



St John
Cymru - Wales

ST JOHN CYMRU-WALES COUNCILS RULES 2012

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Introduction

The 'Creating One St John' consultation paper confirmed the importance of the St John Cymru-Wales Councils and indicated that a greater emphasis needs to be placed on their involvement in the work of both Headquarters and Divisions.

Consequently it was hoped to have a discussion paper circulated in October 2011 setting out how a more fulfilling and demanding role can be developed for the Councils. Unfortunately this proved to be too ambitious a target in the wake of a very successful implementation of the 'One St John' proposals, subsequent reorganisation at Headquarters and the consequent and rapid progress which has been achieved in a number of important areas.

One of these has been the drafting of our Statement of Strategic Intent 2012-2017 (*attached*). This sets out a stretching and ambitious agenda for St John Wales. Our vision is simple but demanding – 'to have a first aider in every street in Wales'. Our intention is to build on the One St John Wales theme to develop a strong, sustainable, well connected and vibrant organisation which is committed to supporting and growing the organisation locally across Wales. For too long our ambition has lacked confidence, often our plans have been based on consolidation rather than expansion. In some areas we are only a shadow of what we achieved in the past. Whilst we live in difficult times, there has never been a better time, or indeed a greater need, to grow our presence in local communities.

Increasing and growing our presence in local Communities must be our primary aim. This will only be achieved by Headquarters working with and supporting the St John Councils in Wales.

This paper sets out a number of proposals on how the Councils and the Role of the County Commissioners need to change in order to maximise the opportunities which the One St John Wales theme presents. Councils must be fit for purpose, be clear in their role and objectives. Effective leadership will be crucial, as will the relationship between Presidents, Council Chairs, Commissioners and Headquarters through the Lead Trustee for St John Councils.

These proposals are designed to focus existing talent and attract new recruits to senior positions who will have time to concentrate on improving existing services and increasing our presence across Wales.

Developing a core of senior leaders at County Commissioner and Deputy County Commissioner level must be a key objective.

This paper is designed to stimulate a constructive dialogue about how to make the whole St John Wales organisation stronger, one that operates and delivers with one voice and a shared vision for the future.

This paper sets out to replace the previous rules which were approved by Priory Chapter in 2003 and amended by Chapter in July 2004. These actions, guidance and rules for St John Councils, contained in this paper, have been designed to ensure St John Councils play an even greater role in sustaining, developing and expanding services in their respective Counties, within the overarching strategic direction and support of St John Cymru-Wales (Headquarters). The following section sets out the broad thrust of the proposals, followed by the detailed rules.

The outline and main proposals for St John Councils in Wales

In the main, the Councils to which these proposals and rules will apply will be coterminous with the Preserved Counties:

- Gwynedd
- Clwyd
- Mid Glamorgan
- South Glamorgan
- West Glamorgan
- Gwent

The exceptions are in the Counties of Powys and Dyfed, where, because of the distances involved, experience has demonstrated it is more practical to operate on the former 'Shire' Counties in these areas. For this reason it is proposed that St John Councils be maintained for Brecknockshire, Montgomeryshire, Radnorshire, Carmarthenshire, Pembrokeshire and Ceredigion (Cardiganshire). Each of the Counties has the same standing as all other St John Councils in Wales, including the rules relating to the President, who will normally be the Lord Lieutenant.

Ambulance Counties

It is emphasised that this document is about the future of the St John Cymru-Wales Councils. However, in order to assist the growth of the Organisation it is essential that St John Cymru-Wales is able to increase its capacity and capability on the ground and to flex and respond to any changes that have, or might occur, particularly with partner organisation. There are significant benefits for Councils and Ambulance Counties to be coterminous. It is recognised that there are at present some anomalies with existing boundaries. The issues involved and the benefits to be derived from changing existing arrangements will require careful consideration and agreement. The best way forward will be to keep these issues under continuous review and establish an effective dialogue and process for possible change at the six monthly meetings to be held between NHQ and the Councils and the Commissioners.

It is further proposed that in Dyfed and Powys the County Commissioner will have two Deputy County Commissioners assigned to the 'Shire' Councils to assist him/her in the growth of St John in these Counties and to represent the volunteers at Council Meetings.

In future when Chairs fall vacant, NHQ will consult with the President (normally the Lord Lieutenant) on the appropriate recruitment process including whether the post should be advertised. The Appointment Panel will comprise the President who will chair, one or more Trustees and a local representative(s). The recommendation for appointment will be ratified by the Prior.

The objects and responsibilities of St John Councils in Wales are set out in Rule 7 of the Rules for St John Councils. It will be seen that each Council represents the Order in the County and is required, so far as it is possible, to enable the Order to comply with the statutory requirements governing its work.

The key role for the Councils will be to improve and grow services in their County.

As the Council is the embodiment of the Order within its County, it is not concerned solely with support to St John Wales. Members of the Order, on admission, pledge themselves to support all the activities of the Order, and the Council should exercise itself to ensure that this pledge is fulfilled. Particular attention is drawn to Rule 7.2(e) which makes specific provision for support of the St John of Jerusalem Eye Hospital.

It is essential that all Councils should represent as wide a cross-section of the community as possible in order to fulfil the Aims and Objectives of the Organisation overall in line with Rule 7 and, in particular, to ensure that where St John Wales is not represented, new centres are established.

It is desirable that the majority of Membership of the Council should be drawn from the wider community and key public sector, private sector and partner organisations rather than from those actively involved with St John Wales, whether or not the individuals have been previously associated with the Order. The essential factors are an appreciation of the objects and work of the Order and a commitment to improving and growing the organisation within each County.

Examples of individuals who will be useful members of the Council are: Leading local Councillors; Senior Fire and Police officers; Principal officers of appropriate Local Authority Departments; Senior Representatives of Health Boards and Health Trusts, Chambers of Commerce; professional and business persons; religious leaders; personnel in the field of marketing and media; and other people of standing in the community, who are prepared to help St John Wales.

