

STANDING ORDERS FOR CLAYTON PARISH COUNCIL

These standing orders were adopted by the Council at its Meeting held on 8th May 2014.

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1. Meetings

- a) **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b) **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
- c) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a special resolution which shall give reasons for the public's exclusion.**
- d) **Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda at a time agreed by the meeting. Councillors with a Prejudicial Interest may exercise the same rights but must then leave the meeting.**
- e) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.**
- f) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- g) **Subject to standing order 1 (dd) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- h) **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- i) **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question**
- j) **The minutes of a meeting shall record the names of councillors present and absent.**

- k) **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- l) **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- m) **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 3.**
- n) **Mobile telephones, pagers and other personal communication devices must either be switched off or in silent mode during meetings**

2. 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 new councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- d) **The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**
- e) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- f) **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- g) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- h) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

- i) Following the election of the Chairman of the Council and Vice-Chairman of the Council, and their declaration and acceptance of office, at the annual meeting of the Council, the order of business shall be as follows.
 - i) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - ii) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - iii) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
 - iv) To appoint representatives to outside bodies.
 - v) To appoint committees and sub-committees.

and shall thereafter follow the order set out in the Standing Order 15

3 Extraordinary Meetings

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

4 Proper Officer

- a Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer.
- b The Council's Proper Officer shall do the following.
 - i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least 3 clear days before the meeting.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 3 (b) i.**
 - iv. Make available for inspection the minutes of meetings.
 - v. **Receive and retain declarations of acceptance of office from**

councillors.

- vi. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- vii. Keep proper records required before and after meetings;
- viii. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- ix. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- x. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xi. To sign and issue the summons to attend meetings of the Council.

5 Quorum of the Council

- a. **Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
- b. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

6 Order of Business

- a. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.
- b. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.
- c. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - i) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - ii) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - iii) To deal with business expressly required by statute to be done.

- iv) To dispose of business, if any, remaining from the last meeting.
- v) To receive such communications as the person presiding may wish to lay before the Council.
- vi) To answer questions from Councillors.
- vii) To receive and consider reports and minutes of committees.
- viii) To receive and consider resolutions or recommendations in the order in which they have been notified.
- ix) To authorise the sealing of documents.
- x) If necessary, to authorise the signing of orders for payment.

7 Urgent Business

- a. A motion to vary the order of business on the ground of urgency:
 - i) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - ii) Shall be put to the vote without discussion.

8 Resolutions Moved On Notice

- a. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 3 clear days before the next meeting of the Council.
- b. The Clerk shall date every notice of resolution or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- d. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

9 Resolutions Moved Without Notice

- a. Resolutions dealing with the following matters may be moved without notice:-
- i) To appoint a Chairman of the meeting.
 - ii) To approve the absences of councillors.
 - iii) To correct the Minutes.
 - iv) To approve the Minutes.
 - v) To dispose of business, if any, remaining from the last meeting.
 - vi) To alter the order of business.
 - vii) To proceed to the next business.
 - viii) To close or adjourn the debate.
 - ix) To refer a matter to a committee.
 - x) To appoint a committee or sub-committee or any members thereof.
 - xi) To consider a report.
 - xii) To authorise the sealing of documents.
 - xiii) To request a ballot paper.
 - xiv) To amend a motion.
 - xv) To extend the time limit for speeches.
 - xvi) To exclude the press and public.
 - xvii) To silence or eject from the meeting a Councillor or member of the public for disorderly conduct.
 - xviii) To give the consent of the Council where such consent is required by these Standing Orders.
 - xix) To suspend any Standing Order.
 - xx) To adjourn the meeting.

10 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days notice of the question has been given to the Proper Officer.
- b Every question shall be put and answered without discussion.

11 Rules of Debate

- a. No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it

shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

- c. An amendment shall be either:-
 - i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- d. An amendment shall not have the effect of negating the resolution before the Council.
- e. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- f. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- g. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- h. When a resolution is under debate no other resolution shall be moved except the following:-
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.
- i. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

- j. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.
- k. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- l. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- m. Whenever the Chairman speaks during a debate all other members shall be silent.

