

HEXHAM TOWN COUNCIL STANDING ORDERS

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Adopted by the Council on 19 April 2021

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 discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f 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.
- g 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.
- h A councillor may move an amendment to their 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.
- i 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.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three 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 either at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak only 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. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r 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 or legal requirements.
- s 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 their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10

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 be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) 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 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.**
- 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 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.**
- e Subject to standing order 1(d) above and in accordance with the Council's adopted Public Participation Protocol 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public is entitled to speak only once in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. 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 an employee for a written or oral response.
- i A record of a public participation session at a meeting will normally be included in the minutes of that meeting, but a public participation session shall not be deemed to be part of the meeting of the council.
- j A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- l 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.
- m **Subject to standing order 3(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **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.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in**

their absence be done by, to or before the Vice-Chairman (if there is one) of the Full Council.

- q The Chairman of the Council, if present, shall preside at a Full Council meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s 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 their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- t 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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda and should be supported by at least one other member of the committee.
- u 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 who are present and the names of councillors who are absent;**
 - iii. interests that have been declared by councillors and non-councillors with voting rights;**
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;**
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;**
 - vi. if there was a public participation session; and**
 - vii. the resolutions made.**
- v A councillor or a 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 their right to participate and vote on that matter.

- w **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 4d(viii) for the quorum of a committee or sub-committee meeting.

- x **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.

- y The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

- z A meeting shall not exceed a period of two hours.

4. **Committees and sub-committees**

- 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 the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees 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 the 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), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. 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;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e The following shall be standing committees of the Council and shall have the scope and delegated powers to act as set out below:

Planning & Infrastructure Committee

Membership will be seven Councillors (including the Mayor).

The **SCOPE of committee responsibilities** will be:

'Hexham Cemetery'. Making all decisions and arrangements regarding the running of the Cemetery, its land, premises, infrastructure, burials, equipment and staff. Ensuring Cemetery is always available for funerals and that burial records required by law and for administrative purposes are created, updated as may be required and retained indefinitely. Making all decisions and arrangements for staff while they carry out any work for Council that may be the responsibility of other committees.

'Allotments'. Making all decisions and arrangements regarding Allotment sites at Wydon Park, Dene Park and Quatre Bras to include management, maintenance and

agreeing rentals. Making all decisions and arrangements regarding a Best Kept Allotment competition including agreeing judge(s), prizes and presentation ceremony.

‘Litter bins’. Making all decisions and arrangements regarding Litter Bins to include management, maintenance, replacements or additions.

‘Public seats and bus shelters’. Making all decisions and arrangements regarding seats and bus shelters to include management, maintenance, replacements or additions.

‘Street signage’. Making all decisions regarding street signage including management, maintenance, replacements or additions to Council owned signage and recommending, if requested, street names in new developments.

‘Play areas’. Making all decisions and arrangements regarding play areas at Park Well, Priestlands Dene, Dene Park, Sele, Tyne Green, Bell Terrace and the Broadway and additional play areas as may be accepted to include management, maintenance, replacements or additions. Considering and commenting on any proposals for additional play areas within the Parish.

‘Parking’. Making all decisions and comments upon any matters relating to parking.

‘Local Transport Plan’. Making all decisions and arrangements regarding the annual (or other interval) review of LTP requests and making returns to Northumberland County Council (NCC).

‘Floodlights and town clock’. Making all decisions and arrangements regarding floodlights and the town clock (both at the Abbey) to include management, maintenance, replacement or additions.

‘Emergency planning’. Considering and discussing with NCC any pre-emptive action Hexham Town Council should undertake. Considering and agreeing any requirements which may be recommended by NCC.

‘Planning matters’. Considering and making all decisions regarding pre-planning consultations and planning application consultations received from NCC and agreeing any comments on them.

Finance and General Purposes Committee

Membership will be nine Councillors (including the Mayor).

The **SCOPE of committee responsibilities** will be:

‘Internal audit’ Making and carrying out all decisions and arrangements regarding internal audit and appointment of Internal Auditor.

‘Drafting Annual Budget’. On receiving the budgets required from all Council committees, drafting a Budget and recommending it for adoption by Council.

‘Employees and their welfare’. Making all decisions and arrangements regarding Employees and their welfare. Including interviewing and agreeing potential employees, contracts and terms of employment after due consideration of staff requirements of Council and Committees.

