Llanharan Community Council

Standing Orders

Version 3.1

Adopted by Council October 2026. Minute ref 2026/299

Table of Contents

1 INTRODUCTION 3
2 HOW TO USE STANDING ORDERS 3
3 TERMS: - 3
4 GENERAL 4
5 ROLES 4
6 NOTICE OF THE MEETING. 7
7 AGENDA 8
8 QUORUM 9
9 ACCEPTANCE OF APOLOGIES 10
10 APPROVAL OF MINUTES 10
11 TAKING OF MINUTES 11
12 PHOTOGRAPHING, RECORDING, BROADCASTING, AND TRANSMITTING PROCEEDINGS OF THE COUNCIL 12
13 VOTING. 12
14 MEETING LOCATION, METHOD AND DURATION 13
15 PUBLIC PARTICIPATION 14
16 THE ANNUAL MEETING 15
17 THE ORDINARY MEETINGS. 19
18 EXTRAORDINARY MEETINGS. 20
19 COMMITTEES. 21
20 SUB-COMMITTEES. 24
21 WORKING GROUPS. 27
22 MOTIONS NOT REQUIRING WRITTEN NOTICE 29
23 MOTIONS REQUIRING WRITTEN NOTICE. 30
24 GENERAL PROCEDURES FOR DEALING WITH MOTIONS. 31
25 RULES OF DEBATE 32
26 DISORDERLY CONDUCT AT ANY MEETING. 34
27 RESCISSION OF PREVIOUS RESOLUTIONS. 35
28 FINANCIAL MATTERS. 35
29 EXECUTION AND SEALING OF LEGAL DEEDS. 36
30 MEMBERS' CONDUCT. 36
31 LOCAL RESOLUTION PROCEDURE 37
32 CODE OF CONDUCT AND DISPENSATIONS 37
33 CODE OF CONDUCT COMPLAINTS 38
34 CO-OPTION PROCESS IN THE EVENT OF A COUNCIL VACANCY NOT REQUIRING AN ELECTION 38
35 WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE 40
36 HUMAN RIGHTS 40
37 UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC) 40
38 RESPONSIBILITIES TO PROVIDE INFORMATION 40
39 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION 41
40 RELATIONS WITH THE PRESS/MEDIA 42
41 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS 42
42 POSSESSION/ISSUE OF STANDING ORDERS. 42

1 INTRODUCTION

1.1 At the time of adoption by Council, version 3 of the Standing Orders of Llanharan Community Council are designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021 and are based on the Model Standing Orders issued by One Voice Wales in May 2023.

2 HOW TO USE STANDING ORDERS

2.1 Standing Orders are the written rules of a local Council. Standing Orders are essential to regulate the proceedings of a meeting. Llanharan Community Council will use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders are not the same as the policies of a Council but Standing Orders may refer to them.

2.2 Local Councils operate within a wide statutory framework. These Standing Orders incorporate and reference many statutory requirements to which Councils are subject. It is not possible for the Standing Orders to contain or reference all the statutory or legal requirements which apply to local Councils. The statutory requirements to which a Council is subject apply whether or not they are incorporated in a Council's Standing Orders.

2.3 The Standing Orders in bold type contain legal and statutory requirements and cannot be changed. Standing Orders not in bold type may be considered for alteration but may also wholly or in part be subject to statutory or regulatory requirements or subject to best practice. Any questions on such matters must be directed to the Proper Officer of the Council before any changes are made.

2.4 Standing Orders must be read in conjunction with the Council's Financial regulations which regulate and control the financial affairs and accounting procedures of the 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.

3 TERMS: -

3.1 In the context of these Standing Orders the terms:

3.2 "RFO" refers to the Responsible Financial Officer.

3.3 "A.M." refers to Annual Meeting of the Council

3.4 "The Chair" refers to Chairperson of the Council and or Chairperson of a Committee, Sub-Committee, Advisory / Working Group or any other body that the Council forms to carry out it functions effectively.

3.5 "the Deputy Chair" refers to Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) Chairperson of a Committee, Sub-Committee, Advisory / Working Group or any other body that the Council forms to carry out it functions effectively.

3.6 "RCTCBC" refers to Rhondda Cynon Taff County Borough Council.

3.7 "Working Group" refers to a group Councillors, stakeholders and other interested parties formed under Standing Order 21

3.8 **"Clear Days" means the period BETWEEN the day of submission of a notice and the day of action of a notice and does NOT include Sundays or Bank Holidays or other such occasions as set out in law.**

3.9 "Personal explanation" refers to a brief statement made by a Council member to clarify or correct a point related to their own actions, intentions, or statements during the debate.

3.10 "Present and voting" means those members present who are participating in the vote and not abstaining. i.e. Are present and voting for or against a motion.

4 GENERAL

4.1 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.

4.2 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 Deputy-Chair of the Council.

4.3 The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy-Chair if present, shall preside. If both the Chair and the Deputy-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

5 ROLES

5.1 Officers

5.2 The Proper Officer of the Council is the Proper Officer of the Council.

5.3 The Deputy Proper Officer shall act with the full authority and responsibilities of the Proper Officer when they are absent.

5.4 The Responsible Financial Officer (RFO) is the Proper Officer of the Council with responsibility and authority over financial matters.

5.5 If no separate Responsible Financial Officer is appointed by the Council then the Proper Officer of the Council adopts this title and its responsibilities

5.6 If the office of any of the officers referred to in this Section is vacant or the officer is absent or otherwise unable to act, their deputy, or, failing that deputy, the most suitable senior officer, is hereby authorised to act as the Proper Officer.

5.7 The Chair of the Council.

5.8 shall have all the powers and responsibilities referred to in these Standing Orders

5.9 shall have the final decision to the interpretation of Standing Orders at any meeting and decision should not be challenged.

5.10 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council. The Chair cannot be voted from office, nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.11 shall have the right to attend any Committee, Sub-Committee or any other meeting of the Council ex-officio, without voting rights.

5.12 shall be the primary signatory of the Council's banking mandates and accounts (both online and cheque book), PSDF and any other investment accounts (both on or offline) unless the Council resolves otherwise.

5.13 shall fulfil ceremonial duties, wearing the chain of office, as dictated by tradition and/or invitation, where possible and practical and in particular to:

5.14 lay the Council's wreath on Remembrance Sunday at Llanharan War Memorial.

5.15 host the Council's senior citizen Christmas lunches.

5.16 attend and represent the Council at any national or local Civic occasions or celebrations if duly invited to do so

5.17 Should the Chair have resigned or are disqualified or otherwise there is occasioned a casual vacancy of the office then the Proper Officer shall convene a meeting of the Council for the election of a new Chair of the Council.

5.18 The Chair of a Committee or Sub-Committee.

5.19 shall have all the powers and responsibilities referred to in these Standing Orders

5.20 shall have the final decision to the interpretation of Standing Orders at any meeting of the Committee and the decision should not be challenged.

