

Tidenham Parish Council – Standing Orders

All mandatory Standing Orders are typed in bold and cannot be rescinded or suspended

1. Meetings

1.a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable rate

1.b When calculating the 3 clear days for a notice of meeting for councillors and the public, the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas or Easter break, a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

1.c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part of a meeting or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion

1.d Subject to 1.c above members of the public are permitted to make representations, answer questions and give evidence in respect of any items of business included in the agenda

1.d(i) Planning Applications - Planning Development Control and Highways Committee:

A member of the public can address the Committee after registering with the Clerk before the commencement of the meeting. The total time allowed for all representations for each application is six minutes. Council recommends the selection of a spokesperson where more than one person wishes to present a particular view. Speakers will not be permitted to enter into debate with members, officers or each other nor cross examine the applicant, objectors or supporters or any other party or any Councillor.

1.e The period of time designated for Public Participation in accordance with SO 1.d above shall not exceed 15 minutes

1.f Subject to SO 1.e above, each member of the public shall not speak for more than 3 minutes

1.g In accordance with SO 1.d 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

1.h In accordance with SO 1.g above the chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response

1.i A record of a public participation session at a meeting shall be included in the minutes of that meeting

1.j Any person speaking at a meeting shall address his/her comments to the Chairman

1.k Only one person is permitted to speak at one time, should more than one person wish to speak, the Chairman will direct the order of speaking

1.l Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, a committee [or sub-committee] should be conducted in accordance with the Council's Protocol for Reporting at Meetings.

1.m In accordance with SO 1.l above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present

1.n Subject to SOs which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice Chairman

1.o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting the Vice Chairman, if present, shall preside. If both the Chairman and Vice Chairman are absent from a meeting, a councillor chosen by the councillors present shall preside

1.p Subject to SO 1.w below, all questions at a meeting shall be decided by a majority of the councillors present or councillors with voting rights present and voting thereon

1.q The Chairman may give an original vote on any matter put to the vote and, in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote (see also SO 2.i and 2. j below)

1.r Unless SOs provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made prior to commencement of voting

1.s The minutes of a meeting shall record the names of councillors present and those providing apologies for absence

1.t The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting

1.u 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 (see also SO 7 and 8 below)

1.v No business may be transacted at any meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum be less than 3 councillors

1.w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at the following meeting

2. Ordinary Council Meetings – see also SO 1 above

2.a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office

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

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

2.d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs

2.e The election of the Chairman and Vice Chairman of the Council shall be the first business completed at the annual meeting of Council

2.f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council

2.g The Vice Chairman of the Council unless he/she has resigned or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of Council

2.h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes

2.i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman has been elected. He/she may exercise an original vote in respect of the election of the new Chairman and must give a casting vote in the case of an equality of votes

2.j Following the election of the Chairman and Vice Chairman of the Council at the annual meeting, the order of business shall be as follows:

- i. In an election year, delivery by the Chairman of the Council and councillors of their Declarations of Acceptance of Office unless it is resolved for this to be done at a later date
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or determine recommendations made by committees
- iii. Review of delegation arrangements to committees, employees and other local authorities
- iv. Review of Remit of Committees
- v. Appointments to Committees
- vi. Review and adoption of Standing Orders and Financial Regulations
- vii. 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
- viii. Appointment of councillors to external bodies unless done earlier to fit in with Annual Meetings of the external body
- ix. Review of asset register
- x. Review of complaints procedure and provision of information under FOI
- xi. Confirming the dates of all Council and committee meetings

3. Proper Officer

3.a In the case of Tidenham Parish Council the Council's Proper Officer is the Clerk. In the absence of the Proper Officer an employee can be appointed to undertake the duties of the Proper Officer

3.b The Council's Proper Officer shall undertake the following duties:

- i. **Sign and serve on councillors by an appropriate method a summons confirming the date, time, venue and agenda of a meeting of Council or committee at least three clear days before the meeting**
- ii. **Give public notice of the date, time, venue and agenda of a meeting of Council or committee (provided that the public notice with agenda of any extraordinary meeting of the council convened by councillors is signed by them)**
- iii. **Convene a meeting of full Council for the election of a new Chairman of Council occasioned by a casual vacancy in his/her office in accordance with 3.bi above**
- iv. **Receive and retain copies of byelaws made by other local authorities**
- v. **Receive and retain declarations of office from councillors**
- vi. Receive and retain copies of councillor's register of interests and any changes to it keeping copies of same available for inspection
- vii. Keep proper records required before and after meetings
- viii. Process all requests made under the Freedom of Information Act 200 and Data Protection Act 1998
- ix. Receive and send general correspondence and notices on behalf of Council except where there is a resolution to the contrary
- x. Manage the organisation, storage of and provide access to, information held by the Council in paper or electronic format
- xi. Arrange for legal deeds to be signed by two councillors and witnessed accordingly
- xii. Record planning applications as appropriate and provide responses to the local planning authority of committee decisions
- xiii. Refer a planning application received by the Council to the Chairman of the relevant committee or, in his/her absence, to a member of the relevant committee to facilitate use of Delegated Powers to the Proper Officer and one member of the committee if the nature of the application requires consideration before the next ordinary meeting of the committee. In the event of an equality of votes refer to the Chair of Council for a casting vote
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in SOs

4. Motions requiring written notice

4.a No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the next meeting

4.b The Proper Officer may, before including a motion received in accordance with 4.a above, correct obvious grammatical or typographical errors in the wording of the motion

4.c If the Proper Officer considers the wording of a motion received in accordance with 4.a above is not clear in meaning, the motion shall be rejected until the mover resubmits it in writing to the Proper Officer in clear language at least 7 days before the meeting

4.d If the Proper Officer considers the wording of a proposed motion is unlawful or improper the Proper Officer shall consult with the Chairman of the forthcoming meeting to consider whether the motion shall be included or rejected in the agenda

4.e Having consulted the Chairman as in SO 4.d above the decision of the Proper Officer shall be final

4.f Every motion rejected shall be duly recorded within the minutes of the next meeting

4.g Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or residents

5. Motions not requiring written notice

5.a Motions in respect of the following matters may be moved without written notice

- i. To appoint a person to preside at a meeting
- ii. To approve the absences of councillors
- iii. To approve the accuracy, or correct an inaccuracy, of minutes of the previous meeting
- iv. To dispose of business remaining from the previous meeting
- v. To alter the order of business on the agenda for reasons of urgency or expedience
- vi. To refer by formal delegation a matter to a committee or the Proper Officer
- vii. To authorise legal deeds signed by two councillor and witnessed
- viii. To authorise the payment of monies up to £1,000
- ix. The Proper Officer to authorise the payment of monies up to the figure of £2,500 under Health and Safety requirements
- x. To exclude the public and press for all or part of a meeting
- xi. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct
- xii. To adjourn the meeting
- xiii. To suspend any SO except those which are mandatory by law**

5.b If a motion falls within the terms of reference of a committee or within the delegated powers conferred upon the Proper Officer, a referral of the same may be made to such a committee or to the Proper Officer provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

6. Rules of Debate

6.a Motions included in an agenda shall be considered in the order that they appear unless the agenda is changed at the Chairman's directions for the reason of expedience

6.b Subject to SOs 4.a to 4.e above, a motion shall not be considered unless it has been proposed and seconded

6.c Subject to SO 3(b)(iii) a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn

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

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

6.f Any amendment to a motion shall be either:

- i. To leave out words
- ii. To add words
- iii. To leave words and add other words

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

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

6.i Subject to SO 6.h above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted on separately

6.j Pursuant to SO 6.h above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one

6.k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman

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

6.m The mover of an amendment has no right of reply

6.n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion either at the end of debate of the first amendment or at the end of the debate on the final substantive motion immediately before it is put to the vote

6.o Subject to SO 6.m and 6.n above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation

6.p 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 SO which he considers has been breached or specify the irregularity in the meeting which concerns him/her

6.q A point of order shall be decided by the Chairman and his/her decision shall be final

6.r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused

6.s Subject to SO 6.o above, when a councillor's motion is under debate no other motion shall be moved except:

