



# Council Committee Standing Orders

The role and responsibilities of Council are set out in the [Articles of Association of the London School of Economics and Political Science \(LSE\)](#). Article 5 allows Council to delegate its powers to individuals or committees on such terms as it sees fit, with the exception of the responsibilities set out in subsections 5.1.1 to 5.1.6 of Article 5. The extent of the delegation of powers and responsibilities to committees of Council is set out in the terms of reference of those committees as approved from time to time by Council. The terms of reference of committees should also be read in conjunction with the [Scheme of Delegation](#) which sets out further specific delegated authority arrangements.

These standing orders are made by Council in accordance with Article 5 and are adapted from Council's own standing orders which, in turn, are based on the principles regarding the conduct of business set out in the Articles. With respect to any references to the Articles the term "Council" shall be deemed to include committees of Council where applicable.

## 1. Chair

- 1.1. The Chair of the committee is responsible for ensuring its effectiveness. The Chair will be accountable for the committee to Council and should be a member of Council. If the Chair is not available, then the committee normally should nominate another

member of the committee (preferably a Council member) to Chair the meeting.

## **2. Membership**

- 2.1. The Chair and members are appointed and reappointed by Council upon the advice of the Governance Committee.
- 2.2. Members are responsible for ensuring that the responsibilities of the committee are exercised in the best interest of the LSE, rather than representative of any constituency, and there is collective responsibility for all decisions.
- 2.3. Any member who resigns during their term of office should submit their resignation in writing to the Chair of the committee and the School Secretary.
- 2.4. Council upon advice from the Governance Committee may remove members from office for any of the reasons in subsections 4.5.2 to 4.5.5 of Article 4.5.

## **3. Reporting to Council**

- 3.1. The committee will regularly report on its work to Council as well as making recommendations and seeking approvals where relevant.
- 3.2. The committee Chair will be the principal conduit for reporting to Council.

## **4. Meetings**

- 4.1. The Committee shall have regard to any requirement as to the frequency of meetings set out in its terms of reference. Meeting dates will normally be published prior to the start of the academic year. Occasionally meetings may be rearranged during the academic year where there is a specific need and good reason to do so, and members will be provided with reasonable advance notification where this occurs.
- 4.2. The agenda and papers will normally be circulated seven calendar days before the scheduled meeting, electronically, to all members and other designated recipients.
- 4.3. Extraordinary meetings may be called by the committee secretary at the discretion of the Chair. Members will normally be given at least seven days' notice of any meeting and the business to be transacted. Papers for extraordinary meetings will normally be circulated five days in advance of the meeting.

## **5. Meeting attendance**

- 5.1. Members should endeavour to attend all committee meetings. Where members are unable to attend apologies should be submitted to the committee secretary, normally at least 48 hours before the meeting.

- 5.2. A meeting may be held either in person or by suitable electronic means (Article 4.8). Where it would not otherwise be possible for a member to attend an in-person meeting, they may be permitted to attend by electronic means, provided that sufficient notification is given for arrangements to be made.
- 5.3. Individuals who are not members of the committee may be invited to attend (parts of) meetings as business requires. Non-members present shall speak to the meeting only if invited to do so by the Chair. They may be required to withdraw from discussion of confidential matters.
- 5.4. Regard must be given to any requirements concerning attendance set out in the committee's terms of reference.

## 6. Papers

- 6.1. Papers, together with a coversheet, must be submitted by the relevant deadline, unless there is prior agreement for late submission. Authors should follow the guidance for preparing committee papers.
- 6.2. The circulation of late/abled papers requires the prior agreement of the Chair.
- 6.3. The Chair is responsible for determining the final agenda items to be considered based upon the proposals of the committee secretary.

## 7. Committee Discussion

- 7.1. Normally substantive business will be presented by the relevant officer or committee member. Items for report do not need to be discussed unless there are any issues members or officers wish to raise.
- 7.2. The agenda provides indicative timing guides for discussion items, but this is not a set limit. Members are not restricted to the amount of times they may speak but are requested to be mindful of the need for brevity and consider the number/length of their interventions accordingly. The Chair is responsible for ensuring there is sufficient discussion of items, including that all members have an adequate opportunity to speak. The Chair may remind members of the need for brevity or call to order a member that they consider is speaking outside of topic or the remit of the committee. The Chair may also determine that discussion should be brought to a close.
- 7.3. It is expected that members address colleagues with respect and courtesy. (Further information is available in the School's [\*Committee Effective Behaviour Statement\*](#).)
- 7.4. The Chair may also ask a member to leave the meeting if they consider their behaviour is inappropriate.

