

WEYMOUTH TOWN COUNCIL

STANDING ORDERS

Policy Number	Version	Owner	File Document Number	Date Published	Review Due
WTC 011	8	Clerk	*****	April 2019	September 2019

Distribution:

Internal: All WTC Staff

External: Website / Councillors / Key Partners

Introduction

These Standing Orders are based on the National Association of Local Council (NALC) model Standing Orders 2018.

Standing Orders in bold type indicate a legal and statutory requirement.

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 not the same as the policies of a Council but Standing Orders may refer to them.

These Standing Orders do not include 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

For convenience, the word "Councillor" is used in these Standing Orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The word Chairman is used in these Standing Orders. Where this relates to the Chairman of the Council this is the Mayor. The Chairman of Weymouth Town Council is entitled to be called the Mayor of Weymouth.

The term Proper Officer is used in these Standing Orders. This relates to the person holding the office of Town Clerk, or an officer duly delegated to fill this role.

CONTENTS:

1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	5
3. MEETINGS GENERALLY	5
4. COMMITTEES AND SUB-COMMITTEES	7
5. ORDINARY COUNCIL MEETINGS	8
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	9
7. PREVIOUS RESOLUTIONS	10
8. VOTING ON APPOINTMENTS	10
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	10
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	10
11. MANAGEMENT OF INFORMATION	11
12. DRAFT MINUTES	11
13. CODE OF CONDUCT AND DISPENSATIONS	12
14. CODE OF CONDUCT COMPLAINTS	12
15. PROPER OFFICER	13
16. RESPONSIBLE FINANCIAL OFFICER	14
17. ACCOUNTS AND ACCOUNTING STATEMENTS	14
18. FINANCIAL CONTROLS AND PROCUREMENT	15
19. HANDLING STAFF MATTERS	16
20. RESPONSIBILITIES TO PROVIDE INFORMATION	16
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	16
22. RELATIONS WITH THE PRESS/MEDIA	17
23. EXECUTION AND SEALING OF LEGAL DEEDS	17
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	17
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	17
26. URGENT MATTERS	17
27. THE LEADER OF THE COUNCIL & POLITICAL GROUPS	17
28. SUBSTITUTE OR REPLACEMENT MEMBERS OF COMMITTEES AND SUB-COMMITTEES	18
29. QUESTIONS / STATEMENTS BY MEMBERS	19
30. CONFIDENTIAL BUSINESS	19
31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS	19
32. STANDING ORDERS GENERALLY	20
 ANNEX A – SCHEME OF DELEGATION	 21
1. COMMITTEES OF THE COUNCIL	21
2. MATTERS RESERVED FOR FULL COUNCIL	21
3. THE FINANCE AND GOVERNANCE COMMITTEE	21
4. THE SERVICES COMMITTEE	22
5. THE HR COMMITTEE	22
6. THE PLANNING COMMITTEE	23
7. THE APPEALS (STAFF) COMMITTEE	23
8. OTHER COMMITTEE MATTERS	23
9. WORKING GROUPS	24
10. DELEGATION – LIMITATIONS	24
11. MEMBER CHAMPIONS	24

1. RULES OF DEBATE AT MEETINGS

- 1.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting
- 1.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded
- 1.3. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn
- 1.4. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting
- 1.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion
- 1.6. 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
- 1.7. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman
- 1.8. 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
- 1.9. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting
- 1.10. Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting
- 1.11. One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately
- 1.12. A councillor may not move more than one amendment to an original or substantive motion
- 1.13. The mover of an amendment has no right of reply at the end of debate on it
- 1.14. 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
- 1.15. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - 1.15.1. To speak on an amendment moved by another councillor
 - 1.15.2. To move or speak on another amendment if the motion has been amended since he last spoke
 - 1.15.3. To make a point of order
 - 1.15.4. To give a personal explanation or
 - 1.15.5. To exercise a right of reply
- 1.16. 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
- 1.17. A point of order shall be decided by the chairman of the meeting and his decision shall be final
- 1.18. When a motion is under debate, no other motion shall be moved except:
 - 1.18.1. To amend the motion
 - 1.18.2. To proceed to the next business
 - 1.18.3. To adjourn the debate
 - 1.18.4. To put the motion to a vote

