



LLANHARAN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANHARAN

RULES OF PROCEDURE

STANDING ORDERS

Developed	Reviewed	Approved	Review
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INDEX OF STANDING ORDERS

<u>Standing Order</u>		<u>Page(s)</u>
1-8	Council, Committees, Sub-committees and Working Groups	3
9-12	Election of Chairman and appointment Of Vice Chairman of the Council	4
13	AGM — Order of Business	5
14	Order of Business at other meetings	5
15-19	Conduct of meeting	6
20-23	Voting	7
24	Minutes	7
25-27	Quorum	7
	MOTIONS	
28-32	* Requiring notice	7
33	*Number and sequence	7
33	* Scope	8
34	* Amendments	9
36-41	* Urgent motion	9
42	* Moving a motion	10
43	* Not requiring written notice	10
44	* Rules of debate	11
45	* Affecting employees	12
47	* Disorderly conduct	12
47	* Rescission of previous decisions	12
48-56	Financial matters	13
57-87	Codes of Conduct	14
88-89	Welsh Language Scheme	19
90	Human Rights	20
91	Variation of Standing Orders	20
92-94	Standing Orders for Members	20

THE COUNCIL, COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

(a) THE COUNCIL

1 In a year which is not an election year, the Annual Meeting of the Council shall be held on the third Thursday in May at 6.30pm

2 In addition to the Annual Meeting, the Council each year, shall hold eleven meetings for the transaction of its business. These meetings will be held at monthly intervals (excluding the month of August) at 7pm at a location that the Clerk in conjunction with the Chair deem appropriate to hold such a meeting and that during the course of the year at least one meeting is held within each ward of the Council and the Ynysmaerdy Community Centre.

3 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 take office

4 An extraordinary meeting of the Council may be called at any time by the Chairman and, should he/she refuse to call such a meeting after a request for that purpose, signed by two Members of the Council, has been presented to him/her, or if, without so refusing, he/she does not call an extraordinary meeting within seven days after a request has been presented to him/her, any two Members of the Council, on that refusal, or on the expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the Council

5 Three clear days at least before a meeting of the Council:

(a) notice of the time and place of the intended meeting shall be included on the Council's web site, the Council's office and notice boards. Where the meeting is called by Members of the Council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

(b) the summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the Proper Officer of the Council, shall be sent by e-mail to each Member, or shall be left or sent by post to the usual place of residence.

(b) COMMITTEES AND WORKING GROUPS

6 (a) The Council may appoint Committees and Working Groups at the Annual Meeting and at any other time as may be necessary, and (i)

shall determine their terms of reference;

(ii) shall determine the dates of future meetings subject to the

Chairman of any Committee cancelling a meeting because of lack of business or convening a special meeting to consider urgent business;

(iii) shall appoint and determine the terms of office of a Councillor or non-councillor member of such a committee (unless the appointment of non-councillor is prohibited by law) so as to hold office no later than the next Annual Meeting;

(iv) may dissolve a Committee at any time

(c) SUB COMMITTEES

7 Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and membership shall be determined by resolution of the Committee

(d) ADVISORY COMMITTEES

8 The Council or its Committees may appoint advisory committees or working groups comprised of a number of councillors and non-councillors

ELECTION AND APPOINTMENT OF CHAIRMAN AND DEPUTY CHAIRMAN OF THE COUNCIL

9 The election of the Chairman of the Community Council and the appointment of a Deputy Chairman of the Community Council shall be the first business completed at the Annual Meeting of the Council and the Chairman (also referred to as "the chair") shall have all the powers and responsibilities referred to in these Standing Orders

10 The Chairman, unless s/he has resigned, is unwell or unable to attend or becomes disqualified shall continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council

11 The Deputy Chairman, unless s/he resigns, is unwell or unable to attend 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

12 In an election year:

(a) if the current Chairman has been re-elected as a Member of the Council, s/he shall preside at the meeting until a new Chairman has been elected. S/he may exercise an ordinary vote in respect of the election of a new Chairman and must give a casting vote in the case of an equality of votes;

