

NOVEMBER 2016

Iron
Acton
Parish
Council

2016

This document contains the Standing Orders of Iron Acton Parish Council,
together with approved Policies and Procedures.

Standing
Orders

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The Standing Orders written in **bold** text are mandatory for full Parish Council Meetings.

References to the 'Council' shall mean Iron Acton Parish Council.

1. Meetings

- a) **Meetings of the Council 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.**
 - i) Meetings of the Council shall be held at Iron Acton Parish Hall, North Road Community Primary School or the Marshall Rooms on the third Monday of each month, at 7.30pm, unless the Council otherwise decides at a previous meeting.
- b) **When calculating the three 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) A period of time at the beginning of each ordinary meeting shall be designated for public participation in accordance with Standing Order 1 c). The length of time shall be at the Chairman's discretion.
- e) Subject to Standing Order 1 d) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda, the duration of which shall be at the discretion of the Chairman.
- f) In accordance with Standing Order 1 e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- g) In accordance with Standing Order 1 f) above, the Chairman 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 the Clerk for a written or oral response.
- h) Notes will be taken by the Proper Officer during the public participation session at a meeting but not included in the minutes of that meeting.
- i) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- j) **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.**
- k) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**
- l) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are**

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- absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- m) Subject to standing order 1 u) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
 - n) The Chairman 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.**
 - o) 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.**
 - p) The minutes of a meeting shall record the names of Councillors present and absent.**
 - q) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
 - r) 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.**
 - s) 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 fewer than 3.**
 - t) 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.**

2. 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 the new Councillors elected take office.**
- b) 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.**
- c) If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year – January, September and November.**
- e) The election of the Chairman and Vice-Chairman, if any, of the Council shall be the first business completed at the annual meeting of the Parish Council.**
- f) The Chairman 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.**

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- g) The Vice-Chairman of the Council, unless he 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 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 an 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 shall preside at the meeting until a 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 (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) Approval of appointment of a Councillor as the representative to the Parish Hall Committee.**
 - iii) Confirmation of the accuracy of the minutes of the last meeting of the Council.**
 - iv) Review of issues arising from the Annual Parish Meeting.**
 - v) To receive and consider reports and minutes of committees and sub-committees**
 - vi) To receive and consider reports from officers of the Council.**
 - vii) Any other business as specified in the summons.**

3. Extraordinary Meetings

- 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 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.**

4. Proper Officer

- a) The Council's Proper Officer shall be the Clerk.**
- b) The Council's Proper Officer shall do the following:-**
 - i. Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - 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 or an extraordinary meeting of the Council convened by Councillors is signed by them).**

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- iii. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with 4 b) i) above.**
 - iv. Make available for inspection the minutes of meetings.
 - v. **Receive and retain copies of byelaws made by other local authorities.**
 - vi. **Receive and retain Declarations of Acceptance of Office from Councillors.**
 - vii. Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - viii. Keep proper records required before and after meetings.
 - ix. 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.
 - 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 and access to information held by the Council in paper and electronic form.
 - xii. Arrange for legal deeds to be signed by 2 Councillors and witnessed.
 - xiii. 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.
 - xiv. Record every planning application notified to the Council and the Council's response to the local planning authority.
 - xv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

5. Motions Requiring Written Notice

- a) 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.
- b) The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5 a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Proper Officer considers the wording of a motion received in accordance with Standing Order 5 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 at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e) Having consulted the Chairman or Councillors pursuant to Standing Order 5 d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

6. Motions Not Requiring Written Notice

- 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.

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- 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 or sub-committee or any Councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds to be signed by two Councillors and witnessed. See Standing Orders 17 a) and b) below.
 - xvii. To authorise the payment of monies up to £1,000.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by Standing Orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from Councillors.
- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7. 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 Chairman's direction for reasons of expedience.
- b) Subject to Standing Orders 5 a) – e) above, a motion shall not be considered unless it has been proposed and seconded.
- c) A motion included in an agenda not moved by the Councillor who tables 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

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- amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman 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 Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
 - i) Subject to Standing order 7 h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
 - j) Pursuant to Standing Order 7 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 Chairman.
 - 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 5 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 order 7 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 one 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 irregularity in the meeting he is concerned by.
 - q) A point of order shall be decided by the Chairman 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.

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- s) Subject to standing order 7 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 or sub-committee 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 7 s) iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman 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.

8. Code of Conduct

- a) **All Councillors shall observe the Code of Conduct adopted by the Council.**
- b) **If paragraph 12(2) of the Code of Conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No. 1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, Councillors may exercise the rights contained in standing order 8 c) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**
- c) **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**
- d) Standing orders 8 a-c are compulsive orders. It is noted that the legalisation in 8b is no longer extant. Councillors must now declare their interests as pecuniary/non pecuniary in line with the current code of conduct and relevant ensuing constraints from the same code of conduct.

