

ROTHERHAM BOROUGH COUNCIL
COUNCIL PROCEDURE RULES

PART I
COUNCIL MEETINGS

Annual meeting etc

- 1 [Annual meeting and other council meetings](#)
- 2 [Timing and Business of the Annual General Meeting](#)
- 3 [Ordinary Council Meeting](#)
- 4 [Budget Council Meeting](#)
- 5 [Extraordinary Council Meetings](#)
- 6 [Declarations of Interest](#)
- ~~27~~ [Quorum for Council Meetings](#)
- ~~38~~ [Appointment of ~~Chairperson~~ Mayor and ~~Vice Chairperson~~ Deputy Mayor of the Council](#)
- 9 [Leader's Statement](#)
- ~~4~~ [Order of business at Council Meetings](#)
- ~~5~~ [Communications](#)

Council minutes and questions at Council meetings

- ~~6~~10 [The minutes of council meetings](#)
- ~~7~~11 [General questions by members at council meetings](#)
- ~~8~~12 [General questions by members of the public at council meetings](#)
- ~~8A~~ [Presentation of petitions by members of the public at council meetings](#)
- ~~8B~~ [Debate on petition](#)
- 13 [Petitions](#)
- ~~9~~ [Moving the minutes of the Cabinet, members of Cabinet and committees and the Council's Standards Committee](#)
- ~~9A~~14 [Report of the Chairpersons of the Overview and Scrutiny Management Board](#)

Motions

- ~~40~~15 [Notices of motions, order of motions, consideration of motions and unconnected business](#)
- ~~41~~16 [Motions that may be moved without notice](#)
- ~~42~~17 [Rescission of a resolution or resurrection of a motion](#) Previous Decisions and Motions

Rules of debate and voting

- ~~43~~18 [Rules of debate for Council Meetings](#)

~~44~~19 [Voting](#)

Misconduct or disruption at Council meetings

~~45~~20 [Misconduct by a member at a council meeting](#)

~~46~~21 [Disruption of a council meeting by a member of the public](#)

Miscellaneous provisions

~~47~~22 [The Council in committee](#)

~~48~~23 [Recording council meetings](#)

~~49~~24 [Members' record of attendances](#)

~~49A~~ [Approval or adoption of draft plans and strategies](#)

~~49B~~ [Setting of council tax and precepts](#)

PART II

ELECTION OF THE LEADER AND APPOINTMENT OF COMMITTEES OF THE COUNCIL

Cabinet and committees

~~20~~25 [Election of the Leader](#)

~~21~~26 [Appointment of committees](#)

~~22~~27 [The quorum of the Cabinet, committees of the Cabinet, committees and reference groups etc.](#)

~~23~~28 [Appointment of the chairperson and vice-chairperson of the Cabinet and each committee](#)

Meetings etc of the Cabinet and committees

~~29~~ [The summoning of meetings of the Cabinet and committees](#)

~~25~~ [Minutes of committees](#)

~~26~~30 [Standing orders in Part I to apply to committees](#)

~~27~~31 [Attendance by a non-member of the Cabinet or a committee at the invitation of the chairperson of the Cabinet or committee](#)

PART III

MISCELLANEOUS PROVISIONS

~~28~~ [Declaration of interests](#)

~~29~~ [Members not to give testimonials and references](#)

~~30~~ [Appointment of chief officers](#)

~~30A~~ [Appointment, dismissal and disciplinary proceedings against a member of staff](#)

~~31~~ [Disciplinary action against the Chief Executive, the Monitoring Officer or the Chief Finance Officer](#)

**PART IV
CONTRACT STANDING ORDERS**

**CHAPTER I
GENERAL**

- 32 Contract standing orders and Financial Regulations
- 33 Guiding principles
- 34 Delegation arrangements
- 35 Compliance with standing orders, legislation and adoption of the Standing Guide
- 36 Authorised Officers

**CHAPTER II
PREPARING FOR A PROCUREMENT**

- 37 Procurement Business Cases
- 38 Approved lists of contractors
- 39 Open competition for contracts

**CHAPTER III
ASCERTAINING THE VALUE OF CONTRACTS**

- 40 Contract value and aggregation
- 41 Pre tender quotations and enquiries

**CHAPTER IV
THE TENDERING PROCESS**

- 42 Contracts not requiring tendering
- 43 Exemption from competition
- 44 Framework contracts
- 45 Contracts valued at less than £25,000
- 46 Contracts valued at £25,000 or more
- 47 Tender invitation and receipt of tenders
- 48 Evaluation of tenders
- 49 Form and content of contracts
- 50 Security for performance of contract
- 51 Signing contracts and the Common Seal

**CHAPTER V
CONTRACT MANAGEMENT**

- 52 The role of Contract Manager
- 53 Contract variations and modifications
- 54 Contract extensions

CHAPTER VI
MISCELLANEOUS PROVISIONS

~~55~~ Community representatives

~~56~~ Sale of land

~~57~~³² Suspension of Procedure Rules

~~58~~³³ Variation, revocation or supersession of Procedures Rules

~~59~~³⁴ Interpretation of Procedure Rules

APPENDIX 1

PART I
COUNCIL MEETINGS

Annual meeting etc

1 Annual meeting and other council meetings

(1) Dates and times of Council meetings will be agreed by the Council at the Annual Meeting. Additional meetings will be agreed by the Council as required. They will start at 2.00pm, unless otherwise determined by the Mayor. ~~The Council shall hold an annual meeting and such other meetings and extraordinary meetings that may be required.~~

~~(2) The day of the annual council meeting shall be Friday and the day of other ordinary council meetings shall be Wednesday and the time of meeting (including the annual meeting) shall be 2.00 p.m.~~

~~(3) Except in the case of extraordinary meetings, which may be called by the Mayor at any time, council meetings shall be held at approximately six weekly intervals, in accordance with a programme agreed at the start of the municipal year.~~

(2) There will be an Annual Meeting, a Budget Council meeting and six further ordinary meetings of the Council in each municipal year.

2. Timing and Business of the Annual Council Meeting

(1) In the year when there is an ordinary election of councillors, the annual meeting will take place within 21 days following the retirement of the outgoing councillors. At this meeting, the Council will elect a Leader to serve for a four-year term or until the next annual meeting after ordinary whole Council elections;

(2) In any other year, the annual meeting will take place at a time of the Council's determination in April or May and will consider the following business:

- (i) Elect a person to preside if the Mayor or Deputy Mayor of Council are not present;
- (ii) Elect the Mayor of Rotherham as Chairman of the Council
- (iii) Elect the Deputy Mayor of Rotherham as Vice-Chairman of the Council
- (iv) Approve the minutes of the last meeting
- (v) Receive any announcement from the Mayor, as chair of the meeting

- (vi) Note the decision of the Leader as to the number of Members of the Executive; who he/she has appointed to those roles; the scope of their respective portfolios and the terms of delegation to them and officers;
- (vii) Appoint members to all committees, boards and panels, as appropriate, to deal with matters which are neither reserved to the Council nor are executive functions;
- (viii) Agree the scheme of delegation; and
- (ix) Consider any urgent business requiring consideration at the meeting.

(3) The Council will:

- (i) decide which member level bodies to establish for the municipal year;
- (ii) decide the size and terms of reference for those bodies;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of councillors to serve on committees and joint committees; and
- (v) appoint to those committees and joint committees, except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive.

3. Ordinary Council meetings

(1) Ordinary meetings of the Council will take place in accordance with the calendar decided at the Council's annual meeting.

(2) The order of business at ordinary meetings will be as follows:-

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) Mayor's announcements;
- (iii) to approve as a correct record and sign the minutes of the last meeting of the Council;
- (iv) receive any declarations of interest from councillors;
- (v) to deal with any business required by statute to be done before any other business;
- (vi) to receive and consider any petitions received in accordance with the Council's Petition Scheme
- (vii) to deal with any other business expressly required by statute (not required under (v) above) or specified in the summons including reports from the Executive, Proper Officers, Overview and Scrutiny Committees or Joint Committees and Partners;
- (viii) to answer questions asked under Procedure Rule 10

- (ix) to consider motions; and
- (x) other business, if any, specified in the summons

4. Budget Council Meetings

- (1) A meeting of the Council will take place before 10 March each year in order to calculate the budget requirement and set the Council tax.
- (2) This meeting will be deemed to be a Budget Council meeting, but will operate within the meaning of an Ordinary meeting, as set out at Procedure Rule 3.
- (3) The Calendar of Meetings for the forthcoming municipal year, including dates of Council and Committee meetings, will be submitted for approval to this meeting annually.

5. Extraordinary Council Meetings

- (1) Those listed below may request the Chief Executive to call extraordinary Council meetings:-
 - (i) the Council by resolution
 - (ii) the Mayor, on advice from the Chief Executive and/or Monitoring Officer
 - (iii) the Monitoring Officer
 - (iv) any five members of the Council if they have signed a requisition presented to the Mayor and he/she refused to call a meeting or has failed to do so within seven days of the presentation of the requisition.
- (2) The business to be carried out at an extraordinary meeting shall be restricted to those items referred to in the notice convening the meeting unless the Mayor decides otherwise.

6. Declarations of interests

- (1) In discharging his/her duties as councillor, a member of the Council shall abide by the guidance contained in the Council's *Code of Conduct for Members and Co-opted Members and the Member/Officer Protocol*.
- (2) Officers of the Council must abide by the provisions of the Council's *Code of Official Conduct* and any guidance issued from time to time by the Council's Standards Committee.
- (3) At the start of a Council meeting, or upon reaching the relevant item in the agenda, members and officers shall make any declarations of interests that

they are required to make in accordance with this standing order.

(4) On and after the coming into force of the provisions in relation to disclosable pecuniary interests in Chapter 7 (standards) of Part 1 of the Localism Act 2011, except where the monitoring officer or the Standards Committee, as the case may be, has granted a member a dispensation in relation to an item of business of which the member has a disclosable pecuniary interest, the member must not take part in the discussion or vote on the item and must withdraw from the meeting room, including the public gallery, before the item is considered by the meeting.

(5) In the case of personal interests under the Code of Conduct, except where the Monitoring Officer or Standards Committee as the case may be, has granted a member a dispensation in relation to an item in which a member has a personal interest, the member must not take part in the discussion or vote on the item and consider whether the interest is of such significance that it warrants withdrawal from the meeting.

(6) Declarations of interests by members shall be recorded in the minutes of the meeting at which the interest is declared.

(7) The Assistant Director of Legal Services shall keep a register of members' interests.

7 Quorum for council meetings

(1) The quorum for any meeting of the Council is at least one quarter of the total number of members of the Council.

(2) No business will be considered at a meeting of the Council unless there is a quorum present. If during any meeting the Mayor, after counting the number of councillors present, declares the meeting to be inquorate, the meeting will be adjourned. Any business not carried out will be adjourned to a time fixed by the Mayor at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council.

~~(1) Except where more than one-third of the members of the Council become disqualified at one time (in which case the quorum shall be determined by reference to the number of remaining qualified members), members of the Council shall not transact council business unless at least one-quarter of their number is present at the meeting.~~

~~(2) If it appears to the Mayor that there is less than one-quarter of the members of the Council present at or during a council meeting, he/she shall call for the names of the members present.~~

~~(3) Where there is less than one-quarter of the members of the Council present at or during a council meeting, the Mayor shall declare the council meeting at an end, and the names of those who are present and those who are absent shall be recorded in the minutes of the meeting.~~

8 Appointment of Mayor and Deputy Mayor of the Council

(1) The members of the Council shall elect annually a chairperson and vice-chairperson of the Council (the Mayor and Deputy Mayor), who shall hold office on the terms and conditions set down in the Local Government Act 1972 and preside at council meetings.

(2) In the absence of the Mayor and Deputy Mayor, another member of the Council, who is chosen by the members of the Council present at the meeting, shall preside and exercise the powers and duties conferred on the Mayor by these [Procedure Rules](#). [Standing Orders](#).

~~4 Order of business at council meetings~~

~~(1) The first business transacted at the annual council meeting shall be the election of the Mayor and Deputy Mayor, followed by any business required to be dealt with by statute and any urgent business brought before the meeting in accordance with these Standing Orders.~~

~~(2) Except for urgent business, council business shall not be transacted at a council meeting unless it has been specified in the summons for the meeting.~~

~~(3) Subject to sub-paragraph (4), the prior order of business at every council meeting shall be as follows—~~

- ~~• To choose a person to preside if the Mayor and Deputy Mayor are absent.~~
- ~~• To deal with any business required by statute to be done before any other business.~~
- ~~• To approve the minutes of the last council meeting and to certify and sign them as a correct record.~~
- ~~• To deal with any business expressly required to be dealt with by statute.~~
- ~~• To consider any communications received by the Mayor or Chief Executive and to pass a resolution or resolutions upon them.~~
- ~~• To dispose of any business remaining from the last meeting.~~

- ~~• To deal with any questions put by members of the public in accordance with standing order 8 (general questions by members of the public at council meetings).~~
- ~~• To have presented any qualifying petitions under the Council's scheme for handling petitions.~~
- ~~• To debate any qualifying petitions under the Council's scheme.~~
- ~~• To receive and consider the reports, minutes and recommendations of the Cabinet (the minute numbers of recommendations made by the Cabinet to the Council shall be highlighted in bold type), members of the Cabinet and committees.~~
- ~~• To deal with any general questions submitted—~~
 - ~~○ to members of the Cabinet (or their representatives) and committee chairpersons (or their representatives) under standing order 7(1) and (3), and~~
 - ~~○ to members who represent the Council on the bodies specified in standing order 7(5) and who have been nominated by the body on which they sit to answer questions on the functions and workings of that body.~~
- ~~• To consider at alternate meetings of the Council the work of the Overview and Scrutiny Management Board and the select commissions.~~
- ~~• To consider motions in the order in which notice of them has been received.~~
- ~~• To consider any other business specified in the summons.~~
- ~~• To consider any other business which is not specified in the summons for the meeting but which is placed before the meeting as a matter of urgency by the Mayor.~~

~~(4) Except for the first three items of the order of business, specified in subparagraph (3) (presiding member, statutory business and approval of minutes of last meeting), the order of business may be varied—~~

~~—(a) by the Mayor at his discretion; or~~

~~—(b) by a resolution passed following a motion (which need not be in writing) which is put without discussion and which is duly moved and seconded.~~

9. **Communications** Leader's Statement

(1) The Leader of the Council may make a report or statement to the meeting providing an update on any matters relating to the Borough or the Council.

(2) There will be an opportunity for questions to be put to the Leader of the Council by any Member for a period of up to 10 minutes.

~~(1) Any communication received by the Mayor or Chief Executive which—~~

~~(a) relates to a recommendation of the Cabinet or a committee that is to be considered by the members present at a council meeting, and~~

~~(b) which was received after the relevant meeting, as the case may be, of the Cabinet or appropriate committee,~~

~~shall be brought to the attention of the members at the meeting.~~

~~(2) The Chief Executive shall bring to the attention of the members present at a Council meeting any petitions received from the public (which shall be formally received by the members present at the meeting without debate) and state the directorate(s) to which they have been referred for actioning.~~

10 The minutes of council meetings

(1) The minutes of the proceedings of council meetings shall be drawn up and entered in a book or books kept for that purpose and a copy sent to members with the summons for the next following council meeting.

(2) The minute books for each council meeting shall comprise the Council Minute Book and the Orange Book. Minutes within the Council Minute Book shall be submitted to the council meeting for consideration. Minutes within the Orange Book shall be circulated to members for information, but not considered at the council meeting.