- 1.18.5. To ask a person to be no longer heard or to leave the meeting
 - 1.18.6. To refer a motion to a committee or sub-committee for consideration
 - 1.18.7. To exclude the public and press
 - 1.18.8. To adjourn the meeting or
 - 1.18.9. To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements
- 1.19. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply
- 1.20. Excluding motions moved under Standing Order 1.18, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- 2.1. 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
- 2.2. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion
- 2.3. If a resolution made under standing order 2.2 is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting

3. MEETINGS GENERALLY

- 3.1. **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. **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.**
- 3.3. **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.**
- 3.4. **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.**
- 3.5. 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 at the Chairman's discretion
- 3.6. The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall be at the Chairman's discretion.
- 3.7. Subject to standing order 3.6, the length of time given to a member of the public to speak shall be at the Chairman's discretion.
- 3.8. In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- 3.9. A person shall raise their hand when requesting to speak and may speak from a seated position.

- 3.10. A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- 3.11. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- 3.12. **Subject to standing order 3.13, 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.**
- 3.13. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.14. **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.**
- 3.15. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- 3.16. **The Chairman of the Council, if present, shall preside at a Full Council meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.17. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- 3.18. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. See standing orders 5.8 and 5.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.**
- 3.19. **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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.**
- 3.20. The minutes of a meeting shall include an accurate record of the following:
 - 3.20.1. The time and place of the meeting
 - 3.20.2. The names of Councillors who are present and the names of Councillors who are absent
 - 3.20.3. Interests that have been declared by Councillors and non-Councillors with voting rights
 - 3.20.4. The grant of dispensations (if any) to Councillors and non-Councillors with voting rights
 - 3.20.5. Whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
 - 3.20.6. If there was a public participation session and
 - 3.20.7. The resolutions made
- 3.21. **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 his right to participate and vote on that matter.

3.22. 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 4.4.8 for the quorum of a committee or sub-committee meeting.

3.23. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

3.24. A meeting shall not exceed a period of 3 hours unless a resolution to continue for an extra period of time has been carried

3.25. If there are an equal number of votes for and against a matter, the Chairman will have a second or casting vote. There is no restriction on how the Chairman exercises this casting vote

3.26. Public Questions

3.26.1. Members of the public who wish to ask a question at a meeting are requested to give notice to the Town Clerk of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question stated in the notice given to the Town Clerk shall be the question asked at the meeting.

3.26.2. The Chairman will call upon those wishing to speak in turn, each questioner. Those wishing to speak shall state their name

3.26.3. Answers to questions may take the form of:

3.26.3.1. A written response if the question has been notified to the Clerk as per 3.26.1 or

3.26.3.2. A direct oral response or

3.26.3.3. When the desired information is contained in a publication, reference to that publication or

3.26.3.4. When it is more convenient to do so a written answer after the meeting

3.26.4. Every question shall be put and answered without discussion.

3.26.5. Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern

3.26.6. The Chairman shall not allow any question that is in their opinion:

3.26.6.1. Defamatory, frivolous or offensive

3.26.6.2. Requires the disclosure of exempt or confidential information

3.26.6.3. Relates to complaints about individual Councillors or Officers

4. COMMITTEES AND SUB-COMMITTEES

4.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee.

4.2. The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.

4.3. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.