5.21 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Chair of that Committee at the next Annual Meeting of the Council. The Chair of a Committee or Sub-Committee cannot be voted from office, nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.22 The Deputy Chair of the Council.

5.23 shall have all the powers and responsibilities referred to in these Standing Order

5.24 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Deputy Chair of the Council at the Annual Meeting. The Deputy Chair cannot be voted from office nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.25 Shall have the right to attend any Committee, Sub-Committee or other meeting of the Council ex-officio, without voting rights.

5.26 shall fulfil ceremonial duties, wearing the chain of office, as dictated by tradition and/or invitation where possible and practical and in particular to:

5.27 lay the Council's wreath on Remembrance Sunday at Brynna War Memorial.

5.28 attend (or host in the absence of the Chair) the Council's senior citizen Christmas lunches.

5.29 attend and represent the Council at any national or local Civic occasions or celebrations if duly invited to do so

5.30 In the absence of the Chair the authority and responsibilities of the Chair are conveyed to the Deputy Chair, save signatories to bank and investment accounts and other functions requiring a formal process.

5.31 The Deputy Chair of a Committee or Sub-Committee.

5.32 shall have all the powers and responsibilities referred to in these Standing Orders

5.33 in the absence of the Chair of the Committee or Sub-Committee, the authority and responsibilities of the Chair of that Committee or Sub-Committee are conveyed to the Deputy Chair, save signatories to bank and investment accounts and other functions requiring a formal process.

5.34 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Deputy Chair of that Committee at the next Annual Meeting of the Council. The Deputy Chair of a Committee cannot be voted from office nor can any other mechanism or resolution have the effect of removing them involuntarily.

6 NOTICE OF THE MEETING.

6.1 Notwithstanding Standing Order 6.5, at **least three clear days before a Council, Committee or Sub-Committee meeting is held** the Proper Officer shall:

6.1.1 - give public notice of the date, time, location (if applicable), meeting method, method of obtaining online joining details and the agenda of the meeting duly signed by the Proper Officer, to be posted on the Council's web site and displayed at the Council's office notice board, 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.

6.1.2 - send the summons to members to attend the meeting detailing the date, time, location, meeting method and the agenda duly signed by the Proper Officer (Or Chair or Councillors referring to Standing Order 18), by e-mail to each member, or shall leave at, or send by post to, each Member's usual place of residence upon specific written request by that member specifying the postal address to which the summons should be sent.

6.1.3 - in the case of an extraordinary meeting being called, ensure that the agenda for that meeting is duly signed by the Chair or the Councillors calling that meeting (Standing Order 18) and that the summons for the meeting clearly details who is calling the meeting.

6.2 in exceptional circumstances, an emergency meeting of a Committee or Sub-Committee of the Council (but not full Council) may be called at shorter notice. In which case, notices of the date, time, location (if applicable), meeting method and method of obtaining online joining details should be published on

the Council's website and displayed at the Council's office notice board. Notices must be published with at least 24 hours' notice from the date and time of the meeting.

6.3 Exceptional circumstances are defined as such business that is essential to the ongoing and effective operation of the Council or to form an emergency response to some event or occurrence.

6.4 in order to authorise the calling of an emergency Committee or Sub-Committee meeting under Standing Order 6.5, the Proper officer in consultation with the Chair of

the relevant Committee must obtain the written consent of two thirds of all Council members.

6.5 These notice requirements also apply where a formal meeting is taking place which is not open to the public, this would not usually include Working Groups.

7 AGENDA

7.1 The agenda for any meeting shall contain all of the items listed In the relevant Standing Order outlining the order of business for that meeting and in accordance with Standing order 6.

7.2 Additional items may be added to the agenda as motions or otherwise by the Proper Officer for the conduct of normal Council business or to bring items of business to the attention of Council that are considered to be appropriate. Any such motion must be proposed and seconded during the meeting.

7.3 Any Councillor may request items to be added to the agenda as motions provided that:

7.3.1 the 'Written Motion Submission Form' form is correctly submitted to the Proper Officer

7.3.2 that the motion is to consider some specific course of action that is relevant to the powers and duties of the Council or some important local matter to the satisfaction of the Proper Officer.

7.3.3 The Councillor consults with the Proper Officer to produce appropriate and specific wording.

7.3.4 the Councillor is willing to be named as the proposer of the motion and support the motion.

7.4 The decision on whether to include an item or motion on the agenda submitted in this manner lies solely with the Proper Officer. If such a request is refused, the Councillor has recourse to the written motion procedures - Standing

Order 23.

7.5 The Proper Officer, in consultation with the Chair may vary the order or content to be added to the published agenda depending on circumstances.

7.6 Where a member of the public requests an item be added to the agenda, the Proper Officer shall consider whether the suggested item is appropriate and in line these Standing Orders. The decision on whether to include an item or motion on the agenda submitted in this manner lies solely with the Proper Officer. If such a request is refused, the Proper Officer will advise the member of the public of the process outlines in Standing Order 7.7

7.7 Where the Proper Officer declines to add an item that has been suggested by a member of the public, they shall be advised of the reason and that they may contact

a member of the Council who supports their proposal who may themselves request the item be added subject to Standing Order 7.3

7.8 The decision on whether an item of business is appropriate for a full Council agenda or should firstly be considered by a Committee or Sub-Committee lies solely with the proper officer.

7.9 An item of business that in the opinion of the Proper Officer should firstly be considered by a Committee or Sub-Committee may only appear on the agenda of a full Council meeting with the consent of the Chair of the relevant Committee or Sub-Committee in accordance with Standing Order 23.1

7.10 Once a meeting has commenced, the order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

8 QUORUM

8.1 No business shall be transacted unless at least one third of the whole number of members (with voting rights) of the Council, Committee or Sub-Committee are present at the meeting, and in any case no less than three members (with voting rights) must be present regardless of the size of the membership.

8.2 If the meeting becomes inquorate no further business shall be transacted and any outstanding business shall be adjourned to the next or a reconvened meeting.

8.3 If the meeting is likely to become inquorate for individual items of business, for example where a member has indicated that they would declare a personal and prejudicial interest and would need to leave the meeting, these items of business will be deferred to a future meeting.

9 ACCEPTANCE OF APOLOGIES

9.1 When a Councillor offers an apology for absence from a meeting it must be given in advance of the meeting and via the Officers of the Council.

9.2 The apology stating the reason for absence may be given in writing via email, text, messenger or may be given verbally. In all cases the Councillor should ensure they are provided with written confirmation that the apology has been received. It is

the responsibility of the Councillor to ensure the apology has been received and has been acknowledged by the Proper Officer.

9.3 The reason(s) for absence will be put to Council in a sensitive manner that would avoid the disclosure of any personal information and Council will resolve to accept or not accept the reason(s). A minute will be written sensitively to reflect the Council's resolution.

9.4 Where the Council resolve to accept the apologies and the reason as a valid reason for absence, this shall be minuted as such and entered into the published attendance records of the meeting.

9.5 Where the Council resolved to accept the apologies and the reason as a valid reason for absence, this will reset the 6 month clock pursuant to Section 85, of the Local Government Act 1972, Councillor's attendance.

