



Ouse & Humber
Drainage Board

APPOINTMENT OF THE STANDING COMMITTEE

POLICY

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1. Executive Summary

- 1.1. In accordance with the regulations as to proceedings of the Board (the Standing Orders) the Board may appoint any sub-committee as they see fit.
- 1.2. It is normal practice for a locally accountable public authority to appoint committees to oversee specific work areas on behalf of the wider membership. This is important as depending on the number of representatives and size of the authority it may be difficult to find the time or focus to give sufficient scrutiny to the work of the authority during full meetings.
- 1.3. It is normal practice for an Internal Drainage Board (IDB) to have one Standing Committee (SC). This is normally called the “Policy & Finance”, “Executive” or “General Purposes” Committee.
- 1.4. Members of the SC shall be expected to meet a minimum of 3 to 4 times per year, although they may occasionally be required to take a majority decision on key items between meetings. If this is the case, communications may be by email / telephone.
- 1.5. The Standing Orders of the Board are silent on the requirement to hold committee meetings in public.
- 1.6. **Delegations and Work Programme**
- 1.7. On behalf of the Full Board the role of the SC is to focus on its work in more detail than time and resources permit in an ordinary Board meeting.
- 1.8. The SC is expected to:
 - Review the work of the Board between Full Board meetings.
 - Review the work of the Board in more detail than Full Board meetings permit.
 - Advise and hold the Executive¹ to account.
 - Counsel the Chair and Chief Executive upon their request.
 - Recommend an annual budget and rate to the Full Board based on advice from officers.
- 1.9. The Board shall give the SC Standing Delegations² to make decisions about the following matters that are not already included in schemes of delegation³, in other words, matters that would normally be reserved for the Board. These are:
 - Changes to the payroll or staff structure of employees of the Board within an affordable budget.
 - Serious staff conduct, capability or absence issues.

¹ The Chief Executive Officer and Directors

² As in “Standing Order”, authority that is given unless revoked or altered.

³ Schemes of delegation and financial schemes of delegation set out in the policies of the Board elsewhere.

- Full Board decisions that require a very urgent response where an extraordinary meeting is not reasonably practical e.g., short term failure of assets, short term risk to property, legal action that requires a short-term response.
 - Matters of a reputational or confidential nature that require a timely decision.
 - Matters that are commercially confidential or subject to legal privilege that cannot reasonably be discussed at a meeting in public.
- 1.10. From time to time, the Board may delegate powers to the SC to deal with any matter that would normally be reserved for the Full Board on an ad-hoc basis, except for:
- Setting the Annual Budget including the planned use of reserves
 - Setting the Annual Rate
 - Annual Governance and Financial Declarations
 - Full Board Election Procedures
- 1.11. When a matter is delegated to the Board on an ad-hoc basis the authority, especially the financial authority given to the committee should be clearly defined in the record (minutes of the Full Board).
- 1.12. The SC shall make decisions or recommendations by majority, in the case of a tied decision the Chair of the meeting shall have the casting vote.
- 1.13. The Quorum of the Committee shall be a 3 members.

2. Financial Authority

- 2.1. The financial authority of the SC is set out in the Financial Regulations of the Board, this may be superseded if specific financial authority has been given by Full Board for a specific purpose and this is minuted in the records of the Board.

3. Appointment of Standing Committee

- 3.1. The Board shall give the SC a title.
- 3.2. The Chair and Vice-Chair of the Board shall automatically be enrolled as SC members.
- 3.3. The SC should consist of no fewer than 5 members and no more than 7 in total with the option to co-opt additional members with expertise for specific purposes from time to time. A smaller group is essential to ensure progress of a more detailed agenda or task at hand.
- 3.4. The SC shall include the Board's Chairman and Vice Chairman. The term shall be 3 years or restart after the next election, however if the membership is opposed by two or more Board Members, the term will end at the next annual general meeting and a new SC appointed.
- 3.5. The Board should encourage membership to be broadly proportionate to the full membership with balanced representation from appointed and elected members. This balance will include the Chair and Vice Chair and should normally include at least 3 appointed and 3 elected members, however it should be recognised that this will not always be possible, and the Board may make a majority decision to waive this rule.

- 3.6. If an SC member resigns, the SC may co-opt a replacement member by majority decision.

4. Voting Procedure

- 4.1. If other the Chair and Vice Chair, more than 5 members put themselves forward, the Board should attempt to reach cordial agreement. If agreement cannot be reached, selection shall be made by the Board based on a ranked (ordinal) voting system.
- 4.2. The ballot shall be secret unless the Board decide otherwise.

NAME	POINTS
Smith	2
Miller	5
Baker	0
Shephard	4
Skinner	3
Cooper	0
Thatcher	1
Weaver	0

- 4.3. In the example shown above, a member has voted for Miller as his most favoured candidate by awarding him 5 points, Shephard as his second most favoured by awarding 4 points and so on.
- 4.4. All the scores for each candidate will be added with other Members votes and the candidates with the highest 5 scores in ranked order will be appointed.

NAME	POINTS	POINTS	POINTS	POINTS	POINTS	TOTAL	RANK
Smith	2	5	2	2	2	13	1
Shephard	4	4	0	4	0	12	2
Thatcher	1	0	5	0	4	10	3
Miller	5	3	0	1	1	10	4
Cooper	0	0	1	3	5	9	5
Weaver	0	1	3	5	0	9	5
Baker	0	2	4	0	0	6	-
Skinner	3	0	0	0	3	6	-

- 4.5. In the unlikely event that lower ranks are drawn, straws will be drawn in sight of the Board to eliminate candidates. In the example above Weaver and Cooper have drawn 5th place so will be offered straws, if Cooper draws the short straw he will be eliminated.
- 4.6. For this system to be fair, members must give 5 preferences in points order, (5,4,3,2,1) and only vote for a candidate, otherwise their vote will be deemed spoilt. Members may vote for themselves but may only do so if attending the meeting, proxy votes are not permitted.

- 4.7. Members may nominate themselves at the meeting or in writing (or email) to the Chief Executive more than 3 working days in advance of the meeting if they are unable to attend. Nominations will not be accepted without written confirmation from that Member in advance.