Individual Council members, with their knowledge of local people and affairs, can open many doors, smooth many difficulties and provide advice to St John on local problems. Recruitment of support in business, professional and public sector circles is important and also the cultivation of good relations with various bodies in the community, as well as other third sector organisations.

The membership of St John Councils will be published on the St John Wales website; www.stjohnwales.org.uk

Good publicity is essential to attract new recruits and to raise the profile of St John in the Council area activities. Councils should endeavour to appoint their own Public Relations Officer, and work in close liaison with the PR, Marketing and Fundraising Directorate at NHQ. It is also important to consider appointing a designated Fundraising Officer, who again will be expected to work closely with the PR, Marketing and Fundraising Directorate at NHQ.

In selecting persons to be members of the Council, the Chairperson should involve the County Commissioner, who represents St John Wales, as an ex-officio member of any appointment panel. St John Wales will be represented at County level by the County Commissioner having managerial responsibility for the Divisions in the County. He/she will normally be supported by a Deputy County Commissioner.

Members of Councils should not regard themselves as exclusively representative of the particular interests from whom they have been selected, but should act corporately to improve and develop local services. Each member should be provided with a copy of these Rules together with a copy of our Statement of Strategic Intent 2012-2017 approved by Priory Chapter. They should be encouraged to obtain a copy of the Royal Charter and Statutes of the Order and other publications, which may help them obtain a full appreciation of the Order, its aims and activities. Information is also available on the St John Wales website: www.stjohnwales.org.uk

It is important that the relationship between the Council and St John Wales within the County is fully understood. Although it has no operational control, the Council and its members should maintain an active interest in all the workings of St John Wales, in particular the Divisions within their area. The County Commissioner will be expected to report on salient issues affecting Divisions at each meeting of the Council. For their part, members of the Council will be expected to support and advise the County Commissioner in their work to improve and develop local services. The County Commissioner should be able to look to the Council as a whole or to individual members who may have particular skills or contacts, which may be of help.

The Council has specific responsibilities in connection with the Order's assets, under their control. These are prescribed in Rules 31-42. It is vital that these responsibilities are fulfilled in order to ensure compliance with the requirements of the Charities Act 2011.

Each Division of St John Wales is expected to produce a concise Divisional Business Plan by July for the following year to be sent to the County Commissioner, with a copy to the their Council. In setting out their plans for the coming year, they may seek the help of their County Commissioner and Council for support and advice. The County Commissioner, with support from Headquarters Staff, will co-ordinate the plans and proposals of each Division, and prepare an Annual Business Plan for the County to be agreed by the Council by September for the following year. The County's Business Plan will set out its proposed priorities for investment and developments, including a 5 year property plan which reflects the Statement of Strategic Intent 2012-2017.

The Annual Business Plan will reference finance, human resources (recruitment, retention of volunteers), properties, vehicles, equipment and I.T. issues.

Councils will be expected to conduct a regular rota of visits organised by the County Commissioner to Divisions within the County. This will assist them in having a better appreciation of the issues confronting Divisions and prioritising actions proposed in the Annual Business Plan.

Councils will be encouraged to establish a number of events and competitions which are aimed at improving standards and to celebrate excellence in the County. For example 'Best Kept Divisional Premises', recognition for outstanding contribution, etc. Presidents should be encouraged to lead annual prize giving event in their Counties.

They will also provide grants and support for membership in their County to attend national and international events or activities.

When, in accordance with Rule 7.2 (i) and (j), the Council embarks on any fundraising activity, it is essential to consult the Chief Executive at NHQ so that the initiative is consistent with the overall strategic direction and priorities across Wales and to ensure avoidance of any potential conflicts with local sources of finance for St John Wales activities. Any funds raised by the Council will be allocated by the Council.

Industrial and Commercial First Aid and associated Safety Training Courses, as well as supplies of First Aid equipment, are undertaken by the Training Directorate, at National Headquarters, with a number of local training centre/meeting halls being utilised. Councils are expected to take an interest in this activity, the profits of which help to support the overall efforts of St John Wales, and to assist wherever possible - for example in marketing the activities. Members of Council are strongly urged to actively promote these facilities wherever possible within their own sphere of business and social circles. Council Members can also draw to the attention of the Director of Training opportunities that do not appear to have been exploited.

It is the Council's responsibility to ensure that the Order maintains a high profile within the County and that public interest and support in its activities is promoted and maintained. A regular programme of events is essential, as well as being represented on all, important St John occasions and, when invited, at events sponsored by civic authorities or other bodies.

It is necessary to ensure national cohesion, determination of major priorities, review of key policies and spread of good practice. To ensure liaison between NHQ and the Councils it is proposed that annually there will be two meetings a year between Counties, Commissioners and NHQ;

- 1) It is proposed that one will be a business meeting comprising the Prior, Trustees, Presidents and Chairs of the Councils, Chief Executive, NHQ Officers, and County/Deputy Commissioners.
- 2) The second would be in the form of a conference or workshop to which the above members of Councils will be invited to attend.

Rules for St John Councils in Wales, 2012

1. Authority

These Rules apply to a St John Council established by the Prior for Wales in accordance with the Authority given in The Royal Charters and Statutes of the Most Venerable Order of the Hospital of St. John of Jerusalem, Statute 19(2). These Councils are those which conform to the Preserved Counties in Wales. The exceptions are in the Counties of Powys and Dyfed, where, because of the extent of the territory covered, the St John Councils have been maintained for Brecknockshire, Montgomeryshire, Radnorshire, Carmarthenshire, Pembrokeshire and Ceredigion (Cardiganshire). The Rules should be read in conjunction with the Statutes and Regulations currently in force. Any inconsistency between these Rules and any of the publications specified shall be determined in favour of the latter.

2. Commencement

These Rules shall come into force from **21st September 2012** in substitution for the Rules for St. John Councils in Wales (2004).