## **8. Decision Making**

- 8.1. Decisions are normally made on the basis of consensus amongst members.
- 8.2. Decisions may be made through a formal vote where the Chair determines that this is appropriate. In the event of a vote, any issue may be determined by a majority of the votes cast at a meeting. Voting at a meeting will be carried out by a show of hands of all members present or by a corresponding electronic process. In the case of an equality of votes, the Chair has a second or casting vote.
- 8.3. A written resolution may be used. A written resolution will normally only be used in the circumstances that a meeting has not been quorate and/or it is necessary to expedite business.

## **9. Confidentiality**

- 9.1. All business must be treated as confidential to committee members and, in particular where business is marked as confidential it must not be shared with any person who is not a member of the committee without appropriate consent (e.g. from the Chair, the committee secretary).
- 9.2. Members are responsible for ensuring the secure physical or electronic storage (and disposal) of papers and other information relating to committee business. Members may provide hard copy documentation to the committee secretary for destruction.
- 9.3. In the event a member discloses confidential information the matter will be drawn to the attention of the Chair by the School Secretary and further action will be determined based on the seriousness of the disclosure.
- 9.4. Papers and other information will be disclosed to all committee members unless there is a good reason to withhold the information (for example due to a serious conflict of interest). If the withholding of information is disputed by the member, the Chair will make a final ruling on whether it should be shared. If the information concerns the Chair, then the Chair of Council will make a final ruling.

## **10. Quorum**

- 10.1. The quorum for transaction of business is set out in the terms of reference of the Committee.

## **11. Minutes**

- 11.1. Minutes will be taken by the committee secretary and approved at the following meeting.

## **12. Declaration of Interests and other information requirements**

- 12.1. Members must complete the register of interests in accordance with LSE's procedure, which includes that members are asked to review and update their record on an annual basis. Members should also alert the School Secretary/Ethics Manager to significant changes outside the annual update.
- 12.2. Members should declare any interests relevant to agenda items at the start of a meeting and/or during discussion (including where there is potential for a perceived conflict of interest). Where there is a conflict of interest the member will take no part in the consideration of the relevant item. If necessary, the Chair will determine whether there is a conflict of interest.
- 12.3. Members must also provide any other information that LSE requires in order to fulfil its regulatory requirements.

## **13. Chair's Action**

- 13.1. The Chair has delegated authority to take action on behalf of the committee between meetings. Chair's action may only be taken where decisions are routine/immaterial matters and/or there is a need to expedite LSE business and it is reasonable not to call an extraordinary meeting. The Chair would be expected to consult with other committee members where this would reasonably be considered appropriate. Chair's actions will be reported to the committee at the next reasonable opportunity.

## **14. Sub-committees**

- 14.1. The committee may establish sub-committees and/or working groups as required, within the limits of the committee's delegated authority, subject to relevant consultation with the chair of the parent committee. The establishment of sub-committees and/or working groups must be reported to the Governance Committee and the parent committee/Council.

## **15. Standing Orders**

- 15.1. The Chair has the final ruling on the interpretation of these Standing Orders, except for Chair's Action. The Chair will seek the advice of the committee secretary or School Secretary on any question of interpretation of these Standing Orders. The Articles of Association will take precedence in the event of any inconsistency.
- 15.2. Council may amend these Standing Orders as required.
- 15.3. The School Secretary may make minor amendments provided that they have no material effect to the substance of the Standing Orders. Any such changes must be

reported to the next meeting of Council for approval following the change.

## Review schedule

Review interval	Next review due by	Next review start
Maximum 3 years	31/07/24	31/07/00

## Version history

Version	Date	Approved by	Notes
1	6/07/21	Council	
2	23/11/21	Council	Minor amends

## Links

Reference	Link
Articles of Association	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/Articles-of-Association.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/Articles-of-Association.pdf</a>
Scheme of Delegation	<a href="https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Governance/Council/Scheme-of-Delegation-Approved-Nov-2019.pdf">https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Governance/Council/Scheme-of-Delegation-Approved-Nov-2019.pdf</a>
Committee effective behaviours statement	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/comEffBehSta.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/comEffBehSta.pdf</a>

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Will training needs arise from this policy	<b>No</b>
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