

STANDING ORDERS

1. TITLE AND INTERPRETATION

- 1.1. These are the Standing Orders of the Clackmannanshire and Stirling Health and Social Care Integration Joint Board (hereinafter called “the IJB”).
- 1.2. The Interpretation Act 1978 will apply to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

2. COMMENCEMENT

- 2.1. These Standing Orders will apply from and including 14 December 2017.

3. INTRODUCTION AND GENERAL PRINCIPLES

- 3.1. The IJB has been established by order made under Section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014. These Standing Orders regulate the procedure and business of the IJB and its committees. All meetings of the IJB and its committees will be conducted in accordance with these Standing Orders.
- 3.2. The following general principles will be given effect to in the application of these Standing Orders:-
 - 3.2.1. that the role of the Chairperson is to ensure that the business of the meeting is properly dealt with and that clear decisions are reached
 - 3.2.2. that the Chairperson will seek to promote and identify consensus among the voting members of the IJB
 - 3.2.3. that the Chairperson has a responsibility to ensure that the view of all participants are expressed including the advice of officers when this is necessary to inform the decision, and
 - 3.2.4. that meetings are conducted in a proper and timely manner with all members sharing responsibility for the proper and expeditious discharge of business.

4. DEFINITIONS

- 4.1. “Confidential Information” means –
 - 4.1.1. (a) information provided to the IJB or any of the Constituent Authorities by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and

- 4.2. (b) information, the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.
- 4.3. “Constituent Authorities” means Clackmannanshire Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Kilncraigs, Alloa FK10 1EB, Stirling Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Viewforth Stirling FK8 2ET and Forth Valley Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as “NHS Forth Valley”) and having its principal offices at Carseview House, Castle Business Park, Stirling, FK9 4SW or any of them as the context admits.
- 4.4. “Exempt Information” has the meaning ascribed to it in Appendix 1.
- 4.5. “Integration Joint Board Order” means the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014/285 as amended or substituted from time to time.
- 4.6. “Local Authorities” means Clackmannanshire Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Kilncraigs, Alloa FK10 1EB, and Stirling Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Viewforth Stirling FK8 2ET or either of them as the context admits.
- 4.7. “NHS FV” means Forth Valley Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as “NHS Forth Valley”) and having its principal offices at Carseview House, Castle Business Park, Stirling, FK9 4SW.
- 4.8. “Professional Members” means the non-voting members of the IJB as defined in Standing Order 5.2.
- 4.9. “Stakeholder Members” means the non-voting members of the IJB as defined in Standing Order 5.3.

5. MEMBERSHIP

- 5.1. The voting members of the IJB are:
- 5.1.1. three Councillors appointed by Clackmannanshire Council,
- 5.1.2. three Councillors appointed by Stirling Council,
- 5.1.3. six Directors of NHS FV of whom four shall be non-Executive Directors and two shall be Executive Directors, subject always to Standing Order 10.
- 5.2. The non-voting members of the IJB are

- 5.2.1. the Chief Social Work Officer for one of the Local Authorities,
- 5.2.2. the Chief Officer of the IJB,
- 5.2.3. the Proper Officer of the IJB appointed under section 95 of the Local Government (Scotland) Act 1973,
- 5.2.4. a registered medical practitioner whose name is included in the list of primary medical services performers prepared by NHS FV in accordance with regulations made under section 17P of the National Health Service (Scotland) Act 1978,
- 5.2.5. a registered nurse who is employed by NHS FV or by a person or body with whom NHS FV has entered into a general medical services contract,
- 5.2.6. a registered medical practitioner employed by NHS FV and who is not providing primary medical services.
- 5.3. The additional members, also non-voting, are such additional members as the IJB have seen fit to appoint (not being a Councillor of either of the Local Authorities or a Non-Executive Director of NHS FV) and at least one member appointed by the IJB in respect of each of the following groups:-
 - 5.3.1. a representative of staff of the parties engaged in the provision of services provided under the Integration Functions,
 - 5.3.2. Third Sector Bodies carrying out activities related to health and social care for the areas of the Constituent Authorities,
 - 5.3.3. Service Users residing in the areas of the Local Authorities,
 - 5.3.4. persons providing unpaid care in the areas of the Local Authorities, together with:-
 - 5.3.5. the Chief Social Work Officer for one of the Local Authorities. –
- 5.4. Subject to Standing Orders 5.5 voting members of the IJB are appointed to serve for a period of three years and may be reappointed for one further term of office. Non-voting members shall remain a member of the IJB for as long as they hold the office in respect of which they were appointed.
- 5.5. Members will be removed from the IJB In accordance with Article 10 of the Integration Joint Board Order.
Voting members will be deemed to have their appointment to the IJB withdrawn if they no longer meet the criteria set out in Standing Order 5.1.

