



STANDING ORDERS CYNGOR CYMUNED PENTIR

INTRODUCTION.....	3
1. RULES OF DEBATE AT MEETINGS	4
2. UNRULY BEHAVIOUR IN MEETINGS	6
3. MEETINGS IN GENERAL.....	6
4. COMMITTEES AND SUB-COMMITTEES.....	8
5. REGULAT COUNCIL MEETINGS	9
6. SPECIAL MEETINGS OF THE COUNCIL, COMMITTEES ANS SUB-COMMITTEES	11
7. PRIOR DECISIONS	11
8. VOTE ON APPOINTMENTS.....	11
9. MOTIONS FOR A MEETING FOR WHICH WRITTEN WARNING MUST BE GIVEN TO THE APPROPRIATE OFFICER	12
10. MOTIONS FOR A MEETING FOR WHICH WRITTEN WARNING MUST BE GIVEN TO THE APPROPRIATE OFFICER	12
11. INFORMATION GOVERNANCE.....	13
12. DRAFT MINUTES	14
13. CODE OF CONDUCT AND DISPENSATIONS	14
14. CODE OF CONDUCT COMPLAINTS.....	15
15. APPROPRIATE OFFICER.....	15
16. RESPONSIBLE FINANCE OFFICER	16
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	17
18. FINANCIAL AND PROCUREMENT REGULATORS	17
19. HANDLING STAFF ISSUES	19
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	20
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	20
22. PRESS/MEDIA RELATIONS	20
23. IMPLEMENTING AND SEALING LEGAL ACTIONS.....	20
24. COMMUNICATING WITH COUNTY BOROUGH COUNCILLORS OR COUNTY COUNCILLORS	21
25. RESTRICTIONS ON COUNCILLOR ACTIVITY.....	21
26. GENERAL STANDING ORDERS	21

INTRODUCTION

The standing orders are the written rules of a local council. They are used to confirm the council's internal procurement, administrative and organisational procedures and procedural matters for meetings. They are not the same as council policies but can refer to them. A local council must have standing orders for the procurement of contracts.

Local councils operate within a broad statutory framework. The NALC standing orders model includes and refers to a number of statutory requirements that councils must observe. The standing orders model cannot include or refer to all the statutory or legal requirements applicable to local councils. For example, it is not practicable for a standing orders model to record all responsibilities under data protection legislation. The statutory requirements that a council must observe apply whether or not they are incorporated into the standing orders of a council.

The standing orders model does not include a financial regulation model. Financial regulations are standing orders for the regulation and management of financial affairs and local council accounting procedures. The financial regulations, relative to the standing orders of a council, include most of the requirements that apply to the Responsible Financial Officer. A financial regulation model is available to councils that are members of One Voice Wales.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda will be considered in the order in which they appear unless the order is altered at the discretion of the chair of the meeting.
- b A motion (including an amendment) will not be debated unless it has been proposed and seconded.
- c The chair of the meeting may consider a motion on the agenda not proposed by its proposer as withdrawn.
- d If a motion (including an amendment) has been seconded, the proposer may only withdraw it with the consent of the seconder and the meeting.
- e An amendment is a motion to delete or add words to a motion. It will not negate the motion.
- f If an amendment to the original motion is agreed, the original motion (amended) becomes a substantive motion on which other amendments can be tabled.
- g An amendment will not be considered unless early verbal notice is given at the meeting and, if requested by the chair of the meeting, unless it is submitted in writing to the chair.
- h An councillor may table an amendment on their own behalf if the meeting agrees. If a motion has already been seconded, the consent of the seconder and the meeting must be obtained before an amendment is tabled.
- i If there is more than one amendment to an original or substantive motion, the amendments are tabled in the order determined by the chair.
- j Subject to standing order 1(k) below, one amendment will be tabled and debated at a time, and the chair of the meeting will decide in what order they will be tabled.
- k One or more amendments may be debated together if the chair of the meeting considers that to be beneficial but each amendment must be voted on separately.
- l A councillor cannot table more than one amendment to an original or substantive motion.
- m The proposer of an amendment has no right to respond at the end of a discussion on it.
- n When a series of amendments to an original motion are agreed, the proposer of the original motion shall have the right to respond either at the end of the discussion on the first amendment or at the end of the discussion on the final substantive motion immediately before a vote is taken on it.

