



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

Introduction.....	2
1. Rules of debate at meetings.....	3
2. Disorderly conduct at meetings .....	5
3. Meetings generally .....	5
4. Committees and sub-committees .....	8
5. Ordinary council meetings .....	9
6. Extraordinary meetings of the council, committees and sub-committees .....	11
7. Previous resolutions.....	11
8. Voting on appointments.....	11
9. Motions for a meeting that require written notice to be given to the proper officer.....	11
10. Motions at a meeting that do not require written notice .....	12
11. Management of information .....	13
12. Draft minutes.....	13
13. Code of conduct and dispensations .....	14
14. Code of conduct complaints.....	15
15. Proper officer.....	15
16. Responsible financial officer.....	17
17. All officers .....	17
18. Handling staff matters .....	17
19. Responsibilities to provide information .....	18
20. Responsibilities under data protection legislation .....	18
21. Relations with the press/media.....	19
22. Execution and sealing of legal deeds .....	19
23. Communicating with district and county or unitary councillors.....	19
24. Restrictions on councillor activities .....	19
25. The role of the Chair .....	19
26. The role of the Leader.....	19
27. The role of the Civic Head .....	20
28. Political groups.....	20
29. Standing orders generally .....	20



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

### **Introduction**

These Standing Orders have been adapted from the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC).

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are different from the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Ashington Town Council agree a Financial Regulations separately.

### **Legal/Statutory -v- Discretionary**

Standing orders that are in bold type contain legal and statutory requirements, from model standing orders. Ashington Town Council has adopted these without change, as recommended.

Standing orders, not in bold, have been adopted to help Ashington Town Council operate effectively, and to suit the Council's needs; they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

### **1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, the proposer may withdraw it only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

### 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

### 3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person may sit or stand when requesting to speak and when speaking. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **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.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

- rights present and voting.
- r **The Chair of a meeting may give an original vote on any matter put to the**
- **vote, and in the case of an equality of votes may exercise their casting**
- **vote regardless of whether they gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted and**



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- the meeting shall be closed. The business on the agenda for the meeting shall
  - be adjourned to another meeting.
- 4. Committees and sub-committees**
- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  - b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
  - c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  - d The Council may appoint standing committees or other committees as may be necessary, and:
    - i. shall determine their terms of reference;
    - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
    - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
    - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
    - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (4) days before the meeting that they are unable to attend;
    - vi. shall permit a committee to appoint its own Chair at the first meeting of the committee;
    - vii. 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;
    - viii. shall determine if the public may participate at a meeting of a committee;
    - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
    - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
    - xi. may dissolve a committee or a sub-committee.





## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- 5. Ordinary council meetings**
  - a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
  - b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
  - c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
  - d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
  - e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
  - f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
  - g The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
  - h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
  - i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
  - j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:**
    - i In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for these to be done later. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done later;**
    - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;**
    - iii Receipt of the minutes of the last meeting of a committee;**
    - iv Consideration of the recommendations made by a committee;**



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

- v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, or subject to being eligible, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future, or to agree to adopt the general power of competence;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- 6. Extraordinary meetings of the council, committees, and sub-committees**
  - a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
  - b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.**
  - c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
  - d If the 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 the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].
- 7. Previous resolutions**
  - a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
  - b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- 8. Voting on appointments**
  - a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Their process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting
- 9. Motions for a meeting that require written notice to be given to the proper officer**
  - a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
  - b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
  - c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

### **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

requirements);

- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

### **11. Management of information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

### **12. Draft minutes**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, 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.



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

- d 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 or to the same effect:

“The Chair of the 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.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c 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 they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required.

**h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

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

### **14. Code of conduct complaints**

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

**d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

### **15. Proper officer**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.



## STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)

- b The Clerk is the proper office of the council, employed by the Council (under section 112 (1) of the Local Government Act 1972) and is responsible for implementing the decisions of the council.
- c The Clerk shall:
- i. **at least three clear days before a meeting of the council, a committee, or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. *See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - iii. subject to standing order 9, include on the agenda all motions in the order received.
  - iv. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
  - v. **facilitate inspection of the minute book by local government electors;**
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. hold acceptance of office forms from councillors;
  - viii. hold a copy of every councillor's register of interests;
  - ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
  - xii. arrange for legal deeds to be executed;  
*(see also standing order 23);*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any





## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

payments to be made by the Council in accordance with its financial regulations;

- xiii. refer a planning application received by the Council in accordance with the Council's Scheme of Delegation on Planning Matters.
- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

### **16. Responsible financial officer**

- a Pursuant to section 151 of the Local Government Act 1972, the Council shall appoint an officer as the Responsible Financial Officer (RFO), to be responsible for the financial affairs of the Council (*Regulations in regards financial matters are included in separate Financial Regulations, adopted by the Council*).
- b The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

### **17. All officers**

- a The Council shall appoint all staff in accordance with the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services.
- b Officers are responsible to the Council as a corporate body. Their role is to give advice to both individual Members and to the Full Council, and to carry out the Council's work under the direction and control of the Council and its relevant Committees. It is also the role of the Proper Officer to ensure the Council does not do anything which it does not have the legal power to do.