If a voting member resigns from the IJB, the appointing party will be entitled to appoint another representative to the IJB pursuant to Standing Order 5.1.

6. CHAIRPERSON AND VICE-CHAIRPERSON

- 6.1. The Chairperson appointed to serve from 1 April 2016 for a period of two years shall be appointed by the Local Authorities and the Vice-Chairperson shall be appointed by NHS FV to serve for the same period.
- 6.2. The appointment of subsequent Chairpersons and Vice-Chairpersons must alternate between NHS FV and the Local Authorities in accordance with Article 6 of the Integrated Joint Board Order and the IJB's Integration Scheme. In each respective Local Authority appointing period, which the Integration Scheme provides shall last for two years, the Local Authorities will each appoint a Chairperson for one year of each respective two year local authority Chairperson appointing period, subject to any alternative arrangement reached by the Local Authorities as to how the Chairperson appointment should be shared in any Local Authority appointing period. The Local Authorities will appoint a Vice-Chairperson for one year of each respective two year local authority Vice-Chairperson appointing period, subject to any alternative arrangement reached by the Local Authorities as to how the Vice-Chairperson appointment should be shared in any Local Authority appointing period.
- 6.3. NHS FV and the Local Authorities may only appoint the Chairperson and Vice-Chairperson from the voting members of the IJB subject to the further proviso that NHS FV may only appoint a voting member who is a Non-Executive Director to these positions.
- 6.4. Subject to Standing Order 6.3, any Constituent Authority may change the person appointed by them as Chairperson or Vice-Chairperson during their term of office. The relevant Constituent Authority will provide written notice to the Chief Officer and to the Chief Executives of each of the other two Constituent Authorities confirming the name and position of the new appointment of Chairperson or Vice-Chairperson and confirmation of when that individual's appointment as Chairperson or Vice-Chairperson will take effect. Such notice is to be provided 21 days before that appointment of Chairperson or Vice-Chairperson takes effect, any such appointment may take effect earlier than 21 days from any such notice if by agreement of all the Constituent Authorities. The same notification procedure shall be followed when the Local Authority who did not appoint the Chairperson or Vice-Chairperson at the start of the local authority Chairperson or Vice-Chairperson appointing period, appoints the Chairperson or Vice-Chairperson after one year of any local authority Chairperson or Vice-Chairperson appointing period or otherwise, in accordance with Standing Order 6.2.
- 6.5. The Chairperson shall have discretion, with or without discussion, to determine all questions of procedure where no specific provision is made under these Standing Orders.

7. CALLING MEETINGS

Ordinary meetings

- 7.1. The IJB will operate a quarterly cycle of meetings and will keep its meeting frequency under review. All meetings will be held on the days, at the times and in the places fixed by the IJB and as then published in its Programme of Meetings.

Special meetings

- 7.2. The Chairperson may call a meeting of the IJB at such other times as he or she sees fit.
- 7.3. A request for a meeting of the IJB to be called may be made in the form of a requisition specifying the business proposed to be transacted at the meeting and signed by at least two thirds of the voting members, presented to the Chairperson.
- 7.4. If a request is made under Standing Order 7.3 and the Chairperson refuses to call a meeting, or does not call a meeting within 7 days after the making of the request, the members who signed the requisition may call a meeting.
- 7.5. The business which may be transacted at a meeting called under Standing Order 7.3 is limited to the business specified in the requisition.

