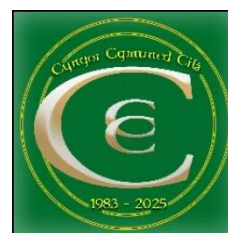


**KILLAY COMMUNITY COUNCIL**  
**CYNGOR CYMUNED CILÂ**



**STANDING ORDERS**

<b>Introduction</b>	<b>2</b>
<b>1. Rules for debate at meetings</b>	<b>3</b>
<b>2. Disorderly conduct at meetings</b>	<b>5</b>
<b>3. Meetings generally</b>	<b>5</b>
<b>4. Committees and sub-committees</b>	<b>9</b>
<b>5. Ordinary council meetings</b>	<b>10</b>
<b>6. Extraordinary meetings of the council, committees and sub-committees</b>	<b>12</b>
<b>7. Previous resolutions</b>	<b>12</b>
<b>8. Voting on appointments</b>	<b>13</b>
<b>9. Motions for a meeting that requires written notice to be given to the proper officer</b>	<b>13</b>
<b>10. Motions at a meeting that do not require written notice</b>	<b>14</b>
<b>11. Management of information</b>	<b>15</b>
<b>12. Draft minutes</b>	<b>15</b>
<b>13. Code of conduct and dispensations</b>	<b>16</b>
<b>14. Code of conduct complaints</b>	<b>16</b>
<b>15. Proper officer</b>	<b>17</b>
<b>16. Responsible financial Officer</b>	<b>18</b>
<b>17. Accounts and accounting statements</b>	<b>19</b>
<b>18. Financial controls and procurement</b>	<b>20</b>
<b>19. Handling staff matters</b>	<b>21</b>
<b>20. Responsibilities to provide information</b>	<b>22</b>
<b>21. Responsibilities under data protection legislation</b>	<b>22</b>
<b>22. Relations with the press/media</b>	<b>23</b>
<b>23. Execution and sealing of legal deeds</b>	<b>23</b>
<b>24. Communicating with county borough or county council councillors</b>	<b>23</b>
<b>25. Restrictions on councillor activities</b>	<b>23</b>
<b>26. Standing orders generally</b>	<b>24</b>
<b>27. Youth representatives</b>	<b>24</b>
<b>28. Remuneration</b>	<b>24</b>
<b>29. Annual reports (abridged)</b>	<b>25</b>
<b>30. Environmental and Biodiversity Plan</b>	<b>25</b>
<b>31. Training Plans</b>	<b>25</b>

## **INTRODUCTION**

These standing orders are developed from a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

### **How to use these 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 model 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.

The model standing orders do not include model 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**

Model standing orders that are in bold type contain legal and statutory requirements. Model standing orders not in bold do not contain statutory requirements but have been adopted as drafted to suit Killay Community Council's needs.

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

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## **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 their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 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 only 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their 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 their 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 **five** 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 any person disregards 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.
- d The Community Council should refer to the Code of Conduct (see 13) and The Good Councillors Guide

## 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●

●	a Notices of meetings
i.	Meetings of the Council shall be held at 7.15pm on the fourth Wednesday of each month, except for the month of December, at Siloam church hall, Goetre Fach Road, Killay, Swansea, unless the Council otherwise decides at a previous meeting.
ii.	The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>iii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.</li> <li>iv. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.</li> <li>v. Details of regular meetings, with a link to access online documents, should be published in a conspicuous place in the community.</li> <li>vi. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours notice.</li> <li>vii. These notice requirements also apply where a formal meeting is taking place which is not open to the public.</li> </ul>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>b Multi-location meetings</p> <ul style="list-style-type: none"> <li>i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. The Clerk or nominated councillor will send a link to all councillors summoned to enable them to join the meeting virtually. Members of the public who wish to join not in-person will need to apply to the clerk in writing. If the arrangements are revised or replaced the new arrangements must also be published.</li> <li>ii. The minimum requirement is that members are able to hear and be heard by others.</li> </ul>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>c The minimum three clear days for notice of a meeting does not include the day on which the 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.</p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>d 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</p>
<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p>e 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 and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.</p>

	<p>f The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.</p>
	<p>g The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed <b>ten</b> minutes unless directed otherwise by the chair of the meeting.</p>
	<p>h Subject to standing order 3(g), a member of the public shall not speak for more than <b>five</b> minutes.</p>
	<p>i In accordance with standing order 3(f), 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.</p>
	<p>j Unless permitted by the chair of the meeting to remain seated a person shall stand when requesting to speak and when speaking, other than in the case of a person attending from another location or when a person has a disability or is likely to suffer discomfort.</p>
	<p>k A person who speaks at a meeting shall direct their comments to the chair of the meeting.</p>
	<p>l 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.</p>
<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p>m Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.</p>
<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p>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.</p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>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 their absence be done by, to or before the Vice-Chair of the Council (if there is one).</p>

<ul style="list-style-type: none"> <li>•</li> </ul>	<p>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.</p>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p>q Subject to a meeting being quorate (five), all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.</p>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p>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 their casting vote whether or not they gave an original vote.</p> <p>s <i>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.</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>t 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>u The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session; and</li> <li>vii. the resolutions made.</li> </ul>

<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p>v A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p>w No business may be transacted at a meeting unless quorate, the quorum for full council meetings shall be <b>five</b>.</p> <p>i. <i>See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.</i></p>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p>x 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.</p>
	<p>y A meeting ordinarily shall not exceed a period of <b>2</b> hours. For exceptional meeting this shall not exceed 2.5 hours</p>

#### 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 **three** 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 21 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 If no other time is fixed, the annual meeting of the Council shall take place at 7 pm.
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides. *See 3.a.i Notices of meetings*

