



## **British Hallmarking Council (“the Council”) Joint Assay Offices Committee (“JAOC”)**

### **Standing Orders**

The Hallmarking Act 1973 makes provision for the constitution of the British Hallmarking Council at Schedule 4. Schedule 4 paragraph 16 provides that the Council may make standing orders for regulating the proceedings (including a quorum) of the Council or of any of its committees, from time to time as the Council thinks fit. These Standing Orders for the Joint Assay Offices Committee supplement the requirements of Schedule 4.

#### **1. Remit**

The JAOC shall be a sub-committee of the Council. Its remit is to make recommendations to the Council regarding the discharge of its duties under the Hallmarking Act 1973 s13. In particular, the JAOC may make recommendations to the Council on the following:

- 1.1 the steps it regards as appropriate for the Council to take in respect of enforcing the Hallmarking Act 1973;
- 1.2 matters on which the Council should advise, or refer to, the Secretary of State in respect of hallmarking;
- 1.3 amending the Hallmarking Act 1973;
- 1.4 any strategic matters specifically referred to it by the Council.

#### **2. Membership**

- 2.1 The members of the JAOC shall be the assay masters and the assay office-appointed members of the Council from time to time and the Chair of the Council, (“the Members”).
- 2.2 The Chair of the Assay Office hosting the meeting shall act as Chair for the duration of that meeting. In the absence of the hosting Chair, the remaining Members may elect one of the remaining members to act as Chair for the duration of the meeting.
- 2.3 The secretary shall be designated by the Members (“the Secretary”).
- 2.4 The Chair of the Council shall be invited to all meetings and have the right to attend.

### 3. **Meetings**

- 3.1 The JAOC shall meet at least twice a year scheduled in accordance with the cycle of Council meetings normally held in spring and autumn.
- 3.2 The meetings may be held face to face or by alternative means such as video conferencing or telephone conferencing or similar form of communication provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting, or are able to receive communications, including by electronic mail, from each of the other participants in the meeting. Where a meeting is to be held face to face but a participant is unable for good reason to attend in person, such as illness or other reasons beyond the participant's control the meeting may include participation by alternative means such as video conferencing or telephone conferencing or similar form of communication provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting, or are able to receive communications, including by electronic mail, from each of the other participants in the meeting.
- 3.3 The location (for a face to face meeting) and time of the meetings shall be decided by the Members and, together with the agenda and supporting papers for each meeting, details will be forwarded by the Secretary to the Members and to any person attending (subject to paragraph 3.6), as soon as reasonably practicable prior to the meeting to ensure proper consideration of the matters to be considered.
- 3.4 Subject to paragraph 3.2, the meeting shall be quorate if at least five of the Members are present. An absent Member may nominate another person to attend and vote on his/her behalf, with the consent of the remaining Members, such consent will not be unreasonably withheld.
- 3.5 Where a meeting is held by alternative means, provisions with regard to quoracy and decision-making as set out in these standing orders shall apply as if a physical meeting were to take place.
- 3.6 Only Members and the Council Chair shall have the right to attend meetings. However, any member of the Council may request that he/she be permitted to attend a meeting as an observer without voting rights and such requests should not be unreasonably refused.
- 3.7 Members may invite guests to attend all or part of a meeting. Such guests may attend with the unanimous agreement of the Members and may contribute to discussions, but shall have no entitlement to vote. In order to ensure that Members have access to appropriate expertise and experience to enable its discussions to be properly informed, they should seek to invite where appropriate to do so representatives from Trading Standards Departments, the precious-metal retail sector and the regulatory Delivery Directorate. Where guests are attending the meeting in part, they shall be provided with supporting papers relating only to that part of the meeting.

4. **Voting**

- 4.1 Any resolution put to a vote at a meeting shall be passed only where the meeting is quorate in accordance with paragraphs 3.2 or 3.4 as appropriate and where there is a majority of votes. Where there is an equality of votes, the Chairman, or in his absence the person acting as Chairman, shall have a second or casting vote.

5. **Reporting procedures**

- 5.1 The Secretary shall record a minute of the proceedings including the names of those present and in attendance.
- 5.2 The draft minutes of the meeting and list of action points from the meeting will be circulated to the Committee within 28 days of the meeting.
- 5.3 Any conflict of interest shall be declared at the beginning of the meeting and minuted accordingly.
- 5.4 The Secretary shall provide a copy of the minutes to the Secretary of the Council to be included in the papers circulated for the next scheduled Council meeting.
- 5.5 The Chair of the meeting shall oversee the proper minuting of the meeting; the follow up actions and the provision of the minutes and action schedule to the BHC Secretary for agreement at the next Council meeting.

**Sue Green**  
**Secretary to the British Hallmarking Council**  
**October 2020**

*[Paragraphs 3 and 4 amended to allow for meetings to be held by alternative means]*