3. Interpretation

3.1 In these Rules, unless the context otherwise requires:

- a) 'Council' means a St John Council established by the Prior for Wales.
- b) 'County' means the geographical area in respect of which the St John Council has been established in accordance with the provisions of Rule 5.1.
- c) 'Order' means the Most Venerable Order of the Hospital of St John of Jerusalem.
- d) 'The Priory' means the Priory for Wales established in accordance with The Royal Charters and Statutes of the Most Venerable Order of the Hospital of St John of Jerusalem, Statute 19(1) and the Rules for the Priory for Wales.
- e) 'The Prior' means the Prior for Wales appointed by the Grand Prior in accordance with The Royal Charters and Statutes of the Most Venerable Order of the Hospital of St John of Jerusalem, Statute 19, and includes the Priory Chapter and any Principal Officer of the Priory for the time being authorised by the Prior to act on his behalf.
- f) 'The Chancellor' means he is appointed by the Grand Prior and will deputise for the Prior, as and when required.
- g) 'Chapter' means the governing body of the Order of St John, Priory for Wales.

- h) 'Eye Hospital' means the St John of Jerusalem Eye Hospital and the clinics and research projects connected therewith.
- i) 'The Royal Charters and Statutes of the Most Venerable Order of the Hospital of St John of Jerusalem' means the St John Statutes in force at any given time.
- j) 'Priory Treasurer' means the Principal Financial Adviser to the Priory for Wales.
- k) 'Seneschal' means the Principal Adviser to the Priory on all property matters.
- l) 'Chairman' or 'Chairperson' means the Chairperson of the St John Council.
- m) 'County Commissioner' means the Commissioner appointed to manage St John Wales in the County.
- n) 'Deputy County Commissioner' means the Deputy County Commissioner appointed to manage the Divisions in the County.
- o) 'Regional Staff', 'Regional Staff Officers' means the Regional Staff Officers appointed to serve in the various counties.
- p) 'Council Treasurer' means the Treasurer of the St John Council appointed in accordance with Rule 16.
- q) 'Division' means the Division or any other Unit in which any part of St John Wales is for the time being organised.
- r) 'Divisional Funds' means in relation to a Division money held by that Division including money standing to the credit of a banking account operated by officers of or on behalf of the Division and investments held by or on behalf of the Division.
- s) 'Member of the Order' refers to individuals who have been honoured with this title.

3.2 In these Rules, unless the context otherwise requires, words importing the masculine gender shall include the feminine, words in the singular shall include the plural and words in the plural shall include the singular.

3.3 These Rules shall apply to all Councils, as defined in Rule 3.1, whether established before or after their coming into operation. Provided that nothing herein contained shall affect the validity or legality of any appointment previously made to or act done by any Council in being on the date on which these Rules come into operation.

4. Constitutional Position

Each Council shall be subject to the overall authority of the Grand Prior and the Grand Council, but the immediate direction and supervision of Councils in Wales shall be vested in the Prior and Priory Chapter.

5. Boundaries

- 5.1** The Prior, in setting up a Council in accordance with these Rules, shall prescribe the boundaries of the geographical area in respect of which such Council shall exercise its functions and may from time to time vary such area in such manner as he may think fit.
- 5.2** In so far as it is deemed convenient or desirable to do so, the boundaries of the area assigned to a Council shall coincide with the boundaries of the Preserved Counties.

6. Title

The full title of a Council shall be 'The St John Cymru-Wales Council for...(the designation of the area prescribed) or in short 'The St John Council for...'. Where desired, the title may also be expressed in the Welsh language as "Urdd St Ioan Priordy i Gymru, Cyngor St Ioan i..... or, in short, 'Cyngor Sant Ioan i.....

7. Objects and Responsibilities

7.1 The objects and responsibilities of the Council shall be:

- a) To encourage the cohesion within the County of all aspects of the work of the Order, as described in Statute 4, (Objects and Purposes of the Order) and to represent the Order within the County;
- b) To encourage the spirit of common purpose and co-operation among the members of the Order, the members of its Foundations, and of others involved in the work of the Order within the County; and
- c) So far as it is able to do so, to enable the Order to comply with the statutory requirements governing its work, and to ensure the good government and managements of its affairs within the County.

7.2 In furtherance of these objects and responsibilities each Council shall:

- a) Within such guidelines as are prescribed by the Prior from time to time, ensure compliance with the Order's Statutory obligations so far as they affect the Order's money, investments, property and affairs within the County;

- b) Control on behalf of the Order the handling, banking arrangements and disposition of the Order's money held by the Council including the preparation of an annual budget and business plan covering all income and expenditure against that budget and plan in accordance with Rule 0;
- c) Be responsible for the oversight of the maintenance, repair and use of the Order's property where applicable within the County (other than such property as is directly controlled by the Priory) as provided for in Rule 38;
- d) Acting through its Chairperson, assist the Chief Executive in the appointment, reappointment or otherwise of the County Commissioner for the County and also in the appointment, reappointment or otherwise of the Deputy County Commissioner responsible for the management of the Divisions in the County (see also Rule 29);
- e) Encourage support for the St. John of Jerusalem Eye Hospital from within the County;
- f) Publicise the work of the Order and its Foundations by means of personal contacts and discussions with individuals and organisations at all levels, and by stressing the benefits to the community of the Order's work;
- g) Establish and maintain contact with Members of the Order resident within the County, and foster the spirit of co-fraternity among such members;
- h) To agree on an annual basis in September the Business Plan for the County.
- i) Raise such sums of money as will ensure the Council is financially self-supporting and assist the delivery of the Business Plan;
- j) Raise such sums of money to support and assist the St. John Wales Divisions within the County as will enable them to carry out their work including grants for members/Badgers/Cadets locally to attend national and international events, and in addition, raise further sums of money for the work of the Order and the Eye Hospital;
- k) Organise a rota of visits to local Divisions.
- l) Hold events/competitions designed to improve local standards and recognise and celebrate excellence.

8. Composition of Council

A Council shall normally comprise the officers, namely a President (Lord Lieutenant), a Chairperson and a Deputy Chairperson, together with certain ex-officio members and a number of appointed members. Members will be expected to attend regularly and their performance appraised annually by the Chair and President. All shall hold office at the pleasure of the Prior. All members of Council shall normally retire upon reaching their 75th birthday, but this will be at the discretion of the President (Lord Lieutenant).

