



Standing Orders

of

St Davids City Council

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STANDING ORDERS

1 General

These Standing Orders are based upon the 'Standing Orders for Local Councils' of the National Association of Local Councils and were originally adopted by St Davids City Council as its Council Meeting on 4 August 2003.

2 Title

The Council has the formal title of 'The Council of the City of St Davids and the Cathedral Close' it being agreed that for normal use the title shall be 'St Davids City Council'.

3 Structure

The City Council consists of 12 elected Councillors with the Mayor as Chairperson, who is elected with the Deputy-Mayor as Vice-chairperson at the Annual Meeting of Council held each May.

4 Meetings

4.a In addition to the Annual Meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times and at such place as the Council may direct.

4.b A meeting shall seek not to exceed a period of 2 hours.

4.c 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.

4.d 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.

5 Smoking

Smoking is not permitted at any meeting of the Council.

6 The Statutory Annual Meeting

6.a In an election year the Annual City Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office.

6.b In a year which is not an election year the Annual City Council Meeting shall be held on such day in May as the Council may direct.

6.c If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.

6.d 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.

6.e 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.

6.f 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.

6.g In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, the re-elected member that has most recently chaired 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.

6.h 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.

6.i 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:

6.i.1 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 his acceptance of office form unless the Council resolves for this to be done at a later date

7 Chairman of the Meeting

- 7.a The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), 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.
- 7.b The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 7.c 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 his absence be done by, to or before the Vice-Chairman of the Council (if there is one).

8 Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, shall be the clerk or nominated officer when the Proper Officer is absent:

The Proper Officer shall:

- 8.a at least three clear days before a meeting of the council, a committee or a sub-committee:
 - 8.a.1 serve on councillors by delivery or post at their residences a signed summons confirming the time, place and the agenda; and
 - 8.a.2 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) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.
- 8.b Receive declarations of acceptance of office.
- 8.c Receive and record notices disclosing interests at meetings.
- 8.d Receive and retain plans and documents.
- 8.e Sign notices or other documents on behalf of the Council.
- 8.f Receive and retain copies of bylaws made by other local authorities.
- 8.g Certify copies of bylaws made by the Council.
- 8.h Keep proper records for all Council meetings.
- 8.i Convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
- 8.j Facilitate inspection of the minute book by local government electors.

9 Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

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.

If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

For a quorum relating to a committee or sub-committee, please refer to Standing order 27.

10 Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

- 10.a If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

10.b Subject to 10.b.1 and 2 below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

10.b.1 If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

10.b.2 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

10.c A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.

11 Order of Business

11.a At each Annual City Council Meeting the first business shall be:-

- 11.a.1 To elect a Chairman of the Council.
- 11.a.2 To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 11.a.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 11.a.4 To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.
- 11.a.5 To elect a Vice-Chairman of the Council.
- 11.a.6 To appoint representatives to outside bodies.
- 11.a.7 To appoint committees and sub-committees.
- 11.a.8 To consider the payment of any subscriptions falling to be paid annually.
- 11.a.9 To inspect any deeds and trust investments in the custody of the Council as required; and shall thereafter follow the order set out in the Standing Order 11 d.

11.b At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

11.c In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 23 must be read in conjunction with this requirement.

11.d After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- 11.d.1 To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- 11.d.2 After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- 11.d.3 To deal with business expressly required by statute to be done.
- 11.d.4 To dispose of business, if any, remaining from the last meeting.
- 11.d.5 To receive such communications as the person presiding may wish to lay before the Council.
- 11.d.6 To answer questions from Councillors.
- 11.d.7 To receive and consider reports and minutes of committees.
- 11.d.8 To receive and consider resolutions or recommendations in the order in which they have been notified.
- 11.d.9 To authorise the sealing of documents.
- 11.d.10 If necessary, to authorise the signing of orders for payment.

12 Urgent Business

A motion to vary the order of business on the ground of urgency:

12.a May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and

12.b Shall be put to the vote without discussion.

13 Resolutions Moved On Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 3 clear days before the next meeting of the Council.

13.a The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

13.b The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

13.c If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

13.d If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

13.e Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties that affects its area.

14 Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

14.a To appoint a Chairman of the meeting.

14.b To correct the Minutes.

14.c To approve the Minutes.

14.d To alter the order of business.

14.e To proceed to the next business.

14.f To close or adjourn the debate.

14.g To refer a matter to a committee.

14.h To appoint a committee or any members thereof.

14.i To adopt a report.

14.j To authorise the sealing of documents.

14.k To amend a motion.

14.l To give leave to withdraw a resolution or amendment.

14.m To extend the time limit for speeches.