9. Questions

- a) A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.
- b) Questions not related 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 (eg Public Participation).
- c) Every question shall be put and answered without discussion.

10. Minutes

- a) If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the date 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 6 a) iv. above.
- c) Minutes, including any amendment to correct their accuracy, 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.
- d) 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.
- e) The Clerk shall post an electronic version of the approved Parish Council Minutes to the Parish Council's web site as expeditiously as possible having concern for time constraints and other statutory and mandatory obligations.

11. 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 Chairman, there has been a breach of standing order 11 a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If a resolution made in accordance with standing order 11 b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

12. Rescission of 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 three 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 12 a) above has been disposed of, no similar motion may be moved within a further 6 months.

13. 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 a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

14. Expenditure

- a) **The Council's financial regulations shall be reviewed once a year.**
- b) **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.**
- c) Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

15. Accounts and Financial Statement

- a) The Responsible Financial Officer (RFO) shall supply to the Council for each ordinary meeting a statement of receipts and payments in accordance with paragraph 4.8 of the Council's Financial Regulations, and this shall be included in the agenda for the meeting.
- b) Where it is necessary to commit to expenditure or make a payment before it has been authorised by the Council, such expenditure or payment may be authorised only in accordance with paragraphs 4.1, 4.5, 4.6 and 5.5 of the Council's Financial Regulations
- c) The RFO shall produce and provide to the Council such other financial statements and accounts as are required by the Council's Financial Regulations.

16. Estimates/Precepts

- a) **The Council shall approve annual estimates and set a precept in accordance with the provisions of its Financial Regulations.**

17. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by resolution.
- b) **In accordance with a resolution made under Standing Order 17 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 signature.**

18. Committees

- 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. May in accordance with standing orders, dissolve a committee at any time.

19. Sub-Committees

- 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.

20. Advisory Committees

- a) The Council may appoint advisory committees comprised of a number of councillors and non-councillors. These may include:-
 - i. Budget committee consisting of a minimum of 5 Councillors;
 - ii. Disciplinary committee consisting of a minimum of 3 Councillors;
 - iii. Grievance committee consisting of a minimum of 3 Councillors.

21. Canvassing of and Recommendations by Councillors

- a) Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirement of this standing order to every candidate.
- b) A Councillor or a member of a committee or sub-committee 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 or sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees 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:
 - 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

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- a) Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
 - b) A Councillor in breach of the provisions of standing order 24 a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25. Power of Well-Being

- a) **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b) **The Council's period of eligibility begins on the date that the resolution under standing order 25 a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c) **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25 b) above.**

26. Matters Affecting Council Employees

- a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1 c) above.
- b) Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman of the Council or, in his absence the Vice-Chairman of the Council of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting.
- c) Any informal or formal grievance matter shall be reported to the Chairman of the Council or, in his absence, the Vice Chairman of the Council and shall be progressed in accordance with the Council's grievance policy.
- d) Any informal or formal disciplinary matter shall be reported to the Chairman of the Council or, in his absence, the Vice Chairman of the Council and shall be progressed in accordance with the Council's disciplinary policy.
- e) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- f) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- g) Only the Chairman of the Council or, in his absence, the Vice-Chairman of the Council shall have access to employee records.

27. 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.

28. 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 referred to the Chairman or, in his absence, the Vice Chairman of the Council.
- b) Councillors, other than the Chairman or Vice-Chairman, shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29. Liaison with District and County or Unitary Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor of the District and County or Unitary Council representing its electoral ward.

30. Financial Matters (Contracts)

- a) Every contract entered into by the Council shall comply with the provisions and procedures set out in section 11 of its Financial Regulations
- b) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value of £25,000 or more (as set out in paragraph 11.1.b of the Council's Financial Regulations) shall be procured on the basis of a formal tender as set out in regulation 11 of the Council's Financial Regulations.**
- c) **As set out in paragraphs 11.1b to 11.1.d of its Financial Regulations, where the value of a contract as defined by The Public Contracts Regulations 2015 is valued at £25,000 or more, the Council shall comply with the relevant requirements of the legislation. The full requirements of The Public Contracts Regulations 2015 as applicable, shall be followed in respect of the tendering and award of relevant contracts which exceed thresholds set therein.**

31. Allegations of Breaches of the Code of Conduct

- a) On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the full Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

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- c) The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
- i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in Standing Order 31 a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- d) Standing Order 31 c) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Council) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- e) The Council shall have the power to:
- i. Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. Seek and share information relevant to the complaint;
- f) References in standing order 31 to a notification shall be taken to refer to a communication, of any kind, which relates to a breach or an alleged breach of the code of conduct by a Councillor.

32. Variation, Revocation and Suspension of Standing Orders

- a) Any or every part of the standing orders, except those which are mandatory by law (bold type) 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.

33. 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 Chairman'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.

Approved: 21st November 2016

Minute No: 16-11-16