(b) if however the current Chairman of the Council has not been re-elected as a Member of the Council, s/he shall preside at the meeting until a successor has been elected and the current Chairman shall not have an original vote in respect of the

election of the new Chairman but shall have a casting vote in the case of an equality of votes

AGM - ORDER OF BUSINESS

13 The following business shall be transacted:

- (a) In an election year, the confirmation by the Clerk to the Council of the receipt from Members of their Declaration of Acceptance of Office
- (b) To note for information purposes, the minutes of the last Annual Meeting of the Council
- (c) To elect a Chairman of the Council
- (d) To appoint a Deputy Chairman of the Council
- (e) Approval of the minutes of the last meeting
- (f) To appoint Committees and Working Groups
- (g) To appoint the Chairmen to individual Committees and Working Groups
- (h) To appoint representatives to serve on outside bodies
- (i) To agree the Chairman's allowance for the ensuing year
- (j) To deal with other matters, where notice in writing has been given to the Clerk to the Council at least 5 clear days before the meeting and which are appropriate to be considered at the Annual Meeting

ORDER OF BUSINESS AT OTHER COUNCIL MEETINGS

14 Except as otherwise provided elsewhere in these Standing Orders, the order of business at every meeting shall be:

- (a) To appoint a person to preside at the meeting if the Chairman and Deputy Chairman are absent
- (b) To deal with any business required by statute to be done before any other business
- (c) The Chairman will ask the Council if it approves the minutes of the last meeting of the Council as a correct record. Any question regarding the accuracy of the minutes must be raised by motion and is the only issue concerning the minutes which may be debated. The Chairman may sign the minutes when the Council has approved them as a correct record, subject to any agreed amendments
- (d) To deal with any business expressly required by statute to be done
- (e) Chairman's announcements and reports from the two County Borough

Members and other Members of the Community Council

- (f) To dispose of business (if any) remaining from the last meeting
- (g) To receive and consider reports and recommendations from Committees and Working Groups
- (h) To consider motions in the order in which they have been received and not withdrawn

CONDUCT AT MEETINGS

- 15 Any power or duty of the Chairman in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting whose decision shall be final
- 16 The ruling of the Chairman as to the construction or application of any of these standing orders, or any proceedings of the Council, shall not be challenged at any meeting of the Council
- 17 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall determine the order of speaking
- 18 Members shall direct their speeches only to the subject under discussion or to a personal explanation on a point of order and any person speaking shall address comments to the Chairman
- 19 Photographing, recording, broadcasting or transmitting the proceedings of a meeting is not permitted unless there is a legal requirement or agreed by the Council or by the Chairman of that meeting

VOTING

- 20 Any matter will be decided by a simple majority of those Members voting and present in the room at the time that the question is put. The Clerk to the Council will take the vote by show of hands or, if there is no dissent by the affirmation of the meeting
- 21 If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote
- 22 Immediately after a vote has been taken a Member can request and require that his/her vote be recorded in the minutes to show how the Member voted/abstained
- 23 In the case of a Member appointment or nomination to any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be removed from the list and a new vote taken. The process will continue until there is a clear majority for one person. Any tie shall be settled by the Chairman's casting vote

MINUTES

24 Minutes will be taken of all Council, Committee and Working Party proceedings and will be limited to:

a a brief record of the matters considered and the recommendations/resolutions made

(b) motions and amendments moved without notice and under standing orders

(c) there will be no report of any discussions which are not relevant to the above or the main business of the meeting

(d) the Chairman shall put the question that the minutes of the Council held on a specified date be approved as a correct record

(e) no discussion shall take place on the minutes, except upon their accuracy and any question on their accuracy shall be raised by motion. If a question is raised, or if it is raised then as soon as it is disposed of, the Chairman shall sign the minutes

(f) the minutes of a meeting shall record the names of the Members present and the notified apologies for absence

Quorum

25 No business shall be transacted at a meeting unless at least one third of the whole number of Members of the Council, Committee or Working Party are present at the meeting and in no case shall the quorum be less than three and the business shall be dealt with at the next meeting

26 If a meeting becomes inquorate no business shall be transacted and any outstanding business shall be adjourned to the next meeting