9. President

The Prior shall appoint the President of a Council who shall hold office at his pleasure or until resignation. The President shall usually be the Lord Lieutenant for the County, or the Prior may appoint some other person to be President.

10. Vice President

The President may, after consultation with the Prior, appoint a Vice President of the Council at the express wish of the President and Chairman. The Vice President shall deputise for the President as may be necessary from time to time. The tenure of office and conditions of appointment shall be the same as those prescribed for the Chairperson. (See Rule 11.1)

11. Chairperson

11.1 The Chairperson will normally be appointed from St John's Day (24th June) and shall hold office for no more than 6 years, being reaffirmed after 3 years.

11.2 If appointed other than from St John's Day he shall hold office until the day before St John's Day; not more than 6 years, reaffirmed after 3 years.

11.3 In future when chairs fall vacant, NHQ will consult with the President (normally the Lord Lieutenant) on the appropriate recruitment process including whether the post should be advertised. The Appointment Panel will comprise the President who will chair, one or more Trustees and a local representative(s). The recommendation for appointment will be ratified by the Prior.

11.4 Thereafter the President, after consulting with the Prior, and taking into consideration any recommendation the Council may see fit to make regarding the filling of the office, appoint or re-appoint a person to be Chairperson for a period of three years when he shall retire but be eligible for reappointment.

11.5 Where there is any delay in making an appointment of a Chairperson or in his assumption of the office, the Chairperson, whose term of office has otherwise expired, may continue to act as Chairperson, at the request of the President, until a new appointment becomes effective. Nothing herein contained shall prevent the appointment of a new Chairperson from taking effect, for the purposes of this Rule, from the date of expiry of office of his predecessor.

11.6 When a casual vacancy occurs in the office of Chairperson, the person appointed to fill the vacancy shall hold office until the person he replaces would normally have ceased to hold office. Thereafter Rule 11.2 applies.

11.7 The Chairperson is expected to become a member of the Order.

11.8 Chairpersons and Deputy Chairpersons may serve as members of the Council following their period in office.

12. Deputy Chairperson

The Council shall elect a Deputy Chairperson, if required, subject to the approval of the President. The Deputy Chairperson's tenure and conditions of office shall be the same as those of the Chairperson.

13. Ex Officio Members

Such members of St John Cymru-Wales as the Prior may decide shall be full voting members of the Council by virtue of their respective offices. The Prior may, at his discretion, appoint other individuals in an ex officio capacity. On relinquishing the office by virtue of which he has been a member, the officer concerned shall cease to be an ex officio member of the Council.

14. Additional Officers

The Council should consider appointing a Public Relations Officer, Fundraiser and Marketing Officer.

15. Members of a Council

15.1 The number of appointed members to constitute a Council shall, subject to the other provisions of this Rule, be determined by the President from time to time after consultation with the Chairperson and the Prior. It is suggested that an effective number is 15 to 20 members but may be more at the discretion of the President or Chairperson.

15.2 The appointed members of a Council shall be selected by the Chairperson, after consultation with the President and the Prior, and such other persons as he may wish to consult.

Provided that:

- (a) Among those appointed there shall be some (and preferably a majority) residing or working in the area who are Members of the Order;
- (b) There are in addition persons who are supporters of St. John Cymru-Wales, or who support or are interested in the Eye Hospital, who need not be Members of the Order;
- (c) In addition, there shall be other members who are persons of ability and standing (who need not be Members of the Order or any of its Foundations) These are chosen so that the membership of the Council may be truly representative of the community and public sector, private sector and

partner organisations in the Council's area and who are in a position to support and assist the work of the Council to the fullest extent.

15.3 The appointment of Council members may be terminated at the discretion of the Chair and President if their appraisal proves unsatisfactory.

15.4 If an appointed member has not attended any meeting of a Council for a period of twelve months, the Chairperson may serve him with a notice to show cause within such time as may be specified therein why his appointment should not be revoked. If the member fails to reply to the notice, or fails to give a satisfactory reason for their absence, the Council may by resolution declare that his membership of the Council is revoked from the date of such resolution. All members of a Council shall be regarded as representative of and concerned with all the interests of the Order and its Foundations.

15.5 New members of Council will be expected to attend an induction session organised by NHQ.

16. Council Treasurer

16.1 The Council shall elect a suitable person, to be its Treasurer, subject to the approval of the Priory Treasurer. Wherever possible, the person elected should have professional financial experience.

16.2 Subject to any special directions a Council or the Priory Treasurer may give from time to time, the Council Treasurer shall be the general adviser to the Council on financial matters and shall be responsible for the proper administration of the monies for which the Council is responsible by virtue of these rules; the correct maintenance of the accounts which are to be prepared and maintained pursuant to these rules; and the arrangements for ensuring that the monies for which the Council is responsible are kept in safe hands and are periodically checked.

16.3 In the event of ineptitude or misconduct, the Treasurer may be dismissed or given appropriate notice on a simple majority of the Council, subject always to the right of appeal, in writing, to the Prior, through the Priory Treasurer.

17. Secretary and other Officials

17.1 A Council shall appoint a suitable person, to be the Secretary to the Council. The person appointed shall be in attendance at all Council Meetings and shall be required to perform such duties as the Council may prescribe.

17.2 In order to assist the work of the Council it is recommended that persons responsible for PR and Fundraising should be appointed.

17.3 A Council may appoint such clerical or other officials, e.g. Eye Hospital Representative as it may deem necessary for the proper conduct of the Council's

affairs. Such appointments may be for such periods as the Council may determine in each case.

17.4 It is desirable, in conformity with the traditions of the Order that those who participate in its work should do so voluntarily. However, in exceptional circumstances, should it prove necessary to remunerate someone, Rule 41 shall apply.

17.5 Any honoraria, gifts or donations by the Council shall be recorded and approved in the minutes of the Council.

18. Frequency of Meetings

18.1 A Council should normally meet once a quarter and shall meet more frequently should the Chairperson so decide. At least fourteen clear day's notice shall be given of every meeting and preferably dates of meetings should be agreed for the year in advance. Notification of meetings of a Council shall be given to the Chief Executive at National Headquarters, for notification to the Lead Trustee for St John Councils.

