



STANDING ORDERS

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. Rules of debate at meetings

- 1a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- 1b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1c** A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- 1d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1f** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 1g** Any councillor wishing to move an amendment must, except in special circumstances, present the amendment in writing to the chair before the commencement of debate on the motion to be amended.
- 1h** A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1i** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- 1j** Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- 1k** One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- 1l** A councillor may not move more than one amendment to an original or substantive motion.
- 1m** The mover of an amendment has no right of reply at the end of debate on it.
- 1n** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of 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.

- 1o** Unless permitted by the Chair 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; or
 - v. in exercise of a right of reply.
- 1p** During the debate of a motion, a councillor may interrupt only on a point of order or a short personal explanation relevant to the motion under discussion.
- 1q** 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 other irregularity in the proceedings of the meeting he is concerned by.
- 1r** A point of order shall be decided by the Chair of the meeting and his/her decision shall be final.
- 1s** 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 sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirement
- 1t** Before an original or substantive motion is put to the vote, the Chair 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.
- 1u** Excluding motions moved under standing order 1(r) 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 Chair of the meeting.
- 1v** All procedural motions shall be put to the vote without debate.

2. Disorderly conduct at meetings

- 2a** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 2b** If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 2c** If a resolution made under standing order 2(b) above is ignored, the Chair 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

- 3a** **The minimum three clear days for notice of a meeting does not include the day on which notice is 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.**
- 3b** **The minimum three clear days' 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**
- 3c** **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.**
- 3d** **Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.**

The period of time designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

- 3e** In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- 3f** In accordance with standing order 3(d) 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.

- 3g** A record of public participation session at a meeting shall be included in the minutes
- 3h** A person shall raise his/her hand when requesting to speak.
- 3i** A person who speaks at a meeting shall direct his/her comments to the Chair of the meeting.
- 3j** Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

3k Photography, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted under the Openness of Local Government Bodies Regulations 2014.

The process will be governed by separate rules adopted by the council. The recording of Council and Parish Meetings is permitted under the Openness of Local Government Bodies Regulations 2014, but the recording will be carried out in accordance with the separate rules/policy adopted by Ackworth Parish Council to effectively and lawfully manage this activity

- 3l 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.**
- 3m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her absence be done by, to or before the Vice-Chair of the Council (if any).**
- 3n The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting and have the full powers for the Chair of that meeting.**
- 3o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- 3p The Chair 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. See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.**
- 3q 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/her vote for or against that question. A record of the vote will be kept by the Clerk. A Councillor may request**

that this vote be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.

- 3r** 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 and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session;
 - vi. and the resolution made;
 - vii. resolutions carried by a majority of Councillors present shall be recorded as “it was resolved that...” followed by the proposal that was resolved;
 - viii. resolutions and amendments not carried by a majority of Councillors, shall be recorded in the minutes as “the motion/amendment fell”
- 3s** **A councillor or non-councillor with voting rights 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 limitations or restrictions under the code on his/her right to participate and vote on that matter.**
- 3t** **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.** See standing order *4F vii below for the quorum of a committee or sub-committee meeting*
- 3u** **If a meeting is or becomes 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.
- 3v** A meeting shall not exceed a period of 2 1/4 hours. Any Councillor may move that the meeting shall continue for a specific time of 15 minutes only.

4. Committees and sub-committees

- 4a** The standing orders of the Parish Council and the policies of the Parish Council shall apply to the conduct of all meetings of committees, sub-committees and task groups.
- 4b** Unless the council determines otherwise all standing committees shall be advisory committees who will bring their recommendations to full council.
- 4c** **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- 4d** **The members of a committee or sub-committee may include non-councillors**

unless it is a committee or sub-committee which regulates and controls the finances of the council or which manages personnel matters, or which is granted executive powers by the council.

4e Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

4f The council may appoint standing committees, other committees, sub-committees, working groups or task groups as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee, working group or task group;
- x. shall determine if the public may participate at a meeting of a sub-committee, working group or task group that they are permitted to attend; and
- xi. may dissolve a committee.

5. Ordinary council meetings

5a 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.

5b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.

5c If no other time is fixed the annual meeting of the council shall take place at 7.15pm.

5d 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.

5e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.

- 5f** The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- 5g** 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.
- 5h** 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.
- 5i** 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.
- 5j** 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 business of the annual meeting shall include:
- i. **In an election year, delivery by the Chair 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 Chair of the Council of his/her acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of Standing Orders
 - x. Review and adoption of financial regulations
 - xi. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xii. To appoint members as representatives to outside bodies and confirm arrangements for reporting back;
 - xiii. *(England)* In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiv. Review of the council's and/or staff subscriptions to other bodies;
 - xv. Review of the council's complaints procedure;

- xvi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998,
- xvii. Review of the council's policy for dealing with the press/media; and
- xviii. To confirm the dates, time and place of ordinary meetings of the full council and of standing committees.