4.4. The Council may appoint standing committees, other committees and working groups as may be necessary, and

4.4.1. Shall determine their terms of reference

- 4.4.2. 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
- 4.4.3. Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings
- 4.4.4. Shall, subject to standing orders 4.2 and 3, appoint and determine the terms of office of members of such a committee
- 4.4.5. May, subject to standing orders 4.2 and 3, 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 2 days before the meeting that they are unable to attend
- 4.4.6. Shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee
- 4.4.7. Shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee
- 4.4.8. 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
- 4.4.9. Shall determine if the public may participate at a meeting of a committee
- 4.4.10. 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
- 4.4.11. Shall determine if the public may participate at a meeting of a sub- committee that they are permitted to attend and
- 4.4.12. May dissolve a committee or a sub-committee

5. ORDINARY COUNCIL MEETINGS

- 5.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office**
- 5.2. 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 decides.**
- 5.3. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- 5.4. 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.**
- 5.5. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- 5.6. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- 5.7. The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- 5.8. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- 5.9. In an election year, if the current Chairman of the Council has been re- elected as a member of the Council, they shall preside at the annual meeting until a**

new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

5.10. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

5.10.1. In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.

5.10.2. Confirmation of the accuracy of the minutes of the last annual meeting of the Council.

5.11. At every other ordinary Council or committee meeting, the order of business shall be as follows:

5.11.1. To receive apologies for absence

5.11.2. To receive declarations of interest

5.11.3. To note any Dispensations agreed by the Town Clerk in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda

5.11.4. To approve the minutes of the last meeting

5.11.5. Chairman's announcements

5.11.6. To receive questions or statements from public

5.11.7. To receive any questions from Councillors

5.11.8. To receive verbal reports from partner organisations

5.11.9. To receive and adopt reports and minutes of standing Committees, advisory Committees and Working Groups, as required

5.11.10. To consider motions under Standing Order 1 in the order in which they have been notified to the Town Clerk

5.11.11. To consider any other business specified in the summons to the meeting

5.11.12. The order of business at a meeting may, with the permission of the Chairman, be varied, on the grounds of urgency or convenience.

5.12. After the election of the Chair and Vice-Chair, members shall appoint an advisory appointment of Mayor Elect. The Mayor Elect may be the Vice-Chairman (but does not have to be.) The Mayor Elect may be asked to represent the Council if the Chair and Vice-Chair are unavailable. There is still a legal requirement to appoint the Mayor as the first business of the annual meeting. Members can still consider other candidates for the appointment of Mayor.

5.13. At the Annual meeting, after the election of the Chair of the Council, and Deputy Chair of the Council, the members will then elect a Leader & Deputy Leader.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

6.1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

6.2. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

6.3. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

6.4. If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- 7.1. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 Councillors to be given to the Proper Officer (see section 15) in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee
- 7.2. When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved for a further six months

8. VOTING ON APPOINTMENTS

- 8.1. 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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 9.1. 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
- 9.2. 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 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting
- 9.3. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion
- 9.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 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 3 clear days before the meeting
- 9.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected
- 9.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final
- 9.7. Motions received shall be recorded and numbered in the order that they are received
- 9.8. 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

- 10.1. The following motions may be moved at a meeting without written notice to the Proper Officer:

- 10.1.1. To correct a factual inaccuracy in the draft minutes of a meeting
- 10.1.2. To move to a vote
- 10.1.3. To defer consideration of a motion
- 10.1.4. To refer a motion to a particular committee or sub-committee
- 10.1.5. To appoint a person to preside at a meeting
- 10.1.6. To change the order of business on the agenda
- 10.1.7. To proceed to the next business on the agenda
- 10.1.8. To require a written report
- 10.1.9. To appoint a committee or sub-committee and their members
- 10.1.10. To extend the time limits for speaking
- 10.1.11. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest
- 10.1.12. To not hear further from a councillor or a member of the public
- 10.1.13. To exclude a councillor or member of the public for disorderly conduct
- 10.1.14. To temporarily suspend the meeting
- 10.1.15. To suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements)
- 10.1.16. To adjourn the meeting or
- 10.1.17. To close the meeting

