LOTHIAN PENSION FUND

Procedural Standing Orders
for the Pensions Committee and Associated Meetings

Contents

LPF STANDING ORDERS

Introduction

At its meeting on 27 June 2019 the Council agreed that the Pensions Committee for the Funds should have separate procedural standing orders to reflect the separate legal and statutory obligations that apply to the Funds (acting through the administering authority, the City of Edinburgh Council).

These Standing Orders therefore apply with effect from 24 June 2026 and regulate the conduct of business at Committee meetings.

1. Membership

1.1 The membership of the Committee is set out in the Terms of Reference.

1.2 In an election year, the elected members, and the Convener, of the Pensions Committee shall be appointed by the Council at its first meeting of the Council after an election. In a non-election year, the elected members, and the Convener, of the Pensions Committee shall be appointed by the Council at its first ordinary meeting in May.

1.3 The Non-elected members of the Pensions Committee shall be appointed in accordance with the Fund's Nominations and Appointments Policy and ratified by the Council.

2. Frequency and Notice of Meetings

2.1 Committee meetings will be held in accordance with the published meetings timetable as agreed by the Council. Committee meetings are held four times a year, with additional meetings being scheduled where required.

2.2 During any recess no meetings of the Committees will be held unless in exceptional circumstances where proposed by the Convener, the quorum is met and at least one Employee Member and one Employer Member of the Board are present.

2.3 At least six clear days before a meeting of a Committee:

(a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Committee, the signed request will accompany the notice; and

(b) a calendar request to attend the meeting and the agenda of business will be sent to every Committee member, the Board and the IPO by email or to an alternative address nominated by them.

2.4 The Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Such meetings will be called at least six days before the meeting date in accordance with the statutory requirements.

2.5 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.

2.6 Reports will be circulated together with the notice of meeting. No business other than that set out in the notice of meeting may be dealt with unless it is brought before a Committee as a matter of urgency. The Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Convener rules that the matter is not urgent, it will be included as an item for the next applicable Committee meeting, unless dealt with earlier.

2.7 The Board (or, as the context may require, representatives thereof) has the right to attend a Committee meeting and to speak at such meetings but not to vote.

3. Quorum

3.1 In accordance with the Terms of Reference, the quorum for the Pensions Committee is three, and the Pensions Audit Sub Committee is two. No business may be transacted at any meeting unless a quorum is present. If fewer members are present for the start of the meeting, the meeting will be adjourned until such date and time as the Convener decides.

3.2 After a meeting has started, if the numbers of members present falls below the quorum, the meeting will be adjourned until such date and time as the Convener decides.

3.3 The Convener will exercise reasonable discretion as to how much time to allow at the start of, or during, any meeting before making any formal adjournment. The Convener will also exercise reasonable discretion around the date and time which any such adjourned meeting is to be held.

3.4 A member who has declared an interest in an item of business and has left the meeting due to the nature of the conflict may not be counted in the quorum for that item of business. If less than a quorum of the Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

4. Convener of the Committee

4.1 The Convener will chair any meeting of a Committee when they are present. When the Convener is absent, the Vice-Convener, if appointed, will chair the meeting. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

5. Convener-Duties

5.1 The duties of the Convener of the meeting, in accordance with these Standing Orders, include:

(a) Deciding on all matters of protocol, decorum, order, competency and relevancy (including when to allow a motion to adjourn);

(b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination they may be advised by the Clerk;

(c) Deciding priority between two or more members wishing to speak;

(d) Ensuring that a fair opportunity is given to all members of the Committee in attendance to express their views on any item of business;

(e) Ensuring that Board members in attendance are given an opportunity to speak directly on the business of the Committee;

(f) Ensuring that the support and input of the IPO, where appropriate, is invited on any item of business and acknowledging any prior commentary provided by the IPO;

(g) Ensuring that the advice of Officers where necessary to inform decisions are allowed to be expressed, at the appropriate time in the meeting;

(h) Preserving order within the meeting;

(i) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Convener's opinion, impeding the business of the meeting;

(j) In the event of disorder arising, adjourning the meeting to a time and date the Convener will fix then or later. In leaving the meeting, the

Convener in such circumstances, will without further procedure, have formally adjourned the meeting; and

(k) Signing the minutes of the previous meeting.