(3) The Council Minute Book shall contain –

- the minutes of meetings of the full Council;
- the minutes of meetings of the Cabinet;
- the minutes of delegated powers meetings of members of the Cabinet;
- the minutes of meetings of the Audit Committee;
- the minutes of meetings of the Licensing Board and Licensing Board Sub-Committee;
- the minutes of meetings of the Planning Board;
- the minutes of meetings of the Standards Committee.

(4) The Orange Book shall be electronically available and contain the minutes of seminars, appeals panels, staffing matters, etc. and select commissions.

(3) The Mayor shall put the question that the minutes of the preceding council meeting be approved as a correct record.

(4) Except upon the question of their accuracy, the minutes of a council meeting shall not be debated.

(5) A question on the accuracy of a minute or minutes shall be raised by motion.

(6) If the minutes are approved without question, or any question on their accuracy is resolved, the Mayor shall certify and sign them as a true record of the council meeting on the specified date.

(7) Where an extraordinary meeting of the Council is called between programmed council meetings, the next programmed meeting of the Council shall be treated as a suitable meeting for the purposes of certifying and signing the minutes of the extraordinary meeting.

11 General questions by members at council meetings

General questions to members of the Cabinet and committee chairpersons

(1) A member may, subject to ~~sub-paragraphs~~ Procedure Rules 11(7) and (11), ask a general question of a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee that is relevant to the affairs of the Council or the borough.

(2) A general question asked under sub-paragraph (1) must not exceed 50 words in length and –

~~(a) must not relate to a matter contained in the Council Minute Book which is before the Council for consideration;~~

(a) must not relate to an individual case; and

(b) must not without the Mayor's consent repeat or substantially repeat any question that has been asked and answered in the preceding three council meetings.

(3) Following the reply to a question put under ~~sub-paragraph~~ Procedure Rule 11(1), the member who asked the question may ask a supplementary question of the member of the Cabinet (or his/her representative) or the

chairperson of the committee (or his/her representative) who responded to the question.

- (4) A supplementary question under ~~sub-paragraph~~ Procedure Rule 11(3)–
- (a) must relate to the subject matter of the original question and answer; and
 - (b) must be fair and reasonable.

Questions to be put to representatives nominated to joint authorities and other bodies

(5) On the conclusion of questions asked under ~~sub-paragraphs~~ Procedure Rule 11(1) and (3), a member may, subject to ~~sub-paragraph~~ Procedure Rule 11(7), ask a question of a member (or his/her representative) who –

- (a) sits as a member of one or more of the joint authorities or other bodies specified in ~~sub-paragraph~~ Procedure Rule 11(6); and
- (b) who has been nominated by the authority concerned to answer questions on the discharge of the functions of the authority,

and following the reply to a question put under this sub-paragraph the member who asked the question may ask the member who responded to the question a supplementary question in accordance with ~~sub-paragraph~~ Procedure Rule 11(4).

(6) The authorities and bodies referred to in ~~sub-paragraph~~ Procedure Rule 11(5) are –

- (a) the South Yorkshire Police and Crime Panel;
- (b) the South Yorkshire Fire and Rescue Authority;
- (c) the South Yorkshire Passenger Transport Authority;
- (d) the South Yorkshire Pensions Authority; and
- (e) the Sheffield City Region Combined Authority

Notice of questions

(7) A member must submit a question to be put at the Council meeting, in writing to the Chief Executive by 10.00am three working days before the day of the Council meeting (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday),

- (a) to a member of the Cabinet or the chairperson of a committee; or
- (b) to a member who is both a representative of the Council and the nominee of a joint authority specified in ~~sub-paragraph~~ Procedure Rule 11(6).
- (8) (a) The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall draw up a list of questions, and may group together questions addressed to the same member of the Cabinet or chairperson of a committee that relate to the same subject matter. If a question from a member substantially duplicates a question of which another member has already given notice, the Assistant Director of Legal Services may exclude the latter question after consulting the member who submitted it.
- (b) If a question is determined to substantially duplicate a question from another member and is excluded from the agenda, the original questioner is allowed to ask a supplementary question that relates to the subject of his or her original question.

Manner of answering questions

- (9) In accordance with this ~~procedure rule~~ ~~standing-order~~, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.
- (10) Questions may be answered by –
- (a) responding directly to the question put;
- (b) referring the member to a publication of the Council; or
- (c) undertaking to provide a written answer for circulation to the members of the Council.
- (11) A question which is not answered as a result of the guillotine shall be answered in writing.

Absence of member

- (12) In the absence of a member who gave notice of a question and who has submitted his or her apologies, the question will receive a written answer.
- (13) In the absence of either a Cabinet Member or Committee Chair, the Leader of the Council or the Vice-Chair of the relevant committee will answer a question on behalf of the absent member.

(14) If an emergency issue or event occurs in the period between the deadline for submission of questions and 12.00pm the day of the Council meeting, a member may approach the Chief Executive to ask that a question relating to the event can be asked to a member of the Cabinet, the chair of a committee or to a member who is both a representative of the Council and the nominee of a joint authority or other body specified in ~~sub-paragraph~~ Procedure Rule 11(6).

12 General questions by members of the public at council meetings

General questions to the Mayor, members of the Cabinet and committee chairpersons

(1) ~~Subject to sub-paragraph (9),~~ A member of the public may ask one general question of the Mayor, a member of the Cabinet or the chair of a committee.

Notice of questions

(2) A member of the public must submit a question to be put to the Mayor, a member of the Cabinet or the chairperson of a committee, in writing to the Chief Executive by 10.00am three working days before the day of the Council meeting, (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday)

(3) The notice, ~~given under sub-paragraph (2),~~ must contain the text of the question and the question must not exceed 50 words in length.

Acknowledgement of receipt of notices etc

(4) The Chief Executive shall date and number the notice on receipt and enter it in a book kept for that purpose in his/her office.

(5) The Mayor, after taking such advice from the Assistant Director of Legal Services that he/she considers appropriate, may –

(a) exclude a question from the order of business for the meeting on the ground that the question concerns a matter which is outside the Council's area of responsibility or influence or is offensive or unlawful; or

(b) make clerical amendments to a question in order to render it fit for adding to the order of business for the meeting.

Manner of answering questions

(6) The Mayor shall invite the member of the public to read aloud any

question submitted in accordance with this ~~standing order~~ procedure rule and invite the appropriate member of the Cabinet or chairperson of the appropriate committee to reply.

(7) In accordance with this ~~standing order~~ procedure rule, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.

(8) A question may be answered by –

(a) responding directly to the question put;

(b) referring the questioner to a publication of the Council; or

(c) undertaking to provide a written answer to the questioner and to circulate the answer to the members of the Council.

Supplementary questions

(9) If a question put in accordance with this procedure rule is answered, the questioner may ask with the Mayor's permission one supplementary question, which must relate to the initial question or response received to the initial question. The questioner will not be permitted to make a statement and the Mayor's discretion will be applied to determine whether a question or statement has been made.

(10) The member to whom a supplementary question has been put may decline to answer, may reply in one of the ways specified in ~~sub-paragraph~~ Procedure Rule 12(8), or may nominate another member of the Council to reply on his/her behalf.

Questions by members of the public at the annual Council meeting

(11) A member of the public may submit a written question prior to the annual meeting in accordance with this procedure rule. Any such questions will not be considered at the annual meeting or listed upon the agenda. However a written response will be provided in accordance with ~~paragraph~~ Procedure Rule 12(8)(c). ~~of this procedure rule.~~

13 Petitions

(1) A member of the public may present a qualifying petition and speak for a maximum of five minutes.

(2) A member of the public may ask a member to present a qualifying petition on his/her behalf, and the member may speak for a maximum of

five minutes in presenting the petition.

- (3) ~~A qualifying petition is a petition within the meaning of paragraphs 5, 6, 7, 9 and 12 of the Council's Scheme for Handling Petitions, notice of which has been given at least ten days before the day of the council meeting.~~ A petition will not be considered if it meets the criteria set in paragraphs 3.1 and 3.3 of the Council's Guidance on Petitions and/or it has not been received by the Council at least ten days before the date of the next Council meeting.

~~8B Debate on petition~~

- (4) A qualifying petition with signatures meeting the threshold set out in paragraph 1.1 of the Council's *Guidance on Petitions Scheme for Handling Petitions* will automatically trigger a debate of the Council, except where the petition is asking for a senior council officer ~~and or members of the Cabinet~~ to give evidence at a public meeting.
- (5) A petition meeting the criteria set out in ~~sub-paragraph~~ Procedure Rule 13(4) may be debated at the meeting at which it is presented, or at a later meeting.
- (6) There shall be a guillotine on the debate of a petition of 15 minutes, after which the vote will be put, unless the Mayor at his/her discretion extends the debate.
- (7) The Council shall decide how to respond to the petition and shall decide either –
- (a) to take the action the petition requests;
 - (b) not to take the action the petition requests for reasons stated in the debate;
 - (c) to commission further investigation into the matter, which may include reference to a particular committee for its views, prior to consideration at a future meeting of the Council; or
 - (d) to refer the petition to the Cabinet where it relates to an executive function, in which case the Council may make recommendations to the Cabinet.

~~Moving the minutes of the Cabinet, members of the Cabinet and committees and the Council's Standards Committee~~

~~—The minutes of the Cabinet, members of the Cabinet and committees will be~~

considered in the following manner—

Moving the minutes

- ~~Prior to the moving of the minutes, the Leader may make a brief report to the Council about the work undertaken by the Cabinet since the previous council meeting and the progress of particular matters or policy developments. He/she may refer to notable events and achievements within the borough, or which affect the borough. Questions upon the Leader's report may be asked by any member of the Council and answered by the Leader or the member of the Cabinet nominated by him/her to answer the question.~~
- ~~The Leader and Deputy Leader (or the mover and seconder of the minutes) will move and second the minutes of the Cabinet, and of the meetings of members of the Cabinet under delegated powers, and the Leader or the mover of the minutes may invite members of the Cabinet to speak to the minutes that relate to their portfolios.~~
- ~~The chairperson (or his/her representative) and vice chairperson (or his/her representative) of a committee will move and second the minutes of the committee, and the chairperson will speak to the minutes of the committee.~~

Duty to call attention to unusual or special minutes

- ~~The Cabinet and the committees of the Council have a duty (acting, as the case may be, through the appropriate member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) to bring to the attention of members of the Council any minute or matter of an unusual or special character.~~

Questions of members of the Cabinet and chairpersons on minutes

- ~~The Mayor will invite questions on the recommendations and resolutions contained in the Cabinet and committee minutes.~~
- ~~A member may ask a question of—~~
 - ~~the member of the Cabinet (or his/her representative or the mover of the minutes) who spoke to the minutes relating to his/her portfolio; or~~
 - ~~the chairperson (or his/her representative) of the committee who spoke to the minutes of the committee.~~

Supplementary questions

- ~~Following the reply to the question, the member who asked the question may ask one supplementary question of the member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) who replied to the question.~~

Manner of answering questions

- ~~Questions may be answered by—
 - responding directly to the question put;
 - referring the member to a publication of the Council; or
 - undertaking to provide a written answer for circulation to members of the Council.~~

Members' speeches on minutes

- ~~The Mayor will invite members to call out the numbers of the minutes on which they wish to speak.~~

Right of reply of members of the Cabinet

- ~~The Mayor will invite members of the Cabinet (or their representatives) to reply to the speeches of members relating to their portfolios.~~

Moving the amendment of a minute

- ~~The Mayor will ask whether any member wishes to move a motion calling for the amendment of the recommended minutes being discussed and, if so, the number of the minute or minutes to which the amendment relates.~~

Prohibition on proposing amendments to minutes by certain members

- ~~Except for the correction of a clerical error, the member of the Cabinet (or his/her representative) who speaks to the minutes of the Cabinet relating to his/her portfolio, or the chairperson (or his/her representative) who moves that the minutes of a committee should be adopted by the Council, may not propose the amendment of those minutes.~~

Amendment of a minute by a member of the Cabinet or the mover of a minute

- ~~Where a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee wishes to move an amendment, as the case may be, to the minutes of—~~

- ~~○ the Cabinet relating to his/her portfolio, or~~
- ~~○ the committee,~~

~~— he/she shall be excused from speaking to those minutes or moving the adoption of them.~~

- ~~● Where, in accordance with the preceding sub-paragraph, a member of the Cabinet (or his/her representative) or the chairperson of a committee (or his/her representative) wishes to move an amendment to the minutes, the Mayor or some other member of the Council shall move for form's sake that the particular minutes of the Cabinet or the committee be adopted.~~

Adoption of non-contentious minutes

- ~~● After ascertaining the minute or minutes to which a motion to amend them has been moved, the Mayor will put the question that the remainder of the particular recommended minutes of the Cabinet or the particular committee minutes be adopted by the Council.~~
- ~~● After the adoption, in accordance with the preceding sub-paragraph, of the remainder of the recommended minutes of the Cabinet or the committee, an amendment to those minutes may not be moved.~~

Debating amendments to minutes

- ~~● Proposed amendments to recommended minutes shall be debated and put to a vote in accordance with standing order 13 (rules of debate for council meetings) and 14 (voting).~~
- ~~● The minutes of the Council's Standards Committee will be considered as follows—~~

Moving the minutes

- ~~○ The minutes of the Council's statutory Standards Committee will be dealt with in the same manner as the minutes of the Cabinet and committees, except that the minutes of the Committee will be moved and seconded by the members of the Council who are among the elected members of the Committee and the member moving the minutes will speak to them.~~
- ~~○ The minutes of the Council's voluntary Standards Committee, which replaces the Council's statutory Standards Committee, will be dealt with in the same manner as the minutes of the Cabinet and committees.~~

14 Report of the chairperson of the Overview and Scrutiny Management Board

(1) At alternate meetings of the Council, the chairperson of the Overview and Scrutiny Management Board (“OSMB”) (or his/her representative) shall make a **written brief** report to the Council on the work currently being undertaken by the OSMB and the select commissions since the previous meeting at which he/she last addressed the council meeting. **The Chairperson of OSMB shall have five minutes to introduce his/her report.**

(2) Questions upon the chairperson’s report may be asked by any member of the Council and shall be answered by him/her.

15 Notices of motions, order of motions, consideration of motions and unconnected business

Notice of motion

(1) A notice of motion must be signed by the proposer and seconder and given in writing to the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, who shall date and number the motion on receipt and enter it in a book kept for that purpose in his office.

(2) The book shall be open for inspection by every member during office hours.

(3) Every motion shall relate to the authority’s powers or duties or an issue that affects the Borough.

(4)The Mayor, after taking such advice from the Assistant Director of Legal Services that he/she considers appropriate, may –

(a) exclude a motion from the order of business for the meeting on the ground that the proposal is offensive or unlawful; or

(b) make clerical corrections to the motion, in order to render it fit for adding to the order of business for the meeting.

Order of motions

(5) In each summons for a council meeting, the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall add to the order of business –

(a) in the case of a council meeting on Wednesday, motions for which

notices of motion have been received before 12 noon on the Monday of the preceding week; and

(b) in other cases, motions for which notices of motion have been received before 12 noon on the day preceding the day for summoning the meeting.

(6) Motions for which the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, has duly received notices of motion shall be considered by the Council in the order in which they were received.

(7) Such motions may be submitted by email and the identification of the proposer and seconder in the email (or any form of Motion attached to the email) shall be deemed to satisfy the requirements of Procedure Rule 15(1) above.