11. MANAGEMENT OF INFORMATION (See Also Standing Order 20)

- 11.1. **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.**
- 11.2. **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).**
- 11.3. **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.**
- 11.4. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- 12.1. 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.
- 12.2. 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 10.1.1.
- 12.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4. 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 meeting of the

(x) held on [date] in respect of (x) were a correct record but that view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- 12.5. Subject to the publication of draft minutes in accordance with Standing Order 20.1 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 3.21)

- 13.1. All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- 13.2. Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 13.3. 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 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.
- 13.4. **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.
- 13.5. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final
- 13.6. A dispensation request shall confirm:
- 13.6.1. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
- 13.6.2. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote
- 13.6.3. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought and
- 13.6.4. An explanation as to why the dispensation is sought
- 13.7. Subject to standing orders 13.4 and 13.6, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- 13.8. **A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:**
- 13.8.1. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
- 13.8.2. Granting the dispensation is in the interests of persons living in the Council's area or**
- 13.8.3. It is otherwise appropriate to grant a dispensation**

14. CODE OF CONDUCT COMPLAINTS

- 14.1. Upon notification by the 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
- 14.2. Where the notification in standing order 14.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact,

and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4

14.3. The Council may:

14.3.1. Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement

14.3.2. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter

14.4. **Upon notification by the 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

15.1. The Proper Officer shall be either the Town Clerk or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent

15.2. The Proper Officer shall, **at least three clear days before a meeting of the Council, a committee** or a sub-committee:

15.2.1. **Serve on Councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda. If requested delivery or post at their residences may also be provided.**

15.2.2. **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

15.2.3. Provide on the Council's public website, copies of all public documentation contained in the agenda despatch.

15.2.4. See Standing Order 3.2 for the meaning of clear days for a meeting of a Full Council and Standing Order 3.3 for the meaning of clear days for a meeting of a committee

15.2.5. **Subject** to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it

15.3. **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office**

15.4. **Facilitate inspection of the minute book by local government electors**

15.5. **Receive and retain copies of byelaws made by other local authorities**

15.6. Hold acceptance of office forms from Councillors

15.7. Assist with responding to requests made under freedom of information legislation and rights exercisable under the general data protection regulations, in accordance with the Council's relevant policies and procedures

15.8. Liaise, as appropriate, with the Council's Data Protection Officer

15.9. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary

15.10. 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

15.11. Arrange for legal deeds to be executed (*see also Standing Order 23*)

- 15.12. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations
- 15.13. Arrange for every planning application notified to the Council and the Council's response to the local planning authority to be recorded
- 15.14. Refer a planning application received by the Council Chairman or in his absence Vice-Chairman (if there is one) of the Planning and licensing Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and licensing Committee
- 15.15. Manage access to information about the Council via the publication scheme and
- 15.16. 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*)
- 15.17. In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 15.17.1. The day to day administration, development, management and promotion of Council services and associated activities, together with routine inspection and control.
 - 15.17.2. The Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless otherwise stated in other Council policies.
 - 15.17.3. Authorisation of routine expenditure within the agreed budget
 - 15.17.4. Emergency expenditure up to £100,000 outside the agreed budget
 - 15.17.5. Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated
 - 15.17.6. The short term licensing, of events and activities taking place on Council land licensing. The leasing or licensing of Council assets (Buildings & Land) for a period of up to 24 months where there is no significant budgetary impact.
 - 15.17.7. Delegated actions of the Town Clerk shall be in accordance with Standing Orders and Financial Regulations, and with directions given by the Council from time to time.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- 17.1. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide"
- 17.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations
- 17.3. The Responsible Financial Officer shall supply to the Finance and Governance Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - 17.3.1. The Council's or income and expenditure for each quarter
 - 17.3.2. The Council's aggregate or income and expenditure for the year to date
 - 17.3.3. The balances held at the end of the quarter being reported and
 - 17.3.4. Which includes a comparison with the budget for the financial year and highlights any actual or potential overspends
- 17.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- 17.4.1. The Finance and Governance Committee with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information and
- 17.4.2. To the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval
- 17.5. The year-end accounting statements 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 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before the relevant date set by external audit