18.2 A special meeting of a Council may be summoned at any time at the direction of the Prior, the President or Chairperson or upon requisition in writing, addressed to the Chairperson, and signed by not less than one third of the members of the Council. At least fourteen clear days' notice shall be given of any such special meeting, which notice shall specify the particular matter or matters to be discussed at the meeting. No matters other than those so specified may be discussed or decided at any special meeting.

19. Person to Preside

At every meeting of a Council the Chairperson, if present, shall preside. In his absence the Deputy Chairperson shall preside. If both the Chairperson and Deputy Chairperson are absent the senior Member of the Order present shall preside. The President of the Council shall be entitled to take the Chair at any meeting of the Council, should he/she so desire.

20. Quorum

The quorum of a Council shall be one Quarter of the actual membership of the Council at the time of the meeting.

21. Provisions as to Voting

21.1 Every question at a meeting of a Council or of any committee of the Council shall be decided by a majority of votes of members present and voting. In the case of equality of votes, the Chairman of the meeting shall have and may exercise a second casting vote. If he does not do so, the motion shall be deemed lost.

21.2 A member having a pecuniary interest of any kind in a matter under discussion shall declare the fact, and shall not vote thereon and shall only take part in any discussion at the express invitation of the Chairperson of the meeting.

22. Right of certain Officials to attend Meetings

22.1 The Principal Officers of the Priory and such other officials as the Prior may from time to time decide shall have the right to attend any meeting of a Council and to speak, but not to vote, on any matter.

22.2 The President or Chairperson of a Council shall have the power to invite any person he thinks fit to attend any meeting of the Council and to speak, but not to vote, on any matter.

23. Appointment of Committees

23.1 A Council may appoint an Executive Committee, a Finance and General Purposes Committee, a Property Management Committee and any other standing or ad hoc committee as it deems fit. The Council shall determine the chairmanship, membership and terms of reference of any committee so established. The Executive Committee, if applicable, shall consist of the Chairperson, Deputy Chairperson, Treasurer, Commissioner, (or Deputy Commissioner) together with such other members of the Council, as the Council may decide.

23.2 The Council may by resolution delegate to the Executive Committee or to any other committee such of its powers and responsibilities as it thinks fit, subject to such limitations as it may impose.

23.3 Notwithstanding the delegation of any matter to a committee, the Council may take decisions on such matter without reference to that committee if in the opinion of the Council it is expedient or necessary for them to do so.

23.4 Only Members of the Council may be appointed to Membership of the Executive Committee. However in respect of any other committee, the Council may co-opt to serve, or authorise the committee to co-opt any person who is not a member of the Council, whose assistance or advice may be deemed desirable, It is not necessary for such a person to be a member of the Order or its Foundations, but no such co-opted person shall be entitled to vote in such committee unless specially authorised by the Council to do so and no such co-opted person may act as Chairperson of the committee. Unless the Council considers that there is a special reason for doing otherwise, in constituting any committee it shall procure that a majority of the committee are members of the Council.

23.5 The President and Chairperson shall be ex-officio members of all committees.

23.6 A Council shall, as soon as reasonably practical, notify the Prior, or any Principal Officer of the Priory nominated by him to be so notified, of the details of Members of the Council, its committees and any co-opted members. It shall also notify him of any subsequent changes in membership. The Prior or his Nominee shall have the right to veto any such decision of the Council.

24. Standing Orders

24.1 A Council is authorised to draw up Standing Orders to regulate the conduct of its affairs or those of any committee appointed by it. In the event of there being no such Orders, the Council or any committee shall regulate its affairs as it sees fit, subject to compliance with the provisions of these Rules for Councils in Wales.

24.2 To assist a Council in drawing up Standing Orders for its own use and/or the use of any committee established by it, the Appendix to these Rules details matters which should be provided for in Standing Orders

25. Proceedings not to be invalidated on account of Vacancies

No act or proceedings of a Council or of any of its committees shall be invalidated on account of any vacancy in its body or on account of the appointment of any member being defective.

26. Minutes

26.1 Correct minutes shall be kept of all meetings of a Council and of any of its committees. All minutes shall be submitted for confirmation at the next meeting of the Council or the committee concerned.

26.2 A copy of the minutes of any meeting of a Council (whether or not such minutes have been confirmed) shall, unless the Prior directs otherwise, be sent to the Chief Executive at National Headquarters within four weeks from the holding of the meeting to which the minutes relate.

27. Evidence of Proceedings at Meetings

A minute of proceedings of a Council or of any committee thereof signed at the same or the next meeting by a member of the Council or committee describing himself as Chairperson of the meeting at which the minutes are confirmed shall be receivable in evidence without further proof and unless the contrary can be proved the meeting concerned shall be deemed to have been duly convened and held and all members attending the meeting shall be deemed to have been fully qualified and where the proceedings are those of a committee, that committee shall be deemed to have been duly constituted and to have had power to deal with the matter referred to in the minutes.

28. Command of St John Cymru-Wales

The Council does not have under its command the operations and management of the Divisions of St. John Wales established in its area. This is the responsibility of the County Commissioner who is in turn responsible to the Chief Executive at National Headquarters and to the Prior.

29. Appointments of Senior Officers of St John Cymru-Wales

29.1 The Chief Executive at National Headquarters is responsible for making recommendations to the Prior for the appointment and re-appointment or otherwise of County Commissioners. The Chief Executive will invite the Chairpersons of the Councils for the County to assist in the appointment or re-appointment of the Commissioner, before making his recommendation.

29.2 The Chairperson of a Council will also be invited to assist the Chief Executive at National Headquarters, or his nominee, and the Commissioner for the County in the appointment and re-appointment of the Deputy County Commissioner having managerial responsibility for the Divisions in the County.

