

## **4.1 Procedural Standing Orders**

### **Introduction**

These Standing Orders regulate the proceedings of the Council Meetings and a wide range of Committee Meetings.

If a Member requires any advice on the operation of these Standing Orders, or the statutory provisions which affect Council and Committee Meetings, or on the declaration of interests at meetings, please contact Member Services before the meeting and they will be pleased to assist you.

In these Standing Orders the words mentioned below have the following meanings:-

1. Committee - means the Cabinet, Committees, Sub-Committees, Working Parties, Panels and Boards which include Council Members in their membership.
2. Minutes of the meetings of the Cabinet and other Committees - these may include recommendations (which require approval by the Council) and resolved minutes (which are resolutions made by the meeting under authority delegated by the Council and set out in their Terms of Reference).
3. The word “he” includes “she”.
4. Council Year - means the period from the Annual Council meeting in May to the next one.

## **Part A – Procedures common to Council and committee meetings**

### **1. Dates of Meetings**

- 1.1 The **Annual Meeting** shall be held in May each year.
- 1.2 **Ordinary meetings** of the Council and of Committees shall be held generally in accordance with a programme to be approved by the Council, although the dates and times of meetings may be adjusted by the Chairman
- 1.3 A **special meeting** of the Council may be called by the Chairman of the Council; or by at least 5 Members giving a written request to the Head of Finance & Governance Services.
- 1.4 A special meeting of a Committee may be called by the Chairman of the Committee, or by 3 or more Members of the Committee giving a written request to the Head of Finance & Governance Services.
- 1.5 The special meeting will not normally be held until at least 3-5 working days have elapsed since the request was submitted, and no business shall be considered unless it is stated on the agenda.
- 1.6 A special meeting of the Council shall not include Public Question Time, Questions to the Executive and Late Items unless the Chairman of the Council so directs.

### **2. Quorum**

- 2.1 The quorum for each Council meeting shall be 13 Members.
- 2.2 The quorum of the Cabinet shall be 4 Members
- 2.3 The quorum of the Overview and Scrutiny Committee shall be 4 Members
- 2.4 The quorum of each of the other Committees shall be one quarter of its membership (with a minimum of 3 Members).
- 2.5 In the absence of a quorum the meeting shall be adjourned.
- 2.6 The business not transacted shall be deferred to the next ordinary meeting of the Council or Committee, or to a special meeting of it called in accordance with Standing Order 1.

### **3. Chairman**

- 3.1 The chairman for each meeting shall be
  - 3.1.1 The Chairman of the Council or Committee, as appropriate; or
  - 3.1.2 The Vice Chairman of the Council or Committee, as appropriate, in the absence of the Chairman; or

3.1.3 The Member elected by the meeting in the absence of both the Chairman and Vice Chairman.

3.2 The chairman of the meeting shall be entitled to give a final ruling on the interpretation of these procedural Standing Orders or to vary processes for particular meetings or circumstances within the general framework of these Standing Orders.

3.3 If the position of Chairman or Vice-Chairman of a Committee becomes vacant during the Council Year, the Council shall fill such a vacancy at its next meeting.

#### **4. Agendas and Minutes**

4.1 The content of the agendas for all Council and committee meetings shall be finalised by the Head of Finance & Governance Services in consultation with the Chairman.

4.2 The Head of Finance & Governance Services shall be responsible for the content of the published version of the minutes of all meetings subject to consultation with the relevant Chairman and approval under Standing Order 4.3 below.

4.3 The meeting shall consider approving and signing the minutes of the last meeting as a correct record (or the minutes of an earlier meeting if they were not approved at a subsequent special meeting). Only the accuracy of the minutes may be discussed and then only by motion.

#### **5. Announce Urgent Items**

5.1 The chairman shall announce any matters which he has agreed will be considered as urgent items.

#### **6. Public Question time**

6.1 The public may ask questions in accordance with the Council's ~~scheme~~ Scheme for public question time (Part 5.6 of this Constitution).

Comment [PC1]: Link

6.2 Members may, with the chairman's consent, ask questions or make comments on the matters raised during public question time.