Consideration of motions

(8) If a motion set out in the summons is not moved and seconded, either by a councillor who gave notice or by some other councillor, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice. ~~A motion shall not be considered in the absence of the proposer and seconder unless –~~

~~(a) they have consented in writing to the motion being considered in their absence; or~~

~~(b) it concerns an item of business which the Council must deal with as a matter of law; or~~

~~(c) it concerns an item of business referred by a committee and the proposer was the chairperson of the committee (in which case, in the chairperson's absence and without written authority, the motion may be moved by the vice-chairperson of the committee which considered the motion or, in the vice-chairperson's absence, by the Mayor or some other member of that committee).~~

Limit on number of motions

(9) A member shall not give more ~~than one notice of motion relating to business unconnected with the local affairs of the borough,~~ and not more than two notices of motion in all, at any one meeting of the Council.

16 Motions that may be moved without notice

The following motions may be moved without notice –

- A motion to appoint a chairperson at the meeting at which the motion is made.
- A motion to use the electronic voting system for the whole of the meeting or for an item of business on the agenda for the meeting.
- A motion relating to the accuracy of the minutes.
- A motion that an item of business specified in the summons should take precedence.
- A motion that an item of business should be referred to the Cabinet or a particular committee or a council meeting.
- A motion to appoint a committee or working party (comprising members or officers or both) to deal with an item on the agenda for the meeting.
- A motion to amend the recommended minutes being discussed.
- A motion to adopt the reports and recommendations of the Cabinet, committees or officers and any consequent resolutions.
- A motion that leave be given to withdraw a motion.
- A motion that another motion be amended.
- A motion that the Council proceed to the next item of business.
- A motion that the motion being debated be put to a vote.
- A motion that the debate be adjourned.
- A motion that the council meeting be adjourned.
- A motion that a standing order be suspended, in accordance with ~~standing order No. 55~~ Procedure Rule ?? (suspension of ~~standing orders~~ procedure rules).
- A motion to exclude the press and public from the meeting or part of the meeting.
- A motion that a member named under ~~standing order No. 15~~ Procedure Rule 19 (misconduct by a member at a council meeting) be not further heard or do leave the meeting.

- A motion that the consent of the Council be given, where the consent of the Council is required.

17 ~~Recession of a resolution or resurrection of a motion~~ Previous Decisions and Motions

- (1) A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least five Members.
- (2) A motion of amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least seven Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

~~(1) Subject to sub-paragraph (2), for not less than six months after a meeting at which the Council—~~

~~—(a) passed a resolution on a particular matter, or~~

~~—(b) considered a motion which was not carried at the meeting,~~

~~—a member shall not move a motion to rescind that resolution or move a similar motion.~~

~~—(2) A member may only move a motion—~~

~~—(a) to rescind a resolution of the Council which was passed within the preceding six months, or~~

~~—(b) to resurrect a motion, by the use of words to the same effect or import as the earlier motion,~~

~~—if notice of the motion has been given in accordance with standing order 10 (1) (notices of motions, etc), and the notice bears the names of at least five members of the Council, including the proposer and seconder of the motion.~~

~~(3) Sub-paragraphs (1) and (2) shall not apply to a recommendation of the Cabinet or a standing committee of the Council.~~

18 Rules of debate for council meetings

Respect for the chairperson

- (1) If the Mayor rises during the meeting, any member then standing will

resume his seat and the members of the Council shall be silent.

Only one member may rise at one time

(2) A member must rise and address the Mayor when speaking.

(3) If two or more members simultaneously rise to their feet, the Mayor will call on one to speak and the other or others to return to their seats.

(4) Except where a member rises to a point of order or to give a personal explanation, members must remain seated when one of their number rises to speak.

(5) Members must address each other by their formal titles when transacting council business.

Motions and amendments

(6) ~~A motion or an amendment to a motion shall not be debated unless it has been proposed and seconded.~~ Motions and amendments must be formally moved and seconded as set out on the agenda. If a motion or amendment is not moved and seconded, it is treated as withdrawn and cannot be moved without fresh notice.

(7) The mover of a motion may, with the permission of the meeting, withdraw the motion. If a motion is withdrawn, a member cannot speak on it.

(8) Usually only one motion may be discussed at a time but the Mayor may allow two or more motions to be discussed together if this is conducive to the efficient conduct of business.

(9) An amendment to a motion must be in writing and contain the names of the mover and seconder. It must be delivered to the Assistant Director of Legal Services at least four hours before the start of the meeting. Amendments will be listed for each agenda item in the order in which they were received by the Assistant Chief Executive. Copies of every amendment received will be made available to every member at the meeting.

(10) An amendment must directly relate to the subject matter of the motion and may:

- (i) Refer the motion to a committee or sub-committee for consideration.
- (ii) Leave out words.
- (iii) Add words.
- (iv) Leave out words and add words.

(11) Omissions or additions must not have the effect of nullifying the motion before the meeting.

(12) An amendment may be moved and seconded either by the members who submitted it or other members on their behalf.

(13) The mover of an amendment may withdraw it with the permission of the meeting. If the mover asks to withdraw an amendment, there shall be no discussion on the amendment until the vote has been taken.

(14) The mover of a motion may, with the consent of the mover of an amendment, incorporate the amendment into the motion. If this happens, unless the motion and amendment stand in the same name, the mover of the amendment will still have the same speaking rights as if the amendment had been dealt with separately.

(15) Amendments will be discussed together unless the meeting decides to discuss each one separately.

(16) Amendments will be put to the vote in the reverse of the order in which they were moved at the meeting. The first amendment to be carried will become the substantive motion and other amendments will not be put to the vote.

(17) The order of speeches on a motion and any amendment shall be:

- (i) Mover of the motion.
- (ii) Mover of the first amendment.
- (iii) Mover of the second amendment and so on until all movers of amendments have spoken.
- (iv) Any member who has not already spoken under paragraphs (i) to (iii) above.
- (v) Right of reply of movers of amendments in reverse order until right of reply of mover of second amendment.
- (vi) Right of reply of mover of first amendment.
- (vii) Right of reply of mover of motion.

(18) A member may only speak once on a motion except:

- (i) In reply at the conclusion of the debate.
- (ii) On a point of order.
- (iii) On a point of personal explanation.
- (iv) If the first speech was formally to move or second a recommendation or amendment.

(19) A member may nominate another member to exercise any of the above rights to speak.

(20) When a motion is being debated, the only motions that may be moved

are to:

- (i) Put the question to the vote immediately.
- (ii) Move immediately to the reply of the chair of the committee or subcommittee about whose work the motion is concerned, then the reply of the mover of the motion, then to the vote.
- (iii) Refer the matter to the next ordinary meeting or to the Executive, a committee or sub-committee.
- (iv) Move to the next business.
- (v) Adjourn the debate or the meeting.
- (vi) Exclude the public.

Secunder's speech

(21) In seconding a motion or an amendment to a motion, a member may declare his/her intention to reserve his/her speech on the motion or amendment until a later part of the debate.

Length and contents of speeches

(22) A member must restrict his/her comments to the matter being discussed.

(23) The following time limits shall apply to speeches –

- a proposer of a motion or an amendment to a motion must restrict his/her speech proposing the motion or amendment to a maximum of **ten five** minutes;
- a seconder of a motion or an amendment to a motion must restrict his/her speech seconding the motion or amendment to a maximum of **ten three** minutes;
- a member who speaks to a motion or an amendment to a motion must restrict his/her speech to a maximum of five minutes.

When a member may speak again

(24) Having spoken to a motion, a member must not speak again to the motion while it is being debated, except –

- (a) to speak once on an amendment to the motion moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) to speak to the motion if his/her first speech was on an amendment

moved by another member (regardless of whether the amendment to which he/she first spoke was carried);

(d) to exercise a right of reply in accordance with ~~sub-paragraph~~ Procedure Rule 18(22);

(e) to speak once on a point of order; or

(f) to give a personal explanation to the meeting.

Amendments to a motion

~~(25) Subject to sub-paragraph (26), an amendment must be relevant to the motion and propose—~~

~~—(a) that the topic of the motion be referred to the Cabinet or a specified committee for consideration or reconsideration;~~

~~—(b) that certain words in the motion be deleted;~~

~~—(c) that certain words be deleted and others be added; or~~

~~—(d) that certain words be added.~~

~~(13) An amendment proposed under sub-paragraphs (12) shall not have the effect of negating the motion to which the amendment relates.~~

~~(14) Amendments to a motion shall be discussed in the order in which notice of them has been given.~~

~~—(15) Amendments to a motion shall be moved and debated one at a time.~~

~~(16) Before a proposed amendment being debated has been decided, a member may give notice (in writing at the Mayor's request) of his/her intention to move a further amendment to the motion on the conclusion of the debate on the earlier amendment.~~

~~(17) A proposal to further amend a motion being debated shall not be moved until the amendment being discussed has been decided.~~

~~(18) If a motion of amendment is not carried, other amendments may, subject to sub-paragraph (15), be moved on the original motion.~~

Alteration of a motion

(25) With the consent (given without discussion) of the members of the

Council, a member may –

- (a) alter a motion of which he/she has given notice, or
- (b) alter with the consent of his/her seconder a motion which he/she has moved,

providing that the alteration is one which could be made as an amendment to the motion.

Withdrawal of a motion

(26) With the consent of his/her seconder and the members (given without discussion), a member may withdraw a motion or an amendment to a motion.

(27) Where the members have consented to the withdrawal of a motion, a member may not speak to the motion or propose its amendment.

Right of reply of the mover of a motion

(28) Immediately before a motion is put to a vote, the mover of the motion has the right of reply at the close of the debate. [The right of reply will be permitted for ten minutes.](#)

(29) Where an amendment to a motion is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but must not otherwise speak to the amendment.

(30) Following the debate on an amendment to a motion, the mover of the amendment to the motion does not have the right of reply.

~~*Motions which may be moved during the debate*~~

~~(31) When a motion is being debated, no other motion must be moved except a motion—~~

- ~~• to amend the motion;~~
- ~~• to adjourn the meeting;~~
- ~~• to adjourn the debate;~~
- ~~• to proceed to the next item of business;~~
- ~~• to move that the question be now put;~~

- ~~• to move that a member be not further heard;~~
- ~~• to move that the Mayor do apply standing order 15 (misconduct by a member at a council meeting) requiring a member to leave the meeting;~~
- ~~• to move a motion to exclude the public from the meeting; or~~
- ~~• to move a motion that the electronic voting system be used.~~

Closure of motions

(31) At the conclusion of a member's speech, another member may move without comment –

- that the question be put;
- that the meeting proceed to the next item of business;
- that the debate be adjourned; or
- that the meeting be adjourned.

(32) Unless he/she is of the opinion that the item of business being considered by the meeting has been insufficiently discussed, on the seconding of a motion under ~~sub-paragraph~~ Procedure Rule 18(31) the Mayor shall –

(a) put to a vote a motion that the question be now put or that the meeting proceed to the next item of business then, if the motion is passed, give the mover of the original motion the right of reply under ~~sub-paragraph~~ Procedure Rule 18(28) before putting the motion to a vote; or

(b) put to a vote a motion to adjourn the debate or the meeting without giving the mover of the original motion the right of reply.

Points of order

(33) A Member may only raise a point of order at the end of the speech to which it relates. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The councillor must indicate the rule or law and the way in which he/she considers it has been broken. The Members' speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the matter will be final. ~~A member who rises on a point of order or in personal explanation must be heard immediately.~~

~~(29) A point of order may be made only in relation to the alleged breach of a standing order or a statutory provision.~~

~~(30) The Mayor may require a member who raises a point of order to specify the ground on which he/she considers the standing order or the statutory provision has been broken.~~

Personal explanation

(34) A Member may only make a point of personal explanation at the end of a speech to which it relates. A personal explanation may only relate to some material part of the earlier speech by the councillor, which may appear to have been misunderstood in the present debate. The Member's speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the admissibility of a personal explanation will be final.

~~(31) A member's personal explanation must be confined to the material part of his/her speech, where that part of his/her speech appears to have been misunderstood by some or all of the members present at the meeting.~~

~~(32) The Mayor's ruling on a point of order or on the admissibility of a personal explanation shall be final.~~

19 Voting

(1) The method of voting at council meetings shall be by a show of hands or, where requested or required by law, a recorded vote. ~~or by use of the electronic voting system.~~

(2) Before a vote is taken, a Member may request a recorded vote. That Member must be supported by six other Members who show their support by standing in their places. The Mayor will have the discretion to refuse a recorded vote if he/she considers the request to be unreasonable to impede the proper discharge of the business of the meeting. The vote will then be recorded in the minutes of the meeting to show how each Member present voted (or whether they abstained from voting). The Mayor will announce the numerical result as soon as it is known.

~~(2) The use of the electronic voting system for the whole of the meeting, or for an item of business on the agenda for the meeting, must be preceded by a motion that the electronic voting system be used.~~

(3) In the case of an equality of votes, the Mayor shall have a second or casting vote.

(4) Subject to ~~sub-paragraph~~ Procedure Rule 19(5), where a member present at a council meeting requires the manner in which he/she cast his/her vote or abstained from voting to be recorded in the minutes of the meeting, immediately after the vote is taken the clerk to the meeting shall record in the minutes of the meeting whether that member cast his/her vote for the question or against the question or whether he/she abstained from voting.

(5) For the purpose of ~~sub-paragraph~~ Procedure 19(4), the leader of the majority Opposition may indicate to the clerk to the meeting how his/her colleagues had cast their votes for or against the question put to the vote or abstained from voting.

(6) Where the Council votes to set its budget and on any decision relating to the making of a calculation in respect of setting the level of Council Tax, the names of those voting for or against the decision or who abstained from voting will be recorded in the minutes of the meeting by means of a recorded vote in accordance with Procedure Rule 19(2) above.

(7) For the avoidance of doubt, the rule detailed in Procedure Rule 19(2) above applies to proposed amendments, as well as to a substantive motion.

20 Misconduct by a member at a council meeting

Misconduct

(1) No Member shall impute unworthy motives to, or use offensive or unbecoming words about another Member or be guilty of tedious repetition.

Member not to be heard further

(2) If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion be voted on without discussion.

Member to leave the meeting

(3) If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

General disturbance

(4) If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

~~(1) If the Mayor considers that a member present at a meeting of the Council is misconducting himself/herself by—~~

~~—(a) persistently disregarding his/her ruling or behaving irregularly, improperly or offensively, or~~

~~—(b) wilfully obstructing the carrying out of the business of the Council,~~

~~—either he/she or a member of the Council may move the motion that the member named be not further heard.~~

~~(2) A motion moved and seconded under sub-paragraph (1) shall be put to a vote without discussion.~~

Continuing misconduct by a named member

~~(3) If the member named continues his/her misconduct after a motion under sub-paragraphs (1) and (2) has been moved and carried, the Mayor shall—~~

~~—(a) move that the member named do leave the meeting (in which case the motion shall be put and determined without seconding or discussion); or~~

~~(b) adjourn the meeting for the period that he/she considers expedient.~~

General disturbance by members

~~(4) If there is a general disturbance by members, which the Mayor considers is making or is likely to make the proper and orderly carrying out of the Council's business impossible, the Mayor may (in addition to any other power vested in him/her) at his/her absolute discretion adjourn the meeting of the Council for the period that he/she considers expedient.~~

~~(5) The Mayor's ruling under sub-paragraph (4) shall be final.~~

1621 Disruption of a council meeting by a member of the public

(1) If a group or an individual member(s) of the public interrupts the proceedings at any meeting, the Mayor shall the person(s) concerned. If the interruption continues, the Mayor shall order their removal from the meeting room.