30. Honours and Awards

30.1 A Council shall comply with such directions, as the Prior will give from time to time with regard to nominations for Honours and Awards. In making any nominations, a Council will have due regard to the guidelines for Admission to or Promotion within the Order laid down by the Grand Council.

30.2 On an annual basis, the Chairperson should encourage Council members to submit nominations of worthy individuals who have given overall valuable service.

31. Raising Funds

31.1 A Council shall endeavour to raise sufficient funds to support the day to day running of the Divisions and new developments identified in their Annual Business Plan. Approaches to national organisations should be co-ordinated through the Fundraising Department at National Headquarters.

31.2 The objective shall be to raise within the Council's area sufficient funds to at least carry out the work of the Order and its Foundations within that area. This will not preclude the Council in certain circumstances, as may be determined by the Prior from time to time, from receiving financial assistance from other funds available to the Priory. Nevertheless, a Council shall endeavour to establish its own independence for its expenditure without encroaching on sources of revenue already supporting St. John Wales or the Eye Hospital. Any funds raised by the Council will be allocated by the Council for the purpose of supporting the area.

31.3 If in the exercise of the discretion conferred upon it by these Rules, a Council shall delegate to any committee power to expend money of the Council, a specific limit of such expenditure shall be imposed as the Council may deem desirable, provided that such limit shall not exceed that laid down from time to time by the Priory Treasurer and items of expenditure within the limit incurred by a committee shall be reported periodically to the Council for covering approval as the Council may direct.

32. Application of Council Money

Each Council must follow the Financial Regulations of the Priory.

32.1 The Funds of a Council are Funds of the Order of St. John Priory for Wales.

32.2 Each Council is authorised and empowered to deal with and expend all such funds as are for the time being vested in it, in such manner as the Council may from time to time decide, subject to these Rules and to any additional directions which may be given by the Prior.

33. Banking

33.1 A Council shall comply with such directions as the Priory Treasurer may from time to time give with regard to the operation of banking accounts in respect of its funds.

33.2 Headquarters will maximise the returns on the balances of Divisions and Councils by investing in longer term, risk adverse bank deposits. In doing so Divisions and Councils are assured their funds are safe, accessible, and will not be used by Headquarters without agreement with the Councils. To benefit from longer term deposits will require the effective co-ordination of County Business Plans which clearly identify the timings and quantum of funds that need to be released during the year to meet local capital expenditure programmes.

33.3 Each Council has been given a limit concerning the funds which will be held in a local bank.

34. Business Plans and Budgets

34.1 Subject to any directions which may be given by the Prior, a Council shall prepare an annual statement of accounts showing all income and expenditure.

34.2 Each Council will prepare an Annual Business Plan which includes finance, human resources (recruitment, retention of volunteers), properties, equipment and I.T. issues.

34.3 Each Council shall prepare a five year Strategic Outlook Plan incorporating priorities for properties.

34.4 The Council shall also prepare a business plan, which correlates to the budget and to its agreed support for the St John Cymru-Wales Division in its area.

34.5 The Council shall be responsible for monitoring the business plan and, in particular, for ensuring that all expenditure is in accordance with the budget or is otherwise authorised by the council.

34.6 In establishing its own business plan and budget proposal, the Council shall consult with the County Commissioner, Deputy County Commissioner and any relevant Regional Staff Officers, on the proposals contained within the proposed business plans of the Division in its area and how it might support those proposals.

34.7 The Business plans of each Council shall be submitted to the Chief Executive National Headquarters within the time laid down from time to time

35. Cash Books

The Cash Book issued by the Director of Finance at National Headquarters, which is also available in excel spreadsheet format, must be used to record all receipts and payments for the Council. Copies of the Cash Book, together with a Quarterly Return, must be submitted to the relevant Regional Treasurer by the dates stipulated in the Cash Book. This will enable the Regional Treasurer to adhere to the timetable set by National Headquarters for consolidation of the Cash Books.

36. Audit

The Cash Books shall be audited by arrangements made by the Priory Treasurer from time to time.

37. Legacies or Bequests

37.1 Before accepting any legacies or bequests, the Chairperson of the Council shall, before taking any action, consult with the Chief Executive at National Headquarters, who will take professional advice.

37.2 With regard to any legacy or bequest left to or for the purpose of a Division within the Council's area, the Chairperson and the Chief Executive at National Headquarters, in consultation with the County Commissioner, Deputy County Commissioner and the Divisional Officer in Charge shall decide.

37.3 All pecuniary legacies and bequests shall be paid into a banking account or investment account in accordance with any directions in force at that time.

37.4 The Chief Executive or, where appropriate, the Council and County Commissioner respectively, shall be responsible for ensuring compliance with any terms or conditions of any legacy accepted.

38. Property

- 38.1** All property acquired for the use of a Council or of a Division of St John Cymru-Wales, is the property of the Order, and the title to all land and buildings must be vested in The Priory for Wales of the Most Venerable Order of The Hospital of St. John of Jerusalem.
- 38.2** The acquisition and disposal of property is the responsibility of the Priory Chapter. Chapter will, however, consult with the appropriate Council on all proposals to acquire or dispose of property and will, where appropriate, act on behalf of the Council.
- 38.3** A Council may propose the acquisition or disposal of a property within its area, but any proposal for acquisition or for the development or alteration of any existing property shall be dependent on there being available to the Council sufficient funds to meet the costs. Any proposal to borrow funds or to pledge the credit of the Order will require the sanction of the Prior.

39. Maintenance of Property

- 39.1** All property owned or leased in the name of the Order shall be controlled by the Priory Chapter which shall direct the maintenance, repair, improvement, insurance and sub-letting, with the co-operation of the appropriate Council and of any Division concerned.
- 39.2** The costs of maintenance, upkeep and insurance (including liability insurance) of all property shall be met by the St. John Council/County/Division, after approval by National Headquarters.
- 39.3** Subject to the provisions of this Rule, and to any other provisions which the Prior may from time to time make, the management and use of a property shall be the responsibility of the Council. The Council may delegate such responsibility in respect of any or all such property to a Committee of management, the membership of which shall be subject to Rules 23 and 31.2.

