

SCHEDULE

Regulation 8

Matters to be included in standing orders regulating meetings and proceedings of a community health partnership

Calling meetings

1.—(1) The first meeting of a community health partnership shall be held on such day and at such place as may be fixed by the chairperson and that person shall be responsible for convening the meeting.

(2) The chairperson may call a meeting of the community health partnership at any time.

(3) If the chairperson refuses to call a meeting of the community health partnership after a requisition for that purpose specifying the business proposed to be transacted, signed by at least one third of the whole number of members, has been presented to the chairperson or if, without so refusing, the chairperson does not call a meeting within 7 days after such requisition has been presented, those members who presented the requisition may forthwith call a meeting provided no business shall be transacted at the meeting other than specified in the requisition.

Notice of meetings

2.—(1) Before each meeting of the community health partnership, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the chairperson, or by a member authorised by the chairperson to sign on that person's behalf, shall be delivered to every member or sent by post to the usual place of residence of such members so as to be available to them at least three clear days before the meeting.

(2) Lack of service of the notice on any member shall not affect the validity of a meeting.

(3) In the case of a meeting of the community health partnership called by members in default of the chairperson, the notice shall be signed by those members who requisitioned the meeting in accordance with paragraph 1(3).

Quorum

3.—(1) Subject to sub paragraph (2), no business shall be transacted, at a meeting of the community health partnerships unless these are present, and entitled to vote, at least one third of the whole number of members of the community health partnerships.

(2) No act or question relating to a matter referred to in paragraph 5(2) shall be considered at a meeting unless all members of the community health partnerships who are members or officers of the local authority concerned and who are entitled to vote, are present.

Conduct of meetings

4.—(1) At any meeting of the community health partnership the chairperson of the community health partnership, if present, shall preside.

(2) If the chairperson is absent from a meeting of the community health partnership, a member chosen at the meeting by the members present shall preside.

(3) If it is necessary or expedient to do so a meeting may be adjourned to another day, time and place.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Voting

5.—(1) Subject to paragraph (2), every question at a meeting shall be determined by a majority of votes of the members present and who are entitled to vote on the question and, in the case of any equality of votes, the person presiding shall have a second or casting vote.

(2) Where an act or question arising before a community health partnership relates to functions which are or are proposed to be subject to any arrangements pursuant to Part 2 of the Community Care and Health (Scotland) Act 2002⁽¹⁾, the members of the community health partnership present, who are entitled to vote and who are members or officers of the local authority concerned shall collectively have half of the available votes (but excluding the second or casting vote of the person presiding).

Conflict of Interest

6.—(1) If a member or any associate of theirs has any pecuniary or other interest, direct or indirect, in any contract or proposed contract or other matter, and that member is present at a meeting of the community health partnership, that member shall disclose that fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it.

(2) A member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that member on any question with respect to that contract or matter.

Records

7.—(1) The names of the members present at a meeting shall be recorded.

(2) The minutes of the proceedings of a meeting including any decision or resolution made at that meeting shall be drawn up and submitted to the next ensuing meeting for agreement after which they will be signed by the person presiding at that meeting.

Suspension and disqualification

8. Any member of a community health partnership may on reasonable cause shown be suspended from the community health partnership or disqualified from taking part in any business of the community health partnership in specified circumstances.

(1) 2002 asp 5.