18. FINANCIAL CONTROLS AND PROCUREMENT

- 18.1. 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:
 - 18.1.1. The keeping of accounting records and systems of internal controls
 - 18.1.2. The assessment and management of financial risks faced by the Council
 - 18.1.3. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
 - 18.1.4. The inspection and copying by Councillors and local electors of the Council's accounts and / or orders of payments and
 - 18.1.5. Whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise
- 18.2. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose
- 18.3. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 18.6 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- 18.4. 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:
 - 18.4.1. A specification for the goods, materials, services or the execution of works shall be drawn up
 - 18.4.2. An invitation to tender shall be drawn up to confirm
 - 18.4.2.1. The Council's specification
 - 18.4.2.2. The time, date and address for the submission of tenders
 - 18.4.2.3. The date of the Council's written response to the tender and
 - 18.4.2.4. The prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
 - 18.4.3. The invitation to tender shall be advertised in any manner that is appropriate

- 18.4.4. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer unless the tendering process is to be managed through an E-tendering system.
- 18.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender
- 18.6. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- 18.7. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- 19.1. A matter personal to a member of staff that is being considered by a meeting of Council or the HR Committee is subject to Standing Order 11
- 19.2. The Chairman of the HR Committee in conjunction with 2 other members of the HR Committee shall conduct an annual review of the performance of the Town Clerk
- 19.3. Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies
- 19.4. 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

20. RESPONSIBILITIES TO PROVIDE INFORMATION (See Also Standing Order 21)

- 20.1. **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.**
- 20.2. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (See Also Standing Order 11)

Note: This is not an exclusive list.

- 21.1. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- 21.2. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 21.3. **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.**

21.4. **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.**

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

22. RELATIONS WITH THE PRESS / MEDIA

22.1. 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.

23. EXECUTION AND SEALING OF LEGAL DEEDS (See Also Standing Orders 15.2.11 and 16)

23.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2. Subject to Standing Order 23.1, 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.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

24.1. An invitation to attend a meeting of the Council shall be sent by email, together with the agenda, to the ward Councillor(s) of the Unitary Council representing the area of the Council.

24.2. Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be copied to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

25.1. Unless duly authorised no Councillor shall:

25.1.1. Inspect any land and / or premises which the Council has a right or duty to inspect or

25.1.2. Issue orders, instructions or directions

26. URGENT MATTERS

26.1. The special delegation forms shall be sent to the Chairman of the Council, the Leader of the Council and the Chair and Vice Chair of the committee where the issue would ordinarily have been considered. At least two of the four Councillors consulted must sign as approved for the action to be agreed

26.2. Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council

26.3. Before exercising the delegated powers granted by paragraph 26.1 and 2 above, the Town Clerk and those Councillors consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

27. THE LEADER OF THE COUNCIL AND POLITICAL GROUPS

27.1. Councillors shall as soon as possible after being elected notify the Town Clerk to which Political Group, if any, they wish to belong

27.2. The Political Groups will notify the Town Clerk of those Councillors appointed as Leader, Deputy Leader or Representative of each Group

27.3. Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader / Deputy Leader / Representative of each Political Group.

LEADER OF THE COUNCIL

1. Will have no decision-making capacity, including strategic direction of the Council.
2. Will work with the Town Clerk and The Advisory Group to ensure the corporate plan and operational management of the Council are working effectively and that communication channels are effective. Scrutiny functions are to be the responsibility of a subgroup of the Services committee.
3. Will work with the Town Clerk to negotiate (or delegate to the relevant councillors to negotiate) on behalf of the Council with other local authorities and organisations in order to deliver the strategic direction and policy objectives.
4. Will discuss with the Mayor and relevant Committee Chairs the purpose of any negotiation and report the outcome to Council or the relevant committee.
5. Will discuss with the Town Clerk, on a regular basis, the operational work of the Council and issues within the town and council.
6. Will work with the Town Clerk to consider upcoming meetings with external organisations, briefings and agendas for future meetings.
7. Will contribute to the chair of HR for the appraisal of the Town Clerk's performance at least annually.
8. Will represent all councillors in a non-political manner.
9. A Deputy Leader will substitute for the leader when the leader is unavailable.
10. Neither the Leader or Deputy Leader will direct the work of the Town Clerk or any officers.