6.3 A Member may propose that a matter arising during public question time is referred to a Committee for consideration (if arising at a Council meeting) or (if arising at a Committee meeting) is considered by the Committee or another Committee – and if this is seconded the Council or Committee shall vote on the proposal.

6.4 The chairman may extend the time limit for each member of the public asking questions (5 minutes) or the total time for public question time (15 minutes).

#### **7. Declaration of Interests**

7.1 Each councillor, and co-opted member with voting rights, shall declare interests at meetings and withdraw to the public seating area or from the meeting room as required by the Code of Conduct adopted by the Council.

## 8. Rules of Debate

- 8.1 A proposal at the full Council may only be discussed after it has been **moved** by one Member and **seconded** by another.
- 8.2 A member when speaking shall address the chairman of the meeting.
- 8.3 The Chairman will decide the **order of speeches** by Members and (at a Council meeting).whether a Member will be permitted to speak more than once on the same item.
- 8.4 Speeches by Members shall normally last not more than **5 minutes** unless the chairman approves a longer period.
- 8.5 **Amendments** to motions shall be moved and seconded before they are discussed in detail and the chairman has discretion to allow more than one amendment to be discussed at the same time.
- 8.6 A Member may raise, without notice, any matter relating to the **procedure** of the meeting (for example rules of debate, reference of an item to a committee, appointing a new committee, sub-committee or task and finish group etc., or a point of order – that is, an alleged breach of a statutory provision or a Standing Order).
- 8.7 During a debate a Member may move a “**closure motion**” that is, that the motion being discussed be voted upon, or that the Meeting should proceed to the next business, or that the Meeting should be adjourned.
- 8.8 If a “**closure motion**” is seconded, the chairman shall decide if the matter has been discussed sufficiently and he may then ask the Member who moved the original motion for his comments and the meeting shall then vote on the “closure motion”.
- 8.9 ~~A meeting shall not discuss any personal matter relating to a member of staff (for example, his appointment, promotion, salary or conduct) until it has excluded the public and the press.~~

## 9. Voting Procedures

- 9.1 Except as stated in Standing Orders 9.4-5 and 9.6-7 below, generally voting on all motions shall be by **show of hands**.
- 9.2 In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote.
- 9.23 After voting, a member may require the **minutes** of the meeting to **record** whether he voted for or against a motion, or abstained from voting.
- 9.34 A **recorded vote** shall be taken if at least 4 Members request it before the voting process starts, that is, the Minutes shall record whether each Member present voted for the motion, against it, or abstained from voting;

- 9.45 A **recorded vote**, as defined in 9.3 above, shall be taken at a budget decision meeting of the Council on any decision related to the level of Council Tax.
- 9.56 If a meeting considers matters relating to the level of Council Tax, any Member who is at least 2 months in arrears with payment of his Council Tax shall disclose this fact to the meeting – he may speak on the matters but shall not vote on them.
- 9.67 A **secret ballot** shall be conducted only if there are two or more candidates for the election of the Leader of the Council or any chairman or the appointment of the vice-chairman, that is, each Member present shall record his vote confidentially for, against or abstaining, on a blank piece of paper.
- 9.78 If there are **3 or more Members nominated** for any appointment (for example as a committee chairman or vice-chairman or as a member of a committee, sub-committee etc. or another organisation) and after a vote none of the candidates has a clear majority of votes in his favour, the person with the least number of votes shall be deleted from the list and a fresh vote shall be taken until a majority of votes is given in favour of one person. A similar procedure shall be followed where a meeting is asked to choose between three or more options.
- 9.8 ~~In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote.~~

## 10. Members' Behaviour

- 10.1 A Member shall always comply with the directions and rulings of the chairman of the meeting on the conduct of the meeting and the interpretation of the procedural Standing Orders.
- 10.2 If any Member acts improperly or wilfully obstructs the business of the meeting the chairman may
- 10.2.1 Direct the Member to stay silent; or
  - 10.2.2 Direct the Member to leave the room; or
  - 10.2.3 Adjourn the meeting.

