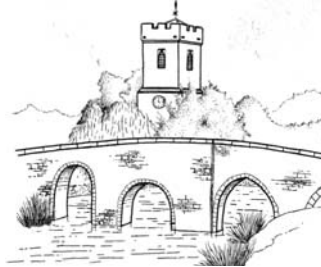


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



STANDING ORDERS

For Bidford-on-Avon Parish Council

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1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the direction of the Chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion
- e. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved
- f. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman
- g. A councillor may move an amendment to his own motion if agreed by the meeting.
- h. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting
- i. Subject to standing order 1(j) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- j. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted on separately.
- k. A councillor may not move more than one amendment to an original or substantive motion.

- l. The mover of an amendment has no right to reply at the end of the debate on it
- m. Where a series of amendments to an original motion are carried, the mover of the original motion shall have the right of reply either at the end of the debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n. Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke
 - iii. To make a point of order
 - iv. To give a personal explanation
 - v. In exercise of a right to reply
- o. 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/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by
- p. A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final
- q. When a 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 no longer heard or to leave the meeting
 - vi. To refer a motion to a committee or working group for consideration
 - vii. To exclude the public and press

- viii. To adjourn the meeting
- ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements
- r. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply
- s. Excluding motions moved under order 1(q) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person(s) be no longer heard or excluded from the meeting. The motion shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting

3. MEETINGS (GENERALLY)

- 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. The minimum three clear days for notice of a meeting does not include 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.
- c. The minimum three clear day public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d. 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 special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give reasons for the public's exclusion
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed fifteen minutes unless directed by the Chairman of the meeting
- g. Subject to standing order (f) above, a member of the public shall not speak for more than three minutes
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given
- i. A person shall raise his/her hand when requesting to speak and shall direct his/her comments to the Chairman of the meeting
- j. Questions not relating to items of business on the agenda for a meeting shall only be asked during the part of the meeting

set aside for such questions

- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking
- l. **Photographing, recording, broadcasting or transmitting proceedings of a meeting by any means is permitted subject to the following:**
 - i. The person may not orally report or comment about the meeting as it takes place if he/she is present at the meeting
 - ii. The reporting is limited to the proceedings of the meeting
 - iii. Any filming or photography must exclude children, vulnerable adults and any adult, other than Parish Councillors and Officers, who does not wish to be filmed or photographed.
- m. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n. Subject to standing order which indicate otherwise, anything authorized or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council
- o. The Chairman, if present, shall preside at a meeting. If the Chairman is absent for a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and Vice-Chairman are absent for a meeting, a councillor as chosen by councillors present at the meeting shall preside the meeting.
- p. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of councillors.
- q. The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote

whether or not he/she gave an original vote

- r. **Unless standing orders provide otherwise, voting on a 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 questions.** Such a request shall be made before moving on to the next item of business on the agenda.

- s. The Minutes of a meeting shall include an accurate record of the following:
 - i. The time and place of the meeting
 - ii. The names of councillors present and absent
 - iii. interests that have been declared by councillors
 - iv. Whether a councillor left the meeting when matters that they held interests in were being considered
 - v. if there was a public participation session
 - vi. resolutions made

- t. **A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitation or restriction under the code on his right to participate and vote on that matter**

- u. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three**

- v. **If a meeting is or become inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting

- w. **A meeting shall not exceed three hours**

4. COMMITTEES, SUB-COMMITTEE AND WORKING GROUPS

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council**
- c. **Unless the Council determines otherwise, all members of an advisory committee and a sub-committee of the advisory committee may be non-councillors**
- d. **The Council may appoint standing committees, committees or working groups as may be necessary, and:**
 - i. Shall determine their terms of reference
 - ii. Shall permit a committee, sub-committee or working group to determine the number and time of its meetings
 - iii. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such committees or working groups.
 - iv. The Chairman of the Council will automatically become a member of any such committee or working group, but will not have a vote
 - v. Shall appoint the Chairman of a standing committee
 - vi. Shall permit a working group to appoint its own chairman at the first meeting of the working group
 - vii. May dissolve a committee or working group

