

# THE IVERS PARISH COUNCIL STANDING ORDERS

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## **How to use model standing orders**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

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

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

## **Notes**

Standing orders that are in bold type contain legal and statutory requirements. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit the council's needs.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

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- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

## **2. Disorderly conduct at meetings**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

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

### 3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●
Applicable for a remote meeting	●

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

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

- **casting vote whether or not he gave an original vote.**

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

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

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

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

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

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

#### **4. Committees and sub-committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;



- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. Ordinary council meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c The annual meeting of the Council shall take place at 7.30pm.
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council**

**resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iv. Receipt of the minutes of the last meeting of a committee;
- v. Appointment of members to existing committees;
- vi. Appointment of any new committees in accordance with standing order 4;
- vii. To appoint representatives to Outside Bodies;
- viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. Extraordinary meetings of the council, committees and sub-committees**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. Voting on appointments**

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

## **9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting**

**shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

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

## **12. Draft minutes**

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **13. Code of conduct and dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor

with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

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

- a Upon notification by Bucks Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties

of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Bucks Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local**

**authorities;**

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority;
- xiv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and

**16. Responsible financial officer**

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

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.



- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's income and expenditure for each quarter;
  - ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. Financial controls and procurement**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include**

**advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Council or, if he is not available, the vice-chair of Council of the absence of the Clerk occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c The chair of Council or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in his absence, the vice-chair of the Council in respect of an informal or formal grievance matter of staff, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by staff relates to the chair or vice-chair of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to provide information**

See also standing order 21.

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

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

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

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

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

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

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

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

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

- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

#### **24. Communicating with unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of Bucks Council
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

#### **25. Restrictions on councillor activities**

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

#### **26. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## **TERMS OF REFERENCE COMMITTEES, SUB COMMITTEES AND WORKING GROUPS**

### **1. INTRODUCTION**

These terms of reference compliment the legislation relating to the structure and operations of the Parish Council and the requirements within the adopted Standing Orders.

They are intended to guide the scope of work of each of the committees, sub committees and working groups and delegate responsibilities.

For the purposes of the Terms of Reference the Committees of The Ivers Parish Council will be classed as Standing Committees ie they have no set dates of existence.

### **2. MEMBERSHIP**

- 2.1 Membership of all committees and working groups of the council will be agreed at the Annual Parish Council meeting held in May of each year .
- 2.2 Membership of sub committees and working groups of committees will be agreed at the first meeting of the committee following the Annual Parish Council Meeting
- 2.3 The Chair and Vice Chair of Council will be ex-officio members of all committees
- 2.4 Changes to membership of committees and working groups of the council, and the formation of new committees and working groups of the council will be by decision of council
- 2.5 Changes to membership of sub-committees and working groups related to the committee, and the formation of new sub-committees and working groups related to the committee will be by decision of the related committee

### **3. QUORUM**

To be quorate a committee and sub committee is required to have a third of its members attending with a minimum of 3 (Standing Order 4dviii). This gives a minimum number of 9 members to be appointed to each committee. Working groups do not resolve matters and are thus not required to meet quorate requirements however a minimum number of three members present is preferable.

### **4. CHAIRS**

Chairs and vice chairs will be elected at the first meeting of the committee or sub committee following the Annual Parish Council Meeting except in the case of a newly formed sub committee that will elect a Chair and Vice Chair at it's first meeting. Working groups elect the chairs as appropriate

## **5. CONDUCT AT MEETINGS.**

All persons attending committee, subcommittee and working group meetings are bound by the Council's adopted code of conduct

## **6. FACILITATION**

All committees and sub committees will be facilitated and minuted by a Clerk or minute taker.

## **DELEGATIONS AND SPECIFIC RESPONSIBILITIES**

### **7. PLANNING COMMITTEE**

7.1 The specific delegated functions and powers of the Planning Committee are:

- 7.1.1 To consider and respond to all applications for planning permission and planning appeals referred by Buckinghamshire Council
- 7.1.2 To consider and comment on all matters relating to historic building consents, buildings of special architectural interest, historic buildings and the conservation area
- 7.1.3 To identify, comment upon and refer to the relevant authorities any matters considered to be in breach of planning permission;
- 7.1.4 To consider and comment on all planning matters relating to the Parish of Iver and advise the Parish Council as necessary;
- 7.1.5 To comment upon and monitor Tree Preservation Orders and to seek adoption of TPOs if deemed necessary;
- 7.1.6 To respond to all relevant consultation documents relating to planning and associated matters;
- 7.1.7 To approve any planning application that the Parish Council is considering making
- 7.1.8 To consider and respond to all Buckinghamshire Local Plan matters