(2) In case of general disturbance in any part of the room open to the public, or of the premises where the meeting is being held, the Mayor will order that part to be cleared. If in the Mayor's view, this is not practicable and it is not possible to continue the meeting in the light of the disturbance, he/she may

rule that the meeting should be reconvened in a different venue.

Disruption by a member of the public

~~(1) The Mayor will warn a member of the public who is disrupting a meeting of the Council.~~

~~(2) If a person warned by the Mayor, under sub-paragraph (1), continues to disrupt the proceedings, the Mayor may order his/her removal from the meeting.~~

General disturbance by members of the public

~~(3) Where there is a general disturbance by some of the public present at a meeting of the Council, the Mayor may order the exclusion of those members of the public from the part of the meeting place open to the public for the meeting.~~

~~(4) The power to exclude the public by resolution, in accordance with standing orders 11 (motions that may be moved without notice) and 13 (rules of debate for council meetings), from the whole or part of a Council meeting is without prejudice to any power of exclusion available to the Mayor to suppress or prevent disorderly conduct or other misbehaviour at a public meeting.~~

1722 The Council in committee

(1) The Council may by vote resolve itself into a committee of the whole Council.

(2) While sitting as a committee of the whole Council, the restriction on the number of times a member may speak to a question will not apply.

1823 Recording council meetings

(1) In accordance with the Openness of Local Government Bodies Regulations 2014 ~~recording of meetings, including Council meetings will be allowed.~~ the filming and recording of the public sessions of any Council, Cabinet, Committee or Panel meetings through any audio, visual or written methods will be allowed, providing this does not disturb the conduct of the meeting.

(2) ~~Any recordings shall be made in accordance with any reasonable requirements stipulated by the Council.~~ The Chair of the relevant meeting will have the power to withdraw this permission should it prove necessary due to the nature of the meeting or if the conduct of the meeting is disturbed, for example, through flash photography, intrusive camera or lighting equipment,

noise interrupting the meeting or those observing the meeting or the behaviour of the person filming the meeting.

(3) Subject to Procedure Rule 23(1) and (2) above, reasonable facilities will be provided for anyone wishing to record or film at a meeting. Whilst notice is not formally required, anyone intending to film or record at a meeting is asked to contact the relevant Democratic Services Officer in advance of the meeting so that the Chair, other Members and any members of the public present can be informed and the necessary arrangements made.

(4) All those visually recording a meeting must remain in designated areas within the meeting room and are requested to only focus on recording Members, officers and the public directly involved in the conduct of the meeting. Should any member of the public participating in the meeting object to being filmed then the Chair will, wherever possible, make arrangements for that individual to be excluded from the recording.

(5) Covert recording/filming at meetings will not be permitted and the person filming will be asked to provide an assurance that

- (a) recordings will include sound and vision;
- (b) the original version will be available to the Council on request; and
- (c) that recordings will not be edited in a potentially misleading way

(6) If a meeting passes a motion to exclude the press and public then all right to record the part of the meeting to which the exemption applies will be removed.

19 24 Members' record of attendances

The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall keep a record of the attendances of each member of the Council at meetings of the Council, the Cabinet or a committee of the Cabinet or a committee.

19A Approval or adoption of draft plans and strategies

~~(1) This standing order applies where—~~

~~(a) the Cabinet, a committee of the Cabinet, a member of the Cabinet, an officer, or an area committee is discharging executive functions, or~~

~~(b) executive functions are being discharged under joint arrangements with another local authority or by another local authority on the Council's behalf, and~~

~~— the person or body submits for the Council's consideration a draft plan or strategy and the Council objects to it.~~

~~— (2) Before the Council—~~

~~(a) amends the draft plan or strategy;~~

~~— (b) approves, for the purposes of its submission to the Secretary of State or any Minister of the Crown for his/her approval, the plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted; or~~

~~— (c) adopts (with or without modification) the plan or strategy,~~

~~— it must inform the Leader of any objections which it has to the draft plan or strategy and instruct him/her to require the person or body to reconsider the draft plan or strategy in the light of those objections.~~

~~— (3) The Leader must be given at least five working days, beginning on the day after the date on which he/she receives the instructions on behalf of the person or body, in which he/she may—~~

~~— (a) submit a revision of the draft plan or strategy, as amended by the person or body ("the revised draft plan or strategy"), with the person or body's reasons for any amendments made to the draft plan or strategy, to the Council for its consideration; or~~

~~— (b) inform the Council of any disagreement that the person or body has with any of the Council's objections and the person or body's reasons for that disagreement.~~

~~— (4) When the period specified under sub-paragraph (3) for considering the Council's objections has expired, the Council must, when—~~

~~— (a) amending the draft plan or strategy or, if there is one, the revised draft plan or strategy;~~

~~— (b) approving, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his/her approval, any plan or strategy (whether or not in the form of a draft or revised draft) of which any part is required to be so submitted, or~~

~~— (c) adopting (with or without modification) the plan or strategy,~~

~~— take into account any amendments made to the draft plan or strategy that are included in any revised draft plan or strategy, the person or body's reasons~~

~~for those amendments, any disagreement that the person or body has with any of the Council's objections and the person or body's reasons for that disagreement, which the Leader submitted to the Council, or informed the Council of, within the period specified.~~

~~— (5) In this standing order —~~

~~— “plan or strategy” means any plan or strategy that requires the adoption or approval of the Council, including any alteration or modification to the particular plan or strategy; and~~

~~— “working day” means any day which is not a Saturday, a Sunday, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a bank holiday in England or a day appointed for public thanksgiving or mourning (and “bank holiday” means a day to be observed as such under section 1 of and Schedule 1 to the Banking and Financial Dealings Act 1971).~~

19B Setting of council tax and precepts

~~— (1) Subject to sub-paragraph (5), where before 8 February in any financial year the Cabinet submits to the Council for its consideration in relation to the following year —~~

~~— (a) estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of sections 32 to 37 or 43 to 49 of the Local Government Finance Act 1992,~~

~~— (b) estimates of other amounts to be used for the purposes of such a calculation;~~

~~— (c) estimates of such a calculation; or~~

~~— (d) amounts required to be stated in a precept under Chapter IV of Part I of the Local Government Finance Act 1992,~~

~~— and following consideration of those estimates or amounts the Council has any objections to them, it must take the action set out in sub-paragraph (2).~~

~~— (2) Before the Council makes a calculation (whether originally or by way of substitute) in accordance with any of the sections referred to in sub-paragraph (1) (a), or issues a precept under Chapter IV of Part I of the Local Government Finance Act 1992, it must inform the Leader of any objections which it has to the Cabinet's estimates or amounts and must give to him/her instructions requiring the Cabinet to reconsider, in the light of those objections, those estimates and amounts in accordance with the Council's requirements.~~

- ~~— (3) Where the Council gives instructions in accordance with sub-paragraph (2), it must specify a period of at least five working days beginning on the day after the date on which the Leader receives the instructions on behalf of the Council within which the Leader may—~~
- ~~— (a) submit a revision of the estimates or amounts as amended by the Cabinet (“revised estimates or amounts”), which have been reconsidered in accordance with the Council’s requirements, with the Cabinet’s reasons for any amendments made to the estimates or amounts, to the Council for its consideration; or~~
- ~~— (b) inform the Council of any disagreement that the Cabinet has with any of the Council’s objections and the Cabinet’s reasons for the disagreement.~~
- ~~— (4) When the period specified under sub-paragraph (3) for considering the Council’s objections has expired, the Council must, when making calculations (whether originally or by way of substitute) in accordance with the sections referred to in sub-paragraph (1) (a), or issuing a precept under Chapter IV of Part I of the Local Government Finance Act 1992, take into account—~~
- ~~— (a) any amendments to the estimates or amounts that are included in any revised estimates or amounts;~~
- ~~— (b) the Cabinet’s reasons for those amendments;~~
- ~~— (c) any disagreement that the Cabinet has with any of the Council’s objections; and~~
- ~~— (d) the Cabinet’s reasons for that disagreement,~~
- ~~— which the Leader submitted to the Council, or informed the Council of, within the period specified.~~
- ~~— (5) This standing order does not apply in relation to—~~
- ~~— (a) calculations or substitute calculations which the Council is required to make in accordance with section 52I, 52J, 52T or 52U of the Local Government Finance Act 1992; and~~
- ~~— (b) amounts stated in a precept issued to give effect to calculations or substitute calculations made in accordance with section 52J or 52U of the 1992 Act.~~

19C Voting upon Budget and Council Tax Setting Decisions

~~Immediately after any vote on any decision relating to the making of the calculation or the issuing of the precept is taken at a budget meeting there must be recorded in the minutes the names of the persons who cast a vote for the decision or against the decision or who abstained from voting. For these purposes a budget decision means a meeting of the authority at which it—~~

- ~~(i) makes a calculation (whether originally or by way of substitute) in accordance with any sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or~~
- ~~(ii) issues a precept under Chapter 4 of Part 1 of that Act.~~

PART II ELECTION OF THE LEADER AND APPOINTMENT OF COMMITTEES OF THE COUNCIL

2025 Election of the Leader

(1) At any annual meeting held on a day when the Leader's term of office is to end, ~~or any ordinary meeting where the Leader's term of office is not co-terminous with the annual meeting,~~ the members of the Council shall elect a Leader.

(2) The Leader may announce at the annual meeting of the Council the names of the members he/she has appointed to the Cabinet, their portfolios and any amendments made to the Council's *Scheme of Delegation* in relation to executive functions. If the Leader does not do this at annual meeting of the Council, he/she must notify such appointments, portfolios and changes to the Assistant Chief Executive directly they are made. The Assistant Director of Legal Services will amend the Council's *Scheme of Delegation* in relation to executive functions accordingly, notify all members of the Council of such appointments, portfolios and changes and formally report these to the next ordinary meeting of the Council.

(3) The process outlined in ~~sub-paragraph~~ Procedure Rule 25(2), with any necessary modification, will apply on any other occasion when the Leader removes a member of the Cabinet from office, appoints another member of the Council as a member of the Cabinet, makes any changes to the portfolios of members of the Cabinet or makes any changes to the Council's *Scheme of Delegation* in relation to executive functions.

2126 Appointment of committees

(1) At the annual meeting of the Council, the members of the Council shall determine –

(a) the committees that they consider necessary to discharge the Council's non-executive functions for the municipal year;

(b) the terms of reference of each committee; and

(c) the delegation arrangements as set out in the Council's *Scheme of Delegation* in relation to council committees and officers in relation to non-executive functions.

(2) A committee of the Council shall continue in being until the next following annual meeting of the Council, unless the committee is dissolved by resolution of the Council at an earlier date.

(3) A member of a committee shall hold that position until the next following annual meeting of the Council, unless before that date the member is removed from that position by resolution of the Council or he/she retires or resigns from office or is suspended from being a councillor or is disqualified from holding the office of councillor.

2227 The quorum of the Cabinet, committees and reference groups etc.

~~(1) The quorum of the Cabinet shall be not less than four of the members entitled to sit and vote at meetings of the Cabinet.~~

~~(2) Subject to sub-paragraphs (3) and (4), the quorum of a committee, including a committee of the Cabinet and the Council's voluntary Standards and Ethics Committee, shall be not less than one-third of the members entitled to sit and vote at meetings of the committee.~~

~~(3) The quorum of the Council's statutory Standards Committee shall be four, including at least three independent members, and shall include a parish council representative when parish council matters are being considered.~~

~~(4) The quorum of an area assembly coordinating group shall be three members of the Council and three other members of the group.~~

~~(5) The Cabinet or a committee shall not transact council business unless a quorum is present at or during the meeting.~~

~~(6) The quorum of a reference group or a panel or like body appointed by a committee shall be determined by that committee.~~

~~(7) If a member of the Cabinet is absent due to illness or on holiday or for some other reason or suspended from being a councillor, the Leader or Deputy Leader (in the Leader's absence) or the Mayor (in the absence of~~

~~both) may nominate another member of the Cabinet to substitute for that member during the period of absence or suspension.~~

~~(8) Notwithstanding sub-paragraph (7), the Leader himself may discharge the executive functions that are the responsibility of the absent member of the Cabinet under the Council's *Scheme of Delegation* in relation to executive functions.~~

2328 Appointment of the chairperson and vice-chairperson of the Cabinet and each committee

(1) The Leader shall be the chairperson of the Cabinet and the Deputy Leader shall be the vice-chairperson.

(2) The chairperson and vice-chairperson of each committee shall be appointed at the annual council meeting, failing which the members of each committee shall choose a chairperson and vice-chairperson at the first meeting of the committee, who shall hold office until such time as appointments to those positions are made or ratified at a subsequent meeting of the Council.

(3) In the absence of the chairperson the vice-chairperson shall preside, and in the absence of both the chairperson and vice-chairperson, the members of the Cabinet or the particular committee shall appoint a chairperson for the meeting.

(4) The chairperson and vice-chairperson of a committee will hold those positions until the next following annual meeting of the Council unless, as the case may be, the chairperson or vice-chairperson –

(a) retires or resigns from office or is suspended from being a councillor or is otherwise disqualified from being a member of the Council or removed from that position by resolution of the Council; or

(b) the particular circumstances make it impractical for him/her to perform his/her duties in that position.

(5) In the event of the office of chairperson or vice-chairperson of a committee becoming vacant during the municipal year for any reason, the Council shall make an appointment to that position at an ordinary meeting of the Council.

2429 The summoning of meetings of the Cabinet and committees

The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall summon a meeting of the Cabinet, a committee of the

Cabinet or a committee at the request of the chairperson or, in the absence of the chairperson, the vice-chairperson.

~~25 Minutes of the Cabinet and committees~~

~~The minutes of the Cabinet, committees of the Cabinet and committees shall be printed and a copy sent to each member of the Council prior to the holding of meetings of the Council, in accordance with Standing Order 6 (the minutes of council meetings).~~

2630 Standing orders Procedure Rules in Part I to apply to committees

~~Standing orders 4 (order of business at Council meetings), 12 (rescission of a resolution or resurrection of a motion), 13 (rules of debate for council meetings), 14 (voting), 15 (misconduct by a member at a council meeting), 16 (disruption of a council meeting by a member of the public), 18 (recording council meetings) and 19 (members' record of attendances), in Part I, shall apply with any necessary modification to meetings of the Cabinet and committee meetings.~~

Procedure Rules 3 (Ordinary Council Meetings), 17 (Previous Decisions and Motions), 18 (Rules of debate for council meetings), 19 (Voting), 20 (Misconduct by a member at a council meeting), 21 (Disruption of a council meeting by a member of the public), 23 (Recording council meetings) and 24 (Members' record of attendances), in Part I, shall apply with any necessary modification to meetings of the Cabinet and committee meetings.

2731 Attendance by a non-member of the Cabinet or a committee at the invitation of the chairperson of the Cabinet or committee

~~(1) Where the chairperson of the Cabinet or a committee considers that the attendance of a member (who is not a member of the Cabinet or the committee) at the Cabinet or the committee would assist in the transaction of an item of business, he/she may invite that member to attend and take part in the discussion of the item by the Cabinet or the committee.~~

(1) A member invited to attend a meeting of the Cabinet or a committee shall not be entitled to vote on any matter before the Cabinet or the committee.