5.2 The decision of the Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.

6. Order of Business

6.1 The business of the Committee at ordinary meetings will take place in the following order:

(a) Order of Business

(b) Declaration of Interests

(c) Deputations

(d) Approval of Minutes of Prior Meeting

(e) Reports

(f) Motions

(g) Any other approved urgent business.

6.2 At the Convener's discretion, a comfort break in proceedings can be called at any time.

7. Power to vary order of business

7.1 The Committee may at any meeting vary the order of business to give precedence to any item on the agenda:

(a) at the discretion of the Convener; or

(b) on a motion duly moved and seconded and voted on, whether by a show of hands or other form of voting.

8. Declaration of Interests

8.1 A member of the Committee and a member of the Board will declare an interest as early as possible in meetings in accordance with the Order of Business. When making a declaration, enough information should be provided for those at the meeting to understand why a declaration is being made. Where a member declares an interest and the nature of that interest requires the member to leaves the meeting, they must withdraw and not participate in any way in those parts of the meeting where they have declared an interest. That fact will be recorded in the minutes of the meeting.

8.2 For the avoidance of doubt, where the Convener is required to withdraw from a meeting due to declaring an interest, Standing Order 4.1 shall apply.

8.3 Members of a Committee and members of the Board should consider whether it is appropriate for transparency reasons for them to state publicly in a meeting where they have a connection, which they do not consider amounts to an interest. Transparency statements will be recorded in the minutes.

9. Deputations

9.1 The Committee can hear deputations on any matter that is included in its power, duties or delegation. No more than three verbal deputations, taken on a first received, first served basis, shall usually be allowed at a Committee meeting. There shall be no limit on the number of written deputations that are able to be considered.

9.2 Every application for a deputation must be from an office bearer of an organisation or group. An individual commercial entity will not normally be considered an organisation for the purpose of applying for a deputation. Applications for a deputation must be submitted by email or in writing, setting out the name of the organisation, position held by the requestor, the number and names of any speakers representing the organisation at the meeting, whether the request was for a written or verbal deputation and the subject of the deputation. Applications for deputations (whether written or verbal) must be delivered to the Clerk no later than 12 noon two clear working days before the meeting concerned. The Convener has discretion to waive both these requirements. For the avoidance of doubt, a request for a deputation shall not be deemed to have been received until it has been accepted by the Clerk.

9.3 The Clerk will submit the application to the Committee. An application for a deputation to Committee will only be submitted if it relates to an item of business on the agenda for that meeting (such as reports or motions, but not minutes or action logs) or if the Convener decides that there is sufficient reason for the meeting to consider it. Deputations will not normally be permitted on items of business which seek decisions on contract awards.

9.4 When the Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary, a vote will be taken without discussion on whether to hear the deputation.

9.5 Each deputation will not usually exceed four persons and will have ten minutes to present its case, unless the Convener allows further time and the circumstances warrant that. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Convener will decide how much time to allow.

9.6 Unless the Convener decides otherwise, the total maximum time allowed for all deputations (if more than one) to present their cases at a meeting, including questions, will be limited to 60 minutes.

9.7 Any member of the Committee or Board can put one question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for each deputation, unless the Convener allows further time and the circumstances warrant that. The merits of the case must not be discussed by members until the deputation has withdrawn.

9.8 Agenda items relating to deputations will be considered in the order as set out on the agenda, unless explicitly advised otherwise by the Convener under 'Order of Business' at the beginning of the meeting.

10. Minutes

10.1 The Clerk will minute all Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Committee at least three clear working days before its next meeting for approval at that meeting. If they are approved as a correct record of proceedings of the meeting, the Convener of the meeting will sign them.

11. Notices of motion

11.1 A note of motion is a matter or proposal brought to the Committee by a member of that Committee for approval, as distinct from an item of business brought to the Committee for approval by officers.

11.2 Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be emailed to the Clerk by noon on the tenth working day before the meeting. Those not received within this timescale will not be included in the summons calling the meeting.

