall be undertaken as follows:
- (a) **National Park Officer Post** – The shortlisting shall be determined by the Performance and Resources Committee and interviewing and appointment shall be undertaken by the Authority.
 - (b) **Designated Officer Posts** – The shortlisting shall be determined by the Performance and Resources Committee and the interviewing and appointment shall be undertaken by the Authority.
 - (c) **Heads of Service** – The shortlisting, interviewing and appointment shall be undertaken by a Panel consisting of the Chair of the Authority, Chair of the Performance and Resources Committee (or in their absence the respective Vice Chairs), National Park Officer, Director of that Service and the Head of Personnel.
 - (d) **Other Officer Posts** – The shortlisting and interviewing will be undertaken by a Panel consisting of the Director of that Service, Line Manager, and the Head of Personnel. The National Park Officer may join the Panel if he or she so chooses.
- 19.2 For the purpose of the Standing Orders:
- (a) **"Designated Officer Post"** means Director, Monitoring Officer and Chief Finance Officer.
 - (b) **"Heads of Service"** refers to posts designated as Heads of Service within the Authority, normally salary grade 10 upwards."

20.0 INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

20.1 If any member or his or her spouse or partner has any pecuniary interest direct or indirect within the meaning of Section 95 of the Local Government Act 1972 in any contract, proposed contract or other matter, that Member shall declare such interest and withdraw from the meeting while the contract, proposed contract or other matter is considered by the Authority or any Committee unless:

- (1) The disability imposed by the section has been removed by the Secretary of State for Wales; or
- (2) The contract, proposed contract or other matter is under consideration by the Authority or Committee as part of a report and is not itself the subject of debate.

20.2 Members shall be governed by the provisions of the Authority's Code of Conduct for Members adopted pursuant to Section 51 of the Local Government Act 2000, The Conduct of Members (Model Code of Conduct) (Wales) Order 2001.

21.0 THE AUTHORITY'S SEAL

21.1 Custody of the Seal

The seal shall be kept in the custody of the Proper Officer.

21.2 Affixing the Seal

The seal of the Authority shall not be affixed to any document unless it relates to a transaction which has been authorised by a resolution of the Authority or of a Committee to which the Authority has delegated its powers in that behalf or in pursuance of the delegated power of the National Park Officer.

21.3 Attestation

The seal shall be attested by the National Park Officer or other officer duly authorised in writing by him 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 the person who attested the seal.

22.0 CONFIDENTIALITY

22.1 No Member or Officer shall disclose any confidential or exempt information disclosed at a meeting of the Authority or any Committee.

23.0 SUSPENSION OF STANDING ORDERS

23.1 Subject to the following paragraph, any Standing Order may be suspended so far as regards any business at the meeting where the suspension is moved.

23.2 A motion to suspend Standing Orders shall not be moved without notice at a meeting of the Authority or any Committee unless at least one half of the whole number of Members of the Authority or Committee are present of whom at least two thirds vote for the suspension.

23.3 This Standing Order and Standing Orders 11, 13, 14, 17, 18, 20, 22, 24 and 25 are not capable of being suspended.

24.0 **REVOCATION AND VARIATION OF STANDING ORDERS**

24.1 No arrangements shall be made whereby any committee or officer may revoke or vary Standing Orders.

24.2 Any motion to revoke or vary Standing Orders, when moved and seconded, shall stand adjourned to the next ordinary meeting of the Authority.

25.0 **INTERPRETATION OF STANDING ORDERS**

25.1 The decision of the Chairman on all points of procedure, points of order and interpretation of Standing Orders shall be final and no debate may ensue thereon.

25.2 Reference in Standing Orders to:

“Chairman” shall include Vice Chairman or other person presiding in the absence of the Chairman.

“Committee” shall include Sub-Committee, Working Group and Panel (except in Standing Order 5.5 and 5.6).

Mae'r ddogfen yma ar gael yn y Gymraeg /
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