- i. To amend the motion
- ii. To proceed to the next business
- iii. To adjourn the debate
- iv. To put a motion to the vote
- v. To ask a person to be silent or for him/her to leave the meeting
- vi. To refer a motion to a committee for consideration
- vii. To exclude the public and press
- viii. To adjourn the meeting
- ix. To suspend any SO except for those which are mandatory

6.t In respect of SO 6s(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his/her right of reply and shall put the motion to a vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption of a meeting

6.u Excluding motions moved the contributions or speeches made by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman

7. Code of Conduct and Dispensations, Code of Conduct Complaints

7.a All councillors shall observe the Code of Conduct adopted by the Council

7.b Unless granted a dispensation a Councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest (Appendix A) or an Other interest (Appendix B) however Councillor can speak if he has an Other Interest provided that the public can speak but then must withdraw for discussion and vote. A Councillor may return to the meeting once the matter under consideration and in which he has an interest has been considered

7.c Dispensation requests shall be in writing and submitted to the Clerk prior to the meeting

7.d The decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final

7.e A dispensation may be granted if having regard to all the relevant circumstances:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting as to impede the transaction of the business or
- ii. granting the dispensation is in the interests of persons living in the Council's area or
- iv. It is otherwise appropriate to grant a dispensation

7.f Upon notification by the District Council that it is dealing with a complaint that a Councillor has breached the Council's Code of Conduct the Clerk shall report this to Council

7.g Where the notification relates to a complaint made by the Clerk, the Clerk shall notify the Chairman who will nominate the Finance & Probity Committee to deal with the complaint and to take any action agreed

7.h Upon notification by the District Council that a Councillor has breached the Code of Conduct the Council shall consider what, if any, action to take against him/her. Such action excludes disqualifications or suspension from office

8. Questions

8.a A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days notice of the question has been given to the Proper Officer

8.b Questions not related to the items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions

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

9. Minutes

9.a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read

9.b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with SO 5.a (iii) above

9.c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate

9.d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the () held on (date) in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings"

9.e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed

9.f The Minutes of a meeting shall include an accurate record of the following:

a. Time and place of the meeting

- b. Names of councillors present and absent
- c. Interests that have been declared by councillors
- d. Whether a councillor has left the meeting
- e. If there was a public participation session
- f. The resolutions made

10. Disorderly Conduct

10.a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored the Chairman of the meeting shall request such person(s) to moderate or improve their conduct

10.b If, in the opinion of the Chairman, there has been a breach of SO 10.a above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion

10.c If a resolution made in accordance with SO 10.b above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may temporarily suspend or adjourn the meeting

11. Rescission of previous resolutions

11.a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee

11.b When a special motion or any other motion moved pursuant to SO 11.a above has been disposed of, no similar motion may be moved within a further 6 months

12. Voting on appointments

12.a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote

13. Expenditure

13.a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations

13.b The Council's Financial Regulations shall be reviewed once a year.

13.c 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 or to the RFO

14 Execution and sealing of legal deeds

14.a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution

14.b In accordance with a resolution made under SO 14.a above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

15. Committees – see also SO 1 above

15.a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

- i. Shall determine their terms of reference
- ii. Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting
- iii. May in accordance with SOs, dissolve a committee at any time
- iv. A Chairman of any committee may serve no more than three consecutive years as Chairman of that specific committee unless no other councillor is nominated to take on the role of Chairman in the 4th year.
- v. Shall determine if the public may participate at a meeting of a Committee

16. Sub-committees – see also SO 1 above

16.a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee

17. Extraordinary meetings – see also SO 1 above

17.a The Chairman of the Council may convene an extraordinary meeting of the Council at any time

17.b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by 2 councillors, these two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the date, time, venue and agenda for such a meeting must be signed by the 2 councillors

17.c The Chairman of a committee may convene an extraordinary meeting of the committee at any time

17.d If the Chairman of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the date, time, venue and agenda for such a meeting must be signed by the 2 councillors

18. Advisory Committees – *see also SO 1 above*

18.a The Council may appoint advisory committees comprised of a number of councillors and non-councillors

18.b Advisory committees may consist wholly of persons who are non-councillors

19. Accounts and Financial Statement

19.a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which should be reviewed at least annually

19.b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31st March, 30th June, 30th September and 31st December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of the quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate basis (receipts and payments or income and expenditure) for the year to 31st March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June each year