11.3 Late formal notices of motion may be submitted to the Committee at the appropriate time in the meeting if:

(a) they have been delivered to the Clerk before the start of the meeting; and

(b) they are considered by the Convener to be competent, relevant and urgent; and

(c) they have been circulated to members of the Committee and the Pension Board before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.

11.4 Late motions which are not accepted as urgent by the Convener, will be considered at the next Committee meeting. Late motions may be brought during any meeting if they are required to consider matters subsequently arising at that meeting, even if they do not satisfy the criteria set out in 11.3 above, provided that the Convener deems that appropriate in the circumstances.

11.5 Every formal motion submitted, in terms of Standing Order 11.2, 11.3 and 11.4, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

11.6 The Committee may be adjourned at any time by a motion agreed by a majority of the members.

11.7 Where the terms of a notice of motion have been agreed by the Committee, only text inserted onto the section of an approved template designated as "Proposed Action/Decision" shall be recorded in the minute of the meeting. Any text that is inserted into the preamble and/or supporting information section of the approved template shall not be recorded in the minute of the meeting and shall be deemed as not a decision of the Committee.

12. Motions and Amendments

12.1 A motion or amendment to any subject under discussion shall be provided to the Clerk no later than 12 noon, two working days before the meeting unless the motion or amendment:

(a) Moves the recommendations of the report; or

(b) Calls for a continuation of consideration of the item to a future meeting; or

(c) Moves no action; or

(d) Has been ruled urgent by the Convener; or

(e) Can be submitted verbally at the meeting and with the consent of the Convener; or

(f) When new information comes to light during discussion or debate and subject to the consent of the Convener.

This Standing Order will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.

12.2 The Clerk will circulate any motions and amendments to all members of the Committee, Board, and the IPO.

12.3 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.

12.4 The Committee can agree that in exceptional circumstances the requirements of this Standing Order can be varied.

13. Structure of Discussion and Debate

13.1 Consideration of items of business shall be split into four parts:

(a) Questions;

(b) Motions and amendments;

(c) Debate; and

(d) Voting (Decision-making).

Questions

13.2 Reports to a Committee will be submitted in accordance with the relevant remit and delegated functions set out in the Terms of Reference by Officers. The Convener will open each item of business and, ordinarily, invite a relevant Officer for any further comments on their report, following which, members of the Committee and the Board will be invited to ask questions. Any member of the Committee, Board, IPO or Officer can participate during this stage of the discussion, and further to Standing order 5.1(f) the support and input of the IPO should, where appropriate, be invited on any item of business. However, to promote the effective management of the meeting, any member of the Committee, Board, IPO or Officer wishing to speak will first address the Convener.

Motions and Amendments

13.3 When, in the opinion of the Convener, there has been a reasonable opportunity for questions, any motions and any amendments submitted in accordance with Standing Order 12.1 shall then be put to the meeting and subject to debate.

13.4 Every motion and amendment must be moved and seconded and will, when required by the Convener, be put in writing and submitted electronically to the Clerk.

13.5 In accordance with the remit of the Board as set out in law to consider the same agenda as the Committee, the Convener will ensure that Board members are given an opportunity to speak directly on a motion or amendment that is being proposed or discussed prior to a vote being taken.

Debate

13.6 A member wishing to speak will address the Convener. They will speak only on the matter under consideration or on a question of order.

13.7 A member proposing to submit a motion or amendment on any subject under discussion will before addressing the meeting state the terms of the motion or amendment.

13.8 Except with the Convener's permission, the proposer of a motion or an amendment must not speak for more than four minutes, and all other speakers for not more than three minutes (which includes the seconder of a motion or amendment speaking in support of it).

13.9 With the Convener's permission a question of clarification can be put to an officer during debate. If an individual member of the Committee or the Board is named by another speaker during debate, that individual will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.

13.10 The mover of the original motion will have the right to speak for a further four minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in their reply, strictly confine themselves to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or ask a question or otherwise interrupt the proceedings. The Convener will then direct that a vote be taken.