## 11. Behaviour of the public, press and media

- 11.1 The public, press and media shall comply with the directions of the chairman during a meeting.
- 11.2 The chairman may order the removal of a member of the public, press and media from the meeting room if he is disrupting the meeting, and if there is general disturbance the chairman may adjourn the meeting.
- 11.3 Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of meetings of the Council and its Committees from the public seating area is permitted. To assist with the management of a

meeting, anyone wishing to photograph, film or record is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for reporting on a meeting by the press and public using social media is permitted. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography and this could result in expulsion under Standing Order 11.2.

## **12. Record of Attendance at Committee Meetings**

- 12.1 ~~Each Member attending the meeting shall sign his name in the Attendance Book~~A record shall be kept of attendance at Council and Committee meetings.

## **Part B – Council meetings**

### **13. The Annual Meeting**

- 13.1 At the Annual Meeting of the Council the Council shall

13.1.1 Elect the Chairman of the Council

13.1.2 Appoint the Vice Chairman of the Council

13.1.3 Elect the Leader of the Council (at the post-election Annual Meeting)

13.1.4 Appoint Committees (except the Cabinet) which exercise delegated authority including

13.1.4.1 Their membership in accordance (if applicable) with the Local Government (Committees and Political Groups) Regulations.

13.1.4.2 The appointment of their Chairmen and Vice-Chairmen.

13.1.5 Appoint Members to other organisations (where the appointments are not made by the Cabinet).

- 13.2 The decisions in Standing Order 13.1 above shall apply only until the next Annual Council meeting (except for the election of the Leader of the Council and the long term appointments to other organisations).

- 13.3 The content of the agenda for the Annual Meeting shall be finalised by the Head of Finance & Governance Services in consultation with the Chairman of the Council and the meeting shall also consider other business as stated on the agenda in accordance with Standing Order 14 below.

- 13.4 ~~The Chairman of the Council shall be entitled to sit and speak (but not vote) at the Committee table of all meetings of the Committees (with the exception of the Cabinet) of which he is not a Member.~~

### **14. The order of business at ordinary meetings of the Council**

- 14.1 The order of business at ordinary Council meetings shall be as set out in 14.2 to 14.17 below - however the order may be varied by the chairman of the meeting, or by the Council after a vote on it.
- 14.2 The **election of a chairman** if the Chairman of the Council and the Vice Chairman of the Council are both absent.
- 14.3 Approve and sign the **Minutes** of the last Meeting of the Council as a correct record (or the minutes of an earlier meeting if they were not approved at a subsequent special meeting). Only the accuracy of the Minutes may be discussed and then only by motion (see S.O. 4).
- 14.4 Announce any matters which the Chairman has agreed will be considered as **urgent items** (see S.O. 5).
- 14.5 **Declarations of interests** by Members (see S.O. 7)
- 14.6 **Chairman's announcements**
- 14.7 To consider a **petition** (if any) in accordance with the Council's petition scheme (see S.O. 15).
- 14.8 **Public question time** (see S.O. 6)
- 14.9 **Decisions to be made by the Council, (if any) on the recommendation of the Cabinet or a Committee**
- 14.10 **Topic for debate as directed by the Chairman (if any)**
- 14.11 **Questions to the Executive** (for a maximum of 40 minutes) (see S.O. 16 and 17)
- 14.12 Receive reports from Chief Executive and the Council's committees and receive questions and answers on any of those reports.
- 14.13 Receive reports about and receive questions and answers on the business of any joint arrangements and external organisations.
- 14.14 Consider **motions** proposed in advance by Members (see S.O. 18).
- 14.15 Consider **other business** stated on the agenda.
- 14.16 Consider any **urgent items** – the reasons for urgency being recorded in the minutes.
- 14.17 Consider items in **private session**.
- 15. Petitions**
- 15.1 A petition that satisfies the criteria set out in the Council's petition scheme may be the subject of debate by the Council. Whether the criteria are met shall be determined by the Head of Finance & Governance Services in consultation with the Chairman.

- 15.2 The organiser of the petition (or his or her nominee) may attend the meeting of the Council so as to address the Council for not more than five minutes. The relevant Member of the Executive (as determined by the Head of Finance & Governance Services in consultation with the Leader of the Council) shall be entitled to speak for up to five minutes in reply and the matter may then be debated. The debate should, subject to the discretion of the Chairman, not last more than 30 minutes.
- 15.3 Where necessary for the purpose of advising the Council ~~or on~~ whether the officer is directly affected by the content of the address, the Chairman may call upon a senior officer to advise the Executive member or, exceptionally, to address the Council.
- 15.4 Where the petition meets the criteria for requiring the attendance of a senior officer before a meeting of the Overview and Scrutiny Committee the organiser of the petition (or his or her nominee) may submit in writing at least five days before the meeting questions to be answered by the relevant senior officer at the meeting.