PART III MISCELLANEOUS PROVISIONS

28 Declarations of interests

~~(1) In discharging his/her duties as councillor, a member of the Council shall~~

~~abide by the guidance contained in the Council's Code of Conduct for Members and Co-opted Members and the Member/Officer Protocol.~~

~~(2) Officers of the Council must abide by the provisions of the Council's Code of Official Conduct and any guidance issued from time to time by the Council's Standards Committee.~~

~~(3) At the start of a Council meeting, or upon reaching the relevant item in the agenda, members and officers shall make any declarations of interests that they are required to make in accordance with this standing order.~~

~~(4) On and after the coming into force of the provisions in relation to disclosable pecuniary interests in Chapter 7 (standards) of Part 1 of the Localism Act 2011, except where the monitoring officer or the Standards Committee, as the case may be, has granted a member a dispensation in relation to an item of business of which the member has a disclosable pecuniary interest, the member must not take part in the discussion or vote on the item and must withdraw from the meeting room, including the public gallery, before the item is considered by the meeting.~~

~~(5) In the case of personal interests under the Code of Conduct, except where the Monitoring Officer or Standards Committee as the case may be, has granted a member a dispensation in relation to an item in which a member has a personal interest, the member must not take part in the discussion or vote on the item and consider whether the interest is of such significance that it warrants withdrawal from the meeting.~~

~~(6) Declarations of interests by members shall be recorded in the minutes of the meeting at which the interest is declared.~~

~~(7) The Assistant Director of Legal Services shall keep a register of members' interests.~~

~~29 Members not to give testimonials and references~~

~~A member of the Council shall not –~~

~~(a) give a testimonial or recommendation to any person seeking an appointment or applying for work with the Council; or~~

~~(b) permit his/her name to be used as a reference by any person applying for a lease or tenancy of any house or other property belonging to the Council.~~

~~30 Appointment of chief officers~~

~~(1) Subject to standing order 30A, where the Council proposes to appoint a~~

~~chief officer, and it is not proposed that the appointment be made exclusively from among its existing officers, the Council shall establish a panel of members (“the Appointments Panel”) to carry out the steps specified in sub-paragraphs (2) and (3) and appoint the chief officer.~~

~~(2) The Appointments Panel shall—~~

~~— (a) draw up a statement specifying—~~

~~— (i) the duties of the officer concerned, and~~

~~— (ii) any qualifications or qualities to be sought in the person to be appointed;~~

~~— (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and~~

~~— (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.~~

~~— (3) Where a post has been advertised as provided in sub-paragraph (2) (b), the Appointments Panel shall—~~

~~— (a) interview all qualified applicants for the post; or~~

~~— (b) select a short list of the qualified applicants and interview those included on the short list; or~~

~~— (c) make further arrangements for advertisement, in accordance with sub-paragraph (2) (b), where no qualified person has applied for the post.~~

~~(4) In this standing order “chief officer” means any of the officers specified in paragraphs (a) to (d) of standing order 30A (2).~~

~~**30A Appointment, dismissal and disciplinary proceedings against a member of staff**~~

~~— (1) Subject to sub-paragraphs (2) and (7), the function of appointing, dismissing and taking disciplinary action against a member of staff must be discharged on the Council’s behalf by the Chief Executive, who is designated under section 4 (1) of the Local Government and Housing Act 1989 (designation and reports of head of paid service) as the head of the authority’s paid service, or by an officer nominated by him.~~

~~— (2) Sub paragraph (1) shall not apply to the appointment or dismissal of, or disciplinary action against—~~

~~— (a) the Chief Executive;~~

~~— (b) a statutory chief officer within the meaning of section 2 (6) of the Local Government and Housing Act 1989 (politically restricted posts);~~

~~— (c) a non-statutory chief officer within the meaning of section 2 (7) of the 1989 Act;~~

~~— (d) a deputy chief officer within the meaning of section 2 (8) of the 1989 Act; or~~

~~— (e) a person appointed in pursuance of section 9 of the 1989 Act (assistants for political groups).~~

~~— (3) Where a committee, sub-committee or an officer is discharging on the Council's behalf the function of appointing the Chief Executive, the Council must approve that appointment before an offer of appointment is made to him/her.~~

~~— (4) Where a committee or a sub-committee is discharging on the Council's behalf the function of appointing any officer referred to in paragraph (a), (b), (c) or (d) of sub-paragraph (2), at least one member of the Cabinet must be a member of that committee or sub-committee.~~

~~Where a committee, or sub-committee is discharging on the council's behalf the function of dismissing any officer referred to in paragraph (b) (c) or (d) of sub-paragraph (2), at least one member of the cabinet must be a member of that committee or sub-committee.~~

~~— (5) An offer of appointment as an officer referred to in paragraph (a), (b), (c) or (d) of sub-paragraph (2) must not be made by the Council, a committee, sub-committee or an officer of the Council ("the appointor") until—~~

~~— (a) the appointor has notified the proper officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;~~

~~— (b) the proper officer has notified every member of the Cabinet of—~~

~~(i) the name of the person to whom the appointor wishes to make the offer;~~

~~— (ii) any other particulars relevant to the appointment which the appointor has notified to the proper officer;~~

~~— (iii) the period within which any objection to the making of the offer is to be made by the Leader on the Cabinet's behalf to the proper officer; and~~

~~(c) either—~~

- ~~—(i) the Leader has, within the period specified in the notice under paragraph (b)(iii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer;~~
- ~~—(ii) the proper officer has notified the appointor that no objection was received by him/her within that period from the Leader; or~~
- ~~—(iii) the appointor is satisfied that any objection received from the Leader within that period is not material or is not well founded.~~

~~—(6) Notice of the dismissal of an officer referred to in paragraph (b), (c) or (d) of sub-paragraph (2) must not be given by the Council, a committee, sub-committee or an officer of the Council (“the dismissor”) until—~~

~~—(a) the dismissor has notified the proper officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;~~

~~—(b) the proper officer has notified every member of the Cabinet of—~~

~~(i) the name of the person whom the dismissor wishes to dismiss;~~

~~—(ii) any other particulars relevant to the dismissal which the dismissor has notified to the proper officer;~~

~~(iii) the period within which any objection to the dismissal is to be made by the Leader on the Cabinet’s behalf to the proper officer; and~~

~~(c) either—~~

~~—(i) the Leader has, within the period specified in the notice under paragraph (b)(iii), notified the dismissor that neither he/she nor any other member of the Cabinet has any objection to the dismissal;~~

~~—(ii) the proper officer has notified the dismissor that no objection was received by him/her within that period from the Leader; or~~

~~—(iii) the dismissor is satisfied that any objection received from the Leader within that period is not material or is not well founded.~~

~~—(7) Nothing in sub-paragraph (1) shall prevent a person from serving as a member of any committee or sub-committee established by the Council to consider an appeal by—~~

~~—(a) another person against any decision relating to the appointment of that other person as a member of staff of the Council; or~~

~~—(b) a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.~~

~~—(8) In this standing order—~~

~~“disciplinary action” means in relation to a member of staff any action occasioned by alleged misconduct which, if proved, would according to the Council’s usual practice be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the Council has undertaken to renew such a contract;~~

~~“member of staff” means a person appointed to or holding a paid office or employment under the Council; and~~

~~“proper officer” means the officer appointed by the Council for the purposes of this standing order.~~

~~31 Disciplinary action against the Chief Executive (Head of Paid Service), the Monitoring Officer or the Chief Finance Officer~~

~~Provisions to be incorporated in standing orders in respect of disciplinary action~~

~~1. In the following paragraphs—~~

~~(a) “the 2011 Act” means the Localism Act 2011(b);~~

~~(b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001(c);~~

~~(c) “independent person” means a person appointed under section 28(7) of the 2011 Act;~~

~~(d) “local government elector” means a person registered as a local government
—elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;~~

~~(e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972(d) for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;~~

~~(f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and~~

~~(g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.~~

- ~~2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.~~
- ~~3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.~~
- ~~4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.~~
- ~~5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—~~
 - ~~(a) a relevant independent person who has been appointed by the authority and who is a local government elector;~~
 - ~~(b) any other relevant independent person who has been appointed by the authority;~~
 - ~~(c) a relevant independent person who has been appointed by another authority or authorities.~~
- ~~6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.~~
- ~~7. The authority must appoint any Panel at least 20 working days before the relevant meeting.~~
- ~~8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—~~
 - ~~(a) any advice, views or recommendations of the Panel;~~
 - ~~(b) the conclusions of any investigation into the proposed dismissal; and~~
 - ~~(c) any representations from the relevant officer.~~
- ~~9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration,~~

~~allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."~~

~~PART IV
CONTRACT STANDING ORDERS~~

~~CHAPTER I~~

~~GENERAL~~

~~**32.1 Contract Standing Orders and Financial Regulations**~~

~~32.1. This Part IV set out the procedures that must be followed in relation to the making of council contracts and the persons empowered to determine select lists of tenderers, open tenders and enter into contracts in the Council's name.—~~

~~32.2. The Council may take disciplinary action against anyone who fails to comply with the Standing Orders in this Part IV.~~

~~32.3. In procuring works, goods and services, every member of the Council and every officer and employee of the Council must have regard to the Corporate Procurement Strategy, the Forward Plan and must comply with the Standing Orders in this Part IV and the Council's Financial Regulations and the Public Contract Regulations 2015.—~~

~~32.4. To assist officers and members in their roles the Chief Finance Officer may, from time to time, issue written guidance notes which set out in more detail how the Council's procurement arrangements shall operate. Such Guidance Notes are not formally part of the Contract Standing Orders and can be issued by the Chief Finance Officer at any time.~~

~~32.5. In this Part IV of Standing Orders the terms below shall be interpreted as follows:~~

~~**Assistant Director** means an officer who reports directly to a Strategic Director (irrespective of their actual job title) and other than a person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.~~

~~**Approved List** means a list of suppliers who are assessed as suitable to provide specified goods or services.—~~

~~**Authorised Officer** any officer who is designated as such in accordance with Standing Order [*].~~

~~**Budget Manager** means an officer who is given responsibility for controlling the expenditure for one or more cost centre or project.~~

~~**Chief Finance Officer** means the person designated as the Section 151 Officer (currently the Strategic Director – Finance and Customer Services).~~

~~**Chief Procurement Officer** Head of Procurement.~~

~~**Contract Manager** means the officer designated by a Strategic Director as such in respect of a specified contract in accordance with Standing Order [•].~~

~~**Contracts Finder** means the government web service which allows businesses to find contract opportunities with the UK government and its agencies.~~

~~**Dynamic Procurement System** means a procurement tool available for contracts for works, services and goods commonly available on the market, procurement in line with Regulation 34 of the Public Contracts Regulations 2015.~~

~~**EU Threshold** means the financial threshold from time to time at which the EU procurement directives are applicable to a procurement of works, goods or services (different thresholds apply to works, goods and services).~~

~~**Framework Agreement** means an agreement between the Council and one or more suppliers which set out the terms and standards for the supply of goods or services (but not the volume) and the method for calling off orders.~~

~~**Monitoring Officer** means the Assistant Director – Legal Services.~~

~~**Procurement Business Case** means the business case prepared in accordance with Standing Order [•].~~

~~**Professional Buying Organisation (PBO)** means an organisation which runs purchases goods and/or services on behalf of other organisations.~~

~~**Property Officer** means Assistant Director – Planning, Regeneration and Transport.~~

~~**YORtender** means the on-line supplier and contract management system used by the Council to operate e-tenders and for the online management of suppliers and contracts and to advertise contracts.~~

~~**Standing Guide** means CIPFA's Commissioning Joint Committee's *Standing Guide to the Commissioning of Local Authority Work and Services*.~~

~~**Strategic Director** means an officer who is a member of the Strategic Leadership Team and reports directly to the Chief Executive and other than a person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.~~

~~**33.— Guiding principles**~~

~~33.1.— The Standing Orders in this Part IV are founded on the principle that the making of council contracts, and the entering into of contracts under Standing Order 37.8 (functions carried out by the Council on behalf of a person, body or organisation), will be done in a business-like manner, with reasonable care, skill and caution and with due and alert regard to the interests of local communities and council taxpayers in the Council's area.~~

~~33.2.— Contracts will, in general, be awarded following a competitive exercise designed to identify the supplier who will provide the goods, services or works to the Council in the most value for money way.~~

~~33.3.— Contract documentation shall reflect the following ten principles of good contract management:~~

~~33.3.1.— there should be clearly defined contract governance and assurance from the outset including:~~

~~33.3.1.1.— clarity about roles and responsibilities;~~

~~33.3.1.2.— agreed reporting requirements and assurance plan;
and~~

~~33.3.1.3.— clear escalation procedures.~~

~~33.3.2.— the contract should include robust and appropriate key performance indicators (KPIs) and set out the requirement for the supplier to report their performance regularly and transparently;~~

~~33.3.3.— there should be a payment mechanism which is results-driven so that the supplier is paid in full only if they provide the goods, works, or services in full, on time and to the right quality;~~

~~33.3.4.— there should be an agreed process for managing changes to the contract, where the implications (in terms of price, KPIs, risks, benefits) are documented and approvals are sought;~~

~~33.3.5.— the allocation of risks between the Council and the supplier are documented and actively managed;~~

- ~~33.3.6.—there should be a benefits log developed from the original Procurement Business Case and the achievement of the benefits managed by the Contract Manager;~~
- ~~33.3.7.—the contract should be designed to incentivise and encourage the supplier to meet the Council's requirements;~~
- ~~33.3.8.—there should be suitable arrangements for communication between the Council and the supplier;~~
- ~~33.3.9.—there should be regular performance reviews capturing lessons learnt from all parties that should be addressed for remaining contract life and/or included in future procurement projects; and~~
- ~~33.3.10.—there should be arrangements put in place to encourage continuous improvement.~~

~~34.—Delegation arrangements~~

- ~~34.1.—The Cabinet has a general power to make council contracts.—~~
- ~~34.2.—In relation to their directorates, each Strategic Director has a general power to make council contracts, including power to determine select lists of tenderers, to accept tenders and to award contracts.—~~
- ~~34.3.—In the case of contracts not attributable to a particular directorate, the Chief Finance Officer and Chief Executive have the same general power to make council contracts as the other Strategic Directors.—~~
- ~~34.4.—Each Strategic Director has the power, in relation to their respective directorate and subject to consultation with the relevant Cabinet Member and Chief Finance Officer—~~
 - ~~—~~
 - ~~34.4.1.—to authorise the submission of a tender for a contract for—~~
 - ~~34.4.1.1.—the supply of goods or materials to,~~
 - ~~—~~
 - ~~34.4.1.2.—the provision of administrative, professional or technical services to,~~
 - ~~—~~
 - ~~34.4.1.3.—the hire of vehicles or plant to, or~~
 - ~~34.4.1.4.—the maintenance of buildings and land commissioned by,~~

~~another local authority or body designated as a public body under the Local Authorities (Goods and Services) Act 1970;~~