At any Full Council meeting, if a properly submitted motion of no-confidence in the leader is carried by a majority, it triggers an election of a new leader.

THE ADVISORY GROUP

1. A regular meeting comprising of; The Town Clerk, The Mayor, The Leader & Deputy Leader of the Council, Committee Chairmen and Political Group Leaders shall be known as "The Advisory Group" TAG. (Vice chairs and deputy leaders may also attend)
2. TAG shall not have any decision-making powers.
3. TAG shall not change the strategic direction of the council.
4. TAG is to be chaired by the Leader of the Council.
5. TAG is to ensure good communication between the members and the Town Clerk.

28. SUBSTITUTE OR REPLACEMENT MEMBERS OF COMMITTEES AND SUB-COMMITTEES

- 28.1. Before either a replacement or temporary substitution can take effect, a minimum of five days written notice in the case of a replacement and 24 hours written notice for temporary substitution, wherever possible, shall be given to the Town Clerk by a Group Leader, or his / her nominated representative
- 28.2. A replacement shall continue in force until further notice
- 28.3. A temporary substitute shall apply for a particular meeting / meetings only
- 28.4. At the beginning of the relevant meeting the Chairman shall advise the meeting of the details of the substitution or replacement. Details of substitutions or replacements will be minuted
- 28.5. The appointment of a replacement or substitute Councillor under this Procedure Rule shall be deemed to be an expression of the wishes of the Relevant Group and shall be deemed to be an appointment made by the Council

29. QUESTIONS / STATEMENTS BY COUNCILLORS

- 29.1. A Member of the Council may ask the Chairman of a meeting any question or make a request to make a statement on any report item of a meeting submitted to the Council, whether for confirmation or for report
- 29.2. A Member of the Council may:
 - 29.2.1. If notice in writing has been given to the Town Clerk at least one clear day before the next meeting of the Council, ask the Chairman of any meeting any question or make a statement on any matter in relation to which the Council has powers or duties or which affects the Town and
 - 29.2.2. With the permission of the Chairman of any Committee put to them any question or make a statement relating to urgent business of which such notice has not been given, but a copy of any such question or statement shall be delivered to the Town Clerk not later than three o'clock in the afternoon of the day of the meeting
- 29.3. The question or statement asked by the Councillor will be the question or statement submitted to the Town Clerk
- 29.4. Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer
- 29.5. An answer may take the form of:
 - 29.5.1. A direct oral answer
 - 29.5.2. Where the desired information is in a publication of the Council or other published work, a reference to that publication or
 - 29.5.3. Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days
- 29.6. A Councillor asking a question under SO 29.2 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply

30. CONFIDENTIAL BUSINESS

- 30.1. No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council
- 30.2. The content of any document or report circulated to Councillors which are marked EXEMPT or PRIVATE & CONFIDENTIAL shall not be disclosed to any other person.

31. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- 31.1. If a candidate for any appointment under the Council is, to their knowledge, related to any Councillor of, 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 Town Clerk
- 31.2. A candidate who fails to do so shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee or Sub-Committee any such disclosure. Where a relationship to a Councillor is disclosed, the Standing Orders on interests of Members in contracts and other matters shall apply
- 31.3. Canvassing of Councillors or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment
- 31.4. A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion, but nevertheless, a Councillor may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for employment

- 31.5. Standing Order 31 shall apply to tenders as if the person making the Tender were a candidate for any appointment

32. STANDING ORDERS GENERALLY

- 32.1. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting
- 32.2. 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 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9
- 32.3. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible
- 32.4. The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final

Agreed: 24 June 2020

Review: June 2021

APPENDIX A – SCHEME OF DELEGATION

1. COMMITTEES OF THE COUNCIL

- 1.1. The Council will appoint 4 Standing Committees
 - 1.1.1. The Finance and Governance Committee
 - 1.1.2. The Services Committee
 - 1.1.3. The HR Committee
 - 1.1.4. The Planning and Licensing Committee
- 1.2. The Council may determine the number of any or all committees without the need to amend Standing Orders
- 1.3. Any member of the Town Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chairman and shall not vote
- 1.4. Councillors shall be appointed to the Committees in a manner which as nearly as practicable reflects the membership of the political groups represented on the Council
- 1.5. The Chairman of the Council shall not be eligible for election as chairman or vice chairman of a standing committee.
- 1.6. Every member shall serve on at least one standing committee.

2. FULL COUNCIL - Matters Reserved for Full Council

- 2.1. Setting the precept and approval of the Council's budget
- 2.2. Approval of the Annual Accounts
- 2.3. Completion of the Annual Return including the Governance Statement
- 2.4. The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- 2.5. Adoption or revision of the Council's Code of Conduct
- 2.6. Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- 2.7. Matters of principle or policy
- 2.8. Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- 2.9. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- 2.10. The making, amending or revoking of bye-laws
- 2.11. Authorisation as to terms and purpose for any application for Borrowing Approval
- 2.12. Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- 2.13. Dismissal of the Town Clerk
- 2.14. Dismissal of the RFO

3. THE FINANCE AND GOVERNANCE COMMITTEE

- 3.1. The membership and frequency of meetings shall be:
 - 3.1.1. 12 members of the Council who will meet as a committee at least 6 times per year
 - 3.1.2. The Chairs of the Services, HR and, Planning and Licensing Committees
 - 3.1.3. Members to be appointed by Full Council each year
- 3.2. Matters for consideration and determination shall be:
 - 3.2.1. All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
 - 3.2.2. All matters relating to Grants and Donations
 - 3.2.3. All matters relating to Internal Audit

- 3.2.4. Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
- 3.2.5. Health and Safety
- 3.2.6. Corporate Governance and Risk Management
- 3.2.7. Approval of Leases and Licences, outside of those determined by the Services Committee set out in Appendix A – paragraph 4.**
- 3.2.8. Democratic Representation
- 3.2.9. Any other matter which may be delegated to it by the Full Council from time to time.

4. THE SERVICES COMMITTEE

- 4.1. The membership and frequency of meetings shall be:
 - 4.1.1. 12 members of the Council who will meet as a committee at least 6 times per year
 - 4.1.2. Members to be appointed by Full Council each year
- 4.2. Matters for consideration and determination shall be:
 - 4.2.1. The strategic management for which there is a previously approved revenue budget of all matters relating to:
 - 4.2.1.1. Environmental Services which includes, but is not restricted to – Facilities, Beach, Esplanade, Parks & Open Spaces, playareas, cemeteries and street-scene
 - 4.2.1.2. Business Services which includes, but is not restricted to – the Council Offices, Events, Communications
 - 4.2.1.3. Community Services
 - 4.2.1.4. Any other matter which may be delegated to it by the Full Council from time to time
 - 4.2.1.5. Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination.
 - 4.2.1.6. That the Services Committee will review the Council's performance for the services that it provides. Topics for appraisal and review will be routinely visited on a rotational basis, or on request from any member, or a member of the public; to ensure that the Council is meetings residents, businesses and visitors needs and doing so in a manner which demonstrates good value for money.
 - 4.2.1.7. To achieve its review function, the Services Committee may need to form a working group to review an area of the Council's business and report back to the Services Committee.
 - 4.2.1.8. There should only be one review working group on-going at a time.
 - 4.2.1.9. The Services Committee should elect a Chair for the performance review working group, to facilitate a consistent standard of reviewing.
 - 4.2.1.10. Matters for consideration by the performance review working group include:
 - Services provided by WTC
 - Major projects undertaken by WTC
 - Commerical Operation