27 Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting

MOTIONS

(a) Motions requiring written notice

1. Notice

28 No motion moved by notice under this standing order will be debated at the Annual Meeting of the Council

29 Except for urgent motions, notice of every motion shall only be properly given if it is:

(a) in writing, by letter, fax or e-mail, with the names of the proposer and seconder clearly stated and signed by both parties

(b) delivered or received by the Clerk to the Council not later than 2pm at least six clear days before the date of the meeting, or in any case where the Chairman of the Council certifies that the subject matter is urgent and at the meeting gives reasons for its urgency, delivered to the Clerk to the Council before the start of the meeting

30 Every notice of motion properly delivered will be dated and registered by the Clerk to the Council in the order in which they were received and open to Members' inspection after the deadline for receipt

31 No notice of motion can be withdrawn or deferred once it has been delivered except:

(a) if prior to the commencement of the meeting, notice of withdrawal in writing signed by the proposer and seconder has been delivered to the Clerk to the Council; or

(b) in accordance with the rules of debate

32 Where Motions are submitted under this standing order and signed by more than two members the first two signatures listed shall be deemed to be those of the proposer and seconder. Seconders to notice of motion under this standing order shall be deemed to have given their consent to their name being used

2. **Number and sequence of motions of which notice has been given:**

33 (a) The motions of which notice has been given which may be moved at a meeting shall be limited to 2 at each ordinary meeting of the Council up to a maximum total of 12 motions in each municipal year, the allocation of which, for the following year shall if necessary be determined at the Annual Meeting

(b) Motions for which notice has been given will be listed in the Agenda in the order in which the notices were received

(c) Motions received after the first two will be returned by the Clerk to the Council to the proposers

3. **Scope**

34 (a) Motions for which notice may be given must be about matters for which the Council is responsible and which substantially affect the well-being of the community area

(b) Any notice of motion which requires a change in the proposed or existing budgetary framework shall stand deferred to the Council's Audit Committee for consideration

(c) If any notice of motion submitted appears to the Clerk to the Council to be out of order, illegal, irregular or improper, the Clerk to the Council shall immediately submit such notice to the Chairman of the Council and it shall not be accepted. In the event of non-acceptance, the Clerk to the Council shall inform the member giving notice

4. Amendments to motions where Notice has been given

35 An amendment to a motion, where notice has been given, shall not be moved unless notice of the amendment has been given to the Clerk to the Council in writing signed by the proposer and seconder by noon on the last working day before the Council meeting

5. Urgent Motions

36 An urgent motion may be presented, with the permission of the Chairman of the Council provided it has been notified to the Clerk to the Council by noon on the day prior to the Council meeting

37 The Chairman of the Council has the authority to agree to take an urgent motion which is not on the Agenda, and the discretion is entirely that of the Chairman who alone needs to be satisfied as to the need for urgency

38 Urgent motions should not be taken unless:

(a) The motion has arisen between the deadline for the submission of motions and the date of the meeting;

(b) The motion requires an urgent decision in the public interest which cannot be dealt with by any other means and

(c) The Chairman confirms his/her agreement to the motion being discussed

39 In all cases, the reason for the urgency shall be clearly stated and the Chairman will explain to the Council the reason why he/she has accepted a motion not listed in the Agenda as urgent

40 The Chairman will ask the Council to decide whether the motion should be:

(a) Discussed at the meeting; or

(b) Deferred until the next meeting to consider whether the benefit of written Officer advice; or

(c) Referred for consideration by the appropriate Committee

41 Urgent motions will not count against the allocation of motions agreed at the Annual meeting of the Council for the following municipal year

6. Moving a motion where Notice is given

42 A motion where appropriate notice has been given must be formally moved and seconded at the relevant meeting by the proposer and seconder of the motion. If the motion is not moved or it is not seconded then it will be treated as withdrawn and shall not be resubmitted for a period of six months

B Motions not requiring written notice

43 (a) Motions in respect of the following matters may be moved without written notice:

- (i) To appoint a person to preside at meetings,
- (ii) To approve the absences of Councillors,
- (iii) To approve the accuracy of the minutes of the previous meeting, (iv) To correct an inaccuracy in the minutes of the previous meeting, (v) To dispose of business, if any, remaining from the last meeting,
- (vi) To vary the order of business on the Agenda for reasons of urgency or expediency,
- (vii) To proceed to the next business on the Agenda,
- (viii) To close or adjourn the debate,
- (ix) To refer by formal delegation a matter to a Committee or to an employee, (x) To receive and accept nominations to a committee or working group, (xi) To note, agree, adopt and approve minutes
- (xii) To withdraw a motion and amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it
- (xiii) To extend the time limit for speeches and that the "question be put"
- (xiv) To exclude the press and public for all or part of the meeting
- (xv) To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
- (xvi) To suspend any Standing Order except those which are mandatory by law (xvii) To adjourn the meeting

(xviii) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies

(xix) To answer questions from Councillors

C RULES OF DEBATE

44 (a) Motions included in the Agenda shall be considered in the order that they appear unless at the Chairman's direction the order is varied for reasons of expediency

(b) Pursuant to the above Standing Order, the number of amendments to the original or substantive motion, which may be moved by a councillor, is limited to one

(c) If an amendment is not carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved

(d) The mover of a motion, or the mover of an amendment shall have a right of reply not exceeding 5 minutes

(e) A Councillor may not speak further in respect of one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation

(f) During the debate of a motion, a Councillor may interrupt but 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 is considered has been breached or specify the irregularity in the meeting that is causing concern

(g) a point of order shall be decided by the Chairman and the Chairman's decision shall be final

(h) With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission or the withdrawal of the motion or amendment has been refused

(i) Subject to Standing Orders, when a Councillor's 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 silent or for him/her to leave the meeting;
 - (vi) to refer a motion to a committee or working group for consideration;

 - (vii) to exclude the press and the public;
 - (viii) to adjourn the meeting;
 - (ix) to suspend any standing order, except those which are mandatory
- (j) The Chairman shall be satisfied that the motion is seconded before it is debated and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his/her right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption

D Motions affecting employees of the Council

45 If any question arises at a meeting of the Council or a committee meeting concerning the appointment, promotion, dismissal, salary, conditions of service or conduct of any employee, such question shall not be the subject of any discussion until the Council/committee has decided whether or not the power of exclusion under the Public Bodies (Admission to Meetings) Act 1960, shall be exercised

DISORDERLY CONDUCT

46 (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If a member of the public interrupts the proceedings the Chairman shall warn that person and if the interruption continues the Chairman shall order the removal of that person from the meeting

(b) If, in the opinion of the Chairman, there has been a breach of Standing Orders by a Councillor, 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 to the vote forthwith without further discussion

(c) If a resolution made in accordance with the above Standing Order is disobeyed, the Chairman may take such further steps as may be reasonably necessary to enforce it and/or the Chairman may adjourn the meeting

47 RESCISSION OF PREVIOUS RESOLUTIONS

(a) A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice of which bears the names of at least a third of the membership of the Council, or by a

motion moved in pursuance of the report or recommendation of a Committee or on a report from the Clerk/RFO

(b) When a special motion or any other motion moved in accordance with the above Standing Order has been disposed of, no similar motion may be moved within a further six months

FINANCIAL MATTERS

48 The Council shall consider and approve from time to time the Financial Regulations drawn up by the Responsible Financial Officer and shall include detailed arrangements in respect of the following:

- (a) the accounting records and systems of internal control;
- (b) the assessment and management of financial risks faced by the Council;
- (c) the work of the Internal Auditor and the receipt of an annual report;
- (d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payment;
- (e) procurement policies including the setting of values for different procedures

49 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations

50 The Responsible Financial Officer shall report to each meeting of the Council, providing details of the Council's expenditure for the previous month together with a comparison with the budget for the financial year. A cash book analysis together with a statement of accounts (income and expenditure) shall be presented to the Audit Committee and the Council to meet the timetable specified by the external auditor for the submission of the Annual Return

51 Where it is intended to enter into a contract exceeding £1,000 but not exceeding £10,000 for the supply of goods or services, the Council's Responsible Financial Officer shall give at least three week's notice of such intention in the same manner as public notice of meetings of the Council is given