- o Unless the chair of the meeting permits it, a councillor can only speak once in a debate on a motion other than:
 - i. to speak on an amendment tabled by another councillor;
 - ii. to table or speak on another amendment if an amendment to the motion has been tabled since they last spoke;
 - iii. to make a point of order;
 - iv. to offer a personal explanation; or
 - v. when using a right of response.
- p When debating a motion, a councillor can only intervene on a point of order or offer a personal explanation and the councillor who is interrupted will not speak. A councillor raising a point of order will name the standing order they believe has been breached or identify any irregularity they are concerned about in the conduct of the meeting.
- q The chair of the meeting will decide on a point of order and their decision will be final.
- r Where a motion is debated, no other motion shall be tabled except:
 - i. to table an amendment to the motion;
 - ii. to move to the next item;
 - iii. to postpone the discussion;
 - iv. to hold a vote on the motion;
 - v. to request that a person should not be given a further hearing or should leave the meeting;
 - vi. to refer the motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and the press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing rules other than those which reflect mandatory statutory requirements.
- s Before holding a vote on an original or substantive motion, the chair of the council must be satisfied that the motion has been adequately debated and that the proposer of the motion in question has exercised or waived his right to reply.
- t With the exception of motions tabled under standing order 1(r) above,

contributions or speeches by a councillor will only relate to the motion in question and shall not exceed 3 minutes without the agreement of the chair of the meeting.

2. **UNRULY BEHAVIOUR IN MEETINGS**

- a No person will stop the work of a meeting or act offensively or inappropriately. If this standing order is ignored, the chair of the meeting will ask such persons to calm down or improve their behaviour.
- b If a person ignores the request of the chair of the meeting to calm down or improve their behaviour, any councillor or chair of the meeting may propose that the person should no longer be heard or should be excluded from the meeting. A vote will be held on the motion, if it is seconded, without any discussion.
- c If a decision made under standing order 2(b) above is ignored, the chair of the meeting may take reasonable steps to restore order or to move the meeting forward. This may include suspending or closing the meeting.

3. **GENERAL MEETINGS**

- Full Council Meetings
 - Financial Meetings
 - Sub-committee Meetings
 -
- a Meetings shall not be held in buildings used at the time of the meeting for the supply of alcohol, unless no other buildings are available free of charge or at reasonable cost.
 - b The minimum of three full days for notice of a meeting does not include the day the notice was issued, the day of the meeting, Sunday, Christmas holidays, Easter holidays or bank holidays or a day fixed for public thanksgiving or mourning.
 - c The minimum of three full days for public notice of a meeting does not include the day the notice was issued or the day of the meeting unless the meeting is convened on a shorter notice OR [The minimum of three full days for public notice of a meeting does not include the day the notice was issued or the day of the meeting].
 - d Meetings will be open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the matters to be discussed or for other special reasons. The public will be excluded from the meeting or part of it by a decision setting out the reasons for excluding the public.
 - e Members of the public can make representations, answer questions and give evidence at a meeting they are entitled to be at in relation to the matters on the agenda.
 - f The time period allocated for public participation in a meeting in accordance with standing order 3(e) shall not exceed 3 minutes unless the chair of the meeting decides otherwise.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question will not have to be answered at the meeting or open a discussion on the question. The chair of the meeting may direct that a written or oral response should be given.
- i A person will raise their hand when asking to speak.
- j A person speaking at a meeting will refer their comments to the chair of the meeting.
- k Only one person can speak at a time. If more than one person wants to speak, the chair of the meeting will decide in which order they will speak.
- l No photographs, recordings, or broadcasting of the proceedings of the meeting may be taken in any way without the prior written consent of the Council.
- m The press will have reasonable facilities for making their report of a meeting or part of it which they are entitled to attend.
- n Subject to standing orders stating otherwise, anything authorised or requested to be done by, to or before the Chair of the Meeting may be done in their absence by, to or before the Vice-Chairman of the Council (if any).
- o The Chair of the Council shall, if present, preside over the meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if any) and if present will preside. If the Chair and Vice-Chairman are absent from a meeting, a councillor selected by the councillors present at the meeting will preside over the meeting.
- p Subject to a quorum being present at a meeting, all matters at a meeting shall be determined by the vote of the majority of councillors and those who are not councillors but are entitled to vote.
- q The chairman of the meeting may cast an original vote on any matter on which a vote is held, and when the votes are equal they may use their casting vote if they used an original vote.

Please refer to standing orders 5(h) and (i) for the different rules which apply when electing the Chair of the Council at the Council's annual meeting.

- r Unless the standing orders state otherwise, a vote will be held on a matter by show of hands. If requested by a councillor, the voting on any matter will be recorded to show whether each councillor present voted for or against the matter in question. Such an application should be made before moving on to the next item on the agenda.
 - s The minutes of a meeting will include a detailed record of:
 - i. the date and time of the meeting;

