

# UCKFIELD TOWN COUNCIL



## STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 <sup>nd</sup> May 2006	Reissued in new format
2	25 <sup>th</sup> March 2008	General Purposes (GP.070.03.08)
3	28 <sup>th</sup> April 2008	Full Council (FC.096.04.08)
4	6 <sup>th</sup> July 2009	Full Council (FC.018.07.09)
5	10 <sup>th</sup> January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 <sup>th</sup> May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 <sup>th</sup> November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 <sup>th</sup> July 2014	Amendments to start times of meetings.
9	20 <sup>th</sup> April 2015	FC - General review and update
10	4 <sup>th</sup> July 2016	FC – General review and update
11	22 <sup>nd</sup> August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 <sup>th</sup> August 2016.
12	30 <sup>th</sup> July 2018	Refresh in line with NALC Model Standing Orders (revised 2018)
13	17 January 2022	FC - Full review in line with NALC Model Standing Orders (revised 2020)
14	27 June 2022	FC – review in line with NALC Model Standing Orders (2018) Version 2 (April 2022) – Financial

		Controls and Procurement (Section 34) (FC.29.06.22)
15	15 May 2023	FC – Annual statutory meeting annual review
16	20 May 2024	Annual review at Annual Statutory meeting, adopted (FC.17.05.24).
17	9 Sept 2024	FC.46.09.24 - Minor amendment to Section 34.0

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## STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

**Reference to the masculine gender should also be construed as a reference to the feminine gender except where the context suggests otherwise.**

Reference to, 'the Mayor', should also be construed as reference to the Chair of any committee or sub-committee, except that of Full Council.

### 1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- 1.2 The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

### 2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 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.

### 3.0 MEETINGS

#### Timing and Business

- 3.1 **Full Council - 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.**
- 3.2(a) **Full Council - 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.**
- 3.2(b) **Committee meetings - 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 OR (*the minimum three clear days' public notice of a meeting does not include the day on which the notice was issues or the day of the meeting*)**

- 3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.
- 3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

**Questions by the Public**

- 3.5 **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 by means of the following resolution:-**
- "That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".*
- 3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, statements, ask or answer questions and give evidence in respect of any item of business included in the agenda.
- 3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.
- 3.8 Subject to Standing Order 3.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 3.9 In accordance with Standing Order 3.6 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 3.10 In accordance with Standing Order 3.9 above, the Mayor 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.
- 3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 3.12 A person shall raise their hand when requesting to speak. They must address the meeting through the Chair and use the microphone provided.
- 3.13 Any person speaking at a meeting shall address their comments to the Mayor.
- 3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

**Press and public attending and reporting on meetings**

- 3.15(a) **Subject to standing order 3.5, 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 the persons not present.**
- 3.15(b) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.15(c) **Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)**
- 3.16 **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.**

**Members’ conduct at meetings**

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council’s standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chairman and use the microphone. If more than one Member indicates that they wish to speak, the Chairman will ask one to speak and the others must wait in the order in which they notified the Chairman of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors and non-councillors with voting rights present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- 3.23 The minutes of a meeting shall include an accurate record of the following:
- (i) the time and place of the meeting;
  - (ii) record the names of Councillors who are present and the names of the councillors who are absent;
  - (iii) interests that have been declared by councillors and non-councillors with voting rights (as detailed below);
  - (iv) the grant of dispensations 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

**3.24(a) The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**

**3.24(b) A councillor or a non-councillor with voting rights who has a disclosable prejudicial 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.**

**3.25 An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**

**3.26 Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**

(For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)

**3.27 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

#### **4.0 ORDINARY MEETINGS**

**4.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**

**4.2 In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**

**4.3 The Annual Meeting of the Council shall take place at 7.00pm.**

**4.4 In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

**4.5 The election of the Mayor of the Council and Deputy Mayor shall be the first business conducted at the Annual Meeting of the Council.**

- 4.6 **The Mayor, 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.**
- 4.7 **The Deputy Mayor of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.**
- 4.8 **In an election year, if the current Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- 4.9 **In an election year, if the current Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the Mayor and shall give a casting vote in the case of an equality of votes.**
- 4.10 Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.
- 4.10.1 **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council (Town Mayor) of their acceptance of office form unless the Council resolved for this to be done at a later date;**
- 4.10.2 To elect a Deputy Town Mayor.
- 4.10.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations. (Co-option Policy No. 44)**
- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 4.10.6 Receipt of the minutes of the last meeting of a committee
- 4.10.7 Consider the recommendations made by a committee
- 4.10.8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- 4.10.9 Review of the terms of reference for committees
- 4.10.10 To appoint committees, sub-committees and other groups as necessary.
- 4.10.11 To appoint any new committees in accordance with standing order 19.0



