

## **Poverty and Inequality Commission standing orders**

The Child Poverty (Scotland) Act 2017 sets out that the Poverty and Inequality Commission may regulate its own procedure, including quorum.

The standing orders set out below are procedural rules by which the Poverty and Inequality Commission will conduct its business.

### **1. Quorum**

Where substantive decisions are taken at a Poverty and Inequality Commission meeting, the meeting must be quorate. Substantive decisions are:

- Agreeing the Commission's strategic priorities and work programme
- Agreeing final recommendations to be made by the Commission in Commission reports
- Agreeing to delegate final approval for a substantive decision to the Chair or a deputy Chair
- Approving financial expenditure over £10,000
- And any other decisions that the Commission agrees, under the quorum procedure set out in these standing orders, to be substantive.

The quorum for substantive decisions to be made by the Commission requires at least half of the members, including the Chair or a deputy Chair, to be present at the meeting. Where half the members of the Commission would not equal a whole number, the number required should be rounded up to the nearest whole number.

There may be occasions during a Commission meeting where it becomes apparent that, for the remainder of the meeting, there will be fewer members than set out above and a substantive decision remains to be made. Before that circumstance arises, members may agree that the above restrictions do not apply in order that a substantive decision can be made.

Where fewer than half of the members are present, a meeting can go ahead, but no substantive decisions can be taken.

### **2. Decisions**

Substantive decisions can be taken at a Commission meeting or by correspondence.

#### **2.1 Decisions taken in meetings**

The Poverty and Inequality Commission will seek to make decisions on a unanimous basis. If this is not possible then the matter will be put to a vote which will be decided

by a simple majority. In the event of a tie, the Chair (or deputy Chair where the Chair is not in attendance) has a second vote.

Where decisions are taken at a meeting, only members present at the meeting may vote and proxy voting is not allowed.

## **2.2 Decisions taken by correspondence**

Where decisions are taken by correspondence, it will be assumed that a Commissioner approves the recommended decision if they have not objected by the date indicated in the correspondence. If it is not possible to reach a unanimous decision then Commissioners will be asked to vote by correspondence, with the same voting procedure applying as in meetings.

**October 2022**