40. Disposal of Property

- 40.1** If for any reason a Council shall cease to exist, the disposal of its money, investments and property of all kinds shall be determined by the Prior, after taking into account any recommendations which may have been made by the Council before it ceased to operate.
- 40.2** In the light of the disposal of any property, the funds accrued should be ring-fenced for said Council for a period not exceeding five years.

41. Remunerated Staff

- 41.1** Remunerated staff employed by a Council shall be employees of National Headquarters. The Council may propose the employment of such staff and may nominate suitable persons for such employment. However Priory Chapter shall endorse whether the recruitment of staff is justified and the Chief Executive at National Headquarters shall determine the recruitment of staff and the terms and conditions of employment, including the amount or remuneration.
- 41.2** The Council shall be responsible for paying the remuneration and emoluments of any such staff employed.

42. Liability/Exemption from Tax

St John Cymru-Wales is recognised as a charity by the Board of Inland Revenue and accordingly property owned and occupied exclusively for St. John purposes is entitled to concession in local government taxes. Any tax deducted at source from investment income is recoverable. The registered charity number of National Headquarters is 250523.

43. Meaning of Rules

If any question should arise as to the meaning or interpretation of any of these Rules, the matter shall be referred to the Prior whose decision shall be final.

Made under my hand and the Seal of the Priory on the recommendation of the Priory Chapter this **21st day of September 2012.**



Prior for Wales

Witnesses to the Seal:



Chief Executive



Guidance on the Provisions of Standing Orders for a St John Cymru-Wales Council and its Committees

Note: In this appendix, the term “Rule” or “Rules” refers to the Rules for St John Councils in Wales

Part 1: The St John Cymru-Wales Council

1. Appointment of Officers and members of the Council

(See Rules 9 – 17)

2. Normal Meetings

(See Rule 18)

The Council shall normally meet on the in the months ofat..... (time) in.....(place)

3. Special Meetings

(See Rule 18.2)

A special meeting may be held at such time and place as specified in the notice convening the meeting.

4. Notice of Meetings

(See Rule 18.1)

An agenda for each meeting of the Council (whether normal or special) shall be sent to all members at least fourteen clear days before the meeting.

5. Person to Preside

(See Rule 19)

6. Quorum

(See Rule 20)

7. Motions

Any member of a Council who wishes to propose any motion shall, unless otherwise agreed by the Council, notify the Secretary with such notice as may be specified by the Council sufficient to ensure inclusion in the agenda for the appropriate meeting. Emergency motions may however be accepted at a meeting without notice at the discretion of the Chairman and subject to the agreement, of the members present.

8. Minutes

(See Rule 26)

9. Accounts

The Treasurer shall report the up to date state of the Council's accounts at each normal meeting of the Council.

10. Expenditure

(See Rule 32.1)

11. Resolutions

No resolution of the Council shall be revoked or amended at any subsequent meeting of the Council unless notice to revoke or amend has been included in the agenda for the meeting. Revocation or amendment will require a majority of at least two-thirds of the members present at the meeting at which it is proposed.

12. Rules of Debate

At all meetings of a Council, the decision of the Chairperson on all questions of debate shall be final and, in giving his decision, the Chairperson shall, if necessary, have regard to the provisions for his casting vote (see Rule 21).

13. Alteration of Standing Orders

Standing Orders as approved by the Council shall be binding on the Council unless and until they are revoked or amended at a meeting of the Council, the agenda for which has given notice of the proposal for such revocation or amendment. Revocation or amendment shall not be inconsistent with the Rules for St. John Cymru-Wales Councils in Wales and shall require the approval of a majority of not less than two-thirds of the members present at the relevant meeting.

Part 2: Additional Rules for Committees

1. Membership

(See Rule 15)

2. Meetings

Meetings of Committees of the Council shall be held as determined by the Committee itself, subject to any directions given by the Council under Rule 23.

3. Notice of Meetings and Agenda

Except in cases of emergency, notice of all Committee meetings shall be given to all members of the Committee at least twenty-one clear days before the meeting, and an Agenda shall be sent to each member at least fourteen clear days in advance.

4. Person to Preside

At any meeting of a Committee, the Chairperson as appointed by the Council (see Rule 19) shall preside, but in his absence, the Deputy Chairperson shall preside. If both the Chairperson and Deputy Chairperson are absent the senior Member of the Order present shall preside. The President of the Council shall be entitled to take the Chair at any meeting of the Council, should he/she so desire.

5. Quorum

The quorum for a Committee meeting shall be decided by the Council or, failing that, by resolution of the Committee itself. (See Rule 20)

6. Motions

A Committee member wishing to bring forward a motion shall notify the Secretary within the time specified either by the Council or the Committee, which time shall allow for the inclusion of the motion on the agenda of the meeting at which it is intended for discussion. All motions and amendments to motions shall be formally proposed and seconded before they are considered.

7. Powers of Committees

The powers of any Committee shall be determined and specified by the Council. All decisions and recommendations of a Committee shall be subject to ratification or otherwise by the Council at its next meeting.

8. Minutes

(See Rule 26)

9. Secretary

The Council under the terms of Rule 17.1 shall appoint the Secretary of each Committee. He may, but need not be, the Secretary of the Council. In any case, the appointment shall be on the same terms as the other members of the Committee (see 1 above).

St. John Cymru - Wales Councils

Guidance on Business Plans

The rules for St John Cymru Wales Councils require each Council to produce an annual Business Plan. This appendix explains the purpose of the Business Plan, what it should contain and how it should be used.

What are business plans for?