- 4.10.12 Review and adoption of appropriate standing orders and financial regulations
- 4.10.13 Review of arrangements with other local authorities, not for profit bodies and businesses
- 4.10.14 Review of representation on or work with external bodies and arrangements for reporting back
- 4.10.15 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;
- 4.10.16 Review of inventory of land and other assets including buildings and office equipment;
- 4.10.17 Confirmation of arrangements for insurance cover in respect of insurable risks;
- 4.10.18 Review of the Council's and/or staff subscriptions to other bodies;
- 4.10.19 Review of the Council's complaints procedure
- 4.10.20 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 4.10.21 Review of the Council's policy for dealing with the press/media
- 4.10.22 Review of the Council's employment policies and procedures
- 4.10.23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 4.10.24 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council
- 4.10.25 **Business as specified in the summons including:-**
- 4.10.26 **To deal with business expressly required by statute to be done.**
- 4.10.27 To dispose of business, if any, remaining from the last meeting.
- 4.10.28 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.29 To answer previously notified questions from Councillors.
- 4.10.30 To receive the minutes and consider reports and recommendations of committees.
- 4.10.31 To consider resolutions or recommendations in the order in which they have been notified.

- 4.10.32 To receive and consider reports from officers of the Council.
- 4.10.33 To authorise the sealing of documents.
- 4.10.34 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chair of the committee would use their discretion as to the inclusion of an item.
- 4.10.35 Any other business specified in the summons.

## **5.0 PROPER OFFICER**

5.1 The Council's Proper Officer shall be either:

- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
- (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Council's Proper Officer shall do the following:

- 5.2.1 **At least three clear days before a meeting of the council, a committee or a sub-committee, - Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda, and ;**
- 5.2.2 **Provide, in a conspicuous place, public notice of the time, date, venue and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- 5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his withdrawal of it.
- 5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 5.2.1 above.**

To receive nominations for the position of Mayor and Deputy Mayor by a deadline of seven working days prior to the Annual Statutory Meeting of full Council. Any nominations put forward must include a short paragraph on why they would be suitable i.e. their background, desires etc.

If no nominations are received prior to the meeting, nominations are entitled to be put forward at the Annual Statutory meeting of Council.

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

- 5.2.5 **Make available for inspection the minutes of meetings.**
- 5.2.6 **Receive and retain copies of byelaws made by other local authorities.**
- 5.2.7 Hold declarations of acceptance of office forms from Councillors.
- 5.2.8 Hold a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 5.2.9 Keep proper records required before and after meetings.
- 5.2.10 Assist with responding to all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 5.2.11 Liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- 5.2.12 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 5.2.13 assist in the organisation of, storage of and 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).
- 5.2.14 Arrange for legal deeds to be executed (signed and sealed using the Council's common seal).
- 5.2.15 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- 5.2.16 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.17 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chair or in their absence the Vice chair of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.18 manage access to information about the Council via the publication scheme; and
- 5.2.19 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

5.2.20 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

## **6.0 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- 6.1 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.
- 6.2 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 Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.3 The Town Council may, before including a motion on the agenda received in accordance with standing order 6.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 6.4 If the Town Clerk considers the wording of the motion received in accordance with 6.2 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 seven clear days before the meeting.
- 6.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 6.6 The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.
- 6.7 The Town Clerk shall record 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 Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.8 Motions rejected shall be recorded with an explanation by the Town Clerk of the reason for rejection.

## **7.0 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- 7.1 Motions in respect of the following matters may be moved without written notice.
- 7.1.1 To appoint a person to preside at a meeting.
- 7.1.2 To approve the absences of Councillors.
- 7.1.3 To approve the accuracy of the minutes of the previous meeting.
- 7.1.4 To correct an inaccuracy in the draft minutes of the previous meeting.
- 7.1.5 To dispose of business, if any, remaining from the last meeting.

- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.
- 7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 7.1.26 To answer questions from Councillors.

7.1.27 To require a written report

7.1.28 To defer consideration of a motion;

7.1.29 To refer a motion to a particular committee or sub-committee

## **8.0 RULES OF DEBATE**

8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.

8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.

8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.

8.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

8.6 Any amendment to a motion shall be either:

8.6.1 to remove words;

8.6.2 to add words;

8.6.3 to remove words and add other words, it shall not negate the motion

8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.

8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.

8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate on the first amendment or at the very end of the debate on the final substantive motion and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chair and their decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
  - 8.19.2 to proceed to the next business;
  - 8.19.3 to adjourn the debate;
  - 8.19.4 to put the motion to a vote;
  - 8.19.5 to ask a person to be silent or for him to leave the meeting;
  - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
  - 8.19.7 to exclude the public and press;
  - 8.19.8 to adjourn the meeting;
  - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor 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 Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their 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 meeting shall not prejudice the mover's right of reply at the resumption.