8. NOTICE OF MEETINGS

- 8.1. Before each meeting of the IJB, or a committee of the IJB, a notice of the meeting specifying the time, place and business to be transacted at it signed by the Chairperson, or a member authorised by the Chairperson to sign on the Chairperson's behalf, together with a copy of the agenda and any reports to that meeting, is to be sent electronically to every member of the IJB or sent to the usual place of residence of every member of the IJB so as to be available to them at least five clear working days before the meeting.
- 8.2. A failure to serve notice of a meeting, or any reports to that meeting, on a member in accordance with Standing Order 8.1 shall not affect the validity of anything done at that meeting.
- 8.3. In the case of a meeting of the IJB called by members the notice is to be signed by the members who requisitioned the meeting in accordance with Standing Order 7.3.
- 8.4. Public notice of the time and place of meetings, listing the business to be transacted, will be intimated on the websites of the each of the Constituent Authorities at least three clear working days before the meeting. Where a special meeting is arranged less than three clear working days before the

meeting convenes, the public notice will be published as soon as practicable.

9. PUBLIC ACCESS

- 9.1. Every meeting of the IJB will be open to the public, except in special circumstances which are set out below:-
 - 9.1.1. the public will be excluded from a meeting of the IJB where it is likely, because of the business itself or what might be said, that Confidential Information would be given to members of the public; and/or
 - 9.1.2. the IJB may decide, by passing a resolution at any meeting, to exclude the public when it is considering an item of business if it is likely because of the business itself or what might be said, that Exempt Information would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to and explain why the information is exempt.
- 9.2. If the Chief Officer or the Proper Officer believes that it is likely that Exempt Information or Confidential Information will be given to members of the public they may exclude the whole of a report (or any part of a report) from public viewing. Every copy of any report in that category (or part of that report) will be marked "Not for Publication" and either marked "Exempt" or "Confidential".
- 9.3. No member will use or disclose to any person exempt or confidential information that comes into their possession or knowledge as a result of their membership of the IJB.
- 9.4. Copies of agendas and reports for meetings of the IJB will be available for the public from the IJB's web page as hosted by, or available via, the Constituent Authorities own websites, during normal office hours for three clear working days before meetings. Minutes of meetings of the IJB will be published.
- 9.5. Except at the discretion of the Chairperson or where arrangements have been made to allow remote attendance at, or for the webcasting of, the meeting, the IJB will not allow the taking of photographs, use of mobile telephones, or music players during meetings, or the internet , radio or television broadcasting or tape or digital recording of meetings.
- 9.6. Members of the public will not be permitted to speak or take part in a meeting of the IJB. Members of the public may, at the discretion of the Chairperson, be denied access to any meeting of the IJB if they arrive after the designated meeting start time when the meeting is in session.

- 9.7. The Chairperson has power to exclude any member of the public from a meeting in order to prevent or suppress disorder or other behaviour which is impeding or is likely to impede the proceedings of the IJB.