7.2 The maximum numbers of members of the Planning Committee to be 12

### **8. FACILITIES AND EVENTS COMMITTEE**

8.1 The specific delegated functions and powers of the Facilities and Events Committee are:

- 8.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.
- 8.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee
- 8.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below
- 8.1.3 To be responsible for the following assets of the council:

- 8.1.3.1 45B High Street
  - 8.1.3.2 63 Chequers Orchard
  - 8.1.3.3 The Jubilee Pavilion and car parks at Iver Recreation Ground
  - 8.1.3.4 The workshop at Iver Recreation Ground
  - 8.1.3.5 Iver Heath Pavilion and car park
  - 8.1.3.6 Iver Heath Bowls Club
  - 8.1.3.7 Iver Heath Tennis Club premises
  - 8.1.3.8 The fenced play areas of Iver Rec, Iver Heath Rec, and Richings Park
  - 8.1.4 To make all relevant decisions regarding policy and strategy regarding those assets
  - 8.1.5 To undertake necessary capital works on the assets listed in 8.1.3
  - 8.1.6 To set out a schedule of fees and charges for agreement of council at budget setting
  - 8.1.7 To submit to Council proposals for new and improved services;
  - 8.1.8 To appoint advisors as and when necessary to assist in its work.
  - 8.1.9 To develop and implement all events and seasonal activities of the council. This includes the facilitation of the Christmas Lights displays in the three centres of Iver, Iver Heath, and Richings Park.
- 8.2 The maximum numbers of members of the Facilities and Events Committee to be 9

**9. OPEN SPACE AND HIGHWAYS COMMITTEE**

- 9.1 The specific delegated functions and powers of the Open Spaces and Highways Committee are:
- 9.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.
  - 9.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee
  - 9.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below
  - 9.1.4 To be responsible for the following open spaces looked after and/or owned by the council:
    - 9.1.4.1 Iver Allotments
    - 9.1.4.2 Iver Heath Allotments
    - 9.1.4.3 Swan Meadow Nature Reserve
    - 9.1.4.4 Hardings Row Nature Reserve
    - 9.1.4.5 Iver Recreation Ground
    - 9.1.4.6 Iver Heath Recreation Ground
    - 9.1.4.7 Cottage in the Woods Footpath
    - 9.1.4.8 Iver Heath Copse
    - 9.1.4.9 The Mud Wharf



- 9.1.4.101 St Leonards Mound
- 9.1.4.11 Outside space at 45B High Street
- 9.1.5 To be responsible for the following assets owned and/or looked after by the council:
  - 9.1.5.1 Streetlights as per agreement (lanterns and columns)
  - 9.1.5.2 Benches
  - 9.1.5.3 Noticeboards
  - 9.1.5.4 Gates (decorative)
  - 9.1.5.5 All planters and summer and winter flowers and hanging baskets
  - 9.1.5.6 Churchyards and Burial Ground
  - 9.1.5.7 Flagpole
  - 9.1.5.8 Clock (Iver Village)
  - 9.1.5.9 Traffic management and monitoring equipment and infrastructure
  - 9.1.5.10 Bus shelters
  - 9.1.5.11 Bins
- 9.1.6 To respond to all consultations regarding road safety and highways works e.g. HGV licences, road signs, road closures, village gates, pedestrian crossings, speed restrictions, parking restrictions, weight restrictions, traffic calming, and local transport, highway trees, cycleways, bus shelters, seats, bins, transport assessments
- 9.1.7 To make all decisions regarding policy and strategic matters relating to all of the above
- 9.1.8 To undertake necessary capital works on the assets listed in 9.1.4 and 9.1.5
- 9.1.9 To set out a schedule of fees and charges for agreement of council at budget setting
- 9.1.10 To submit to Council proposals for new and improved services;
- 9.1.11 To appoint advisors as and when necessary to assist in its work.
- 9.1.12 To undertake traffic safety observations in partnership with enforcement agencies
- 9.2 The maximum numbers of members of the Planning Committee to be 9

## **10. FINANCE AND AUDIT COMMITTEE**

- 1.1 The specific delegated functions and powers of the Finance and Audit Committee are:
  - 1.1.1 Receive finance reports from Committees and make recommendations to Council
  - 1.1.2 Ensure an adequate and effective system of internal control is in place to secure the integrity of finances and information
  - 1.1.3 Review internal audit on an annual basis
  - 1.1.4 Ensure appropriate insurances are held by the Council
  - 1.1.5 Ensure that appropriate records are maintained and preserved to provide probity to Council

- 1.1.6 To consider and make recommendation to Council on recommendations within internal and external audit reports
- 1.1.7 Monitor and make recommendation to Council on the Investment Strategy

10.2 The membership of the Finance and Audit Committee is The Chair and Vice Chair of Council and the Chairs of Facilities and Events Committee and Open Space and Highways Committees with 3 required to be in attendance to be quorate.