- ~~34.4.2. to authorise the submission of a tender for a contract for a work or for the supply of goods, materials or services commissioned by a person, body or organisation for whom the Council is empowered to act as the agent; and—~~
- ~~34.4.3. to authorise the submission of a tender for a contract for work or the supply of goods, materials or services to a person, body or organisation in the private sector, where the Monitoring Officer's advice on the powers of the Council to undertake the work or supply the goods, materials or services has been obtained.~~
- ~~34.5. The Property Officer has the power—~~
 - ~~—~~
 - ~~34.5.1. to agree the terms and conditions of any disposal or acquisition of land and buildings;~~
 - ~~—~~
 - ~~34.5.2. to approve the terms and settlement of rent reviews, assignments, lease renewals, licences, tenancies and consents both as landlord and tenant;~~
 - ~~—~~
 - ~~34.5.3. to approve the terms and conditions of new leases;~~
 - ~~—~~
 - ~~34.5.4. to grant or refuse consent to the assignment of leases, sub-lettings, ground landlord approval, variations to user clauses, the release of restrictive covenants, variations to, or the extinguishment of, easements or wayleaves, as grantor or grantee;~~
 - ~~34.5.5. to assign leases, approve sub-lettings, change user clauses and grant landlord's approvals;~~
 - ~~34.5.6. to approve the grant, refusal or seek consent to the assignment of leases, sub-lettings, ground landlord approval, variations to user clauses, the release of restrictive covenants, variations to, or the extinguishment of, easements or wayleaves as landlord or tenant;~~
 - ~~34.5.7. to approve the granting, taking and extinguishments of wayleaves, easements and access agreements as grantor or grantee;~~

- ~~34.5.8. to determine the method of disposal of land and buildings, and to establish the appropriate price to be paid, including the appropriate guide and reserve price for disposal by auction;~~
- ~~34.5.9. to authorise the entering into of leases and licences as tenant;~~
- ~~34.5.10. to authorise the certification of valuations for insurance reinstatement, financial accounting purposes, statutory compensation, acquisition, disposal or letting of land and property;~~
- ~~34.5.11. to determine applications to place land and property on the schedule of Assets of Community Value;~~
- ~~34.5.12. to authorise the letting of land and property under the terms of the Council's adopted Asset Transfer Policy.~~
- ~~34.6. The Property Officer may approve the terms and conditions of any disposal or acquisition of land and buildings.~~

~~35. Compliance with Standing Orders, legislation and the adoption of the Standing Guide~~

- ~~35.1. Every contract made by the Council or on its behalf shall comply with this Part IV, the Council's Financial Regulations and applicable European and domestic law.~~
- ~~35.2. In conjunction with the application of this Part IV, the Council has adopted the Standing Guide.~~
- ~~35.3. The Standing Guide covers —~~
- ~~— commissioning strategy — deciding how projected work and services should be commissioned;~~
 - ~~— procurement, and the many other options available for carrying out work and services, including delegation, decentralisation, and the outright transfer of functions and activities to third parties;~~
 - ~~— managing and updating contracts once they have been completed.~~
- ~~35.4. In the case of building and construction related contracts, the provisions of this Part IV shall apply to the nomination by the Council of a sub-contractor or supplier to carry out works or supply goods, materials or services to a main contractor appointed by the Council.~~

~~35.5. It shall be a condition of any contract between the Council and any person who is not an officer of the Council but who is authorised to carry out any of the Council's contracts functions that that person complies with this Part IV and the Council's Financial Regulations.~~

~~35.6. Subject to Standing Orders [*] (contract Standing Orders and financial regulations), Standing Order [*] (delegation arrangements) and Standing Order [*] (guiding principle in making contracts), the provisions of this Part IV do not apply to contracts in which the Council acts for—~~

~~35.6.1. another local authority or body designated as a public body under the Local Authorities (Goods and Services) Act 1970 or regulations made under the 1970 Act; or~~

~~35.6.2. a person, body or organisation for whom the Council is empowered to act as the agent,~~

~~unless the agreement with the local authority, public body, person, body or organisation, stipulates that any or all of the provisions of this Part IV are to apply to the contract.~~

~~36. Authorised Officers~~

~~36.1. Each Strategic Director shall—~~

~~36.1.1. compile and maintain a scheme of delegation for his/her service area; and—~~

~~36.1.2. supply and agree the scheme of delegation with the Chief Finance Officer before the start of each financial year and on making any amendments to it.—~~

~~36.2. Each Strategic Director's scheme of delegation must specify—~~

~~36.2.1. the names, grades, post references and job titles of Authorised Officers for the purposes of—~~

~~36.2.1.1. approving Procurement Business Cases;~~

~~36.2.1.2. managing procurement projects; and~~

~~36.2.1.3. entering into contracts~~

~~36.2.2. the maximum contract value allocated to each Authorised Officer for those purposes.~~

~~36.3. The Chief Finance Officer shall keep a register of all schemes of delegation.—~~

~~36.4. Authorised Officers shall —~~

~~36.4.1. always seek value for money;—~~

~~36.4.2. act impartially towards contractors and ensure that contractors from other European Community states are not discriminated against;—~~

~~36.4.3. conduct tendering and price testing in accordance with the highest standards of propriety and proper practice (including respecting the confidentiality of commercial information whilst complying with freedom of information legislation);—~~

~~36.4.4. do nothing that contravenes European or domestic law; and—~~

~~36.4.5. ensure that comprehensive contract files are kept for all contracts upon which they are engaged.~~

~~CHAPTER II PREPARING FOR A PROCUREMENT~~

~~37. Procurement Business Cases~~

~~37.1. A Procurement Business Case should be developed for every procurement project. In preparing a Procurement Business Case an officer should take appropriate legal, procurement and financial advice.~~

~~37.2. A Procurement Business Case should explain, to the level of detail that is proportionate to the value of the works, goods or services being procured:~~

~~37.2.1. the background and purpose of the procurement project;~~

~~37.2.2. the strategic context (including the fit with the Council's policy framework and budget);~~

~~37.2.3. details of the research undertaken in connection with the procurement, including an assessment of the relevant marketplace;~~

~~37.2.4. the views of stakeholders;~~

~~37.2.5. the available options in terms of variable such as service levels, contract duration, type of contract;~~

- ~~37.2.6. the preferred option;~~
 - ~~37.2.7. the procurement route to be followed;~~
 - ~~37.2.8. risk assessment (including consideration of the need for the Council to seek additional security from the supplier);~~
 - ~~37.2.9. financial implications (including estimated costs, available funding and affordability);~~
 - ~~37.2.10. proposed management arrangements (for the procurement and the subsequent contract);~~
 - ~~37.2.11. proposed exit arrangements at the end of the contract.~~
- ~~37.3. Strategic Directors and Authorised Officers are empowered to carry out the procurement process and to award contracts in accordance with these Standing Orders, subject to consideration of any other rules set within the Constitution – in particular that the procurement is in line with the Budget and Policy Framework and that there is sufficient provision in the Revenue Budget or Capital Programme (as the case may be). Otherwise Cabinet approval must be sought.~~
- ~~37.4. For additional clarity, if the expenditure and procurement is part of day to day delivery of services, does not involve substantial service change (e.g. is simply a re-procurement of an expiring contractual arrangement and is part of normal business) and was in the reasonable contemplation of the Council when the Revenue Budget or Capital Programme was approved (in other words the procurement activity itself is not a Key Decision) then it does not require further Cabinet approval. If in doubt the advice of the Chief Finance Officer and the Monitoring Officer should be sought.~~
- ~~37.5. For all procurements in excess of £250,000 the decision to award a contract must be recorded and published in accordance with the Access to Information Rules and the Executive Procedure Rules.~~

~~38. Approved Lists of Contractors~~

~~The Standing Guide contains guidance on approved and standing lists.~~

- ~~38.1. Where appropriate and with the agreement of the Chief Procurement Officer, Strategic Directors shall compile and maintain an Approved List for the supply of specified works, goods or services.~~
- ~~38.2. Approved Lists shall be reviewed at regular intervals and agreed with the Chief Procurement Officer.~~

~~38.3. An Approved List shall—~~

- ~~38.3.1. set out the criteria for inclusion, suspension and exclusion from the list, including but not by way of limitation—
 - ~~38.3.1.1. economic and financial standing,~~
 - ~~38.3.1.2. technical ability and capacity,~~
 - ~~38.3.1.3. insurance arrangements,~~
 - ~~38.3.1.4. quality systems,~~
 - ~~38.3.1.5. health and safety record,~~
 - ~~38.3.1.6. environmental performance and compliance with environmental legislation,~~
 - ~~38.3.1.7. compliance with age discrimination, sex discrimination, race relations and all other relevant legislation, and~~
 - ~~38.3.1.8. transparency/basis of appointment;~~~~
 - ~~38.3.2. indicate the categories of contracts for which the contractors listed may be invited to tender; and—~~
 - ~~38.3.3. contain the names and addresses of the contractors who have met the criteria for inclusion on the list and who wish to be included on it.—~~
- ~~38.4. At least four weeks before an approved list is compiled or reviewed, notices inviting applications for inclusion in the list shall be published in one or more newspapers circulating in the borough and in one or more technical journals published nationally.—~~
- ~~38.5. Approved Lists must be operated so as to ensure that all contractors on the list are given a reasonable opportunity of submitting tenders for appropriate contracts let by the Council from time to time.~~
- ~~38.6. Approved Lists must not be used for any procurement exercise over the EU Threshold.~~

~~39.— Open competition for contracts~~

~~39.1.— Notwithstanding Standing Orders Standing Order [*] (approved lists of contractors) and Standing Order [*] (Authorised Officers' lists of contractors), this Standing Order shall apply where the Cabinet or the Strategic Director for the service area concerned has decided that tenders for a particular contract are to be obtained by inviting tenders for the contract on the open market.—~~

~~39.2.— Notice of all procurement competitions shall be advertised through YORtender, and where the procurement value is £25,000 or more, it shall also be advertised on Contracts Finder.—~~

~~39.3.— The notice shall —~~

~~39.3.1.— specify the nature and purpose of the contract, including where further details may be obtained;—~~

~~39.3.2.— invite tenders for the contract; and—~~

~~39.3.3.— state the last date and time when tenders for the contract will be accepted.—~~

~~39.4.— The suitability of contractors who respond to a notice issued under Standing Order Standing Order [*] to perform the contract shall be assessed using the criteria for inclusion, suspension and exclusion from an approved list, in accordance with the procurement procedure chosen for the procurement project.~~

~~CHAPTER III ASCERTAINING THE VALUE OF CONTRACTS~~

~~40.— Contract value and aggregation~~

~~*The Standing Guide contains guidance on whether the EU procurement rules apply and packaging contracts.*~~

~~40.1.— An Authorised Officer must estimate and record the net value of a proposed contract excluding value added tax.~~

~~40.2.— Where a requirement for a work, service or supply of goods or materials is subdivided into several elements, the estimated value of each element must be aggregated to calculate the total overall estimated value of the contract.~~

~~40.3.— A contract must not be —~~

~~40.3.1.—artificially divided into two or more separate contracts; or~~

~~40.3.2.—valued using a valuation method selected with the intention of avoiding the application of any of this Part IV.~~

~~41.—Pre tender quotations and enquiries~~

~~Part 41 of the Standing Guide contains guidance on selecting tenderers.~~

~~41.1.—An Authorised Officer may make general enquiries of contractors before tenders or quotations are invited in order to—~~

~~41.1.1.—establish whether the work, goods, materials or services that the Council wishes to procure are available and at what price;~~

~~41.1.2.—prepare tender documents, price estimates and contracts; and—~~

~~41.1.3.—for contracts under £25,000,—ascertain which contractors wish to be invited to tender or quote for a particular contract.—~~

~~41.2.—In making enquiries—~~

~~41.2.1.—an Authorised Officer shall not disclose to one contractor information which is not also disclosed to all those of whom enquiries are made or who are subsequently invited to submit a tender or quote;~~

~~41.2.2.—no contractor shall be led to believe that the information he/she offers will necessarily lead to him/her being invited to submit a tender or quote or being awarded a contract; and—~~

~~41.2.3.—a comprehensive written record, including notes of any meetings held, the responses made and the names of all individuals present shall be kept by the Authorised Officer on the contract file.—~~

CHAPTER IV THE TENDERING PROCESS

~~42.—Contracts not requiring tendering~~

~~42.1.—A contract need not be tendered if—~~

~~42.1.1.—it is valued at less than £25,000 and the requirements of Standing Order Standing Order [*] (contracts valued at less than~~

~~£50,000) are met, except where, notwithstanding Standing Order Standing Order [•], the contract must be tendered by law;~~

- ~~42.1.2.—an exemption from tendering has been granted in respect of that contract under Standing Order Standing Order [•] (exemption from competition);~~
- ~~42.1.3.—it is a contract entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the contract procedure rules of the lead authority or organisation and European and domestic law;~~
- ~~42.1.4.—it is a contract made under one of the suite of framework agreement or contracts that a public sector Professional Buying Organisations (PBO) has with suppliers of works, goods and services, except where the terms and conditions of the PBO's agreement include a requirement to undertake competition between providers under the agreement in which event a tendering exercise must be conducted in compliance with the requirement;~~
- ~~42.1.5.—it is a social care contract, being the provision of individual care and support services to a client or group of clients that is not obtainable under any framework agreement or contract that the Council has with a provider of such services and enquiries have established that there is only one external provider of the required individual care and support services at the time the need arises;~~
- ~~42.1.6.—it is for the purpose of formalising the funding of particular voluntary or community sector bodies where the purpose of the contract is to establish the general conditions which will apply to the funding from the Council;~~
- ~~42.1.7.—it is for the engagement of counsel or the provision of specialist legal advice; or~~
- ~~42.1.8.—it is for the appointment of an expert witness in connection with court proceedings, tribunal proceedings, statutory inquiries, or any other proceedings in which the Council is a party; or~~
- ~~42.1.9.—it is for the renewal of an ICT or property support or maintenance contract within 5 years of the original contract having been made.~~

43.—Exemption from competition

~~43.1 The Strategic Director has power to waive any requirements within these contract procedure rules for specific projects, and any such decision may be a Key Decision, except where the said decision would constitute a breach of EU Legislation.~~

~~43.2 Subject to statutory requirements and Public Contract Regulations, quotations or tenders need not be invited in accordance with these Standing Orders in the following cases:~~

~~43.2.1—where the technical characteristics of the goods are only compatible with an existing supply or installation, such that procurement of another product other than one available from the original Contractor would result in incompatibility and/or disproportionate technical difficulties. The duration of a contract negotiated in accordance with this exemption shall not exceed 3 years;~~

~~43.2.2—the procurement of a unique work of art or artistic performance;~~

~~43.2.3—where competition is absent for technical reasons where no reasonable alternative or substitute exists;~~

~~43.2.4—where due to exclusive rights, including but not limited to intellectual property rights, no reasonable alternative or substitute exists;~~

~~43.2.5—where the price of the goods, services or works that are to be procured is controlled by statutory bodies, trade organisations or legislation and in the opinion of the appropriate Strategic Director no reasonable satisfactory alternative is available;~~

~~43.2.6—Where the contract is for the execution of work or the supply of goods or services that are required so urgently (the urgency not being due to the action or inaction of the Council or its officers) that compliance with any competitive process prescribed by these Standing Orders cannot be achieved;~~

~~43.2.7—Where the contract relates to goods, services or works in circumstances where the publication of documents detailing the Council's requirements could reasonably be considered to prejudice the security of the activity to be undertaken and the Council have considered the use of reasonable measures that would protect such security and allow the normal procurement~~

~~process to be followed (e.g. the use of confidentiality agreements);~~

~~43.2.8—to allow for the continuation of a contract beyond its contractual term, in exceptional circumstances and where the term of such an extension is determined in accordance with the timescales required to complete a re-procurement or decommission the existing arrangement;~~

~~43.2.9—in any case where works are to be executed or goods or services are to be supplied, the Strategic Director believes there can be no genuine competition;~~

~~43.2.10—an alternative, competitive process to that prescribed by these Standing Orders may be approved for contracts with a value between £50,000 and the EU Threshold subject to reasonable justifications for such a request.~~