10. ATTENDANCE, QUORUM AND REMOTE ATTENDANCE

- 10.1. If a voting member is unable to attend a meeting of the IJB, the Constituent Authority which nominated the member, is to use its best endeavours to arrange for a suitably experienced substitute, who is either a councillor or, as the case may be, a member of the Health Board, to attend the meeting in place of the voting member.
- 10.2. Professional Members will have a named, appointed deputy who is suitably qualified to attend a meeting of the IJB in that Professional Member's absence. If a Professional Member is unable to attend a meeting of the IJB that member will arrange for their named deputy to attend the meeting. On appointment, a Professional Member will identify their named deputy. It will be for the IJB to determine whether that person is suitable for appointment as the Professional Member's deputy.
- 10.3. If a Stakeholder Member is unable to attend a meeting of the IJB that member may arrange for a suitably experienced proxy to attend the meeting. On appointment, a Stakeholder Member will identify the substitute or substitutes whom they wish to nominate to attend in their absence. It will be for the IJB to determine whether those persons are suitably experienced.
- 10.4. A substitute attending a meeting of the IJB by virtue of Standing Order 10.1 may vote on decisions put to that meeting.
- The IJB quorum is one half of the voting members. No business is to be transacted at a meeting of the IJB unless it is quorate.
- 10.5. If there is no quorum within 15 minutes from the designated start time for a meeting of the IJB, the Chairperson will adjourn the meeting to another date and time. If the Chairperson is among those absent, the minute will record that no business was transacted because of the lack of the necessary quorum.
- 10.6. If during any meeting the attention of the Chairperson is called to the number of voting members present, the roll will be called and, if a quorum is not present, the meeting will immediately be adjourned.
- 10.7. If less than a quorum is entitled to vote on an item because of declarations of interest, that item cannot be dealt with at that meeting.
- 10.8. Where proper facilities are available, and at the direction of the Chairperson, a member may be regarded as being present at a meeting if he or she is able to participate from a remote location by a video or other communication link.

- 10.9. A voting member participating in a meeting from a remote location will be counted for the purposes of deciding if a quorum is present in accordance with Standing Order 10.8.
- 10.10. At the discretion of the Chairperson, a member participating in a meeting from a remote location will be excluded from the meeting when an item of business is being considered and it is likely that Confidential Information or Exempt Information would be disclosed.

11. CONDUCT OF MEETINGS

- 11.1. At each meeting of the IJB, or a committee of the IJB, the Chairperson, if attending the meeting, is to preside.
- 11.2. If the Chairperson is absent from a meeting of the IJB or a committee of the IJB, the Vice-Chairperson is to preside.
- 11.3. If the Chairperson and Vice-Chairperson are both absent from a meeting of the IJB or a committee of the IJB, a voting member chosen at the meeting by the other voting members attending the meeting is to preside.
- 11.4. A substitute appointed in terms of Standing Order 10 may not preside.
- 11.5. If it is necessary or expedient to do so a meeting of the IJB, or of a committee of the IJB, may be adjourned to another date, time or place.

12. URGENT BUSINESS

- 12.1. Urgent business may be considered at a meeting of the IJB if the Chairperson rules that there is a special reason why the business is a matter of urgency. The reason(s) will be stated at the meeting and recorded in the minutes.

13. AGENDA SETTING

- 13.1. The IJB agenda will be set by the Chief Officer in advance of any meeting of the IJB and in accordance with the IJB's programme of business.
- 13.2. The Chief Officer will approve all meeting papers and reports to the IJB for release before they are issued to IJB members.
- 13.3. Voting members of the IJB may request the inclusion of an item on any IJB meeting agenda, provided such a request is made in writing to the Chief Officer at least ten clear working days before any notice is provided to members of the IJB under Standing Order 8.1 in relation to any meeting of

the IJB. The Chief Officer shall decide whether the item is to be included within the agenda for any IJB meeting.

- 13.4. Professional Members and Stakeholder Members may submit items for inclusion in any IJB meeting agenda if the item pertains to their particular area of operation and they consider it appropriate that it be included in any such agenda. Any such requests must be made in writing to the Chief Officer at least ten clear working days before any notice is provided to members of the IJB under Standing Order 8.1 in relation to any meeting of the IJB. The Chief Officer shall decide whether the item is to be included within the agenda for any IJB meeting.

14. ORDER OF BUSINESS

- 14.1. The business of the IJB will proceed in the order specified in the notice calling the meeting which will be as follows, unless circumstances dictate otherwise:-

14.1.1. Notification of Apologies

14.1.2. Notification of Substitutes

14.1.3. Declarations of Interest

14.1.4. Urgent Business brought forward by the Chairperson in terms of Standing Order 12. Any such business will be intimated at the start of the meeting and discussed in the order determined by the Chairperson.