- ii. the names of councillors present and the names of councillors absent;
 - iii. interests declared by councillors and persons with voting rights who are not councillors ;
 - iv. dispensations granted (if any) to councillors and persons with voting rights who are not councillors;
 - v. whether a councillor or a person with voting rights who is not a councillor left the meeting when matters of interest to them were being discussed;
 - vi. whether there was a public participation session; and
 - vii. the decisions made.
- s A councillor or persons with voting rights who are not councillors who have a personal or prejudicial interest in a matter discussed at a meeting which limits their right to participate in a discussion or vote on that matter are subject to commitments in the code of conduct adopted by the council.
- t No work may be carried out at a meeting unless at least one third of the total number of members of the council is present and under no circumstances will the quorum of a meeting be less than three.
- Please refer to standing order 4d(viii) for details of the quorum for a meeting of a committee or sub-committee.*
- u If there is no quorum at a meeting no work can be carried out and the meeting will be closed. The matters on the agenda for the meeting will be deferred to a future meeting.
- v A meeting will last no longer than 2 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a Unless the Council decides otherwise, a committee may appoint a sub-committee whose remit and members are determined by the committee.
- b Committee members may include non-councillors unless it is a committee that regulates and manages the finances of the Council.
- c Unless the Council decides otherwise, all members of the advisory committee and sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing or other committees as may be required, and:
 - i. it will set their remits;

- ii. it shall specify the number and time of the ordinary meetings of a standing committee up to the date of the next annual meeting of the Council;
- iii. it will allow a committee, except for the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. it shall, subject to standing orders 4(b) and (c) above, appoint and specify the lengths of service of such committee members;
- v. it may, subject to standing orders 4(b) and (c), appoint and specify the terms of office of the alternate committee members at a meeting of the committee if the ordinary members of the committee confirm to the Relevant Officer 2 days before the meeting that they are unable to attend;
- vi. it will, on the appointment of standing committee members, appoint the chair of the standing committee;
- vii. it will allow a committee other than a standing committee to appoint its own chair at the first meeting of the committee;
- viii. it shall specify the place, notification requirements and quorum for a meeting of a committee and sub-committee that will not be less than three;
- ix. it will determine whether the public can participate in a committee meeting;
- x. it will determine whether the public and the press can attend sub-committee meetings and specify the requirements for prior notice, if any, of the public for sub-committee meetings;
- xi. it will determine whether the public can participate in a meeting of the sub-committee which they are entitled to attend; and
- xii. it may dissolve a committee or sub-committee.

5. **REGULAR COUNCIL MEETINGS**

- a In an election year, the Council's annual meeting will be held on or within 14 days following the day on which the elected councillors take up office.
- b In a non-election year, the Council's annual meeting will be held on whatever day in May the Council chooses.
- c If no other time is specified, the Council's annual meeting will be held at 7pm.
- d In addition to the Council's annual meeting, any number of other ordinary meetings can be held each year on whatever dates and times the Council chooses.
- e The first issue to be addressed at the Council's annual meeting will be the election of the Chair and Vice Chairman (if any) of the Council. This will be for a term of 2 years.
- f The Chair of the Council, unless they have resigned or been disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next appropriate annual Council meeting.

- g The Vice-Chairman of the Council, if any, unless they have resigned or have been disqualified, will hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the existing Chair of the Council was not re-elected as a member of the Council, they will preside at the meeting until the new Chair of the Council is elected. The existing Chair of the Council shall not have an original vote for the election of the new Chair of the Council but must give a casting vote in the event of a tie.
- i In an election year, if the existing Chair of the Council was re-elected as a member of the Council, they will preside at the meeting until the new Chair of the Council is elected. They may use an original vote for the election of the new Chair of the Council and must give a casting vote if the vote is tied.

After electing the Chair of the Council and Vice Chair (if any) of the Council at the Council's annual meeting, the work of the annual meeting will include:

- i. In an election year, the Chair of the Council and councillors submit their acceptance forms unless the Council decides that this can be done at a later date. In a non-election year, the Chair of the Council submits their acceptance form unless the Council decides that this can be done at a later date;
- ii. Confirm the accuracy of the minutes of the last meeting of the Council;
- iii. Accept the minutes of the last meeting of a committee;
- iv. Consider recommendations made by a committee;
- v. Review the delegation arrangements for committees, sub-committees, staff and other local authorities;
- vi. Review the committee remit;
- vii. Appoint members to existing committees;
- viii. Appoint any new committees in accordance with standing order 4;
- ix. Review and adopt relevant standing orders and financial regulations;
- x. Review arrangements (including legal agreements) with other local authorities, not for profit organisations and businesses;
- xi. Review representation on or work with external organisations and arrangements for reporting;
- xii. Review inventory of land and other assets including office buildings and equipment;
- xiii. Confirm arrangements regarding insurance cover for all insurable risks;
- xiv. Review Council and/or staff subscriptions to other bodies;

- xv. Review the Council complaints procedure;
- xvi. Review the Council's policies, procedures and practices in relation to its responsibilities under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvii. Review the Council's policy for dealing with the press/media;
- xviii. Review the Council's employment policies and procedures;
- xix. Review the Council's expenditure under s.137 of the Local Government Act 1972 or the well-being power.
- xx. Identify the time and place of the Council's ordinary meetings up to and including the Council's next annual meeting.