## **16. Councillors' Questions**

### ~~16.1—Written Questions:~~

~~16.1.1~~ Written questions must be received by Member Services no later than noon two working days prior to the day of the Council meeting (i.e. by noon on Friday where the Council meeting is on a Tuesday with no intervening bank holiday). Questions shall be addressed to the Leader or relevant Cabinet Member who shall be responsible for the content of the answer. Members of Cabinet shall have discretion to refer a question to another member if this is appropriate.

~~16.1.2~~ No more than three written questions shall be asked by each Councillor. In case of doubt, the Chairman shall decide whether it is appropriate for the matter to be considered at a Council Meeting and shall disallow any questions considered inappropriate.

~~16.1.3 No question shall be asked on a matter concerning a Planning or Licensing application.~~

~~16.1.4 Copies of all written questions and their draft replies, which may be subject to oral amendment, shall be circulated to all Councillors at the beginning of the meeting. Copies shall also be made available to the press and public present at the meeting.~~

~~16.1.5 A Councillor may ask two supplementary questions arising from the reply given to a question they have submitted but shall do so only if called by the Chairman. A Councillor other than the original questioner may ask a supplementary question at the Chairman's discretion.~~

~~16.1.5 A record of all questions and answers will be included in the minutes of the meeting.~~

### ~~16.2—Oral Questions:~~



16.~~23.1~~ Any Councillor, except any other Cabinet member, may ask the Leader or a Cabinet Member, as appropriate, one oral question without notice on any matter affecting the Council's area.

16.~~2.24~~ No question shall be asked on a matter concerning a Planning or Licensing application.

16.~~2.35~~ A Councillor may ask one brief supplementary question arising from the reply given to a question they have submitted but shall do so only if called by the Chairman.

16.~~2.46~~ A Councillor other than the original questioner may ask a brief supplementary question at the Chairman's discretion.

16.~~2.57~~ A record of all questions and answers will be included in the minutes of the meeting.

## **17. Answers re: Public Question Time and Councillors' Oral Questions**

17.1 The relevant Member of the Cabinet or committee chairman may

17.1.1 Respond orally to the question/comment; and/or

17.1.2 Decline to respond; and/or

17.1.3 Make reference to an existing publication; and/or

17.1.4 Circulate a written response at the Council meeting or subsequently;  
and/or

17.1.5 Request a Chief Officer or Head of Service to respond where practicable

## **18. Notice of a new proposal**

18.1 A Member may have a proposal discussed at a Council meeting by giving written notice of it to the Head of Finance & Governance Services at least 7 working days before the date of the Council meeting.

18.2 The proposal shall relate to one of the Council's functions or affect the Council's district.

18.3 The proposal shall be discussed at the Council meeting only if it is moved by the Member who proposed it and seconded at the meeting.

## **19. Overturning a previous Council resolution**

19.1 No proposal to overturn a Council resolution shall be considered by the Council within six months of the resolution unless

19.1.1 At least 13 Members of the Council sign a proposal under Standing Order 11, or

19.1.2 The proposal is included in a recommendation from a Committee

## **20. Changing Procedural Standing Orders**

- 20.1 Any proposal to change any of the Procedural Standing Orders (unless the subject of a written report circulated with the Agenda) shall, after being proposed and seconded at a Council Meeting, be automatically deferred for consideration at the next Council Meeting – although the proposal may be considered in the meantime by a Committee.

## **21. Suspension of Standing Orders**

- 21.1 Any of the above Standing Orders may be suspended at a Council meeting, provided advance notice is given in accordance with Standing Order 11 or if at least 25 Members are present at the Meeting when the proposal to suspend Standing Orders is put forward.