~~43.3—All exemptions require the approval of the Chief Finance Officer (in consultation with the Monitoring Officer) who is ultimately responsible for procurement within the Council, as well as the approval of the relevant Strategic Director for the service concerned.~~

~~43.4—An exemption request form must be completed for every instance of an exception with a total value of £10,000 or more to inform the Chief Finance Officer and the relevant Strategic Director for the service of all the relevant implications associated with the proposed course of action and aid their decision making. The request must clearly document the exemption to be applied, along with the justifications and all necessary procurement, legal and financial risks.~~

~~43.5—A copy of all approved exemption requests must be provided to the Corporate Procurement Team, where a record of all approved exemptions will be maintained. The relevant Strategic Director is responsible for ensuring the appropriate Cabinet Member is kept informed. A summary of agreed exemptions will be reported in quarterly performance monitoring reports.~~

~~43.6—Where an exemption has been approved, the Authorised Officer must ensure that the best possible balance of value for money and quality is obtained for the Council. A specification and Terms and Conditions must be developed and a formal quote/tender must be requested from the chosen supplier. The supplier must not be told that they are the only company submitting a bid. A copy of the final Contract must be uploaded to the YORtender and managed in line with the requirements of these Standing Orders.~~

~~44— Framework Agreements and Dynamic Purchasing Systems~~

- ~~44.1— Officers must use a third party Framework Agreements and Dynamic Purchasing Systems procured by another public sector body or Professional Buying Organisation where these are available to the Council for the goods or services that are required.~~
- ~~44.2— The Chief Procurement Officer shall maintain a list of such Framework Agreements and Dynamic Purchasing Systems which officers are permitted to use and make the list available to officers.~~
- ~~44.3— Framework Agreements may also be procured and used by Strategic Directors, subject to legislative requirements and advice from the Chief Procurement Officer, as a procurement tool to manage the process of competition and sourcing of suppliers in an efficient way.~~
- ~~44.4— Where the relevant Strategic Director is satisfied that a requirement for works or services falls outside any Framework Agreement or contract that the Council has with a provider of such works or services, the particular works or services shall be procured in accordance with these Standing Orders.~~
- ~~44.5— Contracts based on Framework Agreements may be awarded by either—~~
- ~~44.5.1— applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without re-opening competition; or~~
 - ~~44.5.2— where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini-competition in accordance with the following procedure—~~
 - ~~44.5.2.1— inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written tenders;~~
 - ~~44.5.2.2— fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract;~~
 - ~~44.5.2.3— awarding each contract to the tenderer who has submitted the best tender on the basis of the award criteria set out in the specification of the framework agreement.~~

~~45 — Contracts valued at less than £25,000~~

~~45.1 — This Standing Order is predicated on the presumption that the provision of works, services or supplies of goods or materials by internal trading organisations employed by the Council for that purpose is more economically efficient than inviting tenders for each contract.—~~

~~45.2 — This Standing Order applies to any internal trading organisation of the Council.—~~

~~45.3 — Where a contract for a work, service or supply of goods or materials is valued at less than £25,000 the order shall be placed with an internal trading organisation if the internal trading organisation can perform the work, carry out services or supply goods or materials and achieve value for money, after taking into consideration as appropriate —~~

~~45.3.1 — cost effectiveness;~~

~~45.3.2 — quality, aesthetics and functional characteristics;~~

~~45.3.3 — technical assistance and technical merit;~~

~~45.3.4 — the period for completion or delivery;~~

~~45.3.5 — running costs;~~

~~45.3.6 — after sales service; and~~

~~45.3.7 — profitability.~~

~~45.4 — A contract should be made with an external contractor on an Authorised Officer's list if but only if the condition specified in Standing Order [•] is not met.~~

~~45.5 — Except as required by law and subject to Standing Orders Standing Order [•] (frameworks) Standing Order [•] (prohibition on artificial division of a requirement for a work, goods, material or services into two or more contracts) and Standing Order [•], a contract made under Standing Order [•] where the estimated value is —~~

~~45.5.1 — less than £5,000 may be made without seeking competitive, written quotations;—~~

~~45.5.2 — £5,000 but less than £25,000 may be made after inviting at least two written quotations.~~

~~45.6 Authorised Officers must keep a written record of all quotations sought, including the full name and address of the contractor, details of the contract and the contractor's price for its performance.—~~

~~45.7 A written quotation must be obtained before an order is placed or a contract made in accordance with this Standing Order.—~~

~~46—Contracts valued at £25,000 or more~~

~~46.1 Where a contract for a work, service or supply of goods or materials is valued between £25,000 and the EU Threshold it should be let on a competitive basis, advertised to the open market on YORtender and Contracts Finder.~~

~~46.2 a sufficient (but not disproportionate) time limit is applied to allow potential bidders to respond. This therefore needs to be considered on a case by case basis, dependent upon any prior market engagement undertaken, the complexities of the specification and the level/amount of detail required within the tender response.~~

~~46.3 Tenders undertaken for procurements between these thresholds must not include a pre-qualification stage or a stage in the procurement process where the authority can assess the suitability of a candidate for the purpose of reducing the number of candidates to a smaller number who will proceed to a later stage of the process.~~

~~46.4 Suitability questions may be included within a procurement exercise, where they are relevant to the subject matter of the procurement and proportionate, and must be considered as part of the wider overall quality evaluation.~~

~~46.5 Where there is a need to determine the financial standing of a potential supplier as part of the evaluation process, this should be done through due diligence with the top scoring bidder only.~~

~~46.6 Where the value of the proposed Contract exceeds the EU Threshold (taking account of aggregation), it must be tendered in accordance with the Public Contracts Regulations 2015, i.e. using one of the following permitted procedures:~~

~~46.6.1—open tender;~~

~~46.6.2—restricted tender;~~

~~46.6.3—competitive procedure with negotiation;~~

~~46.6.4—competitive dialogue;~~

~~46.6.5—innovation partnership.~~

~~46.7 The Procurement Business Case should have identified which of the permitted procurement procedures would be most suitable for the procurement project and taken into account the resources and timescale needs to complete the procurement.~~

~~46.8 All tenders above the EU Threshold must be advertised in *the Official Journal of the European Union* (OJEU) using the YORtender portal.~~

~~46.9 All OJEU notices for non-routine procurements shall be referred in advance of sending to the OJEU, to the Chief Procurement Officer for advice on its wording.~~

~~47 Tender invitation and receipt of tenders~~

~~*The Standing Guide contains guidance on e-procurement and e-auctions.*~~

~~47.1 All tenderers invited to tender must be issued with the same information at the same time and subject to the same conditions and any supplementary information must be given on the same basis.~~

~~47.2 All invitations to tender must state that the Council is not bound to accept any tender submitted for the contract and should include the following—~~

~~47.2.1 a specification that describes the works, goods or services in sufficient detail for the tenderers to provide robust, competitive tenders which can be relied upon by the Council to be a sound basis for the subsequent contract;~~

~~47.2.2 the conditions of contract that will apply;~~

~~47.2.3 a requirement for tenderers to declare that the contents of their tender, including the price or any other figure or particulars, have not been disclosed by the tenderer to any other party (except where the disclosure is made in confidence for a necessary purpose);~~

~~47.2.4 a requirement for tenderers to complete fully and sign all tender documents including a form of tender and certificates relating to canvassing and non-collusion;~~

~~47.2.5 notification that tenders are submitted to the Council on the basis that they are compiled at the tenderer's expense;~~

- ~~47.2.6—a description of the award procedure and, unless defined in a prior advertisement, a definition of the Council's tender evaluation criteria in objective terms and if possible in descending order of importance;~~
- ~~47.2.7—the method by which any arithmetical error discovered in the submitted tenders is to be dealt with and, in particular, whether the overall price prevails over the rates in the tender or vice versa.~~
- ~~47.3 All invitations to tender should include any other information or instructions that the Monitoring Officer and Chief Finance Officer may require.~~
- ~~47.4 The Council uses an electronic supplier and contract management system (YORtender) which is designed to give suppliers, contractors, consultants and service providers direct access to procurement opportunities with the Council and other local authorities across the region. Tenderers shall be invited to submit tenders electronically.~~
- ~~47.5 The YORtender system shall be administered and managed by the corporate procurement team.~~
- ~~47.6 All tendering exercises for contracts valued at £25,000 or more shall be conducted using the YORtender system.~~
- ~~47.7 Tenderers must submit all of the tender documents electronically into the YORtender system prior to the deadline for the close of tenders otherwise the tender will be rejected.~~
- ~~47.8 The successful tenderers' details will be listed on the Council's contracts register.~~

48—Evaluation of tenders

- ~~48.1 Tenders shall be opened using the secure, auditable functionality of the YORtender system.~~
- ~~48.2 An evaluation panel must be convened for the evaluation of tenders. Representation on the panel must be from people who have knowledge of the subject area and be proportionate to the size and value of the procurement being undertaken.~~
- ~~48.3 For all Contracts, regardless of value, no person with a personal or financial interest in any of the tenderers invited to submit a quote/tender should be involved in evaluating quotations or tenders or involved in any way in influencing the decision as to which tenderer is to be awarded the Contract. A declaration of interest form must be completed by each officer involved in~~

~~the evaluation process and held on file by the Authorised Officer. No access to the tender responses should be granted until this declaration of interest form has been received.~~

~~48.4 It is essential that during the evaluation process the principles of Public Contract Regulations are applied, i.e:~~

~~48.4.1—non-discrimination~~

~~48.4.2—equal treatment~~

~~48.4.3—transparency~~

~~48.4.4—proportionality~~

~~48.4.5—open competition and~~

~~48.4.6—free movement of trade within Europe.~~

~~48.5 The evaluation of quotations/tenders must be in accordance with the evaluation criteria specified in the original request for quotation/tender documents. Under no circumstances should there be a deviation away from this.~~

~~48.6 The evaluation panel must keep detailed notes on the decision making process.~~

~~48.7 Where a tenderer submits a qualified or conditional quotation/tender, they must be given the opportunity to withdraw the qualification or condition without amendment to the bid submitted. If the tenderer fails to do so their bid must be rejected unless it is dealt with as an alteration to their submission in accordance with Standing Order [*].~~

~~48.8 Identifying and dealing with abnormally low bids shall be the responsibility of the Authorised Officer. Where a tender/quote appears to be abnormally low, the Council are under a statutory duty to request that the Contractor concerned provides a full and detailed response to explain the price/cost proposed. The Council may reject an abnormally low bid, where the justification does not satisfactorily account for the low level of price. Where consideration is being made to the rejection of a bid on these grounds advice must be sought from the Chief Procurement Officer.~~

~~48.9 Post tender negotiation is only permissible in limited circumstances. The advice of the Monitoring Officer and Chief Procurement Officer must be followed if an Authorised Officer considers there are issues which *might* be addressed in post tender negotiations.~~

49 — Form and content of contracts

~~49.1 Every contract must be in writing in some form.—~~

~~49.2 As appropriate, a contract must specify —~~

~~49.2.1 the parties to the contract, including any surety or guarantor;~~

~~49.2.2 the goods, materials or services to be supplied or the work to be performed;~~

~~49.2.3 the price to be paid together with a statement as to the amounts of any discounts or other deductions;~~

~~49.2.4 the period within which the contract is to be performed;~~

~~49.2.5 the conditions and terms agreed between the Council and the contractor;—~~

~~49.2.6 in the case of a contract for building or construction related works, a term requiring the contractor to retain and produce at the Council's reasonable request all accounts, vouchers and documents in the contractor's possession, until the Council's accounts for the contract have been audited; and—~~

~~49.2.7 any other terms and conditions stipulated by the Monitoring Officer (who has general powers to set standard and particular contract conditions), including a condition that —~~

~~49.2.7.1 the contract may not be assigned without the prior written consent of the Council, and~~

~~49.2.7.2 the Council shall be entitled to cancel the contract with immediate effect and recover any loss it has suffered as a result of the contractor offering or agreeing to give an inducement or reward to anyone in order to obtain the contract or another contract with the Council, committing an offence under the Bribery Act 2010 or giving any fee or reward the receipt of which is an offence under section 117 disclosure by officers of interest in contracts) of the Local Government Act 1972.~~

~~49.3 Where appropriate, a contract with an estimated value of £50,000 or more should include standard terms and conditions, in the form approved from time to time by the Monitoring Officer, in respect of—~~

~~49.3.1—a right of access to relevant documentation and records of the contractor for monitoring and audit purposes;~~

~~49.3.2—data protection requirements;~~

~~49.3.3—discrimination and equalities requirements;~~

~~49.3.4—freedom of Information Act requirements;~~

~~49.3.5—health and safety requirements;~~

~~49.3.6—human rights requirements;~~

~~49.3.7—insurance requirements;~~

~~49.3.8—indemnification of the Council;~~

~~49.3.9—ombudsman requirements.~~

~~49.4 Where appropriate, a contract with an estimated value of £50,000 or more must provide for the contractor to pay liquidated damages (where these can be assessed and ascertained) or other damages to the Council if the terms of the contract are not carried out properly, including the method by which such damages are to be calculated and the circumstances in which they will be payable.~~

~~50—Security for performance of contract~~

~~*The Standing Guide contains guidance on performance bonds.*~~

~~50.1 Prior to the award of a contract with an estimated value of £100,000 or more, the Authorised Officer must consider whether the successful contractor should be required to provide security for the performance of the contract, in the form of a parent company guarantee or performance bond.~~

~~50.2 In considering the need for either form of security, the Authorised Officer must—~~

~~50.2.1—estimate the increase in the contract price that would result from requiring the contractor to provide security for the performance of the contract; and—~~

~~50.2.2—identify and assess the risks to which the Council could be exposed should the contractor fail to perform satisfactorily the contract.—~~

~~50.3—In identifying and assessing the risks, the Authorised Officer must have regard to any guidance issued from time to time by the Chief Finance Officer and—~~

~~50.3.1—to any advice from the Chief Finance Officer on the contractor's financial standing;—~~

~~50.3.2—to the value of the contract, particularly where this is significantly higher in value than contracts for similar works, goods or services let by the Council;—~~

~~50.3.3—to the complexity or degree of technical difficulty of the subject matter of the contract;—~~

~~50.3.4—to any technical or financial evaluation undertaken prior to the letting of the contract and whether this was based on an evaluation of the contractor or the contractor's parent company;~~

~~50.3.5—to any concerns about the contractor's stability or financial standing or both, particularly where the contract provides for staged or other payments in advance of receiving the whole of the subject matter of the contract; and—~~

~~50.3.6—to the need to repeat periodically any financial checks that were conducted prior to the award of the contract, particularly in the case of long term contracts such as partnering contracts.~~

~~—~~

~~51—Signing contracts and the Common Seal~~

~~Contracts under seal~~

~~51.1—The Common Seal of the Council must be affixed to any building contract or construction-related contract with an estimated value of £100,000 or more and to any contract, instrument or other document that is required by law to be made by deed.—~~

~~51.2—Contracts that are required to be made by deed include contracts made without valuable consideration, conveyances or transfers of land or any interest in land and transfers of shares in certain companies.—~~

~~51.3 The affixing of the Common Seal of the Council to any contract, instrument or document shall be deemed to be duly authenticated if but only if the impress of the Seal is accompanied by the signature of —~~

~~51.3.1 the Chief Executive; or~~

~~51.3.2 the following officers in Legal Services, namely the Assistant Director of Legal Services, the deputy Monitoring Officer, the Service Manager of the Litigation and Social Care Teams, the Service Manager of the Property, Commercial and Information Governance Teams or the Team Manager of the Commercial Team (including any temporary appointment to any of those positions to cover a vacancy or long term absence),~~