5. THE HR COMMITTEE

- 5.1. The membership and frequency of meetings shall be:

- 5.1.1. 8 members of the Council who will meet as a committee at least once per year or as required
- 5.1.2. Members to be appointed by Full Council each year
- 5.2. Matters for consideration and determination shall be:
 - 5.2.1. Recommendation to Full Council concerning the dismissal of the RFO or Town Clerk.
 - 5.2.2. Final decisions on staff structures and consideration of staffing reviews
 - 5.2.3. Salaries & Conditions of service
 - 5.2.4. Approval of employment policies
 - 5.2.5. Matters related to grievance, disciplinary and capability matters for the Town Clerk and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy
 - 5.2.6. Appraisal of the Town Clerk
 - 5.2.7. Consideration of any appeal against dismissal by Senior Managers, in accordance with the Council's policies
 - 5.2.8. Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance committee for final consideration and determination
 - 5.2.9. Any matter may be referred by the Committee to the Full Council or the Finance and Governance committee for information or final approval.
 - 5.2.10. Consideration of requests received under the Pensions Discretion Policy.

6. THE PLANNING AND LICENSING COMMITTEE

- 6.1. The membership and frequency of meetings shall be:
 - 6.1.1. 12 members of the Council who will meet as a committee often enough to provide an effective response to planning applications
 - 6.1.2. Members to be appointed by Full Council each year
- 6.2. Matters for consideration and determination shall be:
 - 6.2.1. To comment on planning applications received from the local planning authority
 - 6.2.2. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
 - 6.2.3. To comment on Licensing matters received from the local licensing authority
 - 6.2.4. Street naming when requested
 - 6.2.5. To make recommendations regarding waiting restrictions within the Town
 - 6.2.6. Consideration of any Community Area Transport Group recommendations
 - 6.2.7. Any other matter which may be delegated to it by the Full Council from time to time

7. THE APPEALS (STAFF) COMMITTEE

- 7.1. The membership and frequency of meetings shall be:
 - 7.1.1. 6 members of the Council who will meet as a committee often enough to provide an effective response to staff appeals
 - 7.1.2. Members to be appointed by Full Council each year
 - 7.1.3. Members should not also be Members of the HR Committee
- 7.2. Matters for consideration and determination shall be:
 - 7.2.1. To determine the outcome of appeals brought by staff members.

8. OTHER COMMITTEE MATTERS

- 8.1. There are no other standing committees or sub-committee's but they may be formed by resolution of the Council at any time and delegated powers may be decided upon

at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference

8.2. Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes

9. WORKING GROUPS

9.1. A Working Group(s) may be formed by resolution of the Full Council or a committee at any time. The work of such a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest

9.2. Working Groups will report back with recommendations to the Full Council, or the committee that formed it from time to time and as appropriate

10. DELEGATION – LIMITATIONS

10.1. Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions given by the Council from time to time.

11. MEMBER CHAMPIONS

11.1. A member champion is a member who has either an interest or specialist knowledge in a particular area. The role is to be a contact point, facilitator and communicator for either, an element of the council's work and/or link with an external body(s). Member champions are required to provide regular reports to Full Council.

11.2. Member champions will only be created where there is neither a committee nor a working group covering that subject. Member champions should only be created within the council's current remit, not to expand the council's remit.

11.3. Member champions cannot make decisions on behalf of the council.

11.4. Member champions do not direct officers or set policy.

11.5. Member champions will be elected by a Full Council. They will be re-elected each year. The need for a member champion should be evaluated regularly as changes to the remit of working groups and committees may change the areas which need a membership champion.