14.n To exclude the press and public, (see Standing Order 39).

14.o To silence or eject from the meeting a member named for misconduct, (see Standing Order 18).

14.p To give the consent of the Council where such consent is required by these Standing Orders.

14.q To suspend any Standing Order, (see Standing Order 47).

14.r To adjourn the meeting.

15 Questions

15.a A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided three clear days notice of the question has been given to the person to whom it is addressed.

15.b No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

15.c Every question shall be put and answered without discussion.

15.d A person to whom a question has been put may decline to answer.

16 Rules of Debate

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.

16.a A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

16.b A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

16.c A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

16.d No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.

16.e An amendment shall be either:-

- 16.e.1 To leave out words.
- 16.e.2 To leave out words and insert others
- 16.e.3 To insert or add words.

16.f An amendment shall not have the effect of negating the resolution before the Council.

16.g If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

16.h A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

16.i The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.

16.j A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

16.k A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

16.l A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

16.m When a resolution is under debate no other resolution shall be moved except the following:-

- 16.m.1 To amend the resolution.
- 16.m.2 To proceed to the next business.
- 16.m.3 To adjourn the debate.
- 16.m.4 That the question be now put.
- 16.m.5 That a member named be not further heard.
- 16.m.6 That a member named do leave the meeting.
- 16.m.7 That the resolution be referred to a committee.
- 16.m.8 To exclude the public and press.
- 16.m.9 To adjourn the meeting.

16.n A member shall remain seated when speaking unless requested to stand by the Chairman.

16.o The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

16.p Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

16.q Whenever the Chairman speaks during a debate all other members shall be silent.

17 Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now -s put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

18 Disorderly Conduct

18.a All members must observe the Code of Conduct which was adopted by the council on 4.11.01 a copy of which is annexed to these Standing Orders.

18.b No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

18.c If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Local Commissioner (Wales).

18.d If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

19 Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

20 Alteration of Resolution

A member may with the consent of his seconder, move amendments to his own resolution.

21 Rescission of Previous Resolution

21.a A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 9 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

21.b When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

22 Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on 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.

23 Discussions and Resolutions Affecting Employees of the Council.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order 39).

24 Resolutions on Expenditure

Any resolution which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

25 Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

26 Sealing of Documents

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

27 Committees and Sub Committees

The Council may at its Annual Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- 27.a.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- 27.a.2 Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- 27.a.3 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- 27.a.4 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- 27.a.5 May subject to the provisions of Standing Order 27 above at any time dissolve or alter the membership of committee.
- 27.a.6 The Chairman and Vice-Chairman ex-officio shall be voting members of every committee.
- 27.a.7 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.
- 27.a.8 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 27.a.9 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
- 27.a.10 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
- 27.a.11 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

28 Extraordinary Meeting

- 28.a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- 28.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.
- 28.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.
- 28.d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee].
- 28.e The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

29 Advisory Committees

- 29.a The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 29.b The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 29.c An advisory committee may make recommendations and give notice thereof to the Council
- 29.d An advisory committee may consist wholly of persons who are not members of the Council.

30 Voting in Committees

30.a Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

30.b Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

31 Presence of Non-Members of Committees at Committee Meetings

31.a A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

32 Accounts and Financial Statement

32.a Except as provided in paragraph b of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

32.b Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.

32.c All payments ratified under sub-paragraph b of this Standing Order shall be separately included in the next schedule of payments before the Council.

32.d The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

33 Estimates and Precepts

33.a The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of March.

33.b Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than 1 March.

34 Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 4.11.01 then that interest must be declared and a decision made by the member whether to stay or withdraw.

34.a If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which interest relates.

34.b The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

34.c If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose, the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

34.d The Clerk shall make known the purpose of this Standing Order to every candidate.

35 Canvassing of, and Recommendations By Members

35.a Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.

35.b A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a

written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

36 Standing Order Nos. 34c & 35 shall apply to tenders as if the person making the tender were a candidate for an appointment.

37 Inspection of Documents

37.a A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

37.b All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

38 Unauthorised Activities

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

38.a.1 Inspect any lands or premises which the Council has a right or duty to inspect; or

38.a.2 Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

39 Admission of The Public and Press to Meetings

39.a The public and press shall be admitted to all meetings of the Council and its committees and subcommittees, which may, however, temporarily exclude the public and press by means of the following resolutions:-

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

39.b The Council committee or sub-committee shall state the special reason for exclusion.

39.c At all meetings of the Council, the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

39.d The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

39.e If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

40 Confidential Business

40.a No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

40.b Any member in breach of the provisions of paragraph 41a of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

41 Liaison with County Councillors

41.a.1 A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

41.a.2 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council shall be transmitted to the County Councillor.