~~whether or not, in the case of a contract that relates to the discharge of an executive function, a member of the Cabinet also attests the Seal.—~~

~~Contracts under hand~~

~~51.4 Strategic Directors have the power to sign contracts and agreements that are not required to be made by deed and, in accordance with their internal schemes of delegation, to authorise specified officers to sign such contracts on their behalf.~~

~~CHAPTER V CONTRACT MANAGEMENT~~

~~52 The role of Contract Manager~~

~~52.1 The arrangements for managing Council contracts should be in line with the National Audit Office's *Good Practice Contract Management Framework*.~~

~~52.2 For every contract the relevant Strategic Director shall appoint a suitably qualified, experienced and trained officer to be the Contract Manager.~~

~~52.3 The Contract Manager shall, as a minimum:~~

~~52.3.1 regularly review management information and supplier performance (as detailed in the tender and contract documentation);~~

~~52.3.2 for contracts valued at £50,000 or more, use the YOR tender to record key information about the contract throughout its lifetime;~~

~~52.3.3 meet with the supplier at a frequency appropriate to the contract value (but no less frequent than annually) to discuss contract~~

~~compliance, , performance, service development, innovation, etc.;~~

~~52.3.4—deal with instances of off contract and non contract spend within the Council;~~

~~52.3.5—benchmarking the contract to ensure it continues to be good value for money;~~

~~52.3.6—monitoring any ongoing efficiency savings and reporting these to the Chief Procurement Officer;~~

~~52.3.7—monitor that all promised outputs and outcomes, including social outcomes, are achieved;~~

~~52.3.8—prepare a report for the Strategic Director at least annually on the supplier's performance, and the contract's value for money;~~

~~52.3.9—make recommendations about options for future procurements/extensions to the contract.~~

53—Contract variations and modifications

~~53.1 During the term of a contract, variations or modifications may be proposed, which if adopted would result in changes to the volume and/or nature of the works, goods and/or services being supplied to the Council. To the extent that such changes were anticipated in the tendering process and a change mechanism exists in the contract then the relevant Strategic Director may approve the variation/modification subject to it being value for money and there being sufficient budget provision for it.~~

~~53.2 Where variations or modifications are proposed (either by the Council or the supplier) which were not considered when the original procurement took place then there are significant limitations upon the Council being able to make such modifications. When considering an un-anticipated variation/modification to an existing contract, advice must be sought from the Chief Procurement Officer and Monitoring Officer.~~

54—Contract extensions

~~54.1 An extension to a contract may only be permitted where the details of any extension provisions were included within terms and conditions of the contract, tender/quotations documents and OJEU notice (where relevant).~~

- ~~54.2 If there is not a provision in the contract for an extension an exception to these Standing Orders must be identified and dealt with in accordance with Standing Order [*].~~
- ~~54.3 Prior to extending a contract, the Authorised Officer must ensure that an options appraisal is undertaken to determine if it is in the best interest of the Council to extend the current arrangement and then seek approval of the recommended option from the appropriate Strategic Director and the Chief Finance Officer.~~
- ~~54.4 When negotiating the terms of a contract extension (if such terms are not set out in the contract documentation) the Authorised Officer must make every effort to negotiate improved contract terms with regards to cost and/or quality of the goods, services and/or works being delivered.~~
- ~~54.5 Once a contract extension has been agreed with the supplier the Authorised Officer shall update the details of the contract held in YORtender.~~

~~CHAPTER VI MISCELLANEOUS PROVISIONS~~

~~55—Community representatives~~

- ~~55.1 The Cabinet or the member of the Cabinet for the service area concerned may invite community representatives to appoint persons (who may not be members of the Council) to participate in the drawing up of specifications for council contracts, interviewing contractors and monitoring council contracts.~~
- ~~55.2 Community representatives are not Authorised Officers and, except where the law specifically allows, shall be observers with speaking rights at the discretion of the Authorised Officer.—~~
- ~~55.3 Community representatives may advise Authorised Officers where appropriate, but all decisions must be taken within the framework of the Council's Delegation Scheme for Members and Officers.—~~
- ~~55.4 Authorised Officers must ensure community representatives give a written undertaking to treat all information confidentially throughout the tender process and the life of the contract.~~

~~56.—Sale of land~~

- ~~56.1 In consultation with the Assistant Director of Legal and Democratic Services and the Strategic Director of Finance, the Director of Audit & Asset Management, who is responsible for reporting to and advising the Council on proposals to sell, lease or dispose of any interest in council land, shall~~

~~prepare and keep under review a code of practice ("the Code") prescribing the manner in which such interests may be sold, granted or disposed of.~~

~~56.2 At least every four years, the Director of Internal Audit & Asset Management must review the Code and submit it for the Council's approval.~~

~~56.3 For the purpose of this standing order, land includes buildings and "an interest in land" includes any interest in land and any easement or right in, to or over land.~~

57 32 Suspension of ~~standing orders~~ Procedure Rules

(1) ~~Standing orders~~ Procedure Rules 1 to 9 and 19 may not be suspended.

(2) Subject to ~~standing order 55.1~~ Procedure Rule 32(1), a member may request the Mayor's permission to move the suspension of a ~~standing order~~ procedure rule for a stated purpose.

(3) On the granting of permission under ~~standing order 55.2~~ Procedure Rule 32(2), the question shall be put immediately and without amendment or debate to a vote of the members.

(4) If on the question being put or a division being taken it appears that not less than two-thirds of the members present and voting are in favour of the request, the motion for the suspension of the ~~standing order~~ procedure rule shall be put immediately and without amendment or debate to a vote.

PART V SUSPENSION ETC AND INTERPRETATION OF ~~STANDING ORDERS~~ PROCEDURE RULES

58 33 Variation, revocation or supersession of ~~standing orders~~ procedure rules

(1) These ~~Standing Orders~~ procedure rules shall not be altered, revoked or superseded without the prior recommendation of the Cabinet. ~~or the Council's Standards Committee.~~

59 34 Interpretation of ~~Standing Orders~~ Procedure Rules

(1) The ruling of the Mayor on the construction or application of any of these ~~Standing Orders~~ Procedure Rules, or on any proceedings of the Council, shall be final and not challenged at any council meeting.

(2) Except for the powers and duties conferred or imposed on the Strategic Director of Finance and Customer Services and the Assistant Director of Legal Services, any power or duty conferred or imposed on a director of service, in accordance with these ~~Standing Orders~~ Procedure Rules, may be exercised by the Strategic Director for the programme area concerned or the Chief Executive.

(3) A reference in these ~~Standing Orders~~ Procedure Rules to the masculine gender includes the feminine and, where the context requires, the singular includes the plural and vice-versa.

(4) The term "committee" includes a joint committee or joint authority and a sub-committee.

APPENDIX 1

LEGISLATION

~~Some of the provisions of the Local Government Act 1972 and other Acts, which are referred to in these standing orders, are reproduced in this Appendix. Statutory provisions cannot be varied, revoked or suspended, except by statutory authority.~~

~~In this Appendix, references to the "1972 Act" mean the Local Government Act 1972; and references to "Schedule 12" mean Schedule 12 to the 1972 Act.~~

STANDING ORDER 1

~~Section 99 of the 1972 Act~~

~~**99 Meeting and proceedings of local authorities**~~

~~The provisions of Schedule 12 to this Act shall have effect with respect to the meetings and proceedings of local authorities, joint authorities, police authorities established under section 3 of the Police Act 1996 and the Service Authority for the National Crime Squad and their committees, parish meetings and their committees and community meetings.~~

~~Paragraphs 1 to 4 of Schedule 12~~

~~1. _____(1) A principal council shall in every year hold an annual meeting.~~

~~(2) The annual meeting of a principal council shall be held—~~

~~(a) in a year of ordinary elections of councillors to the council, on the eighth day after the day of retirement of councillors or such other day within the twenty-one days immediately following the day of retirement as the council may fix;~~

~~(b) in any other year, on such day in the month of March, April or May as the council may fix.~~

~~(3)...~~

~~(4) An annual meeting of a principal council shall be held at such hour as the council may fix, or if no hour is so fixed at twelve noon.~~

~~2 _____(1) A principal council may in every year hold, in addition to the annual meeting, such other meetings as they may determine.~~

~~(2) Those other meetings shall be held at such hour on such days as the council may determine.~~

~~3.____(1) An extraordinary meeting of a principal council may be called at any time by the chairpersons of the council.~~

~~(2) If the chairpersons refuses to call an extraordinary meeting of a principal council after a requisition for that purpose, signed by five members of the council, has been presented to him, or if, without so refusing, the chairpersons does not call an extraordinary meeting within seven days after the requisition has been presented to him, then, any five members of the council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an extraordinary meeting of the council.~~

~~4.____(1) Meetings of a principal council shall be held at such place, either within or without their area, as they may direct.~~

~~(2) Five clear days at least before a meeting of a principal council—~~

~~(a) notice of the time and place of the intended meeting shall be published at the council's offices, and where the meeting is called by members of the council the notice shall be signed by those members and shall specify the business proposed to be transacted thereat; and~~

~~(b) a summons to attend the meeting, specifying the business proposed to be transacted thereat, and signed by the proper officer of the council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the council.~~

~~(3) If a member of a principal council gives notice in writing, to the proper officer of the council, that he desires summonses to attend meetings of the council to be sent to him at some address specified in the notice other than his place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons.~~

~~(4) Want of service of a summons on any member of a principal council shall not affect the validity of a meeting of the council.~~

STANDING ORDER 2

Paragraphs 6 & 45 of Schedule 12

~~6.____ Subject to paragraph 45 below, no business shall be transacted at a meeting of a principal council unless at least one quarter of the whole number of members of the council are present.~~

~~45.____ Where more than one third of the members of a local authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.~~

STANDING ORDER 3

Section 3 of the 1972 Act

3 Chairpersons

~~(1) The chairpersons of a principal council shall be elected annually by the council from among the councillors.~~

~~(1A) A member of the Executive of a principal council may not be elected as the chairpersons of the council.~~

~~(2) The chairpersons shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as chairpersons.~~

~~(3) During his term of office the chairpersons shall continue to be a member of the council notwithstanding the provisions of this Act relating to the retirement of councillors.~~

~~(4) The chairpersons of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative.~~

~~(5) A principal council may pay the chairpersons for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.~~

Section 5 of the 1972 Act

5 Vice-chairpersons

~~(1) A principal council shall appoint a member of the council to be vice-chairpersons of the council.~~

~~(1A) A member of the Executive of a principal council may not be appointed as the vice-chairpersons of the council.~~

~~(2) The vice-chairpersons shall, unless he resigns or becomes disqualified, hold office until immediately after the election of a chairpersons at the next annual meeting of the council and during that time shall continue to be a member of the council notwithstanding the provisions of this Act relating to the retirement of councillors.~~

~~(3) Subject to any standing orders made by the council, anything authorised or required to be done by, to or before the chairpersons may be done by, to or before the vice-chairpersons.~~

~~(4) A principal council may pay the vice-chairpersons for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.~~

Paragraph 5 of Schedule 12

~~5. (1) At a meeting of a principal council the chairpersons, if present, shall preside.~~

~~(2) If the chairpersons is absent from a meeting of a principal council, then—~~

~~(a) the vice chairpersons of the council, if present, shall preside;~~

~~(b)...~~

~~(c)...~~

~~(3) If—~~

~~(a) in the case of a principal council, both the chairpersons and vice chairpersons of the council are absent from a meeting of the council;~~

~~(b)...~~

~~(c)...~~

~~another member of the council chosen by the members of the council present shall preside.~~

STANDING ORDER 4

Section 4 (1) of the 1972 Act

4 Election of chairpersons

~~(1) The election of the chairpersons shall be the first business transacted at the annual meeting of a principal council.~~

Paragraph 5 of Schedule 12

~~5. Except in the case of business required by or under this or any other Act to be transacted at the annual meeting of a principal council and other business brought before that meeting as a matter of urgency in accordance with the council's standing orders, no business shall be transacted at a meeting of the council other than that specified in the summons relating thereto.~~

Section 41 of the Local Government Act 1985

41 Questions on discharge of functions

~~Arrangements shall be made (whether by standing orders or otherwise) for enabling questions on the discharge of the functions of a joint authority to be put in the course of proceedings of any constituent council by members of that council for answer by a member of it who is also a member of the authority and is nominated by the authority for that purpose.~~

STANDING ORDER 6

~~Paragraph 41 of Schedule 12~~

~~41. (1) Minutes of the proceedings of a meeting of a local authority shall, subject to sub-paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same or next suitable meeting of the authority by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.~~

~~(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meetings of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.~~

~~(3) Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.~~

~~(4) For the purposes of sub-paragraphs (1) and (2) above the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the authority in accordance with regulations under section 20 of the Local Government and Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting or that other meeting.~~

~~Paragraph 2 of Schedule 2 to the Local Authorities (Standing Orders) Regulations
1993~~

~~Signing minutes—extraordinary meetings~~

~~2. Where in relation to any meeting of the authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41 (1) and (2) (signing of minutes) of that Schedule.~~

~~Paragraph 39 of Schedule 12~~

STANDING ORDER 14

~~39. (1) Subject to the provisions of any enactment (including any enactment in this Act) all questions coming or arising before a local authority shall be decided by a~~

~~majority of the members of the authority present and voting thereon at a meeting of the authority.~~

~~(2) Subject to those provisions in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.~~

~~Paragraph 1 of Schedule 2 to the Local Authorities (Standing Orders) Regulations 1993~~

~~1.____(1) Where immediately after a vote is taken at a meeting of a relevant body any member of that body so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he abstained from voting.~~

~~(2) In this paragraph "relevant body" means the authority, a committee or sub-committee of the authority or a relevant joint committee or sub-committee of such a committee.~~

STANDING ORDER 16

~~Section 1(8) of the Public Bodies (Admission to Meetings) Act 1960~~

~~1 Admission of public to meetings of local authorities and other bodies~~

~~(8) The provisions of this section shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.~~

STANDING ORDER 19

~~Paragraph 40 of Schedule 12~~

~~40.____The names of the members present at a meeting of a local authority shall be recorded.~~

STANDING ORDER 25

~~Paragraph 44 of Schedule 12~~

~~44.____(1) Paragraphs 39 to 43 above (except paragraph 41 (3)) [provisions relating to local authorities generally] shall apply in relation to a committee of the local authority (including a joint committee) or a sub-committee of any such committee as they apply in relation to a local authority.~~

~~(2) Until the contrary is proved, where a minute of any meeting of any such committee or sub-committee has been made and signed in accordance with paragraph 41 above as applied by this paragraph, the committee or sub-committee shall be deemed to have been duly constituted and to have had power to deal with~~

~~the matters referred to in the minute, the meeting shall be deemed to have been duly convened and held and the members present at the meeting shall be deemed to have been duly qualified.~~

STANDING ORDERS 30 & 31

~~Section 8 (1) of the Local Government and Housing Act 1989~~

~~8 Duty to adopt standing orders with respect to staff~~

~~(1) The Secretary of State may by regulations require relevant authorities, subject to such variations as may be authorised by the regulations—~~

~~(a) to incorporate such provision as may be prescribed by the regulations in standing orders relating to their staff; and~~

~~(b) to make or refrain from making such other modifications of any such standing orders as may be so prescribed.~~

~~The regulations are the Local Authorities (Standing Orders) Regulations 1993.~~