52 Subject to the requirements of Standing Order 53 below, where the value of the intended contract exceeds £10,000 similar notice shall be given in the local press

53 Where, in the opinion of the Council, the goods or services are of a specialist nature, as an alternative to the requirements of Standing Order 51 above, tenders

may be invited from at least three contractors, selected by the Council, specialising in the type of work included in the contract

54 Any tender process shall comprise the following steps:

(a) a specification of the goods, materials, services and the execution of works shall be drawn up;

(b) tenders are to be sent in a sealed marked envelope, to the Clerk to the Council by a stated date and time;

(c) tenders submitted are to be opened after the stated closing date by the Council's Responsible Financial Officer in the presence of either the Chairman or Deputy Chairman of the Audit Committee, or in their absence by at least one other member of the Council;

(d) tenders are then to be assessed and reported to a meeting of the appropriate committee or the Council

55 In the event that no tenders are received, or that all the quotations are identical, the Council may make such arrangements for procuring the goods or services as it thinks fit

56 The Council is not bound to accept the lowest tender, estimate or quote

MEMBERS' AND OFFICERS' CODES OF CONDUCT

57 Councillors shall conduct themselves in accordance with the prescribed principles governing their conduct, namely, selflessness, honesty, integrity and propriety, duty to uphold the law, stewardship, objectivity in decision making, equality and respect, openness, accountability and leadership

58 Councillors shall, in conducting the business of the Council, undertaking the role of member thereof to which they were elected or co-opted, and acting as a representative of the Council, observe and adhere to its Code of Conduct

59 Where a Councillor acts as a representative of the Council on another body, that member shall comply with the Code unless it conflicts with any legal obligations arising as a consequence of service on that body

60 Councillors shall carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others. They must not do anything which compromises, or which is likely to compromise, the impartiality of the Council's employees

61 Councillors shall not disclose information given in confidence, without the express consent of a person authorised to give such consent, or unless required by

law to do so, and shall not prevent any person from gaining access to information to which that person is entitled by law

62 Councillors shall not in their official capacity, or otherwise, commit a criminal offence or cause one to be committed or behave in a manner which could be reasonably regarded as bringing the office of Councillor or the Council into disrepute and shall report to the Council's Monitoring Officer any conduct by another member which they believe involves, or is likely to involve a failure to comply with the Code but, in relation to this requirement, must not make vexatious or malicious complaints against other persons. They should also report any conduct by another person which they believe involves, or is likely to involve, criminal behaviour

63 A Councillor (other than a member who is the subject of an investigation by the Monitoring Officer) shall comply with any requirement made by the Monitoring Officer in connection with an investigation

64 Councillors shall not in their official capacity, or otherwise, use their position improperly to confer on or secure for any person, and in particular their family, friends or those with whom they have a close personal association, an advantage or disadvantage or to secure an advantage for themselves. They shall, when (corporately) using or authorising the use by another Councillor of the resources of the Council, do so prudently and in accordance with the law and the Council's requirements and they shall ensure that the resources of the Council are not used improperly for their own private purposes, their family, friends and persons with whom they have a close personal association

65 Councillors, when reaching decisions, shall do so on the basis of the merits of the circumstances involved and in the public interest, having regard to any relevant advice provided by the Clerk to the Council who should be consulted when there is any doubt concerning the Council's power to act, or whether the action proposed lies within the policy framework agreed by the Council where the legal consequences of action or failure to act by the Council might have important repercussions; and shall give reasons for decisions in accordance with the Council's requirements

66 Councillors shall observe the law and the Council's rules governing the claiming of expenses and allowances in connection with their duties as Councillors and shall avoid accepting from anyone gifts, hospitality, material benefits or services for themselves or any person with whom the Councillor is living that would, or might reasonably appear to place him/her under an improper obligation

67 Councillors shall, in all matters, consider whether they have a personal interest, and whether the Code requires them to disclose that interest

68 A Councillor has a personal interest in a matter if he/she anticipates that a decision upon it might reasonably be regarded as likely to benefit or disadvantage:

(a) the Councillor, one of his/her family or friend, or any person with whom he/she has a close personal association, or

(b) a body which employs those persons, or for which those persons have any degree of ownership, control or management to a greater extent than other council tax-payers, ratepayers or inhabitants of the Council's area

69 Councillors shall regard themselves as having a personal interest in a matter to the extent that it relates to:

- (a) another relevant authority of which they are a member;
- (b) a body in which they hold a position of general control or management, or
- (c) a body to which they have been appointed or nominated by the Council as a representative

70 Councillors shall also regard themselves as having a personal interest in a matter to the extent that it relates to:

- (a) any full, part time or intermittent employment, office, trade or profession carried out by them for profit or gain;
- (b) any person who employs or has appointed them, any firm in which they are a partner, or any company of which they are a remunerated director;
- (c) any person, other than a relevant authority (i.e. a county or County Borough Council, Fire Authority, or a National Park Authority) which has made a payment to them in respect of their election or any expenses incurred in carrying out their duties;
- (d) any corporate body which has a place of business or land in the Council's area, where the Councillor has a beneficial interest in a class of securities of that body which exceeds E25000 in value (based upon original cost) or one hundredth of the total issued share capital of that body (whichever is lower);
- (e) any contract for goods, services or works made between the Council and the Councillor, a firm in which the Councillor is a partner, a company of which the Councillor is a director, or a body falling within those referred to in (d) above;
- (f) any land in which the Councillor or a member of the Councillor's family has a beneficial interest and which is in the area of the Council;
- (g) any land of which the landlord is the Council and the tenant is a firm in which the Councillor is a partner, a company of which the Councillor is a director, or a body falling within (d) above;
- (h) any land in the Council's area in which the Councillor has a licence (alone or jointly with others) to occupy for a month or longer; and (i) any visit outside the United Kingdom for which the Council has paid or will pay

71 Councillors shall additionally regard themselves as having a personal interest in a matter to the extent that it relates to any membership, or position of general control or management which they have in any organisation. Such organisations include:

- (a) a private club or society, such as the Freemasons, a recreational club, working men's club or private investment club;
- (b) an organisation whose principal purpose includes influencing public opinion or policy, such as a lobby group;
- (c) trade union(s) or professional association(s);
- (d) company, industrial and provident societies or other organisations which have charitable objects

Councillors may, however, regard themselves as not having a personal interest in a matter to the extent that it relates to the functions of the Council in respect of an allowance or payment made under Sections 173 to 176 of the Local Government Act 1972 (Attendance, financial loss, travelling and subsistence allowances and allowances for attending conferences and meetings)

72 A Councillor who has a personal interest in a matter specified in Standing Order 69 above and who attends a meeting of the Council, or a Committee, Sub-Committee or Working Group, at which the matter is discussed, shall disclose the existence and nature of the interest at the commencement of that discussion or when the interest becomes apparent. In such a case that Councillor may speak but shall not vote on the matter unless granted a dispensation by RCT's Standards Committee

73 A Councillor who has an interest in a matter specified in Standing Orders 70 and 71 above and who attends a meeting at which the matter is discussed, shall disclose the existence and nature of the interest at the commencement of that discussion or when the interest becomes apparent. In such a case, that Councillor shall withdraw from consideration of the matter unless granted a dispensation by RCT's Standards Committee which shall not consider granting a dispensation unless the Councillor has previously notified the Monitoring Officer of that interest, in accordance with the terms of Standing Order 75 below, together with relevant details

74 A Councillor who has a personal interest in a matter which is not specified in Standing Orders 69, 70 or 71 above (but including those referred to in Standing Order 68) and who attends a meeting of the Council, or a committee or working group thereof, at which the matter is discussed, shall disclose the existence and nature of the interest at the commencement of that discussion or when the interest becomes apparent. If that personal interest is such that a member of the public might reasonably conclude that it would significantly affect the Councillor's ability to act purely on the merits of the case and in the public interest if that Councillor was to take part in the discussion of that matter, the Councillor shall also withdraw from consideration of that matter at that meeting unless granted a dispensation by RCT's