14.1.5. Minutes and Matters Arising

14.2. After the IJB has been sitting for two hours and not longer than two and a half hours, there will be an automatic break of at least 10 minutes. At the discretion of the Chairperson the break may be extended to not more than 30 minutes.

15. CONFLICT OF INTEREST

15.1. A member must declare at the earliest possible stage or opportunities in the proceedings, any direct financial or non-financial interest where that interest arises in relation to an item of business to be transacted at a meeting of the IJB, or a committee of the IJB.

15.2. Where a financial or non financial interest is disclosed under Standing Order 15.1 a member must apply the proper test for conflict of interest. If the member applies the test and determines that they have an interest which is so substantial that it would be likely, in the view of a member of the public with knowledge of the facts, to prejudice that member's discussion or decision making on the matter under consideration, the member declaring

that interest must leave the meeting when the matter is being discussed. If a member does not leave the meeting other members present at the meeting in question must decide whether the member declaring the interest is to be prohibited from taking part in discussion of or voting on the item of business.

- 15.3. When considering whether an interest falls to be disclosed under Standing Order 15.1, any member (including any substitute member) must have regard to the Code of Conduct for Members of the IJB and in particular Sections 4 and 5 of the Code and if required seek the advice of the Chairperson or the Standards Officer.

16. Deputations

- 16.1. Deputation requests must be submitted to the Chief Officer by 5pm at least 2 clear working days before the meeting of the IJB or Committee takes place
- 16.2. Deputations must only be from an office bearer or spokesperson of an organisation or group, unless the chairperson exercises discretion to allow a deputation which does not meet this standing order
- 16.3. Deputations can only concern an item on the agenda of the forthcoming meeting and the deputation request must specify the agenda item it concerns
- 16.4. The chairperson will ask the IJB or committee to decide whether they wish to hear the deputation. The decision will be taken in accordance with Standing order 18.
- 16.5. Deputations should be allowed up to 15 minutes to present their case to the IJB or committee, although this can be reduced by the chairperson. Members will be entitled to question the deputation subject to the general principles of these standing orders
- 16.6. At the end of the deputation process the deputation will return to the public seating area and will not take part in any debate, discussion or vote.

17. RECORDS

- 17.1. A record must be kept of the names of the members attending every meeting of the IJB or of a committee of the IJB.
- 17.2. Minutes of the proceedings of each meeting of the IJB or a committee of the IJB, including any decision made at that meeting, are to be drawn up and submitted to the next ensuing meeting of the IJB or the committee of the IJB for agreement after which they must be signed by the person presiding at that meeting.

18. DECISION MAKING

- 18.1. Where the IJB is to take a decision, the Chairperson will determine whether there is consensus among members on the proposed decision. In the absence of consensus, the question will be determined by a majority of votes of the voting members attending.
- 18.2. Where the proposed decision consists of a recommendation in a report submitted to the IJB, the recommendation may be moved and seconded by a voting member. Where no amendment to that recommendation is moved and seconded, the Chairperson following discussion will put the matter to the vote for or against the motion. Where an amendment is moved and seconded the Chairperson following discussion will put the matter to a vote for the amendment or the motion.
- 18.3. Any motion relevant to the item of business under discussion may be moved by a voting member. If seconded, the motion will be dealt with in accordance with Standing Order 18.2 above.
- 18.4. In the event of an equality of votes, no decision may be made on that item of business at the meeting and Standing Order 18 will apply.

19. DISPUTE RESOLUTION

- 19.1. In the event of an equality of votes, the matter will be remitted to the Chief Officer to carry out such further work and to provide such further information as may be required to enable the IJB to reconsider the matter at a future meeting and reach a majority decision.

20. REVOCATION OF PREVIOUS RESOLUTIONS

- 20.1. No motion which seeks to alter or revoke a decision of the IJB, or has that effect, will be considered or passed until at least six months after the decision was taken originally, unless no less than two thirds of members present and entitled to vote at any IJB meeting agree to reconsider the decision.