‘Freedom of Information’. Making all decisions and arrangements regarding requests received under the Freedom of Information Act. Reviewing Council policy as may be required by the Act.

‘Grant Aid’. Making all decisions regarding amounts of grants, donations or contributions to voluntary organisations, to include all arrangements regarding applications.

‘Risk Management’. Making all decisions and arrangements regarding assessment of Council risk. Periodically reviewing effectiveness of internal control including risk assessment and recommending adoption of any such review by Council.

‘Councillors and Employee training’. Making all decisions and arrangements regarding training that may be required by Councillors and Council employees.

‘Local Council Award Scheme’. Reviewing requirements and making any decisions and arrangements that enable the Council to qualify under this Scheme.

Community Engagement Committee

Membership will be nine Councillors (including the Mayor).

The **SCOPE of committee responsibilities** will be:

‘Remembrance Day’. Making and carrying out all decisions and arrangements for all Remembrance ceremonies

‘War Memorials’. Making all decisions and arrangements regarding War Memorials to include management and maintenance. (NB: War Memorials cannot be dealt with in any way without first consulting and taking advice from the War Graves Commission.)

‘Armed Forces Day’. Making and carrying out all decisions and arrangements for Armed Forces Day celebrations and for ongoing liaison with the Armed Forces.

‘Christmas displays’. Making all decisions and arrangements for Christmas lights and tree displays including any switch on ceremony.

‘Mayors receptions’. Making all decisions and arrangements for the Mayor’s Annual Reception including, after consultation with the Mayor - invitees, venue, catering and format.

‘Steward and Bailiff’. Making all decisions and arrangements for the annual award of the ‘Honorary Steward and Bailiff of Hexham’.

‘Young Employee’. Making all decisions and arrangements for the award of the ‘Town Council Young Employee of the Year’ (a trophy and cash prize) in consultation with the joint sponsor – The Rotary Club of Hexham.

‘Council website and newsletter’. Making all decisions and arrangements on content and format of the Council website and newsletter.

‘Flower displays’. Making all decisions and arrangements regarding flower beds and displays to include management, maintenance, replacements or additions.

‘Tree planting’. Considering any proposals received for additional tree planting within the Parish.

‘Hexham in Bloom Group; Hexham Youth Initiative; Hexham Community Partnership; Hexham Town Twinning Association’. Liaising, by way of a Committee nominee or otherwise, with these non-statutory organisations. Reporting as and when for consideration by the Committee, any requests or suggestions that may be made by these non-statutory organisations.

‘Additional’. Liaising, by way of a Committee nominee or otherwise with any additional non-statutory or statutory organisation(s) the Council or the Committee may consider desirable. Reporting as and when for consideration by the Council or the Committee any requests or suggestions that may be made by such organisations(s).

f Each Committee shall deal with the functions set out under the heading of ‘Scope’

- g Each Committee Chairman will be the Council's spokesperson and lead Councillor for the functions listed under Scope.
- h Each Committee shall agree any expenditure required for committee responsibilities, but without exceeding any agreed committee budget.
- i Only the Council can or will exercise the following functions:
 - i. The Budget including allocation of financial resources to Committees, setting contingency funds, agreeing the precept and approving the Annual Return.
 - ii. Adopting or amending Standing Orders, Policies or Protocols.
 - iii. Appointing the Mayor, Deputy Mayor and agreeing Committee Chairmen.
 - iv. Appointing representatives to outside bodies unless delegated to committees.
 - v. Agreeing terms of reference and composition of committees and committee appointments.
 - vi. Dissolving committees.
 - vii. Approving and or adopting minutes of committees.
 - viii. All matters not stated above and or in law reserved to the Council.
- j The Council may authorise committees to appoint working groups, such groups to be time limited and to focus on a specific issue.
- k The Council may appoint advisory committees comprising Councillors and non Councillors and may also appoint working groups, to be time limited and to focus on a specific issue.

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 the 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 decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6.45pm.**
- d **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 decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, 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 annual 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 shall 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 annual 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 shall 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 there is one) of the Council at the annual meeting, the business shall include:

 - i. In an election year, delivery by 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 their 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, confirmation of the terms of reference, the number of members and receipt of nominations to them in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. 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;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council for the year ahead including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-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 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 shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the

committee [or the sub-committee], those two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. The statutory public notice giving the time, venue 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 seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a 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 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 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.
- 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 **eight** clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or Bank Holidays.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), 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) is not clear in meaning, the motion shall be rejected until the mover

of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least eight 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 Having consulted the Chairman or Councillors pursuant 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 Notice of every motion received in accordance with these Standing Orders shall be recorded and numbered in the order that they are received and shall be entered in the minutes book, which shall be open to inspection by all Councillors.
- h Every motion rejected in accordance with the Council's Standing Orders shall be recorded with an explanation by the Proper Officer of the reason for rejection in the minute's book, which shall be open to inspection by all Councillors.