Business plans:

- Assess the current situation
- Help define objectives in detail
- Encourage the gathering of fresh knowledge about services provided.
- Establish the process for developing projects and activities.
- Describe the means for achieving the objectives
- Monitor progress

Benefits of the planning process

More than this, many of the benefits of business plans lie in the *process* of planning. It is important to see them not as an extra chore, but as a tool with the power to:

- Encourage debate about what needs to be done
- Test the likely sustainability of plans with hard financial details
- Demonstrate that options have been considered
- Help you to understand proposed developments and initiatives in detail
- Identify strengths, weaknesses, opportunities and threats
- Clarify the way resources will be employed, people, buildings, equipment etc.
- Give you the means to monitor actual progress

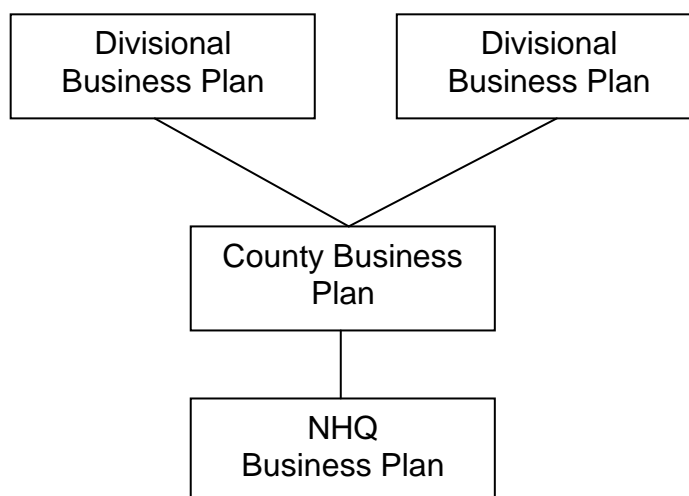
The process

In the case of a St John Council, it is to co-ordinate the plans of Divisions into a set of coherent proposals and plans. To show how and what the Council proposes to do to support the work of the Divisions, the County Commissioner and their staff will assist with this work. An essential first step therefore is to understand the needs of St John Cymru Wales in the County. The Council will then co-ordinate and prioritise local development support within their County utilising the information provided in the Business Plans of Divisions.

To assist this, each Division, will produce an annual Business Plan. This will be a concise document setting out its financial position and priorities. It should include recruitment and retention of members, property, equipment needs and IT.

Each St John Council with the assistance of the County Commissioner and NHQ Staff will prepare and approve plans for the County. The Business Plan will be required by the end of September and be sent to the Chief Executive at National Headquarters. This will enable an NHQ Business Plan to be formulated.

Divisional and County Plans must demonstrate how they reflect, support and will help deliver the Prior's Strategic Statement of Intent.



So, how do we start?

Divisional Plan

An assessment of the current situation is required. This must be realistic and provide a clear and unbiased picture of the facts as they are and should be supported by a summary of the current position regarding recruitment and retention, buildings, equipment, vehicles and finance.

The business plan must then outline the Division's future direction options, plans and strategies to achieve these goals. These proposals need to be identified in detail for one year, with a general guide further into the future, in particular where capital expenditure is to be made. There may be additional running costs involved which must also be identified. An estimated cost of each proposal should be included and how the required funding will be secured.

A template for the business plan will be produced for all Divisions to utilise to ensure uniformity and consistent information received from all units. It will include the following elements:-

1. Current situation

Existing volunteer base

- Volunteers in your division (Adults, Cadets, Badgers and other specialist roles)
- Assistance provided with provision of uniform
- Level of training
- Financial support for your activities, overseas visits etc

Assets

- Vehicles (average annual maintenance costs, MOTs, insurance costs)
- Equipment
- Radios

Property

- Ownership of property - rented/owned
- Annual current running costs for the property inc. insurance, electricity and other fuel costs/rent
- Improvements, extensions or rebuilding required
- Maintenance

I.T.

- Broadband connectivity
- Computers/printers
- Communication equipment

2. Description of main duties/activities

- The main public duty events that the division undertakes each year.
- Amount of money realised at each of these events. i.e. total income per annum.
- Cover required at these events (ambulance, first aiders, paramedics, nurses, doctors etc.).
- Further training requirements to undertake cover at these events that you are currently unable to provide at divisional level and associated costs. i.e. PTA.
- Identify any equipment/resources required to undertake any/all of these events and associated costs i.e. first aid posts, marquees.

3. Proposals for Fundraising

- Fundraising plans and goals for the year.
- Funds raised so far.

4. Within the local Community

- How your Divisions support the local community.
- Developing links with local organisations.
- Community events supported.

5. Recruitment

- The main areas of recruitment that are concentrated upon.
- What the gaps are in your membership.
- How you recruit for new members.
- Support required to enable further recruitment.
- Succession planning – who will lead and make up the division in the future.

6. Training

- What aims/needs have you identified for training in your Division over the next year?
- How do you intend to meet your training aims set for the next year?

7. Future plans

- Short, medium and long term plans for the future.
- Benefits and costs of these plans.

The Divisional plans will be scrutinised by the County Commissioner to ensure that all relevant aspects have been covered, that aspirations are realistic and requirements are relevant to the needs of the Division. Where there is difficulty in covering the normal day-to-day requirements, this will become an obvious priority for support from the Council.

Items of major expenditure will need to be approved by the County Commissioner, after which, the complete plan will be submitted to the Council, for it to decide how support will be given.

Council Plan

The individual Divisional business plans will be drawn together to produce a County plan setting out its short, medium and long term priorities. This plan will provide clear indications of the total funding requirement; opportunities for cross Divisional activities and will highlight areas of duplication of work. The plans will help the Council identify the nature of the work in each county and key priorities. The plans will also be used where central funding sources are identified for specific projects and where the county structure can be used to obtain the maximum funding possible. County Plans should identify the amount and timing of the release of any funds being invested on behalf of Divisions and Counties by NHQ. The Council will be raising money locally to help deliver their plan. Each Council should draw up a 5 year Property Plan.

NHQ Plan

The final link in the chain will be the co-ordination of all the County plans into an NHQ plan to enable Trustees and staff to identify where the priorities are for NHQ fundraising and support. Where possible at this stage, NHQ will inform all concerned what level of support it will provide and the support intended to be provided by the Council, to deliver local priorities.

The overall aim of this business planning process is to enable accurate identification of resource requirements and to enable targeted, prioritised and specific fundraising efforts to obtain maximum benefit.

Further guidance can be obtained from NHQ staff.