9.6 Should a Councillor foresee an extended period of absence, they may request a dispensation for future absence, giving the reasons for that absence. If a dispensation for absence and the reasons for it is accepted by Council the effect shall be the same as outlined in Standing Orders 9.3 to 9.5.

9.7 Any request for such a dispensation must be made in writing to the Proper Officer who will add such a request with the necessary sensitivity to avoid disclosing any personal information to the agenda of the next appropriate meeting.

9.8 An appropriate minute for the dispensation will be recorded at every appropriate meeting.

9.9 A dispensation for absence cannot be granted retrospectively.

10 APPROVAL OF MINUTES

10.1 the agenda for any meeting or Committee shall put the question that the previous minutes of that Council or Committee or Sub-Committee held on a specified date be approved as a correct record.

10.2 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 by motion, then as soon as it is disposed of, the Chair may sign the minutes, or at the next available opportunity.

10.3 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 (Council or Committee) held on [date] in respect of (item of business) were a correct record but his view was not

upheld by the majority of the (Council or Committee) and the minutes are confirmed as an accurate record of the proceedings."

10.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11 TAKING OF MINUTES.

11.1 The contents shall record: -

11.1.1 - The time, location and method of holding the meeting (e.g. Online/Hybrid).

11.1.2 - the names of the members present and members absent.

11.1.3 - the notified apologies for absence and all resolutions regarding apologies subject to Standing Order 9.

11.1.4 - interests that have been declared by Councillors and non-Councillors with voting rights.

11.1.5 - the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.

11.1.6 - whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.

11.1.7 - if there was a public participation session.

11.1.8 - the recommendations and resolutions made.

11.2 there will be no report of any discussions which are not relevant to the above or the business of the meeting as detailed in the meeting agenda.

11.3 Minutes of any Council or Committee meeting be published on the Council's website within 7 working days of that meeting taking place.

11.4 In any case, no later than seven working days following 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.

12 PHOTOGRAPHING, RECORDING, BROADCASTING, AND TRANSMITTING PROCEEDINGS OF THE COUNCIL

12.1 Photographing, recording, broadcasting or transmitting the proceedings of the Council, a Committee, a Sub-Committee or a Advisory / Working Group formed by any means is not permitted without the Council's prior written consent.

12.2 Consent is to be given via a resolution of Council.

12.3 The Proper Officer may record the proceedings of a meeting of the Council, a Committee, a Sub-Committee or a Advisory / Working Group to assist in the production of the minutes unless overruled by resolution of the Council.

12.4 Recordings of the proceedings of a meeting made by the Proper Officer are to be deleted following the approval of the minutes of that meeting.

12.5 Recording of meetings will be suspended during periods where the press and public are excluded, with the exception of the meetings of the HR committee which are in any case exempt from FOI legislation.

13 VOTING.

13.1 Non-Councillor members of any Committees, Sub-Committees or Advisory / Working Groups shall be regarded as NOT to have voting rights unless otherwise resolved by Council (where this is not prohibited by law).

13.2 Any matter will be decided by a simple majority of votes by those Members with voting rights present and voting at the time that the question is put.

13.3 Notwithstanding Standing Order 13.3, the Proper Officer will **normally take the vote by show of hands.**

13.4 A vote by a secret ballot may be taken, provided a motion for such a ballot is put before any voting on a matter takes place.

13.5 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 notwithstanding Standing Order 13.6

13.6 The rules for the voting procedure in the election of the Chair and Deputy Chair of the Council at the Annual Meeting of the Council are subject to Standing Order 16.

13.7 A Member can request and require that the voting on any item of business shall be recorded in the minutes so as to show whether each Member present and with voting rights gave their vote for or against that item of business. Such a request shall be made before the vote and before moving on to the next item of business on the agenda.

13.8 A Member can request and require that their own vote on an item of business be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.

13.9 A Member can request and require that the minutes record that they did not participate in a vote on a particular item of business. Such a request shall be made prior to the vote taking place.

13.10 In the case of a or nomination to any position that requires 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 Chair's casting vote.

14 MEETING LOCATION, METHOD AND DURATION

14.1 Unless pre-set by Council, Committee or Sub Committee the date and time shall be decided by the Proper Officer in consultation with the Chair of the Council, Committee or Sub-Committee at a location that is deemed appropriate to hold such a meeting.

14.2 All meetings of the Council, its Committees or Sub Committees will either be held;

14.2.1 - on a hybrid basis - where a physical meeting is held at a specified

location AND where people can also participate remotely via video conferencing, telephone conferencing or some other means of attending remotely.

OR

14.2.2 - on a remote basis only where no physical meeting is held but where people can participate remotely via video conferencing, telephone conferencing or some other means of attending remotely.

14.3 The minimum requirement is that Councillors and members of the public are able to hear and be heard by others.

14.4 The Council should take reasonable steps to allow people to join from another location (remotely).

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

15 PUBLIC PARTICIPATION

15.1 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.

15.2 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.

15.3 Notwithstanding Standing Order 15.1, provision is made for public participation at full community Council meetings or those part of full Council meetings which are open to the public.

15.4 The Chair must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting which appears on the agenda unless doing so is likely to prejudice the effective conduct of the meeting.

15.5 Members of the public cannot take part in debate, but they must be given a reasonable opportunity to make representations about business on the agenda at an appropriate time during the meeting.

15.6 The Chair may request that members of the public give advance notice of which item of business they wish to speak on

15.7 The Chair may request that members of the public, whilst speaking, refrain from repeating points made by previous contributors.

15.8 The total time allotted for public participation at any one Council meeting is 20 minutes at the discretion of the Chair and not withstanding any successful motion to proceed to the next business on the agenda or similar.

15.9 The time allocated to any individual member of the public to speak is limited to 3 minutes subject to the discretion of the Chair.

15.10 A question from a member of the public shall not require a response at the meeting nor start a debate on the question.

15.11 The chair of the meeting may direct that a written or oral response be given by the proper officer in due course.

15.12 Individual Committees, sub Committees or Advisory / Working Groups may make further provision for public participation, as set out in their terms of reference.

15.13 Members of the public may be co-opted to serve on Committees, Sub-Committees or Advisory / Working Groups, with or without voting rights (except in those circumstances where it is specifically prohibited by law) by resolution of the Council or the Committee as appropriate.

15.14 The Chair has the authority to expel any members of the public from a meeting for disruptive behaviour and or attempting to record a meeting or parts of a meetings without consent, contrary to Standing Order 12

16 THE ANNUAL MEETING

16.1 In an election year,

16.2 at the first Annual Meeting after the election of a new Council

16.3 The meeting shall be held on or within 14 days following the day on which the new Councillors take office at a location and time that the Proper Officer in consultation with the Chair deems appropriate to hold such a meeting,

16.4 If the current Chair of the Council has been re-elected as a Member of the Council and is present, they:

16.4.1 - shall preside over the meeting until a new Chair has been elected.