## **11. NEIGHBOURHOOD PLANNING COMMITTEE (NON STANDING COMMITTEE)**

### **11.1 Background**

Through the last four years, discussions have taken place regarding a Neighbourhood Plan for the communities of Iver, Iver Heath and Richings Park. It is the aim of the Parish Council that this process will provide an opportunity to communities to actively influence land use and development, and improvements to infrastructure, as part of the planning processes. The Ivers Parish Council believe that Neighbourhood Planning provides an opportunity to shape future development whilst safeguarding and enhancing what is valued by the community

In November 2016, the Parish Council received agreement for the proposed Neighbourhood Plan to cover the area contained within the whole of the Parish Council boundary.

### **11.2 Purpose**

The committee's purpose is to design, implement and oversee 2 distinct pieces of work:

- The Neighbourhood Plan development process
- Communication, engagement, and training to facilitate the Neighbourhood Plan process.

These two pieces of work, when delivered, will produce the Neighbourhood Development Plan that will then progress to Independent Examination and community referendum. Ultimately the Plan will be adopted by Buckinghamshire Council to sit alongside the Local Plan and other strategic planning documents.

### **11.3 Principles**

The committee is to work to the following principles:

- To undertake the process in a democratic, transparent, and fair fashion, allowing opinions and ideas to be put forward by all.
- To give those who live in the parish, or operate a business in the parish, the opportunity to inform and shape the process e.g. through taking part in the consultation and development process.
- To make this a positive and constructive process.

#### **11.4 Tasks and Activities of the committee**

The following is a summary of the tasks and activities expected of the committee:

- Work with the Parish Council and ensure that the council is fully informed throughout the process, with appropriate decisions referred to them when applicable. (All key decisions are to be recommended by the committee and agreed by the Parish Council);
- Prepare a project plan, with milestones, to set out how the committee will undertake the process of developing a Neighbourhood Plan;
- Prepare a communication, engagement and capacity building plan that aims to encourage engagement in the process;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information required for the production of the Neighbourhood Plan and associated documents;
- Establish and understand the needs of residents and businesses, and what their long term visions or aspirations are;
- Decide upon, and, if required, set up groups (or theme groups) to gather statistics, information and views. All groups to be agreed by the full committee;
- Identify and liaise with all stakeholders throughout the development of the Plan;
- Consult as widely and thoroughly as possible to ensure that the draft and final Plan is representative of the views that have been collected in order to fulfil the requirements of the consultation statement;
- Analyse the available information to prepare the draft and final Plan;
- Produce notes/minutes from committee meetings and publish these and any relevant reports and data on the Parish Council Neighbourhood Planning webpage
- Set up a process of timely updates to the community and stakeholders
- Actively publicise the draft Plan prior to the Referendum;
- Receive instruction on financial arrangements and budget from the Parish Council.

#### **11.5 Membership of committee**

- The committee shall consist of no more than 12 representatives:
  - Chairman of The Ivers Parish Council Planning Committee
  - 5 parish councillors
  - 1 representative of the spiritual sector
  - 4 representatives of the residents associations. (1 each from Richings Park Residents Association, Iver Residents Association and Iver Heath Residents Association);
  - 1 representative of the young people/young family sector
  - 1 representative for the environment sector
- Members must reside or operate a business/organisation in the Parish Council area;

- The committee shall be quorate when at least one third of the members attend;
- Council/agency officers, other councillors, and community members, as well as others appointed by the council to support the process, cannot be voting members of the committee but are able to attend meetings and contribute to the discussions as required.

#### **11.6 Roles within the committee**

The committee shall elect a Chairman and Vice Chairman. If neither can attend a meeting, then a temporary Chairman (selected from the committee members) will be elected for that meeting.

The Clerk to the Parish Council will provide administration to the committee.

#### **11.7 Committee Meeting Arrangements**

- The committee (and or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairman's discretion;
- Recommendations from theme/ groups will be relayed back to the full committee for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific committee (or theme group meeting) to give a presentation and/or discuss their interest in the developing plan;
- A list of committee members and contact details shall be maintained.
- Details of, and any changes to, the committee membership will need to be recommended to, and agreed by the Parish Council.

#### **11.8 Finance and resource management**

- Finance and resources required by the committee will be made available by the Parish Council for specific uses;
- Expenditure to be agreed by majority decision by the committee;
- Decisions regarding the use of resources will be recorded in the minutes and must not result in an overspend on funds allocated.

#### **11.9 Changes to the Terms of Reference**

Any amendments to the terms of reference may be identified by the committee and will be considered and agreed by the Parish Council.