## **9.0 CODE OF CONDUCT AND DISPENSATIONS**

### **9.1 All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council. (Policy No. 43)**

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Unless they have 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 (prejudicial) interest. They may return to the meeting after it has considered the matter in which they had the interest. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

**9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.**

**9.5 Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**

9.6 A decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

9.7 A dispensation request shall confirm:

- (i) the description and the nature of the prejudicial 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

9.8 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, if having regard for all relevant circumstances, any of the following apply:-

**9.8.1 without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**



- 9.8.2 without the dispensation the representation of different political groups on the meeting transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- 9.8.3 granting the dispensation is in the interests of persons living in the authority's area; or**
- 9.8.4 it is otherwise appropriate to grant a dispensation.**
- 9.9 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.

## **10.0 CODE OF CONDUCT COMPLAINTS**

- 10.1 On receipt of a notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Code of Conduct, the Clerk shall report this to the council.
- 10.2 Where the notification in standing order 10.1 relates to a complaint made by the Clerk, the Clerk shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Clerk 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 10.4.
- 10.3 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. .
- 10.4 Upon notification by the District 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.**

## **11.0 QUESTIONS**

- 11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- 11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 11.3 Every question shall be put and answered without discussion.

## **12.0 DRAFT MINUTES**

- 12.1 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.
- 12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.

- 12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 12.5 If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms of to the same effect:

*“The Chair of this meeting does not believe that the minutes of the meeting of the () held on (date) in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.*

### **13.0 DISORDERLY CONDUCT**

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2 If, in the opinion of the Chair, there has been a breach of Standing Order 13.1 above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person no longer be heard or be excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is ignored, the Chair may take such further steps as may reasonably be necessary to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **14.0 RESCISSION OF PREVIOUS RESOLUTIONS**

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

### **15.0 VOTING ON APPOINTMENTS**

- 15.1 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. Any tie may be settled by the Chair's casting vote.

- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.
- 15.3 Chairs of committees and sub-committees should not serve as Chair longer than three consecutive years. Nor should any member of the Council be Chair of more than one committee or sub-committee at any one time.
- 15.4 Neither shall the Mayor or Deputy Mayor be Chair of a full committee.
- 15.5 The Chair (Mayor) of the Town Council shall be assigned a seat on Personnel Sub-Committee, unless they have already been appointed through the annual committee appointment process (via submission of preference by priority order).

## **16.0 EXPENDITURE**

- 16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- 16.2 **The Council's Financial Regulations shall be reviewed once a year.**
- 16.3 **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## **17.0 RESOLUTIONS ON EXPENDITURE**

- 17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

## **18.0 EXECUTION AND SEALING OF LEGAL DEEDS**

- 18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors of the Council who shall sign the deed as witnesses.**

## **19.0 COMMITTEES AND SUB-COMMITTEES**

- 19.1 The Council may at its Annual Statutory 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:-
  - 19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.
  - 19.1.2(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.**

- 19.1.2(b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.** Such appointed members will have no voting rights.
- 19.1.2(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.**
- 19.1.3 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 19.1.2(b) and (c) appoint and determine the terms of office of members of such a committee
  - (v) may, subject to standing orders 19.1.2(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 five days before the meeting that they are unable to attend;
  - (vi) shall, after it has appointed the members of a standing committee, appoint the chair of a standing committee;
  - (vii) shall permit a committee other than a standing committee, to appoint its own chair 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 or one third of its members;
  - (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:
- 19.1.4 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee;
- 19.1.5 Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-chair who shall hold office until the next Annual Statutory Meeting of the Council;
- 19.1.6 In the event of the ballot failing to determine the Chair and Vice- chair because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chair's casting vote;

- 19.1.7 The Chair of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting;
- 19.1.8 Each committee may appoint working groups or steering groups for purposes specified by the committee. Sub-committees will be appointed by Full Council;
- 19.1.9 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.

## **20.0 WORKING GROUPS AND STEERING GROUPS**

- 20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- 20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.
- 20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.
- 20.4 Working and steering groups may consist wholly of persons who are not members of the Council.

## **21.0 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- 21.1 **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- 21.2 **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- 21.3 The Chair of a Committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time;
- 21.4 If the Chair 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 sub-committee), any two members of the committee (or sub-committee) may convene an extraordinary meeting of the committee (or sub-committee).

## **22.0 ACCOUNTS AND ACCOUNTING STATEMENTS**

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

22.2 “Proper practices” in standing orders refer to the most recent version of the “Governance and Accountability for Local Councils – a Practitioner’s Guide”

22.3 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.