12 Code of Conduct

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b **If paragraph 12 (2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7 (d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**
- c **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**

13 Disorderly Conduct

- a. All members shall observe the Code of Conduct adopted by the Council.
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, offensively, Improperly or in such a manner as to bring the council into disrepute.
- c. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- d. If, in the opinion of the Chairman, of any meeting, there has been a breach of standing order 12 (a) above, the Chairman shall express that opinion, and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- e. If a resolution made in accordance with standing order 12 (b) above, is disobeyed, the Chairman may take such further steps as may reasonably be

necessary to enforce it and / or he may adjourn the meeting.

14 Rescission of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special motion, the written notice whereof bears the names of at least 4 members of the Council.
- b. When a special motion is moved under the provisions of paragraph (a) has been disposed of, no similar resolution may be moved within a further six months.

15 Voting On Appointments

- a. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

16 Discussions and Resolutions Affecting Employees of the Council

- a. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded.

17 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.
- c The Council's financial regulations shall be reviewed once a year.**
- d The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

18 Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

- b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

19 Committees and Sub Committees

- a. The Council may at its Annual Meeting appoint standing committees and sub-committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
 - i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - ii) May appoint persons other than members of the Council to any Committee; and
 - iii) May in accordance with standing orders dissolve or alter the membership of committee at any time.
- b. The Chairman, ex-officio, shall be a voting member of every committee.
- c. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.
- d. Every committee may appoint sub-committees for purposes to be specified by the committee.
- e. The Chairman of the committee shall be a member of every sub-committee appointed by it unless signifying that they do not wish to serve.
- f. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
- g. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

20 Special Meeting

- a. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

21 Advisory Committees

- a. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

- b The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c An advisory committee may make recommendations and give notice thereof to the Council
- d An advisory committee may consist wholly of persons who are not members of the Council.

22 Voting in Committees

- a Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

23 Presence of Non-Members of Committees at Committee Meetings

- a A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

24 Accounts and Financial Statement

- a The Responsible Financial Officer shall prepare a Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March. This shall be presented along with the Statement of Accounts of the Council (which is subject to external audit) to Council for formal approval before the end of the following June.

25 Estimates / Precepts

- a **The council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Responsible Financial Officer a written estimate of the expenditure recommended for the coming year no later than 10 December.

26 Canvassing of and Recommendations By Members

- a Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
- b A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c These standing orders shall apply to tenders as if the person making the tender were a candidate for an appointment.

27 Inspection of Documents

- a A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

28 Unauthorised Activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

29 Admission of The Public and Press to Meetings

- a **The public and press shall be admitted to all meetings of the Council and its committees** and sub-committees, **which may, however, temporarily exclude** the public by means of the following resolutions: -

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

The Council shall state the special reason for exclusion.

- b At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to any business of the Council.
- c If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

30 Confidential Business

- a Councillors, employees and members of any committee shall not disclose or threaten to disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.

- b A councillor or member of a committee in breach of the provisions of standing order a above may be removed from a committee or a sub-committee by a resolution of the Council. An employee in breach will face disciplinary action.

31 Liaison with District Councillors

- a A summons and Agenda for each meeting may be sent, together with an invitation to attend, to the District Councillors for the ward, unless they specify that they do not want to receive such notification.

32 Planning Applications

- a The Clerk shall keep records of every planning application notified to the Council

33 Financial Matters

- a The Council shall consider and approve financial regulations drawn up by the Finance Committee and Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value of less than £30,000 excluding VAT.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £30,000 excluding VAT shall be procured on the basis of a formal tender as summarised in (c) below.**
- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting

of Council or Committee.

- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

34 Allegations of Breaches of the Code of Conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall deal with It as required by government legislation and In line with any relevant Council policy and refer to the District Council's Standards Committee.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Management & Staffing Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the relevant committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in (a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 31 (d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the relevant committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The relevant committee shall have the power to:

- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in this standing order to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

35 Variation, Revocation and Suspension of Standing Orders

- a Any or every part of the Standing Orders except those which are mandatory by law may be suspended by resolution in relation to any specific item of business.
- b A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

36 Standing Orders to be Given to Members

- a A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

37 Revision of Standing Orders

- a It shall be the duty of the Council to review the Standing Orders of the Council from time to time, and at least once every five years.