10. **Motions for 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 appoint a person to preside at a meeting.
 - II.* To approve the absences of Councillors.
 - III.* To approve the accuracy of the minutes of the previous meeting.
 - IV.* To correct an inaccuracy in the minutes of the previous meeting.
 - V.* To dispose of business, if any, remaining from the last meeting.
 - VI.* To alter the order of business on the agenda for reasons of urgency or expedience.
 - VII.* To proceed to the next business on the agenda.
 - VIII.* To close or adjourn debate.
 - IX.* To refer by formal delegation a matter to a Committee or to a sub-Committee or an employee.
 - X.* To appoint a Committee or sub-Committee or any Councillors 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 Order 15b(xv) and 23 below).

- XVII.** To authorise the payment of monies up to £2,000.00.
- XVIII.** To amend a motion relevant to the original or substantive motion under consideration and 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.

11. Management of information

See also standing order 20.

- a **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.**
- b **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).**
- c **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.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b 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)(iv).
- 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 Council and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect.
- e “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of Minute number () were a correct record but their view was not upheld by the majority of the Council and the minutes are confirmed as an accurate record of the proceedings.”
- f **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g
 - Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following 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(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council on 3 September 2012, readopted in July 2017.
- b Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after, it has considered the matter in which he had the interest.

- c Unless he 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 has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **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.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that 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 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.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - 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;**
 - ii. **granting the dispensation is in the interests of 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 or Unitary Council that it is dealing with a complaint 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, report this to the Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member 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).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **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

- a 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. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfill the duties assigned to the Proper Officer in Standing orders.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee;**
 - ii. **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - iii. **provide, in a conspicuous place, public notice of the time, place and agenda (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) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a

committee;

- iv. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least eight days before the meeting confirming their withdrawal of it;
- v. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- vi. **facilitate inspection of the minute book by local government electors;**
- vii. **receive and retain copies of byelaws made by other local authorities;**
- viii. hold acceptance of office forms from councillors;
- ix. retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- x. Keep proper records required before and after meetings;
- xi. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- xii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xiii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xiv. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xv. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xvi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xvii. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Council;
- xviii. refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires

consideration before the next ordinary meeting of the Council.

- xix. manage access to information about the Council via the publication scheme; and
- xx. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).
- xi. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

16 Responsible financial officer

- a 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

- 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, proper practices and the Council’s financial regulations, which shall be reviewed at least annually
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) 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.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date

for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability 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 apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.
- f. The Council shall approve written estimates (its budget) for the coming financial year at its meeting before the end of January.
- g. Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

18 Financial controls and procurement

- 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 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. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **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).

- d. 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:
- 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 addressed 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 the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **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.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an**

estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19 Handling staff matters

- 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 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting.
- c) The Chairman shall upon a resolution conduct a review of the performance and/or appraisal of (the employee's job title) and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e) Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g) 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.
- h) 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.

- i) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- j) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Order 19(g) and (h) above shall be provided only to the Clerk or the Chairman of the Council.

20 Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21 Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **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.**
- e **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.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a 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.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

23 Execution and sealing of legal deeds

See also standing orders 15(b)(xv) and (xx).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24 Communicating 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(s) of the Northumberland County (Unitary) Council representing its electoral ward(s).
- b Unless the Council determines otherwise and if requested by the relevant County Councillor, a copy of each letter sent to the County Council shall be sent to the County Councillor representing its electoral ward(s).

25 Restrictions on councillor activities

- a. Unless duly authorised 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.
- b. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

- c. A councillor in breach of the provisions of standing order 25(b) above may be removed from a Committee or a sub-Committee by a resolution of the Council.

26 Canvassing of and recommendations by councillors

- a. Canvassing councillors or the members of a (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 requirements of this standing order to every candidate.
- b. A councillor or a member of a (sub)committee shall not solicit a person for appointment to or by the council, or recommend a person for such an appointment or for promotion, but 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.

27 Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal 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 to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal 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.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

DOCUMENT ENDS