21. ALTERATIONS TO STANDING ORDERS

- 21.1. The IJB shall have the power to alter these Standing Orders at any of its meetings or at a special meeting convened for such purpose provided due intimation of such proposed alterations shall have been sent to each member at least three clear working days before such meeting. All such alterations require to be approved by a two thirds majority of those present and voting.

22. ESTABLISHMENT OF COMMITTEES

- 22.1. The IJB may establish committees of its members for the purpose of carrying out such of its functions as the IJB may determine. If the IJB establishes such a committee, it will:
- 22.1.1. determine the membership of that committee;
 - 22.1.2. determine the terms of reference of that committee;
 - 22.1.3. determine who will act as Chairperson of that committee;
 - 22.1.4. prepare and adopt a Scheme of Delegation setting out the role and remit of the committee; and
 - 22.1.5. set out, amongst other things, the composition, quorum, programme of meetings and all other relevant matters governing the operation of the committee.

23. APPLICATION OF STANDING ORDERS

- 23.1. In the event that there is any inconsistency between these Standing Orders and the IJB's Integration Scheme, the IJB's Integration Scheme shall prevail.

Appendix 1

Exempt Information

For the purpose of these Standing Orders exempt information is defined as information which is exempt from disclosure to the public and which falls under one of the categories listed in the table below.

No	Description of Exempt Information	Qualifications
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No	Description of Exempt Information	Qualifications
1	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the IJB or any of the Constituent Authorities.	Information relating to a person of a description specified in any of paragraphs 1 to 4 is not exempt information by virtue of that paragraph unless it relates to a person of that description in the capacity indicated by the description.
2	Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the IJB or any of the Constituent Authorities.	
3	Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the IJB or any of the Constituent Authorities.	
4	Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the IJB or any of the Constituent Authorities.	
5	Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.	None
6	Information relating to the financial or business affairs of any particular person (other than the IJB or any of the Constituent Authorities).	Information falling within paragraph 6 is not exempt information by virtue of that paragraph if it is required to be registered under— (a) the Companies Acts (as defined in section 2(1) of the Companies Act 2006); b) the Friendly Societies Act 1974; (c) the Industrial and Provident Societies Act 1965 to 1978; or (d) the Building Societies Act 1962.
7	Information relating to anything done or to be done in respect of any particular person for the purposes	None

No	Description of Exempt Information	Qualifications
	of any of the matters referred to in section 27(1) of the Social Work(Scotland) Act 1968 (providing reports on and supervision of certain persons).	
8	The amount of any expenditure proposed to be incurred by the IJB or any Constituent Authority under any particular contract for the acquisition of property or the supply of goods or services.	Information falling within paragraph 8 is exempt information if and so long as disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the IJB or any Constituent Authority in respect of the property, goods or services, whether the advantage would arise as against the IJB or any Constituent Authority or as against such other persons.
9	Any terms proposed or to be proposed by or to the IJB or any Constituent Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.	Information falling within paragraph 9 is exempt information if and so long as disclosure to the public of the terms would prejudice the IJB or any Constituent Authority in those for any other negotiations concerning the property or goods or services.
10	The identity of the IJB or any Constituent Authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.	None
11	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the IJB or any of the Constituent Authorities or a Minister of the Crown and employees of, or office-holders under, the IJB or any of the Constituent Authorities.	Information falling within paragraph 11 is exempt information if and so long as disclosure to the public of the information would prejudice the IJB or any Constituent Authority in those or any other

No	Description of Exempt Information	Qualifications
		consultations or negotiations in connection with a labour relations matter arising as mentioned in that paragraph.
12	Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with— (a) any legal proceedings by or against the IJB or any of the Constituent Authorities, or (b) the determination of any matter affecting the IJB or any of the Constituent Authorities, (whether, in either case, proceedings have been commenced or are in contemplation).	None
13	Information which, if disclosed to the public, would reveal that the IJB or any Constituent Authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	Information falling within paragraph 13 is exempt information if and so long as disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction is to be given or made.
14	Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	None
15	The identity of a protected informant.	None