Standards Committee, which shall not consider granting a dispensation unless the Councillor has previously notified the Monitoring Officer of that interest, in accordance with the terms of Standing Order 75 below, together with relevant details

75 Councillors shall register any disclosed interests in the Register of Interests established and maintained by the Clerk to the Council. They shall exercise personal responsibility in deciding whether they have a personal interest such that they should disclose it, seeking advice from the Clerk to the Council or the Monitoring Officer and having regard to any advice from the Standards Committee. Councillors shall notify the Clerk to the Council of any change to the interests registered within one month of their occurrence

76 Other than any gift accepted by a Councillor on behalf of the Council, a Councillor shall notify the Clerk to the Council of the existence and nature of any gifts, hospitality, material benefits or advantage received by the Councillor, or to the Councillor's knowledge any person with whom the Councillor is living, from any company, organisation or person and relating to or arising from their position as a Councillor where the value of the item or benefit exceeds the amount of £25

77 Employees of the Council are expected to observe the terms of the Codes of Conduct issued by the Welsh Government. This includes that the public is entitled to expect the highest standards of conduct from the Council's employees, their role being to serve the Council in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they shall act with integrity, honesty, impartiality and objectivity

78 Such employees serve the whole of the Council and are accountable to, and owe a duty to the Council. They shall act in accordance with the principles set out in the Codes, recognising the duty of all public sector employees to discharge public functions reasonably and according to law

79 The Council's employees shall follow every lawfully expressed policy of the Council and shall not allow their own personal or political opinions to interfere with their work

80 Mutual respect between employees and Councillors is essential to good government and working relationships should be kept on a professional basis. Employees should deal with the public, Councillors and other employees sympathetically, efficiently and without bias

81 Employees shall comply with policies relating to equality issues, as agreed by the Council, in addition to the requirements of the law

82 Employees shall ensure that they use public funds entrusted to them in a responsible and lawful manner and shall not utilise property, vehicles or other facilities of the Council for personal use unless authorised to do so

83 Whilst employees' private lives are their own concern, they shall not allow their private interests to conflict with their public duty. They shall not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular they shall comply with:

(a) any rules of the Council on the registration and declaration by employees of financial and non-financial interests;

(b) any rules of the Council on the declaration by employees of hospitality or gifts offered or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from relationship with the Council. Employees shall not accept benefits from a third party unless authorised by the Council

84 In the event that an employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with the employees Codes, the employee should report the matter in accordance with the Public Interest Disclosure Act 1998

85 Openness in the dissemination of information and decision making should be the norm in relevant authorities. However, certain information may be confidential or sensitive and therefore not appropriate for a wide audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should not be released to anyone other than a Community Councillor, employee or other person who is entitled to receive it, or needs to have access to it for the proper discharge of their function, nothing in the Codes shall be taken as overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information

86 Employees involved in the recruitment and appointment of staff shall ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, employees shall not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work

87 Where a Monitoring Officer is undertaking an investigation in accordance with Regulations made under the Local Government Act 2000, an employee shall comply with any requirement made by the Monitoring Officer in connection with such investigation

WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE

88 Councillors and employees shall adhere to the requirements of any Welsh Language Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board

89 The Council shall conduct the business at its meetings in the English language

HUMAN RIGHTS

90 So far as it is possible, legislation must be read and given effect in a way which is compatible with the rights and fundamental freedom referred to in the European Convention of Human Rights set out in the 1998 Act and it is therefore, generally unlawful for a public authority to act in a way which incompatible with a Convention right. This Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

91 Any Standing Order may be suspended by resolution of the Council, in relation to any specific item of business, subject to the vote thereon being carried by at least two-thirds of the members present and voting on the motion. This Standing Order equally applies at Committee meetings

STANDING ORDERS TO BE GIVEN TO MEMBERS

92 The Clerk to the Council shall provide a copy of the Council's Standing Orders to (a) a Councillor following delivery of his/her Declaration of Acceptance of Office and (b) an employee on his/her appointment

93 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in that Councillor being excluded from the remainder of the meeting

94 The Chairman's decision as to the interpretation and application of Standing Orders at meetings shall be final and should not be challenged.