### **Notes relating to the suspension of Procedural Standing Orders**

- (a) Members should endeavour to state their reasons for requesting suspension of Procedural Standing Orders (Minute 31(c) of the Council meeting 21st June 2005).
- (b) The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1 (see Article 16.01 (b) on page 40 and Article 1 on page 4).
- (c) It is not possible to suspend the requirement for the approval of the Minutes of a Council meeting if they were not approved at a subsequent Special Meeting (This is set out in Standing Order 5.3 and is made mandatory by regulations.)
- (d) It is not possible to suspend Standing Order 13.2 which entitles a Member to require the Minutes of a Council meeting to record whether he voted for or against a motion, or abstained from voting, as this is also a mandatory requirement in regulations.

## **Part C – Committee meetings**

### **22. Attendance by Members who are not appointed to the Committee**

- 22.1 All Members shall be informed of the dates of the meetings of all Committees.
- 22.2 Each Member who is not appointed to a Committee shall have the right to attend and observe its meetings from the area, if any, set aside for such members or from the public seating area only.
- 22.3 Each Member may, with the chairman's consent, speak at the Committee or temporarily sit and speak at the Committee table on a particular item on the agenda but shall then return to the seating area described in Standing Order 22.2.

*Note: The Leader of the Council applies this Standing Order at Cabinet meetings by requesting that members should normally seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word "normally" is emphasised*

because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.

- 22.4 The Member who moved a motion at a Council meeting which was referred to a Committee shall be entitled to speak on the matter at the Committee meeting.

## **Part D - Miscellaneous**

### **23. Proceedings to be confidential**

- 23.1 All agenda, reports and other documents and all proceedings of Committees, shall be treated as confidential unless and until they become public in the ordinary course of the Council's business.

### **24. Inspection of background documents by Members**

- 24.1 Members shall have the right to inspect documents held by the Council which relate to items on the agenda of the Council meeting or Committee meetings unless a Chief Officer or the Monitoring Officer considers that they contain exempt information as defined in Section 100 F of the Local Government Act 1972.
- 24.2 A Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he is professionally interested or in which he has any disclosable pecuniary or prejudicial interest.
- 24.3 Exceptionally a member of staff may seek a decision from the Cabinet on whether to compile information requested by a Member which would entail significant staff time and/or resources.

### **25. Standing Orders etc. to be given to Members**

- ~~25.1 The Member~~Monitoring Officer ~~Services Manager~~ ~~sh~~shall provide each new Member of the Council with a copy of the Council's Standing Orders relating to procedures and contracts, financial regulations, terms of reference of Committees, and the scheme of delegation to staff.

### **26. The Appointment of Chief Officers and Deputy Chief Officers**

- 26.1 Where the Council propose to appoint a Chief Officer or a Deputy Chief Officer, and it is not proposed that the appointment be made exclusively from among their existing staff, they shall:-
- 26.1.1 Draw up a statement specifying the duties of the Chief Officer or Deputy Chief Officer concerned, and any qualifications or qualities to be sought in the person to be appointed;
- 26.1.2 Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- 26.1.3 Make arrangements for a copy of the statement mentioned in paragraph 26.1.1 to be sent to any person on request.

- 26.2 Where a post has been advertised as provided in Standing Order 26.1.2 a Committee of the Council shall:-
- 26.2.1 Interview all qualified applicants for the post; or
  - 26.2.2 Select a short list of such qualified applicants and interview those included on the short list.
- 26.3 Where no qualified person has applied, the Council shall make further arrangements for advertisement in accordance with paragraph 26.1.2 above.
- 26.4 Every appointment of a Chief Officer or Deputy Chief Officer shall be made by the Council. In respect of the post of Chief Executive or a post advertised in accordance with 26.1-3 above the appointment shall be made following the recommendation of such an appointment by a Committee of the Council. In respect of an appointment exclusively from existing staff (except the Chief Executive post) the appointment shall be made on the recommendation of the Chief Executive.
- 26.5 The Full Council may only approve the appointment of a Chief Officer, or Deputy Chief Officer, where no well-founded objection has been made by a member of the Cabinet.