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which 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 6.00 pm
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall take place each year on such dates and times as the Council directs
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council
- f. The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside the annual meeting until his/her successor is elected at the next annual meeting of the Council
- g. The Vice-Chairman of the Council unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of equality of votes
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until the new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes

- j. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include
- i. **In an election year, delivery of the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Review of delegation arrangements to committees, working groups, employees and other authorities
 - iii. Review of terms of reference for committees and working groups
 - iv. Appointment of members to existing committees and working groups
 - v. Appointment of any new committees or working groups, their membership and terms of reference
 - vi. Appointment of any representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
 - vii. Review and adoption of appropriate standing orders and financial regulations
 - viii. In an election year, to review and confirm the Council's eligibility to exercise the general power of competence
 - ix. Review inventory of land and assets including buildings and office equipment
 - x. Confirmation of arrangements for insurance cover in respect of all insured risks

- xi. Review of the Council's and employees' subscriptions to other bodies
- xii. Review and confirmation of the Council's payments by Direct Debit and/or Standing Order
- xiii. Review of the Council's complaints procedure
- xiv. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- xv. Review of the Council's policy for dealing with the press/media
- xvi. Determining the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of the Council

6. EXTRAORDINARY MEETING OF THE COUNCIL AND COMMITTEES

- a. The Chairman of the Council may convene an extraordinary meeting of the Council at any time
- b. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee

or working group.

- b. When a motion moved pursuant to standing order 7 (a) above has been disposed of, no similar motion may be moved within a further six months

8. VOTING ON APPOINTMENTS

- a. When more than two 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. The process shall continue until a majority of votes is given in favour on one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion received in accordance with standing order 9(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 9(b) 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 so that it can be understood at least seven clear days before the meeting.

- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman 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 in the agenda or rejected.
- f. Subject to standing order 9(e) above the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received
- h. Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. To correct an inaccuracy in the draft minutes of a meeting
 - ii. To move to a vote
 - iii. To defer consideration of a motion
 - iv. To refer a motion to a particular committee or working group
 - v. To appoint a person to preside a meeting
 - vi. To change the order of business on the agenda
 - vii. To proceed to the next business on the agenda
 - viii. To require a written report
 - ix. To appoint a committee or working group and their members
 - x. To extend the time limits for speaking
 - xi. To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest

- xii. To not hear further from a councillor or member of the public
- xiii. To exclude a councillor or member of the public for disorderly conduct
- xiv. To temporarily suspend the meeting
- xv. To suspend a particular standing order (unless it reflects mandatory statutory requirements)
- xvi. To adjourn the meeting
- xvii. To close the meeting

11. HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- a. The agenda papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors, officers and contractors shall not disclose confidential or sensitive information which for special reasons would not be in the public interest

12. DRAFT MINUTES

- a. The draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall not be taken as read
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall not sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe the minutes of the meeting of the () held on (date) in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes were confirmed as an accurate record of the proceedings”

- d. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

- a. All councillors shall observe the code of conduct adopted by the Council
- b. Unless he/she has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c. Unless he/she has been granted dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** at least 24 hours prior to the meeting.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and the decision is final
- f. A dispensation request shall confirm
 - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and vote.

- iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought;
 - iv. An explanation as to why the dispensation is sought
- g. Subject to standing order 13(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting for which the dispensation is required.**
- h. A dispensation may be granted in accordance with standing order 13(e) above, if having regard to all relevant circumstances the following applies:**
- i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **Granting the dispensation is in the interests of the persons living in the council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**

14. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District Council that is dealing with a complaint that a councillor has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate a clerk from an adjacent council to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below
- c. The Council may:

- i. Provide information of evidence where such disclosure is necessary to progress an investigation of the complaint as required by law
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
 - iii. Indemnify the councillor in respect of his/her related legal costs and any such indemnity is subject to approval by a meeting of the full Council.
- d. **Upon notification by the District Council that a councillor has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a. The Proper Officer shall be the Clerk, or another Clerk, nominated by the Council, to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall
 - i. **At least three clear days before a meeting of the council or standing committee serve on councillors a summons, by delivery or post at their residences, a signed summons confirming the time, place and the agenda; or by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a standing 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 order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his/her withdrawal of it
- iv. **Convene a meeting of the full council for the election of a new Chairman of the Council, occasioned by a casual vacancy of his/her office**
- v. Facilitate inspection of the minute files by local government electors
- vi. **Receive and retain copies of byelaws made by other authorities**
- vii. Retain acceptance of office forms from councillors
- viii. Retain a copy of every councillor's register of interests
- ix. Respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 in accordance with and subject to the Council's policies and procedures relating to same
- x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary
- xi. Manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form
- xii. Arrange for legal deeds to be executed
- xiii. Arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Councils' Financial Regulations
- xiv. Manage access to the information about the Council via the publication scheme;
- xv. Retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint a responsible party to undertake the work of a Responsible Financial Officer when the Responsible Financial Officer is absent

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, the proper practices and the Council's Financial Regulations
- c. The Responsible Financial Officer shall supply each councillor as soon as practicable
 - i. The Council's receipts and payments for each month
 - ii. The Council's aggregate receipts and payments for the year to date
 - iii. The balances held at the end of the quarter being reported
 - iv. And include a comparison with the budget for the financial year and highlight any actual or potential overspends
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. To the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS

- 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 keeping of accounting records and systems of internal controls
 - ii. The assessment and management of financial risks faced by the council
 - iii. The work of the independent auditor in accordance with proper practices 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 an
 - v. Procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000
- b. Financial Regulations shall be reviewed at least once a year for fitness of purpose
- c. **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18 (d) below**
- d. Subject to additional requirements in the financial regulations of the council, the tender process of contracts for the supply of goods, material, services or the execution of works shall include, as a minimum, the following steps:
 - i. A specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. An invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting

- councillors or staff to encourage or support their tender outside the prescribed process;
- iii. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. Tenders are to be submitted in writing in a sealed marked envelope address to the Proper Officer;
 - v. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed
 - vi. Tenders are to be reported to and considered by a meeting of the full council
- e. The council is not bound to accept the lowest value tender
- f. **The full requirements of The Public Contract Regulations 2015 (“The Regulations”) as applicable shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contract Directive 2014/24/EU [which may change from time to time – thresholds currently are (January 2016):**
- i. **For public supply and public service contracts £164,176**
 - ii. **For public works contracts £4, 104,394]**

The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Panel is subject to standing order 11 above
- b. The Chairman of the Staffing Panel shall upon a resolution conduct a review of the performance and annual appraisal of work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by

the Council

- c. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the Staffing Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Staffing Panel
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman of the Staffing Panel this shall be communicated to the Chairman of the Performance Panel and shall be reported back and progressed by resolution by the Performance Panel.
- e. Any person responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure

20. REQUESTS FOR INFORMATION

- a. Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000

21. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council or councillors shall be handled by the Proper Officer in accordance with the Council's policy in respect of dealing with the press and/or media

22. EXECUTION OF LEGAL DEEDS

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution
- b. **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

23. COMMUNICATING WITH COUNTY AND DISTRICT COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda to the ward councillors of the County and District Council representing the area of the Council
- b. Unless the Council determines otherwise, a copy of each letter sent to the County or District Council shall be sent to the ward councillors representing the area of the Council

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless authorised by a resolution, no councillor shall
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect
 - ii. Issue order, instructions or directions

25. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting

- b.** A motion to add or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 above
- c.** The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he/she has delivered his/her acceptance of office form.
- d.** The decision of the Chairman of a meeting as to the application of a standing order at a meeting shall be final.