16.4.2 - may exercise an ordinary vote in respect of the election of a new Chair.

16.4.3 - must give a casting vote in the case of an equality of vote.

16.5 if the current Chair of the Council has not been re-elected as a Member of the Council and is present, they:

16.5.1 - shall preside at the meeting until a successor has been elected.

16.5.2 - not have an original vote in respect of the election of the new Chair but shall have a casting vote in the case of an equality of votes.

16.6 In the absence of the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected.

16.7 The Proper Officer will have no voting rights whatsoever.

16.8 In a non-election year

16.9 the meeting shall be held during the month of May on a date and at a location decided by the Proper Officer in conjunction with the Chair of the Council deems appropriate to hold such a meeting. The meeting shall start no earlier that 6pm.

16.10 Unless they have resigned or been disqualified, and is present, the current Chair shall preside over the meeting until a new Chair has been elected.

16.11 The current Chair:

16.11.1 - may exercise an ordinary vote in respect of the election of a new Chair

16.11.2 - must give a casting vote in the case of an equality of votes.

16.12 in the absence of the current Chair, the current Deputy Chair will take the Chair until a new Chair is elected.

16.13 In the absence of both the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected.

16.14 The Proper Officer will have no voting rights whatsoever.

16.15 At any Annual Meeting, either an election year or non-election year: -

16.16 Notice of the Meeting:–Shall be in accordance with Standing Order 6.

16.17 Quorum: - Shall be in accordance with Standing Order 8.

16.18 Voting: - Shall be in accordance with Standing Order 13.

16.19 Order of Business: – The following business shall be transacted:

16.19.1 - in an election year, at the 1st Annual Meeting of a newly elected Council the confirmation by the Proper Officer of the receipt from Members of their Declaration of Acceptance of Office

16.19.2 - to elect a Chair of the Council.

16.19.3 - to elect a Deputy Chair of the Council.

16.19.4 - the confirmation by the Proper Officer of the receipt of Declaration of Office from the Chair and Deputy Chair, unless Council resolves for this to be done at a later date.

16.19.5 - to note for information purposes, the minutes of the last Annual Meeting of the Council.

16.19.6 - To appoint Committees, their members, Chairs and Deputy Chairs and to determine the terms of reference, any delegation arrangements and to fix provisional dates and times for Committee meetings for the following year.

16.19.7 - To appoint Working Groups, their membership, Chairs and to determine the terms of reference.

16.19.8 - to appoint representatives to serve on external bodies and to agree arrangements for reporting of attendance and reporting back to Council.

16.19.9 - to agree the civic allowances for the following year.

16.19.10 - to set the maximum total of motions required by written notice that can be considered by the Council in the municipal year,

16.19.11 - To set the maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting.

16.19.12 - To approve the Appeals and Disciplinary process

16.19.13 - To approve the Council's published policies and procedures.

16.19.14 - To appoint an internal auditor for the following financial year.

16.19.15 - To approve banking mandate signatories and PSDF signatories.

16.19.16 - To review the Council's asset register.

16.19.17 - To review the Council's arrangement for insurance cover in respect of insurable risks.

16.19.18 - To review any Service Level Agreements or other legal or arrangements with external groups.

16.19.19 - To consider renewing the Officer's membership of The Society of Local Council Proper Officers (SLCC).

16.19.20 - To consider renewing the Council's membership of One Voice Wales.

16.19.21 - To review and approve the Council's Standing Orders.

16.19.22 - To review and approve the Council's Financial Regulations

16.19.23 - To review and approve the Council's Annual Report.

16.19.24 - To review and approve the Council's training plan

16.19.25 - To review and approve the Council's action plan for the coming municipal year incorporating the biodiversity plan.

16.19.26 - To review of the eligibility criteria for the use of the general power of competence if applicable.

16.19.27 - to deal with any other matters, where notice in writing has been given to the Proper Officer at least 6 calendar days before the meeting and which, at the discretion of the Proper Officer are appropriate to be considered at the Annual Meeting, otherwise those matters will be subject to Standing Order 7.

16.20 The Meeting shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

17 THE ORDINARY MEETINGS.

17.1 Date and Time: - The Council shall, each year, hold a minimum of eleven ordinary meetings for the transaction of its business. These meetings will normally be held on the 3rd Thursday of every calendar month (excluding the month of August) at 7pm subject to the discretion of the Chair.

17.2 The location, method and duration of the meetings: shall be in accordance with Standing Order 14

17.3 Notice of the Meeting: – Shall be in accordance with Standing Order 6.

17.4 Quorum: - Shall be in accordance with Standing Order 8.

17.5 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

17.6 To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

17.7 To deal with any business required by statute to be done before any other business.

17.8 To deal with the notified apologies for absence and any resolutions regarding apologies subject to *Standing Order 9.*

17.9 To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct

17.10 To allow members of the public to speak in accordance with Standing Order 15

17.11 To approve the minutes of the last meeting(s) in accordance with Standing Order 10

17.12 If the meeting is the first meeting after the Annual Meeting. then to approve the minutes of the Annual Meeting. in accordance with Standing Order 10.

17.13 To deal with any business expressly required by statute to be done

17.14 To note the Council's action plan

17.15 To note any relevant correspondence received.

17.16 To note the Crime report received from a representative of South Wales Police.

17.17 To approve the Council's expenditure

17.18 To approve any other financial report

17.19 To receive verbal reports from members.

17.20 To receive and consider reports, recommendations or motions from Committees, Advisory / Working Groups and Officers.

17.21 To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

17.22 To dispose of any remaining business that is listed on the agenda.

17.23 To consider planning matters

17.24 To consider any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Proper Officer for inclusion on the agenda for the next meeting.

17.25 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

17.26 Items not appearing on the agenda can be considered where a motion not requiring written notice is tabled - Standing Order 22

17.27 Taking of Minutes: - Shall be in accordance with Standing Order 11.

17.28 Conduct: - Shall be in accordance with Standing Orders 26 and 30.

17.29 Voting: - Shall be in accordance with Standing Order 13.

18 EXTRAORDINARY MEETINGS.

18.1 The convening of a meeting may be actioned by: -

18.2 the Chair at any time.

18.3 the Chair, upon the receipt of a written request signed by two members of the Council.

18.4 any two members of the Council, if the Chair of the Council does not call such a meeting within seven days of receiving such a request as

described in Standing Order 18.1.2

18.5 The public notice: - giving the time, place and agenda for such a meeting shall be signed by the Chair or two Councillors, whomever has called the meeting.

18.6 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair or the signatories to the notice, whomever has called the meeting, decide a date and time that is deemed appropriate to hold such a meeting.

18.7 The location, method and duration of the meeting shall be in accordance with Standing Order 14

18.8 Notice of meeting: - Shall be in accordance with Standing Order 6.

18.9 Quorum:- Shall be in accordance with Standing Order 8.

18.10 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

18.11 To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

18.12 To deal with any business expressly required by statute to be dealt with

18.13 To receive and consider reports and recommendations from Committees, Advisory / Working Groups and Officers relevant to the business at hand.

