

GREAT LINFORD PARISH COUNCIL

Standing Orders

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1 Meetings

Mandatory for full Council meetings
Mandatory for committee meetings
Mandatory for sub-committee meetings

● **items in bold are mandatory inclusions**
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●

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period for **public participation** in accordance with the standing order 1d above shall be at the Chair's discretion, the length of their participation will be dependent on the number of speakers for each topic and should not exceed 30 minutes in total.
- f Subject to standing order 1(e) above, each member of the **public is entitled to speak once** only in respect of business itemised on the agenda.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting may not require a response or debate if information is not clear or present.
- h In accordance with standing order 1(g) above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting but the questioner's details will not be included.
- j A person shall raise his hand when requesting to speak.
- k Any person speaking at a meeting shall address his comments to the Chair.

l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

- m Recording of the proceedings of a meeting are allowed except when the council has resolved to exclude the public. There are different means of reporting which includes the use of social media. Reporting is defined as
 - a. Filming, photographing or making an audio recording of proceedings at a meeting (e.g. using a mobile phone tablet such as an “iPad” filming for a TV broadcast recording or for a radio broadcast)
 - b. Using any other means for allowing people not present at a meeting to see or hear proceedings as they take place or later (live streaming)
 - c. Written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after the meeting e.g. blogging, posting comments on Facebook, tweeting.

Boundaries are listed on the Governments guide for public and press and new provisions of the 1960 Act.

- n **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in his absence be done by, to or before the Vice-Chair (if any).**
- p **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair if present, shall preside (agreement of council is required and **would** be minuted). If both the Chair and the Vice-Chair are absent from a meeting, a Councillor proposed by the Councillors present at the meeting shall preside at the meeting and the motion minuted**
- q **Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- r **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (i) and (j) below.)**
- s **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t **The minutes of a meeting shall record the names of Councillors present and absent.**
- u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- v **The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- w **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)**
- x **No business may be transacted at any public meeting unless at least one third of the whole number of members of the Council, for GLPC this is 6 (six) Cllrs are present and in no case, shall the quorum of a meeting be less than 3.**
- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- z Meetings shall not exceed 2.5 hours long and shall be held in such premises as the Parish Council decides within the boundaries of the Great Linford Parish Council. The Parish Council meetings shall commence no earlier than 19:00 and shall close no later than 22:00 hours.

2 Ordinary Council Meetings

See also standing order 1 above

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **(England) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The election of the Chair and Vice-Chair (if any) of the Council shall be the first business completed at the annual meeting of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council, or for a time as agreed by Council, e.g. 2-year term, or the Chair becomes Vice Chair etc. This requires consideration by council but could allow for succession planning and avoiding the situation where one person is Chair for extended periods of time.**

- g **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the **annual meeting** of the Council, the order of business shall be as follows:
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Review of delegation arrangements to committees, sub-committees, working groups, groups, employees and other local authorities.
 - iv. Review of the terms of reference for committees and working groups
 - v. Receipt of nominations to existing committees and working groups
 - vi. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute Councillors) and receipt of nominations to them.
 - vii. Review and adoption of appropriate standing orders and financial regulations.
 - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix. Review of representation on or work with external bodies and arrangements for reporting back.
 - x. Confirm the Governance documents and policy as updated/amended in March review are acceptable and available to all Cllrs and the community
 - 1. Asset Register complete and updated
 - 2. Insurance reviewed and updated as necessary
 - 3. Complaints procedure reviewed and updated
 - 4. Freedom of Information and Data protection procedures reviewed and updated as necessary
 - 5. Process for handling press reviewed and updated
 - xi. Review of the Council's and/or employees' memberships of other bodies.
 - xii. Confirm the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following:
- i. Resolution is required that states: -
"It is agreed that service of summons on Councillors confirming the time, date, venue and the agenda for a meeting can be by delivery or post at their residence at least 3 clear days before a meeting and that this should be the same if **electronic mailing** is used. The email should include the electronic signature and title of the Proper Officer within the email body of the document attached. The date of sending is the counting start day.
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from Councillors.**
 - viii. Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds to be signed by 2 Councillors and witnessed. (*See also model standing orders 14(a) and (b).*)
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xv. Record every planning application notified to the Council and the Council's response to the local planning authority in an electronic spreadsheet for such purpose.
 - xvi. Ensure Parish Ward Councillors are aware of planning applications in their ward, obtain planning applications from MKC and make plans available for display at the Council Office. Ensure that planning applications are included on the next committee or subcommittee for committee comment.