20. Estimates/precepts

20.a The Council shall approve written estimates for the coming financial year at a meeting before the end of December

20.b Any committee desiring to incur expenditure shall give to the proper Officer a written estimate of the expenditure recommended for the coming year no later than the 15th November each year

21. Canvassing of and recommendations by councillors

21.a Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this SO to every candidate

21.b A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; nevertheless any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment

21.c This SO shall apply to tenders as if the person making the tender were a candidate for an appointment

22. Inspection of documents

22.a Subject to SOs to the contrary or in respect of matters which are confidential, a councillor may, for the purposes of his official duties (but not otherwise), inspect any document in the possession of

the Council or a committee and request a copy for the same purpose. The minutes of meetings of the Council and its committees shall be available for inspection by councillors

23. Unauthorised activities

23.a Unless authorised by a resolution of Council or a committee, no individual councillor shall in the name or on behalf of the Council, or a committee:

- i. Inspect any land and/or premises which the Council has a right or duty to inspect or
- ii. To issue orders, instructions or directions

24. Confidential business

24.a The Agenda, papers that support the Agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest

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

24.c A councillor in breach of the provisions of SO 24.a above may be removed from a committee by a resolution of the Council

25. Matters affecting Council employees

25.a If a meeting considers any matter personal to a council employee it shall not be considered until the Council or committee has decided whether or not the press and public should be excluded pursuant to SO1.c above

26. Freedom of Information Act 2000

26.a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling such enquiries

27. Financial Matters

27.a The Council shall consider and approve financial Regulations drawn up by the RFO which shall include detailed arrangements in respect of the following:

- i. The accounting records and systems of internal control
- ii. The assessment and management of financial risks faced by the Council
- iii. The work of the Internal Auditor
- iv. The inspection and copying by Councillors of the Council's accounts and/or orders of payment
- v. Procurement policies subject to SO 28.b

27.b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £20,000 shall be procured on the basis of formal tender as summarised in SO 28.c below

27.c Any formal tender process in respect of 28.b shall comprise the following steps:

- i. A public notice of intention to place a contract to be placed in a local newspaper
- ii. A specification of the goods, materials, services and the execution of works shall be drawn up
- iii. Tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time
- iv. Tenders submitted are to be opened, after the closing date and time, by the Proper Officer and at least one member of the Council
- v. Tenders are then to be assessed and reported to the appropriate meeting of Council or committee

27.d Neither the Council nor a committee is bound to accept the lowest tender, estimate or quote

27.e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5 as amended) and the Utilities Contracts Regulations 2006 (SI No.6 as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules

28. Allegations of breaches of the Code of Conduct

28.a On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Finance and Probity Committee

28.b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Finance and Probity Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved

28.c The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council shall take all steps considered necessary to maintain confidentiality

28.d SO 29.c above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Finance and Probity Committee) from disclosing information to members and/or officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law

28.e The Finance and Probity Committee shall have the power to:

- i. Seek documentary and other evidence from the person(s) or body with statutory responsibility for investigation of the matter
- ii. Seek and share information relevant to the complaint

28.f References in SO 29 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a councillor

29. Variation, revocation and suspension of standing orders

29.a Any or every part of Standing Orders, except those which are mandatory by law (and thus in bold print) may be suspended by resolution in relation to any specific item of business

29.b A motion to add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law, shall be proposed by a special motion, the written notice-whereof bears the names of at least 6 Councillors

30. Standing Orders to be given to councillors

30.a The Proper Officer shall provide a copy of the Council's SOs to a councillor upon delivery of a declaration of acceptance of office

30.b The Chairman's decision as to the application of SOs at meetings shall be final

30.c A councillor's failure to observe SOs more than 3 times in one meeting may result in him/her being excluded from the meeting

Reviewed and adopted June 2015 – Minute 2015/16 Page 6 item 10

Reviewed and re-adopted May 2016 – Minute 2016/17 Page 2 item 8

Reviewed and re-adopted May 2017 – Minute 2017/2018 Page 2 item 8

Reviewed by Special Motion to add paragraph 1.d(i) and re-adopted February 2018 – Minute 2017/2018 Page 22 item 11