18.14 To consider written motions in the order in which they have been received and not withdrawn, with reference to Standing Order 23.

18.15 the order of the agenda of a meeting may be altered depending on circumstances and by resolution of the meeting.

18.16 Taking of Minutes: - Shall be in accordance with Standing Order 11.

18.17 Conduct: - Shall be in accordance with Standing Orders 26 and 30

18.18 Voting: - Shall be in accordance with Standing Order 13.

19 COMMITTEES.

19.1 The Standing Committees of the Council are:-

19.2 The Audit Committee (Finance).

19.3 The Human Resources Committee.

19.4 The Council may also appoint select Committees for specific functions and purposes as it sees fit.

19.5 Formation of Committees: -

19.6 The Council may appoint a Committee whose terms of reference and membership shall be determined by resolution at the Annual Meeting or at any other time at a Full Council meeting.

19.7 The Council shall determine a Committee's membership (including Chair and Deputy Chair), terms of reference, scheduled meeting dates and reporting arrangements.

19.8 That the number of Council members of each Committee be capped to an appropriate number, and in any case no Committee to exceed 8 Council members.

19.9 That the past attendance of Council members to Committees be taken into account when selecting members for any Committee and that should an incumbent member of any Committee have failed to attend a minimum of 50% of meetings in the previous 12 months then they be barred from serving on that Committee for the following year unless in the opinion of the Council there have been special personal circumstances which have reasonably prevented them from doing so. The decision to grant dispensation in this regard to be minuted along with the reasons for granting that dispensation. This provision to be applied for those Committees where there have been more than 4 meetings in the preceding year

19.10 Notwithstanding Standing Order 19.3.2, the Council may permit any Committee other than a Standing Committee to appoint its own Chair and Deputy Chair at the first meeting of the Committee.

19.11 The members of a Committee may include non-Councillors except for a Committee which regulates and controls the finances of the Council, provided that they are not disqualified persons as set out by the Local Government Act 1972 and provided the appointment of non-Councillors is NOT prohibited by law.

19.12 No Committee or sub-Committee may be comprised solely of non-Councillors.

19.13 The Council shall appoint and determine the terms of office of all members, whether Councillor or non-Councillor of such a Committee provided the appointment of a non-Councillor is NOT prohibited by law, so as to hold office no later than the next Annual Meeting.

19.14 The Council shall determine whether non-Councillor appointees have voting rights in accordance with *Standing Order 13.*

19.15 The Council shall determine the scheduled dates of future meetings subject to the discretion of the Chair of that Committee in consultation with the Proper Officer.

19.16 The Chair of any Committee in consultation with the Proper Officer may cancel or rearrange the date of a meeting because of lack of business.

19.17 The Chair of any Committee in consultation with the Proper Officer may convene a special meeting to consider urgent business.

19.18 The Council may, subject to Standing Orders 19.3 appoint and determine the terms of office of 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 48 hours before the meeting that they are unable to attend. Substitute members would be invited to attend on a hierarchical list basis the order of which would be determined by Council.

19.19 The Council shall determine if the public may participate at a meeting of a Committee.

19.20 The Council may dissolve a Committee at any time with the exception of the Audit Committee and Human Resources Committee.

19.21 **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee or Working Group whose terms of reference and members shall be determined by the Committee**. Such a Sub-Committee or Working Group would report to the Committee that formed it.

19.22 The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or of a Sub-Committee which it formed at any time.

19.23 An extraordinary meeting of a Committee may called, as allowed by Standing Order 18

19.24 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair of a Committee and/or the signatories to the notice, decide a date and time that is deemed appropriate to hold such a meeting.

19.25 The location, method and duration of the meeting shall be in accordance with Standing Order 14

19.26 Notice of meeting: - Shall be in accordance with Standing Order 6.

19.27 Quorum:- Shall be in accordance with Standing Order 8.

19.28 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

19.28.1 - To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

19.28.2 - To deal with any business required by statute to be done before any other business.

19.28.3 - To deal with the notified apologies for absence and any resolutions regarding apologies subject to *Standing Order 9.*

19.28.4 - To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

19.28.5 - To allow members of the public to speak in accordance with Standing Order 15, provided the terms of reference for that Committee does not specifically prohibit public participation.

19.28.6 - to approve the minutes of the last meeting(s) in accordance with *Standing Order 10.*

19.28.7 - To deal with any business expressly required by statute to be done.

19.28.8 - To note any action plan.

19.28.9 - To note any relevant correspondence received.

19.28.10 - To note any relevant financial report.

19.28.11 - To receive and consider reports, recommendations or motions from Sub-Committees, Advisory / Working Groups and Officers.

19.28.12 - To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

19.28.13 - To dispose of any remaining business that is listed on the agenda.

19.29 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

19.30 Taking of Minutes: - Shall be in accordance with Standing Order 11.

19.31 Conduct: - Shall be in accordance with Standing Orders 26 and 30

19.32 Voting: - Shall be in accordance with Standing Order 13.

20 SUB-COMMITTEES.

20.1 A Committee may also appoint select Sub-Committees for specific functions and purposes as it sees fit.

20.2 Formation of Sub-Committees: -

20.2.1 - A Committee shall by resolution determine a Sub-Committee's membership (including Chair and Deputy Chair), terms of reference, scope of

work and scheduled meeting dates.

20.2.2 - Notwithstanding Standing Order 20.1.1, a Committee may permit a Sub-Committee that it has formed to appoint its own Chair and Deputy Chair at the first meeting of the Sub-Committee;

20.2.3 - The members of a Sub-Committee may include non-Councillors except for a Sub-Committee which regulates and controls the finances of the Council, provided that they are not disqualified persons as set out by the Local Government Act 1972 and provided the appointment of non-Councillors is NOT prohibited by law.

20.2.4 - No Sub-Committee may be comprised solely of non-Councillors.

20.3 A Committee shall appoint and determine the terms of office of all members, whether Councillor or non-Councillor of such a Sub-Committee provided the appointment of a non-Councillor is NOT prohibited by law, so as to hold office no later than the next Annual Meeting.

20.4 A Committee may appoint or re-appoint a Sub-Committee at the first meeting after the Annual Meeting or any other time at a meeting by resolution.

20.5 A Committee shall determine whether non-Councillor appointees have voting rights in accordance with Standing Order 13.

20.6 A Committee shall determine the scheduled dates of future meetings of a Sub-Committee subject to the discretion of the Chair of that Sub-Committee in consultation with the Proper Officer

20.7 The Chair of any Sub-Committee in consultation with the Proper Officer may cancel a meeting because of lack of business.

20.8 The Chair of any Sub-Committee in consultation with the Proper Officer may convene a special meeting to consider urgent business.

20.9 A Committee may, subject to Standing Orders 19.3 appoint and determine the terms of office of substitute members to a Sub-Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Sub-Committee confirm to the Proper Officer 48 hours before the meeting that they are unable to attend. Substitute members would be invited to attend on a hierarchical list basis the order of which would be determined by Council.