### **18. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of Ashington Town Council OR the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Council, the Chair of the Personnel Committee, and the Leader of the Council, OR their counterparts, if not available, of absence occasioned by illness or other reason and that person shall report such absence to the Council of Committee at its next meeting.
- c The Chair of Council, Chair of Personnel Committee and Leader of the Council, OR their counterparts, if not available, shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of Personnel Committee,



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

or in their absence, the vice-Chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair of the Council, the Chair of the Personnel Committee or the Leader of the Council, this shall be communicated to the respective Vice-Chair or to another member of the Personnel Committee, which shall be reported back and progressed by resolution of Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

### **19. Responsibilities to provide information**

See also standing order 21.

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

### **20. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

### **21. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### **22. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), 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 who shall sign the deed as witnesses.**

### **23. Communicating with district and county or unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

### **24. Restrictions on councillor activities**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions, or directions.

### **25. The role of the Chair**

- a Pursuant to section 15 (2) of the Local Government Act 1972, the Council shall elect a Chair at Annual Meeting of the Council in May.
- b In accordance with standing orders the Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and assisted by the Clerk, guides activities by managing the meetings of the Full Council. The council is not lawfully constituted without a Chair.
- c The Council shall not adopt the Town Mayor model, legally entitled to the Chair of a Town Council by Section 245 (6) of the Local Government Act 1972. The Council shall appoint a Civic Head and Deputy Civic Head by resolution of the Council, at the Annual Meeting in May.

### **26. The role of the Leader**

- a The Council shall appoint a Leader and Deputy Leader by resolution of the Council, at the Annual Meeting in May.



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

- b The Council shall delegate to this role the authority to work directly with the Town Clerk, Chair of the Council and Committee Chairs to develop and propose the strategic direction and policy objectives of the Council.
- c Whilst delegating to this role, the Council and its officers shall have due regard to the legal constraints that acknowledge that the Leader of the Council has no executive decision-making power to act on the Council's behalf, and all agreements and negotiations are subject to authorisation by the appropriate committee or Council.
- d In the absence of the Leader, the Deputy Leader will undertake those matters delegated in accordance with this Standing Order.

### **27. The role of the Civic Head**

- a The Council shall appoint a Civic Head and Deputy Civic Head by resolution of the Council, at the Annual Meeting in May.
- b The Council shall delegate to this role to attend civic and ceremonial functions that require a civic presence. This shall include events in the community, such as openings and fundraising events organised by voluntary and charitable organisations, and other events determined by the Council.
- c Whilst delegating to this role, the Council and its officers shall have due regard that the role is not governed by the legislation and civic protocol as that of Town Mayor.
- d In the absence of the Civic Head, the Deputy Civic Head will undertake those matters delegated in accordance with this Standing Order.

### **28. Political groups**

- a The legal framework of Town and Parish Councils is such that the constitution of political groups is not covered by statute (*The Local Government (Committees and Political Groups) Regulations 1990*) in the same way that County and Borough Councils
- b The Council shall determine that if there is a political group on the Council that comprises of more than three members, the group may, upon service to the Proper Officer, a notice signed by all members of the group of their intention to do so, appoint a group leader.
- c The Council shall determine that the role of the group leader is to act as a link between the recognised political group and the Proper Officer in discussion of business to be put forward to the agendas of Council, and its committees and to act as a spokesperson for that group in relation to political matters.
- d The Council, its members and officers shall uphold that neither a political group nor a group leader have executive decision-making power to act on the Council's behalf, and all agreements and negotiations are subject to authorisation by the appropriate committee or Council.

### **29. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal



## **STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2020)**

requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory, statutory, or legal requirements, shall be proposed by a special motion, the written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

**These Standing Orders were adapted from the Model Standing Orders and adopted by Ashington Town Council at their meeting on 17<sup>th</sup> May 2022.**