13.11 When a motion and two or more amendments are before the meeting, the Convener will decide the order and manner for putting the motion and amendments to the meeting. The Convener will have the right to move a report, as the original motion, with all alternative proposals considered as amendments.

13.12 The mover of a motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:

(a) The seconder consents;

(b) The mover and seconder of the other amendment consents; and

(c) The agreement takes place before the mover of the motion has replied.

Where a motion or amendment has been added to it all or part of an amendment, any member who has not moved a position, may move one of the original positions submitted under Standing Order 13.

13.13 For the avoidance of doubt, the process to determine motions and amendments is set out in the Appendix.

13.14 Any member who has not spoken on the question before the meeting can move as a procedural motion 'that the matter now be closed' (i.e. no further debate takes place). If this is seconded and the Convener is satisfied that the question has been discussed enough, the Convener will order that a vote on the procedural motion be taken, without amendment or discussion. If it is agreed that the matter should now be decided, the mover of the original motion will have the right to reply, and the question itself will then be put to the meeting. If the procedural motion is not carried, the debate will continue and subsequent procedural motions that no further debate takes place may be made after every two further members have spoken.

Voting (Decision-making)

13.15 Once the Clerk has indicated that a vote is to be taken, no one will interrupt proceedings, except for a question of order, until the result is declared.

13.16 Only members of the Committee are able to vote on items of business or motions that are presented to the Committee. A vote may be taken either by electronic voting or by a show of hands.

13.17 The minutes will record how each individual member voted.

13.18 A simple majority of Committee members present and voting will be required to carry any matter as having been approved as a decision of the Committee.

13.19 When a motion and a single amendment are before the Committee, the proposal receiving the support of a majority of members present and voting will be declared the decision of the Committee.

13.20 When a motion and two or more amendments are before the Committee, the vote will be taken on all proposals, each member of the Committee having one vote. If a proposal receives the support of the majority of members present and voting it will be declared the decision of the Committee. If none of the proposals receives a majority support of those present and voting, the one which has received the fewest of votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals, the Convener shall have the casting vote to determine which proposal should be dropped. The process of elimination will continue until one proposal has received the majority support from those voting which will be declared the decision of the Committee.

13.21 If the votes are tied, the Convener will have a casting vote. If the Convener does not or is unable to exercise this vote – for example, due to a conflict of interest – the decision will be determined by lot (using a method decided upon by the Clerk).

13.22 Where any item of business or motion is not approved or carried, and the matter is of a nature that does require action, the Convener and that Committee shall use all reasonable endeavours to ensure that the matter is re-considered or that a suitably amended proposal or motion is brought before the Committee to ensure a timeous resolution to the matter.

14. Point of Order

14.1 Any member of the Committee or Board may raise a point of order at any time during a meeting and, in doing so, will advise which Standing Order they consider is being infringed and, thereafter, without debate, will await the Convener's decision. No other member of the Committee or Board may speak to the point of order except with the Convener's permission. The Convener's decision will be final.

15. Conduct

15.1 All elected, Non-elected and Board members are bound by a Conduct Framework and are responsible for acting in accordance with it at Committee meetings.

15.2 If any member of the Committee behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the suspended member will leave the meeting immediately.

16. Changing a Committee decision

16.1 Subject to law, a decision of the Committee cannot be changed by the Committee within twelve months unless notice has been given of the proposed item in the summons for the meeting and:

(a) the Convener rules there has been a material change of circumstances; or

(b) the Committee agrees the decision was based on erroneous, incorrect or incomplete information; or

(c) the Committee agrees that it would be appropriate to do so in the event of a request by the Board to review a decision of the Committee under Regulation 9(3) of the 2015 Regulations.

17. Urgent Action

17.1 The procedure for urgent decisions set out in the Terms of Reference shall apply if a decision which would normally be made by a Committee requires to be made urgently between meetings of the Committee. In such circumstances, the Fund’s Chief Executive Officer should also be consulted and the Chair of the Board notified. In accordance with the Terms of Reference, the matter shall be reported to the next meeting of the Committee.