20.10 A Committee shall determine if the public may participate at a meeting of a Sub-Committee.

20.11 The Council and or the Committee that formed the Sub-Committee may by resolution at a meeting, dissolve the Sub-Committee at any time by resolution.

20.12 Unless the Council determines otherwise, a Sub-Committee may appoint

an Advisory / Working Group to report to it whose terms of reference and members shall be determined by the Sub-Committee

20.13 An extraordinary meeting of a Sub-Committee may called, as allowed by Standing Order 18.

20.14 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair of a Sub-Committee and/or the signatories to the notice, decide a date and time that is deemed appropriate to hold such a meeting.

20.15 The location, method and duration of the meeting shall be in accordance with Standing Order 14

20.16 Notice of meeting: - Shall be in accordance with Standing Order 6.

20.17 Quorum:- Shall be in accordance with Standing Order 8.

20.18 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

20.18.1 - To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

20.18.2 - To deal with any business required by statute to be done before any other business.

20.18.3 - To deal with the notified apologies for absence and any resolutions regarding apologies subject to Standing Order 9.

20.18.4 - To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

20.18.5 - To allow members of the public to speak in accordance with Standing Order 15, provided the terms of reference for that Committee does not specifically prohibit public participation.

20.18.6 - to approve the minutes of the last meeting(s) in accordance with Standing Order 10.

20.18.7 - To deal with any business expressly required by statute to be done.

20.18.8 - To note any action plan.

20.18.9 - To note any relevant correspondence received.

20.18.10 - note any relevant financial report.

20.18.11 - To receive and consider reports, recommendations or motions from Sub-Committees, Advisory / Working Groups and Officers.

20.18.12 - To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

20.18.13 - To dispose of any remaining business that is listed on the agenda.

20.19 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

20.20 Taking of Minutes: - Shall be in accordance with Standing Order 11.

20.21 Conduct: - Shall be in accordance with Standing Orders 26 and 30

20.22 Voting: - Shall be in accordance with Standing Order 13.

21 WORKING GROUPS.

21.1 The Council, a Committee or Sub-Committee may appoint a Working Group whose terms of reference, scope and membership comprising of Councillors and/or non-Councillors, are determined by resolution of the Council, a Committee or Sub-Committee, unless there is a specific resolution by the Council only to the contrary.

21.2 The terms of reference for Working Groups are to be confined to being empowered to carry out fact-finding investigations and informal negotiations without assuming any authority of the Council as a corporate body and to do other work in order to be able to present recommendations or reports to Council, a Committee or a Sub-Committee as appropriate. Working Groups may not have any additional authority delegated to them.

21.3 The Council, a Committee or Sub-Committee shall determine the terms of office of a Councillor or non-Councillor member of such an Advisory / Working Group (provided the appointment of non-Councillor is NOT prohibited by law), to hold office no later than the next Annual Meeting.

21.4 The Chair of Working Group may be elected at its formation at the first meeting after the Council's Annual Meeting.

21.5 The number of Council members of each working group be capped to an appropriate number, and in any case no working group to exceed 5 Council members

21.6 The Advisory / Working Groups shall operate on an informal basis.

21.7 Their operation shall be outside the scope and requirements of the Local Government (Access to Information) Act and the Council's Standing Orders.

21.8 A Committee or Sub-Committee may only dissolve an Working Group that it convened by resolution at any meeting of the forming Committee or Sub-Committee..

21.9 The Council may dissolve an Advisory / Working Group by resolution at any meeting.

21.10 Date, Time and Location: - Unless pre-set by the forming Committee or the Council, the date and time shall be decided by the Chair of the Working Group in consultation with its members at a location that is deemed appropriate to hold such a meeting.

21.11 Notice of meeting: -

21.12 Advisory / Working Group meetings are arranged informally by its members, led by the Chair.

21.13 Notification to all members of a Working Group of a meeting shall be arranged by and carried out by the Chair of that Working Group

21.14 Order of Business: -

21.14.1 - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be as determined by the Chair of the Working Group in consultation with its members.

21.15 Taking of Minutes and written records:

21.16 There shall be no formal minutes taken of the meeting.

21.17 The Chair or another member should make a written record of any actions or recommendations agreed amongst the group that reflects the opinion of its members subject to Standing order 21.19

21.18 If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly.

21.19 A written record of any recommendations or informal negotiations with any third party must be presented to the Proper Officer to be checked for lawfulness prior to presentation to the Council, Committee or Sub-Committee.

21.20 The Proper Officer must formally verify the outcomes of any informal negotiations with any third party prior to presentation to the Council, Committee or Sub-Committee.

21.21 The Proper Officer would ordinarily only attend Working Group meetings in order to offer advice when requested by the Chair or directed to do so by Council.

21.22 Conduct: - Shall be in accordance with Standing Orders 26 and 30

21.23 Voting:-

21.24 There will be no formal voting on any issues.

21.25 The chair may request a show of hands to gather a sense of feeling over

an issue and/or recommendation for reporting purposes only.

22 MOTIONS NOT REQUIRING WRITTEN NOTICE.

22.1 All such motions must be moved AND seconded.

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

22.2.1 - To appoint a person to preside at meetings.

22.2.2 - To accept the reasons for absence and apologies of Councillors.

22.2.3 - To approve the accuracy of the minutes of the previous meeting.

22.2.4 - To correct any inaccuracies in the minutes of the previous meeting.

22.2.5 - To dispose of business, if any, remaining from the last meeting.

22.2.6 - To vary the order of business on the Agenda for reasons of urgency or expediency.

22.2.7 - To proceed to the next business on the Agenda.

22.2.8 - To defer consideration of a motion;

22.2.9 - To require a written report from the Officer's.

22.2.10 - To close or adjourn the debate.

22.2.11 - To proceed to a vote by show of hands immediately.

22.2.12 - To proceed to a vote by a secret ballot immediately.

22.2.13 - To refer by formal delegation a matter to a Committee or to an employee.

22.2.14 - To appoint a Committee, Sub-Committee, Advisory / Working Group.

22.2.15 - To receive and accept nominations to a Committee, Sub-Committee, or Working Group.

22.2.16 - To authorise legal deeds to be signed by two Councillors, and witnessed by the Proper Officer in accordance with Standing Order 29.

22.2.17 - To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it subject to Standing Order 25.

22.2.18 - To withdraw a motion subject to Standing Order 25.

22.2.19 - To extend the time limit for speeches.

22.2.20 - to exclude the press and public from a meeting or part of a meeting in respect of confidential or other information which is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the motion.

22.2.21 - To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

22.2.22 - To suspend any Standing Order except those which are mandatory by law in line with Standing Order 2.3

22.2.23 - To appoint representatives to outside bodies and make arrangements for those representatives to report back the activities of outside bodies.

22.2.24 - To temporarily suspend or adjourn the meeting.

22.2.25 - To close the meeting.