42 Planning Applications

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-

42.a The date on which it was received

42.b The name of the applicant

42.c The place to which it relates;

42.d The Clerk shall notify the receipt of every planning application to the Chairman / Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

43 Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:-

- 43.a The accounting records and systems of internal control.
- 43.b The assessment and management of risks faced by the Council.
- 43.c The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
- 43.d The financial reporting requirements of members and local electors.
- 43.e The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

44 Procurement and Tenders

44.a Procurement policies (subject to (2) below) including the setting of values for different procedures where

- 44.a.1 The contract has an estimated value less than £50,000.
- 44.a.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of (£50,000] shall be procured on the basis of a formal tender as summarised in (b) below.

44.b Any formal tender process shall comprise the following steps:

- 44.b.1 A public notice of intention to place a contract to be placed in a local newspaper;
- 44.b.2 A specification of the goods, materials, services and the execution of works shall be drawn up;
- 44.b.3 Tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
- 44.b.4 Tenders submitted are to be opened, after the stated closing date and time, by the Clerk, Chair and Deputy Chair subject to Council approval for each individual tender;
- 44.b.5 Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 44.b.6 The Council or a committee is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 34c and 35 regarding improper activity.

{Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level}

45 Contracts (minute 281 of 2.9.02)

- 45.a.1 The Council will go to public tender for works that exceed five thousand pounds using a minimum of three tenders.
- 45.a.2 The Council will go to tender to a select list of approved contractors for works between one thousand pounds and four thousand nine hundred and ninety nine pounds.
- 45.a.3 For all contracts, repairs and maintenance under one thousand pounds, an approved list of appropriately experienced and qualified contractors is to be established with insurance, health and safety checks to be made enabling a particular contractor to be selected by council for the various works. Contractors were to be sought by invitation and public advertising and reviewed annually.
- 45.a.4 For each tender the council is not bound to accept the lowest figure.
- 45.a.5 If no tenders are received or if all the tenders are identical, the council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- 45.a.6 An Approved Contractors List will be maintained by public advertising and approval of contractors at a full meeting of council with contractors to submit details of their experience, public liability and employer's insurance cover and Health and Safety policy.

46 Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England) or Commission (Wales) for consideration. The Council policy is laid down in its Complaints Procedure and Policy.

Additional procedure in handling complaints as Minute 251 on 1 September 2003, the council policy would be that:-

- 46.a Complaints that would normally involve an appropriate statutory body would be returned to the originator with advice on the correct organisation to contact.
- 46.b Council would not receive within its standard procedures and then pass on to the appropriate body any complaints not involving its own services or powers.
- 46.c Complaints regarding the City Council would be received within existing procedures.

47 Variation, Revocation and Suspension of Standing Orders

- 47.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.
- 47.b A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

48 Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

49 Council Policies and Procedures

The Council has the following schemes and policies:-

- 49.a.1 Welsh Language Scheme.
- 49.a.2 Freedom of Information Publication Scheme under section 19 of the Freedom of Information Act 2000 – Clerk notes that the scheme had been extended to 28 February 2008 and FOI office advised on 25 March 2008 that this scheme is still satisfactory.
- 49.a.3 Policies:-
 - 49.a.3.1 Health and Safety Policy
 - 49.a.3.2 Equal Opportunities Policy
 - 49.a.3.3 Volunteer Policy
 - 49.a.3.4 Volunteer Agreement
 - 49.a.3.5 Confidentiality Policy
 - 49.a.3.6 Illegal Drug and Alcohol Policy
 - 49.a.3.7 Environmental Policy
 - 49.a.3.8 No Smoking Policy
 - 49.a.3.9 Child Protection Policy.
 - 49.a.3.10 Complaints Policy and Procedure
 - 49.a.3.11 Social Media Policy
 - 49.a.3.12 Bullying and Harassment Policy
 - 49.a.3.13 Premise License Policy
 - 49.a.3.14 Disciplinary Policy
 - 49.a.3.15 Sickness Policy

50 Management of Information

50.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.

50.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).

50.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.

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

51 Responsibilities to Provide Information

51.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.

52 Code of Conduct and Dispensations

52.a Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

52.b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

52.c Dispensation requests shall be in writing and submitted to the standards committee of the County Council as soon as possible before the meeting that the dispensation is required for.

53 Responsibilities Under Data Protection Legislation

53.a The Council may appoint a Data Protection Officer.

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

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

53.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.

53.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.

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

54 Restrictions on councillor activities

54.a Unless duly authorised no councillor shall:

54.a.1 inspect any land and/or premises which the Council has a right or duty to inspect; or

54.a.2 issue orders, instructions or directions.