- xvii. Not applicable.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice to the Proper Officer

- a Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- b In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language before the next meeting agenda is circulated.
- e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- f Having consulted the Chair or Councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a spreadsheet for that purpose, which shall be open to inspection by all Councillors.

5 Motions not requiring written notice to the Proper Officer

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

- x. To appoint a committee/subcommittee/working group working group or any Councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee, subcommittee/or working group to dissolve a committee, subcommittee or/working group
 - xii. To note the minutes of a meeting of a committee, subcommittee/or working group.
 - xiii. To consider a report and/or recommendation made by a committee or a subcommittee or an employee.
 - xiv. To consider a report and/or recommendation made by an employee, professional advisor, expert or consultant.
 - xv. To authorise legal deeds signed by two Councillors and witnessed. *(See standing orders 14(a) and (b) below.)*
 - xvi. To authorise the payment of monies up to (£1000).
 - xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xviii. To extend the time limit for speeches.
 - xix. To exclude the press and public for all or part of a meeting.
 - xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxi. To give the consent of the Council if such consent is required by standing orders.
 - xxii. **To suspend any standing order except those which are mandatory by law.**
 - xxiii. To adjourn the meeting.
 - xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxv. To answer questions from Councillors.
- b If a motion falls within the terms of reference of a committee, subcommittee/or working group or within the delegated powers conferred on an employee, a referral of the same may be made to such committee, subcommittee/ or working group or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to standing order 6(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

- s Subject to standing order 6(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee, subcommittee/ or working group for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

See also model standing orders 1(d)–(i) above

A revised statutory code of conduct came in to force on 1st July 2012 and was adopted by GLPC on 26th September 2012

- a **All Councillors shall observe the code of conduct adopted by the Council.**
- b All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office, provided that one of the associated training bodies provides a course in this time. Otherwise each Councillor is personally responsible for reading the code of conduct handbook and reviewing queries with BALC or the Proper Officer.
- c Members of the Council are under a duty to base their decision-making on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public
- d A Member has a potential conflict of interest where any business of the meeting relates to or is likely to affect the subject matter of:
- i. a disclosable pecuniary interest as described at paragraph n. of the Members Code of Conduct and section 30(3) of the Localism Act 2011;
 - ii. other pecuniary interest as described at paragraph n. of the Members Code of Conduct; or
 - iii. personal interest as described at paragraph n. of the Members Code of Conduct;

held by a member and, when prompted by the agenda item, at the commencement of

that consideration or when the interest becomes apparent, the Member must disclose to the meeting the existence and nature of that interest.

- e Where an interest is disclosed arising from
 - i. a disclosable pecuniary interest; or
 - ii. other interest where that interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that is likely to prejudice the member's judgement of the public interest
- the Member
- iii. may not participate in any discussion of the matter at the meeting
 - iv. may not vote on the matter at the meeting
 - v. must retire to another area set aside from the meeting.
- f Where a Member holds a conflict of interest described at (e) above, before retiring he or she may first exercise the ability to address the meeting as a member of the public in accordance with these Standing Orders
 - g Where a member is present at a meeting where that member is to be called upon to decide in the public interest, and that member considers they have fettered their discretion in some other way, that member may exercise any separate speaking rights as a parish member or member of the public but should not take part in the discussion or vote as a member of the meeting

8 Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 7 clear days' notice of the question has been given to the Proper Officer.
- b Item regarding days that Councillor should **notify the Proper Officer of an agenda item** – the GLPC policy is that Cllrs are encouraged to notify the Proper Officer regarding items in a timely manner to go on the agenda or they should raise the item to be documented as “an item for a future agenda”.