23 MOTIONS REQUIRING WRITTEN NOTICE.

See also Standing Order 7 (Agenda)

23.1 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 duties or an issue which specifically affects the Council's area or its residents.

23.1.1 Written motions must be correctly submitted using the 'Written Motion Submission Form'. The seconder must either have signed the form or an email trail must clearly confirm the identity of the seconder.

23.2 Where motions are submitted by written notice and duly accepted by the Proper Officer 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.

23.3 Motions which are submitted by written notice and duly accepted by the Proper Officer shall be limited to the number set by resolution by Council at the Annual Meeting. for inclusion on the agenda, provided the total number of written notices of motion for the Municipal Year does not exceed the maximum total of motions set by resolution of Council at the Annual Meeting in each municipal year.

23.4 Motions which are submitted by written notice and duly accepted by the Proper Officer will be listed in the agenda in the order in which the notices were received.

23.5 Motions which are submitted by written notice received after the set number allowed per meeting and or Municipal Year has been reached, will be returned by the Proper Officer to the proposers.

23.6 No motion requiring written notice 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 6 clear days before the meeting. For the definition of 'Clear days' see Standing Order 3.7

23.7 The Proper Officer may, before including a motion on the agenda, received in accordance with Standing Order 23.2 may correct obvious grammatical or typographical errors in the wording of the motion without referral

back to the mover of the motion (and the seconder).

23.8 If the Proper Officer considers the wording of a motion received in accordance with Standing Order 23.2 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 to the satisfaction of the Proper Officer, in writing, to the Proper Officer at least 3 clear days before the meeting. For the definition of 'Clear days' see Standing Order 3.7

23.9 If the wording or subject of a proposed motion is considered improper by the Proper Officer, 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.

23.10 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

23.11 Registration: -

23.12 Every notice of motion whether correctly delivered and accepted or not, will be registered by the Proper Officer in the order in which they were received and open to members' inspection after the deadline for receipt.

23.13 Motions that are rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

23.14 Withdrawal: -

23.15 Withdrawal of a written motion may be made by a written notice of withdrawal signed by the proposer and seconder, being deliver to the Proper Officer prior to the commencement of the meeting.

24 GENERAL PROCEDURES FOR DEALING WITH MOTIONS.

24.1 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 notwithstanding Standing Order 24.2.

24.2 In the case of a written motion submitted and not withdrawn in accordance with Standing Order 23, if the named proposer and/or seconder are not present or decline to move and/or second the motion then the motion may be moved and/or seconded by any Councillors present at the meeting.

24.3 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.

24.4 Motions affecting employees of the Council:

24.5 If any question arises at a meeting of the Council or a Committee or a Sub-Committee or Advisory Committee or Working Group, 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 meeting has decided

whether or not the power of exclusion under the Public Bodies (Admission to Meetings) Act 1960, shall be exercised.

25 RULES OF DEBATE.

25.1 Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting whose decision shall be final

25.2 A person who speaks at a meeting shall direct their comments to the chair of the meeting

25.3 A person wishing to speak must raise their hand (either physically or electronically) to indicate they wish to do so and wait for the Chair to permit them to speak.

25.4 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.

25.5 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 Chair.

25.6 Motions on the agenda shall be considered in the order that they appear unless the order is changed by resolution of the Council.

25.7 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

25.8 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

25.9 Only one amendment shall be moved at a time, the order of which shall be in the order in which they were proposed providing they are moved in accordance with these Standing Orders

25.10 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 and in the order they were moved and in accordance with Standing Order 25.14

25.11 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder. A Councillor shall not speak upon the said motion or amendment unless permission on the withdrawal of the motion or amendment has been refused

25.12 A Councillor may move an amendment to their own motion. If a motion has already been seconded, the amendment shall be with the consent of the seconder.

25.13 Pursuant to Standing Order 25.14 the number of amendments to the original or substantive motion, which may be moved by an individual Councillor, is limited to one.

25.14 If an amendment is 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.

25.15 The mover of a motion, or the mover of an amendment shall have a right of reply not exceeding 5 minutes.

25.16 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.

25.17 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 to have been breached or specify the irregularity in the meeting that is causing concern.

25.18 Excluding motions moved under Standing Order 25.17, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

25.19 A point of order shall be decided by the Chair and the Chair's decision shall be final.

25.20 Subject to Standing Orders, when a Councillor's motion is under debate no other motion shall be moved except:

25.20.1 - to amend the motion.

25.20.2 - to proceed to the next business.

25.20.3 - to adjourn the debate.

25.20.4 - to put the motion to a vote.

25.20.5 - to ask a person to be silent or for him/her to leave the meeting in accordance with Standing Order 22.2.21

25.20.6 - to refer a motion to a Committee, Sub-Committee or Working Group for consideration.

25.20.7 - to exclude the press and the public.

25.20.8 - to adjourn the meeting.

25.20.9 - to suspend any Standing Order, except those which are mandatory, statutory or legal requirements in line with Standing Order 2.3

25.20.10 - to proceed, by a secret ballot, to determine the outcome by vote on a matter.

25.21 The Chair shall be satisfied that the substantive motion is seconded before it is debated and put to the vote.

25.22 The Chair 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.

25.23 The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

26 DISORDERLY CONDUCT AT ANY MEETING.

26.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

26.2 Upon anyone disregarding Standing Order 26.1, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

26.3 any Councillor or the chair of the meeting may move that any person who breaches Standing order 26.1 shall be no longer heard or be excluded from the meeting in accordance with 22.2.21 and 25.20.5. The motion, if seconded, shall be put to the vote immediately without discussion.

26.4 If a resolution made under Standing Order 26.3 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include:

26.4.1 - temporarily suspending the meeting or

26.4.2 - closing the meeting or

26.4.3 - having the offending person(s) removed from the meeting and

premises by an appropriate authority.

27 RESCISSION OF PREVIOUS RESOLUTIONS.

27.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by:-

27.1.1 - A special motion, the written notice of which bears the names of at least a third of the current membership of the Council,

27.1.2 - or

27.1.3 - A motion moved in pursuance of the report or recommendation of a Committee or on a report from the Proper Officer that clearly demonstrates that significant new information has come to light that was not known at the time of the original decision. The justification for doing so must be made clear in any motion and minuted as such.

27.2 When a special motion or any other motion moved in accordance with Standing Order 27.1, has been disposed of, no similar motion may be moved within an additional six months.

28 FINANCIAL MATTERS.

28.1 Expenditure: - Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations which shall be reviewed annually.

28.2 Financial Regulations: - The Council shall consider and approve from time to time the Financial Regulations drawn up by the RFO which shall be considered to form part of the standing orders of the Council and shall include detailed arrangements in respect of the following:

28.3 the accounting records and systems of internal control.

28.4 the assessment and management of financial risks faced by the Council.

28.5 the work and the receipt of regular reports, which shall be required at least annually from the Internal Auditor.

28.6 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payment.

28.7 the Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's

functions to be delegated to a Committee, sub-Committee or to an employee.