NB Chief Officers and Deputy Chief Officers are as defined by the Local Government and Housing Act 1989

## **27. Members and appointment of staff**

- 27.1 If a candidate for an appointment with the Council canvasses a Member of the Council on the appointment, the candidate shall be disqualified.
- 27.2 A Member shall not solicit an appointment for any person, although the Member may give a reference for a candidate if requested. The conduct of a Member in such matters may be reviewed by the Council's Standards Committee (see Standing Order 43 below).
- 27.3 A candidate for any appointment with the Council who knows that he is related to any Member, Chief or senior officer of the Council, shall, when making his application, disclose that relationship to the Head of Finance & Governance Services.
- 27.4 A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- 27.5 Every Member, Chief Officer and Head of Service shall disclose to the Head of Finance & Governance Services any relationship known to him to exist between himself and any person whom he knows is a candidate for an appointment with the Council.
- 27.6 For the purpose of this Standing Order persons shall be deemed to be related if they are husband and wife or are living together as such, or are partners, or if either of them, or the spouse of either of them, is the son or daughter or grandson or

granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

## **28. Disciplinary Action against the Chief Executive and certain other staff**

28.1

28.1 In the following paragraphs—

“the 2011 Act” means the Localism Act 2011;

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

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

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

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

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

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

28.2 A relevant officer may not be dismissed by the authority unless the procedure set out in the following paragraphs is complied with.

28.3 The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

28.4 In paragraph 28.3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

28.5 Subject to paragraph 28.6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 28.3 in accordance with the following priority order—

- i. a relevant independent person who has been appointed by the authority and who is a local government elector;
- ii. any other relevant independent person who has been appointed by the authority;
- iii. a relevant independent person who has been appointed by another authority or authorities.

28.6 The authority is not required to appoint more than two relevant independent persons in accordance with paragraph 28.5 but may do so.

28.7 The authority must appoint any Panel at least 20 working days before the relevant meeting.

28.8 Before the taking of a vote at the relevant meeting on whether or not to

approve such a dismissal, the authority must take into account, in particular—  
any advice, views or recommendations of the Panel;  
the conclusions of any investigation into the proposed dismissal; and  
any representations from the relevant officer.

28.9 Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

~~No disciplinary action in respect of the head of the Council's paid service (unless he is also a council manager of the authority), its monitoring officer or its chief finance officer, except action described in Standing Order 28.2, may be taken by the Council, or by a committee, a sub-committee, a joint committee on which the Council is represented or any other person acting on behalf of the Council, other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 (investigation of alleged misconduct).~~

~~28.2 The action mentioned in Standing Order 28.1 is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.~~

~~28.3 In this Standing Order, "chief finance officer", "council manager", "disciplinary action", "head of the authority's paid service" and "monitoring officer", have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 and "designated independent person" has the same meaning as in regulation 7 of those Regulations.~~

## **29. Interests of staff in contracts**

29.1 Members may inspect the record regarding the interests of officers in contracts which have been declared under Section 117 of the Local Government Act 1972.

## **30. Sealing of Documents**

30.1 The common seal of the Council shall be affixed to a document only if the sealing has been specifically authorised by the Council, a Committee or by an employee acting under delegated powers, or if the sealing is necessary in order to implement any of their decisions.

30.2 The common seal of the Council shall be kept in a safe place in the custody of the Legal and Democratic Services Manager~~Legal Services Practice Manager~~.

30.3 The person who witnesses the sealing of the document shall sign the sealing register.

## **31. Registers of Gifts and Hospitality**

31.1 The registers of gifts and hospitality offered or received by Members and staff shall be open to inspection by all Members and the public upon request to the Member Services Manager.

## **32. Members – works, property and management practices**

- 32.1 A Member shall not issue any order relating to any works being carried out by the Council or its contractors.
- 32.2 A Member shall not claim any right to enter or inspect any property in the district.
- 32.3 Members shall recognise the distinction between their role of determining policy and the responsibility of managers to manage the Council's day-to-day activities, and will conduct themselves accordingly.

## **33. Standards Committee**

- 33.1 The Committee shall meet on an ad hoc basis and shall have responsibility for ensuring Members act in accordance with the Council's Code of Conduct and ethical values.

## **References**

Section 106 and Schedule 12 Local Government Act 1972  
Local Authorities (Standing Orders) Regulations 1993  
Local Authorities (Standing Orders) (England) Regulations 2001.