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the Full Council held on [date] in respect of (item) were a correct record but his view was not upheld by the majority of the Council and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 10(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until most votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**

- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. may appoint substitute Councillors to a committee whose role is to replace ordinary Councillors at a meeting of a committee if ordinary Councillors of the committee have confirmed to the Proper Officer 3 clear days to be agreed between the Chair of the committee and one other member verbally or by email days before the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vi. may in accordance with standing orders, dissolve a committee at any time;
 - vii. a member who has proposed a resolution which has been referred to any committee, of which they are not a member, may explain their resolution to the committee but shall not vote.

16 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee, subcommittee/ or working group at any time.
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 Councillors, those 2 Councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 Councillors.

18 Advisory committees or working groups

See also standing order 1 above

- a The Council may appoint advisory committees or working groups comprised of a number of Councillors and non-Councillors.
- b This advisory or working groups are required to have a Lead Cllr and where appropriate a Vice Lead. Terms of reference and/or clear Project Briefs are required of the group so that objectives and scope are clearly understood by all involved and the council as a whole.

19 Accounts and Financial Statement

- a Financial practices relate to the most recent version of the of the Governance and Accountability for Local Councils - Practitioners Guide
- b All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- c Financial presentation

The Responsible Financial Officer shall present:

- i. receipts and payments at every monthly Full Council Meeting;
- ii. quarterly income and expenditure figures (at the July, October, January, April Full Council Meetings);
- iii. quarterly financial statements against budget at the July, October, January, April Full Council Meetings);

- iv. a financial statement prepared on the income and expenditure basis for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee or working group desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 1st October

21 Canvassing of and recommendations by Councillors

- a Canvassing Councillors or the members of a committee, subcommittee/ or working group directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee, subcommittee/ or working group shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee/sub-committee/working group, and request a copy for the same purpose. The minutes of meetings of the Council, its committees/sub-committees or working groups shall be available for inspection by Councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee or working group:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature. Confidential nature refers to employee information and / or information which for special reasons would not be in the public interest.
- b A Councillor in breach of the provisions of standing order 24(a) above may be removed from a committee, sub-committee or working group by a resolution of the Council.

25 Matters affecting Council employees

It is proposed that any issue that involves **discussions relating to employees** should be managed using the following structure:

- Matters relating to the employment of staff or of contractors whose role is to supplement the work of the permanent staff should be the responsibility of the Lead Councillor for Resourcing.
- disciplinary matters or of grievances raised by staff which are unable to be resolved by the Parish Manager, the Lead Councillor for Resourcing should be the first point of contact.
- The Chair of the Council shall be the final arbiter of any matter that remains unresolved. In such circumstances a resolution may need to be put to the full council for approval.
- Only persons with line management responsibilities shall have access to staff records that relate to their performance capabilities, grievance or disciplinary matters and they must be kept confidential and secure by these persons.
- Staff written records shall be secured in a lockable cupboard, electronic records shall be password protected and where appropriate encrypted.

26 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b The Proper Officer should refer the replies to requests relating to **Freedom of Information** to the Chair of the Committee, subcommittee or working group that the request relates to. If it is not clear who has responsibility it should be given to the Chair for reviewing.

27 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

28 Liaison with District and County or Unitary Councillors

- a Ward Cllrs are invited by email to the Annual Parish Meeting and the Parish Annual Meeting.
- b Ward Cllrs are contacted if their input and support is required regarding an issue within their ward
- c Ward Cllrs have access to the GLPC website where all meeting information is available

29 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. Procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website.
- b Any formal tender process shall comprise the following steps:
 - i. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - ii. invitation to tender are include on the contracts finder website and in other agreed media locations;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- c Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

- d **Where the value of a contract is likely to exceed £164,176 or £4,104,394 the Contract Finder and the detailed and complex requirements of the 2015 Regulations need to be considered so as to comply with the 2015 Regulations and the EU procurement rules.**

30 Allegations of breaches of the code of conduct

- a The Chair and Vice Chair should review cases of breaches of code of conduct.

31 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

32 Standing orders to be given to Councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a Councillor upon delivery of his declaration of acceptance of office.
- b The Chair's decision as to the application of standing orders at meetings shall be final.
- c A Councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.