6. Extraordinary meetings of the council and committees and sub-committees

- 6a** The Chair of the Council may convene an extraordinary meeting of the council at any time.
- 6b** If the Chair 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. The request to convene an extraordinary meeting must include the purpose of the meeting and the precise wording of the motion to be discussed.
- 6c** The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- 6d** 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 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- 7a** A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) 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 a sub-committee.
- 7b** 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

- 8a** Where 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. This process shall continue until a majority of votes is given in

favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- 9a** A motion shall relate to the responsibilities of the meeting for which it is tabled 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.
- 9b** 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 (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 9c** **The minimum seven clear days for notice of a motion does not include the day on which notice is 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.**
- 9d** The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- 9e** 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 (5) clear days before the meeting.
- 9f** **The minimum five clear days for resubmission of a motion does not include the day on which notice is 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.**
- 9g** If the wording or subject of a proposed motion is considered 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 in the agenda or rejected.
- 9h** 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.
- 9i** Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

- 9j** Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection

10. Motions at a meeting that do not require written notice

- 10a** 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 sub-committee;
 - v. to appoint a person to preside at 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 sub-committee 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 a 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; or
 - xvii. to close a meeting.

11. Management of Information - see also standing order 20.

- 11a** The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- 11b** The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- 11c** The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

11d Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

12a If 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 be taken as read.

12b 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.

12c The accuracy of draft minutes, including any amendment(s) made to them, 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.

12d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she 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 () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

12e 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

See also standing order 3(t) above and Appendix 1

13a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

13b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights 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.

13c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights 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.

- 13d Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 13e** A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee, for which the dispensation is required and that decision is final.
- 13f** 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 a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- 13g** Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Parish Council at the beginning of the meeting of the council, or committee or a sub-committee meeting for which the dispensation is required.
- 13h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- v. **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**
 - vi. **granting the dispensation is in the interests of persons living in the council's area or**
 - vii. **it is otherwise appropriate to grant a dispensation**

14. Code of conduct complaints

- 14a** Complaints against councillors will be passed to Wakefield Council's Monitoring Officer . Upon notification by Wakefield Council's Monitoring Officer that a councillor or non-councillor with voting rights has breached the council's code of conduct the Proper Officer shall, subject to standing order 11 above report this to the Council.
- 14b** Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined (England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- 14c** The council may:
- a. provide information or evidence where such disclosure is necessary to

progress an investigation of the complaint or is required by law;

- b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

14d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

15a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

15b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council
and standing order 3 (c) above for a meeting of a committee.*
- 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 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);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
- 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 **(7)** days before the meeting confirming his/her 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/her office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding 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 the 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;
See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. manage access to information about the council via the publication scheme
See also standing order 22 below.

16. Responsible Financial Officer

16a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

17a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

17b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

17c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the council's receipts and payments for each quarter;
- 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 and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17d As soon as possible after the financial year end at 31 March, the Responsible Financial Officers shall provide:

- iv. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
- v. 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.

17e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) 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 and procurement

- 18a** 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 internal 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; and
 - 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 £60,000.
 - vi. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 18b** **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 18c** Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum the following steps:
- vii. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - viii. 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;
 - ix. the invitation to tender shall be advertised in a local newspaper or in any other manner that is appropriate;
 - x. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - xi. 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;
 - xii. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 18d** Neither the Council, nor the committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- 18e** A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

19. Handling Staff Matters

- 19a** A matter personal to a member of staff that is being considered by a meeting of council or Staff & Finance Committee is subject to standing order 11 above.
- 19b** Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the Staff & Finance committee or, if he/she is not available, the Vice-Chair of the Staff & Finance committee of absence occasioned by illness or other reason and that person shall report such absence to Staff & Finance committee at its next meeting.
- 19c** The Chair of the Finance and General Purposes committee or in his/her absence, the Vice-Chair shall upon resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The committee will receive a report that the appraisal has taken place and has been conducted in accordance with the proper procedures and protocols.
- 19d** Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the Chair of Staff & Finance committee or in his/her absence, the Vice-Chair of Staff & Finance Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Staff & Finance Committee.
- 19e** Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the Chair or Vice-Chair of Staff & Finance committee this shall be communicated to another member of Staff & Finance committee, which shall be reported back and progressed by resolution of the Staff & Finance committee.
- 19f** Any persons 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.
- 19g** The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- 19h** Only persons with line management responsibilities shall have access to staff records

referred to in standing orders 19(f) and (g) above if so justified.

19i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to post holder and/or the Chair of the Council or Chair of the Staff & Finance committee.

20. Requests for information

20a 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.

20b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Staff & Finance committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Responsibilities under data protection legislation

See also standing order 11.

21a The Council may appoint a Data Protection Officer.

21b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.

21c The Council shall have a written policy in place for responding to and managing a personal data breach.

21d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

21e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

21f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

22a Requests from the press or other media for an oral or written comment or statement from

the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

23a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

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.

24. Communicating with district councillors

24a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor of Wakefield District Council representing the area of the council.

25. Restrictions on council activities

25a Unless authorised by a resolution, no councillor shall:

- i. issue orders, instructions or directions to Parish Council staff or users of Parish Council facilities; or
- ii. inspect any land and or premises which the Council has a right or duty to inspect

26. Standing orders generally

26a 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.

26b A motion to add to 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 (2) councillors to be given to the Proper Officer in

accordance with standing order 9 above.

- 26c** 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.
- 26d** The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.