22.4 The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to General Purposes Committee or Environment & Leisure Committee to summarise:

- (i) the Council’s income and expenditure for that committee;
- (ii) the Council’s aggregate income and expenditure for the year to date;
- (iii) the balances held at the end of that period being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends (these are reported at each committee meeting so more frequently than quarterly).

22.5 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 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.

22.6 The year-end statement of accounts shall be prepared in accordance with proper practices and apply the form of accounts determined by the council 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 the 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 30 June.

## **23.0 ESTIMATES AND PRECEPTS**

23.1 **The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**

23.2 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 the end of November each year.

23.3 The annual capital and revenue expenditures shall form the Council’s budgets and the basis of financial control for the ensuing year.

## **24.0 INTERESTS**

24.1 **If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes**

**apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**

- 24.2 **If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**
- 24.3 **The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are 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 Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.

## **25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.
- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however 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.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **26.0 INSPECTION OF DOCUMENTS**

- 26.1 Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

## **27.0 RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;
  - 27.1.2 issue orders, instructions or directions

**28.0 CONFIDENTIAL BUSINESS**

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

28.2 **Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or steering group of the Council by the Council and reported to the Standards Committee.**

**29.0 GENERAL POWER OF COMPETENCE**

29.1 **Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-**

29.1.1 **the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the Council;**

29.1.2 **the Clerk to the Town Council holds an appropriate qualification;**

and

29.1.3 **the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.**

**30.0 HANDLING STAFF MATTERS**

30.1 **If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.**

30.2 **Any persons responsible for all or part of the management of Council employees shall keep written records confidential of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.**

30.3 **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.**

30.4 **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.**

30.5 **Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.**

30.6 **Access and means of access by computer passwords to detailed personnel records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk and Assistant Town Clerk & Responsible**



Financial Officer. Access to the personnel files of direct reports only, shall be made available to the Estates & Facilities Manager and Hospitality Manager in addition to the Town Clerk and Assistant Town Clerk & RFO.

- 30.7 Subject to the Town Council's policy regarding absences from work, the Council's Assistant Town Clerk & Responsible Financial Officer shall notify the Chair of the Personnel Sub-Committee, or if they are not available, the Vice Chair, of frequent or continued absence.
- 30.8 Subject to the Town Council's policy regarding the handling of grievance matters, the Assistant Town Clerk & Responsible Financial Officer shall contact the Chair of the Personnel Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in accordance with the Town Council's policy.
- 30.9 Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter is raised by a member of the management team of Uckfield Town Council which relates to the Mayor or Deputy Mayor of the Town Council, this shall be communicated to the Chair of General Purposes Committee, which shall be reported back and progressed in accordance with existing HR policies.

#### **31.0 RESPONSIBILITIES TO PROVIDE INFORMATION**

- 31.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme (policy no. 54) and respond to requests for information held by the Council as per the Council's policy 'Handling Access to Information' requests (Policy No. 16)**
- 31.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)(England) Regulations 2015.**

#### **32.0 RELATIONS WITH THE PRESS AND MEDIA**

- 32.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (Policy No 26)

#### **33.0 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.
- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.

#### **34.0 FINANCIAL CONTROLS AND PROCUREMENT**

- 34.1 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:
- 34.1.1 the keeping of accounting records and systems of internal control;

- 34.1.2 the assessment and management of financial risks faced by the Council;
  - 34.1.3 the work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
  - 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures;
  - 34.1.6 whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
  - 34.1.7 financial regulations shall be reviewed regularly and at least annually for the fitness of purpose.
- 34.2 For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £30,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.**
- 34.3 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council, or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 34.4 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation (*requiring councils to use the Contracts Finder website and to publicise the award of contracts over £30,000 including VAT, regardless of whether they are advertised*), regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 34.5 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 shall be advertised in the 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 Town Clerk;
  - (v) All sealed tenders shall be opened at the same time on the prescribed date by either the Town Clerk or Assistant Town Clerk & RFO or Estates & Facilities Manager in the presence of at least two Members of the Council; ;

(vi) The Officer (shall record the details of the tender, the names and addresses of each tenderer, the amount or price of the tender, the time and place of opening, and the names and signatures of those present at the opening of the tenders. The above details shall be reported to the Council, or where the tenders have been sought by a committee to that committee.

34.6 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

34.7 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

### **35.0 TRAINING**

35.1 All Councillors appointed to the Council will attend appropriate training courses.

35.2 Chairmen shall be expected to undertake appropriate training courses.

### **36.0 URGENT BUSINESS**

36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairs of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairs of committees. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

### **37.0 MANAGEMENT OF INFORMATION**

37.1 See also standing order 31.0

**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.**

37.2 **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).**

37.3 **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.**

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

**38.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

38.1 The Council may appoint a Data Protection Officer.

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

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

**38.4 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.**

**38.5 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.**

**38.6 The Council shall maintain a written record of its processing activities.**