18. Admission of media, members of the public and private items

18.1 Committee meetings are open to the public but the Act does allow a Committee to hear matters in private if they meet the description of confidential information as defined in the Act or by resolution if the Committee agrees that if the meeting was held in public, then exempt information as defined in Schedule 7(A) of the Act would be disclosed.

18.2 Being open to the public requires that the public (including representatives of the media) should be able to observe meetings and have access to all agendas and reports that are not ruled private under the Act. Attendance is subject to powers of exclusion to suppress or prevent disorderly conduct or other misbehaviour at the meeting.

18.3 Any video or sound recordings or broadcasting of meetings or the taking of any photographs will be for the Committee to agree by a majority of its members.

19. Variation and revocation of Standing Orders

19.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Committee present and voting. Any such motion must be by formal notice.

20. Review of Standing Orders

20.1 These Standing Orders will be reviewed annually.

Schedule of Amendments

Version	Approved Date	Reason	Published Date
1.0	November 2019	Creation of LPF Procedural Standing Orders.	November 2019
2.0	24 June 2026	Comprehensive review and updates agreed at item 6.3, reflecting outcomes and recommendations from the LPF 2025 Governance Review.	30 June 2026

Appendix

The process to determine motions and amendments is set out in these Standing Orders, and summarised below:

1. Motion moved.
2. Motion seconded.
3. Amendment 1 moved.
4. Amendment 1 seconded.
5. Amendment 2 moved.
6. Amendment 2 seconded.
7. And so on.
8. The mover of a motion outlines what they are willing to accept into the motion.
9. Convener to call on movers of amendments to indicate what other positions, if any, they are accepting into their position.
10. Right of reply to mover of motion.
11. Clerk will confirm position(s) and proceed to the vote.

Terms

Act	The Local Government (Scotland) Act 1973.
Addendum	Where a motion has been put forward in respect of an item on the notice of agenda, a member may move a proposal to add to the recommendations in the report or the motion (but does not change them).
Amendment	Where a motion has been put forward in respect of an item on the notice of agenda, a member may move an alternative proposal.
Board	The Pension Board for the Funds, being a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015.
clear days	Excludes: • weekends • public holidays • day of the meeting • day of circulation • day papers received. As an example, if a meeting was to be held on a Thursday, the relevant day for Standing Order 2.3 would be Tuesday the week before.
Clerk	The Committee Officer of the Council or such senior governance professional responsible for supporting the administration of the relevant Committee.
Committee(s)	The Pensions Committee and any associated sub-committees, such as the Pensions Audit Sub Committee. Committee should be construed appropriately in these Standing Orders as the context required.
Conduct Frameworks	Comparable conduct requirements as set more fully out in: elected members – the Councillor’s Code of Conduct, supplemented by any specific terms as may be applicable to

	reflect the separate legal and statutory obligations that apply to the Funds. Non-elected members – a Non-elected members' Letter of Appointment. Board members – the Boards Constitution.
Convener	The person appointed to chair a meeting of a Committee.
Council	The City of Edinburgh Council. Unless the context otherwise requires, where Council is referred to in these Standing Orders, it refers to meetings of the Full Council.
elected member	A Councillor of the Council.
Funds	Lothian Pension Fund, Scottish Homes Pension Fund, and any other Local Government Pension Scheme that the City of Edinburgh Council may administer from time to time.
IPO	The Independent Professional Observer.
Officer	Representatives of the Fund (such as the Funds Chief Executive Officer), the City of Edinburgh Council, or external advisers.
Majority vote	More than half the votes of those members present and voting (and not more than half of the votes that could have been cast if everybody voted).
Motion	The initial proposal of action submitted by a member in respect of any item of business on the notice of agenda.
Non-elected member	The two external members drawn from: • The membership of the Funds, and • The Scheduled or admitted bodies that participate in the Funds.
Notice of Motion	A request submitted by a member in advance of a meeting of the Committee which may be put on the notice of agenda for an issue to be considered.

2015 Regulations	The Local Government Pension Scheme (Governance) (Scotland) Regulations 2015.
Terms of Reference	The Council's Committee Terms of Reference and Delegated Functions, as revised from time to time.