- 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 they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected.
- g The Vice-Chair of the Council if there is one, unless they resign or become 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, they 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, they shall preside at the annual meeting until a new Chair of the Council has been elected. They 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 their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. In a year which is not an election year co-option of new councillors shall be considered here,
  - iii. Appointment of Youth Representative. *See Standing Order 27,*
  - iv. Appointment of Internal Auditor,
  - v. Review of representation on or work with external bodies and arrangements for reporting back. Particularly, appointment / review of School Governors,
  - vi. Appointment of members to existing committees (Finance; Planning; Publicity; Gardening; Public Rights of Way)

- vii. Appointment of any new committees in accordance with standing order 4,
- viii. Review and adoption of the council's annual report,
- ix. Review of the Council's expenditure for the financial year ending 31<sup>st</sup> March,
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

## **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 seven days of having been requested to do so by two members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the 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 five 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 REQUIRES 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 **three** 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 re-submits it, so that it can be understood, in writing, to the Proper Officer at least **three** 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. Such data will include recordings of meetings held by the Council.
- 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, recorded 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, they 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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to standing order 19(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.
- f no later than seven working days after a council meeting, the council must publish electronically a note setting out:
  - The names of the members who attended the meeting, and any apologies for absence;
  - Any declarations of interest; and
  - Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 2.*

- a Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. The Model code of conduct.
- b All councillors and non-councillors with voting rights should undertake training in the code of conduct within **six** months of the delivery of their acceptance of office form and, in any case, no later than **twelve** months.
- c Dispensation requests shall be in writing and submitted to the standards committee of the Swansea Unitary Authority as soon as possible before the meeting that the dispensation is required for.

### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Public Services Ombudsman for Wales 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.
- 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;
  - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

## **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. Arrange for the serving of the notice which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.  
  
*See 3(a) notice of meetings*
  - ii. The notice must be available in a conspicuous place giving 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) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.  
  
*See standing order 3(c)&(d) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*

- iii. subject to standing order 9, include on the agenda all motions, in the order received unless a councillor has given written notice at least **one** day before the meeting confirming their withdrawal of it;
  - iv. convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
  - v. facilitate inspection of the minute book by local government electors;
  - vi. receive and retain copies of byelaws made by other local authorities;
  - vii. hold acceptance of office forms from councillors;
  - 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. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. 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 freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
  - xii. arrange for legal deeds to be executed;
- See also standing order 23;*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
  - xiv. manage access to information about the Council via the publication scheme;

## **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 in Wales – 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 receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported
  - iv. a comparison with the budget for the financial year highlighting 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 receipts and payments (or 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 (receipts and payments or 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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 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 Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.

## 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 Management of information.
- b In most instances the **personnel** committee shall be the full council except in the case of Standing Orders 19.e or 19.f regarding grievance. In this instance the **personnel** committee shall be considered to be the chair, the vice chair and another councillor acceptable to the member of staff. If one or other of the chair or vice chair are referenced in the grievance (Standing Order 19.f), then a **personnel** committee shall be formed of the other of the chair or vice chair as is appropriate and **two** other councillors, to deal with this matter only.
- c Members of staff shall notify the chair or, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
- d The chair or, in their absence, the vice-chair shall, upon a resolution conduct a review of the performance and annual appraisal of the work of members of staff. The review and appraisal shall be reported in writing and are subject to approval by resolution by the **personnel** committee.

- e Any member of staff may contact the chair of the **personnel** committee or in their absence, the vice-chair of the **personnel** committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the **personnel** committee.
- f If an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the **personnel** committee, this shall be communicated to another member of the **personnel** committee, which shall be reported back and progressed by resolution of the **personnel** committee.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- 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.

## **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 their 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(s) 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**

- 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.

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of **Swansea City Council** representing the area of the Council. All three City Councillors representing the Dunvant and Killay ward will be included.
- b Unless the Council determines otherwise, a copy of each letter sent to **Swansea City Council** shall also be sent to the ward councillors indicated in 24(a).

## **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 **five** 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 any newly appointed 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.

## **27. YOUTH REPRESENTATIVES**

- a. Up to two youth representatives (aged 16 to 25) can be appointed to join the Council to represent the interests of young people. (Reference the Local Government (Wales) Measure 2011).

## **28. Remuneration**

- a. In compliance with the Independent Remuneration Panel for Wales annual report February 2019 (Appendix 1), all Councillors are entitled to an annual payment.
- b. The amount is determined and published by the IRP annually. The payment will be made in full in March to all Councillors who have served since the previous April. Payments to Councillors serving less than twelve months will be equal to 1/12<sup>th</sup> of the annual payment per month of service (rounded up to whole months as applicable).
- c. Any Councillor declining the payment must notify the Clerk/RFO in writing by the fourth Wednesday in February.

## **29. Annual Reports (abridged)**

- a. Section 52 of the 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

## **30. Environmental and Biodiversity Plan**

- a. Section 6 of the Environment (Wales) Act 2016 ("the 2016 Act") requires all community councils to prepare and publish a plan every three years setting out what they propose to do to maintain and enhance biodiversity, and promote resilience.
- b. Under section 6(7) of the 2016 Act, the first such report was required to be published before the end of 2019 with all subsequent reports due for publication before the end of every third year after 2019.

## **31. Training Plans**

- a. Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff.
- b. Under section 67(4) of the 2021 Act there is a duty on councils to review their training plan periodically. As a minimum this would be at least at every ordinary election of community councillors.
- c. Under section 67(3) of the 2021 Act, plans must be prepared within three months of an ordinary election of community councillors.
- d. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.
- e. Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.