28.8 procurement policies including the setting of values for different procedures where the value of a contract is likely to exceed the threshold specified by Welsh Government and current procurement legislation from time to time.

28.9 The RFO shall Report to Council in line with the requirements laid out in the Financial Regulations.

28.10 Formal tender process:- The Councils formal tendering process shall be set out in the Council's Financial Regulations which shall be considered part of the Standing Orders of the Council.

.

29 EXECUTION AND SEALING OF LEGAL DEEDS.

29.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

29.2 Two members of the Council may sign on behalf of the Council, one of whom must be the Chair (or Deputy Chair in their absence), **any deed required by law and the Proper Officer shall witness their signatures.**

30 MEMBERS' CONDUCT.

30.1 Councillors shall always conduct themselves within the requirements of The Local Authorities (Model Code of Conduct) (Wales) Order 2008 and any subsequent

amendments made by Welsh Government. The code of conduct is thus adopted by the Council.

30.2 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 and must abide by them at all times.

30.3 Councillors will make efforts to avoid pre-determination or the appearance of pre-determination in line with the Code of conduct.

30.4 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.

30.5 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.

30.6 Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

30.7 A Councillor or a Member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

30.8 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

30.9 Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee, Sub-Committee or working group:-

30.9.1 - inspect any land and/or premises which the Council has a right or duty to inspect; or

30.9.2 - issue orders, instructions or directions.

30.9.3 - Speak with the authority of the Council or represent themselves as having the authority of the Council to others.

31 LOCAL RESOLUTION PROCEDURE

31.1 Where minor, low level complaints about members regarding events that have occurred within 3 calendar months are received either from other members, or employees, then the Council's voluntary Local Resolution Procedure can be used.

31.2 This procedure cannot be used with regards to complaints from members of the public, for serious complaints, for complaints from the Clerk of the Council or regarding employees. See the Local Resolution Policy for specific details.

32 CODE OF CONDUCT AND DISPENSATIONS

32.1 Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.

32.2 All Councillors and non-Councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

32.3 **Dispensation requests shall be in writing and submitted to the standards Committee of the Rhondda Cynon Taf** as soon as possible before the meeting that the dispensation is required for.

33 CODE OF CONDUCT COMPLAINTS

33.1 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 report this to the Council.

33.2 Where the notification in standing order 33.1 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.

33.3 The Council may:

33.3.1 - provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

33.3.2 - seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

33.3.3 - 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.

34 CO-OPTION PROCESS IN THE EVENT OF A COUNCIL VACANCY NOT REQUIRING AN ELECTION

34.1 Once a notice of casual vacancy has been issued by the local authority, AND the local authority has notified the council that the deadline for the calling of an election has passed with no such election being necessary then the Proper Officer should begin the co-option process without unnecessary delay.

34.2 The co-option process shall be as follows:

34.2.1 - The Proper Officer shall issue a notice of co-option to the public to be posted on notice boards, the council's website and social media. The notice shall provide details of how to obtain an application form, the deadline for applications and the date of the meeting where the matter is to be considered.

34.2.2 - Interested parties will be provided with an application form comprising the statutory qualification element and a discretionary question element. Candidates will be informed that if they wish to give a personal statement to the

meeting they may, and will be informed that it is expected that they will attend this meeting and they will be expected to answer any questions regarding their application during the meeting.

34.2.3 - No applications received following the published deadline will be accepted.

34.2.4 - Following the deadline all applications will be forwarded to members in good time prior to the meeting.

34.2.5 - Councillors may submit questions in writing to the Clerk only to seek clarification on answers given in an applicant's application form. Any questions submitted and found to be in order by the Clerk are to be asked by the Chair of the Council (or the chair of the meeting should they be absent). All questions to be submitted in writing to the Clerk at least 24 hours prior to the start of the meeting.

34.2.6 - During the meeting to consider the matter:

34.2.6.i **-** Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

34.2.6.ii **-** The Chair will ask any questions in line with 33.2.5

34.2.6.iii **-** •A vote will take place to determine which candidate(s) will be co-opted to fill the vacant seat(s). Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co-option and an ordinary vote taken to resolve to co-opt that candidate. In any case, any candidate for co-option must be formally proposed and seconded in order to be considered for co-option.

34.2.6.iv **-** The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co-opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat

34.2.6.v **-** The declaration of office to be signed in the presence of the Clerk, which may be at a later date but before the next meeting of the Council.

34.2.6.vi **-** Following the vote, the Clerk will arrange with the successful candidate to complete the declaration of acceptance of office form, personal information sheet, register of interests form and any other relevant paperwork

34.2.6.vii **-** Should the candidate fail to sign their declaration of acceptance of office form by the time of the next meeting of Council (unless resolved otherwise) or by any other statutory date then the process will be repeated, excluding that candidate.

34.2.6.viii **-** The successful candidate will be provided with the Council

induction pack which comprises the following:

34.2.6.ix - The Good Councillors guide.

34.2.6.x - The Schedule of the code of Conduct.

34.2.6.xi - The Ombudsman's guide to the code of conduct.

34.2.6.xii - Code of Conduct online training slides.

34.2.6.xiii - A list of available training courses.

34.2.6.xiv - The Council's standing orders.

34.2.6.xv - The Council's financial regulations.

34.2.6.xvi - Relevant policies of Council.

33.2.6.i - Ongoing advice and training will be provided by the Officers of the Council.

35 WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE

35.1 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.

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

36 HUMAN RIGHTS

36.1 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. The Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

37 UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

37.1 The Council will in its decision making uphold the principles articles 1 to 41 of the UNCRC.

37.2 The Council in its decision making will where possible follow the principles of articles 42 to 54 in its governance procedures.

38 RESPONSIBILITIES TO PROVIDE INFORMATION.

38.1 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.

39 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

39.1 All policies and procedures relating to Data Storage (electronic and paper records), Protection and the giving of information via an SAR or FOI request shall be compliant with the requirements of the Data Protection Act 2018 and any subsequent changes of legislation and the guidance offered by the Information Commissioner.

39.2 The Council may appoint a Data Protection Officer.

39.3 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

39.4 The Council shall have a written policy in place for responding to and managing a personal data breach.

39.5 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.

39.6 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.

39.7 The Council shall maintain a written record of its processing activities.

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

39.9 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.

39.10 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).

39.11 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.

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

40 RELATIONS WITH THE PRESS/MEDIA

40.1 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.

41 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

41.1 Any Standing Order may be suspended except those which are mandatory, statutory or legal requirements, 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.

41.2 Standing Orders may only be suspended by Full Council.

42 POSSESSION/ISSUE OF STANDING ORDERS.

42.1 The Proper Officer shall provide a copy of the Council's Standing Orders to:

42.1.1 a Councillor following delivery of his/her Declaration of Acceptance of Office.

42.1.2 an employee on his/her appointment.

42.1.3 To Councillors and employees following any change to Standing orders.

42.2 The Proper Office shall follow Standing Order 41.1.3 as soon as practical after the Council has adopted an amendment to or a revision of Standing Orders.

END OF STANDING ORDERS