6. SPECIAL MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene a special meeting of the Council at any time.
- b If the Chair of the Council does not convene a special meeting of the Council within seven days of receiving a written request from two councillors, any two councillors may convene a special meeting of the Council. The public notice containing the time, place and agenda of such a meeting must be signed by both councillors.
- c The chair of a committee [or sub-committee] may convene a special meeting of the committee [or sub-committee] at any time.
- d If the chair of a committee [or sub-committee] does not convene a special meeting within 7 days of receiving a request to do so from 2 committee [or sub-committee] members, any 2 committee [or sub-committee] members may convene a special meeting of the committee [or sub-committee].

7. PRIOR DECISIONS

- a A decision will not be overturned within six months except by special resolution, requiring written notice from at least 2 councillors to be given to the Relevant Officer in accordance with standing order 9, or by motion tabled on the recommendation of a committee or sub-committee.
- b Where a motion has been dealt with in accordance with standing order 7(a), a similar motion cannot be tabled within a further six-month period.

8. VOTE ON APPOINTMENTS

- a When two or more persons are nominated for a role to be filled by the Council

and none of those persons receive an absolute majority of the vote, the name of the person with the lowest number of votes will be removed from the list and a new ballot will take place. This process will continue until the majority of votes have been cast in favour of one person. A situation of equal votes can be resolved by the chair of the meeting casting the deciding vote.

9. MOTIONS FOR A MEETING FOR WHICH WRITTEN WARNING MUST BE GIVEN TO THE APPROPRIATE OFFICER

- a A motion will relate to the responsibilities of the meeting for which it was tabled and will indiscriminately relate to the discharge of the Council's statutory functions, powers or responsibilities or a matter that specifically affects the Council's area or its residents.
- b No motion may be tabled at a meeting unless it is on the agenda and unless the proposer gave notice of its wording in writing to the Relevant Officer at least 5 full days before the meeting. Full days do not include the day of the notice or the day of the meeting.
- c The Relevant Officer, before including a motion received in accordance with standing order 9(b) on the agenda, may correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Relevant Officer is of the opinion that the wording of a motion accepted in accordance with standing order 9(b) is not clear, the motion will be rejected until the proposer of the motion re-presents it in writing to the Relevant Officer so that it is understandable at least 3 full days before the meeting.
- e If the wording of a proposed motion is considered inappropriate, the Relevant Officer will discuss with the chair of the proposed meeting or, as appropriate, the councillors who convened the meeting, to consider whether the motion will be included on the agenda or rejected.
- f The decision of the Relevant Officer on the content of the motion on the agenda will be final.
- g Motions are recorded in a book to that effect and are numbered in order of receipt.
- h Motions rejected are recorded in a book to that effect and an explanation for rejection is included by the Relevant Officer.

10. MOTIONS FOR A MEETING THAT DON'T REQUIRE A WRITTEN WARNING

- a The following motions may be submitted at a meeting without notice in writing to the Relevant Officer:

- i. correcting an inaccuracy in the draft minutes of a meeting;
- ii. moving to a vote;
- iii. postponing the discussion of a motion;
- iv. referring a motion to a particular committee or sub-committee;
- v. appointing a person to preside at a meeting;
- vi. changing the order of issues on the agenda;
- vii. moving on to the next issue on the agenda;
- viii. requesting a written report;
- ix. appointing a committee or sub-committee and its members;
- x. increasing the time limits for speaking;
- xi. excluding the press and the public from a meeting due to confidential or sensitive information prejudicial to the public interest;
- xii. not giving a further hearing to a councillor or member of the public;
- xiii. excluding a councillor or a member of the public by reason of disorderly conduct;
- xiv. suspending the meeting;
- xv. suspending a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. adjourning a meeting; or
- xvii. closing a meeting.

11. INFORMATION GOVERNANCE

See also standing order 20.

- a The Council will organise and review technical and organisational measures for the safe keeping of information (including personal data) held by it on paper and electronically. Such arrangements will include determining who can access personal data and encrypting personal data.
- b The Council will organise and review policies for the safe keeping and destruction of all information (including personal data) held by it on paper and electronically. The Council's retention policy will confirm the length of time information (including personal data) will be held or if that is not possible the criteria used to determine this period (e.g. the Limitation Act 1980).
- c The agenda, the papers supporting the agenda and the minutes of a meeting will

not disclose or otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff, contractors and agents of the Council will not disclose confidential information or personal data without lawful justification.

12. **DRAFT MINUTES**

- a If councillors were given the draft minutes of a previous meeting with the agenda for attending the meeting where their accuracy is confirmed, they will be accepted as they are.
- b There will be no discussion of the draft minutes of a previous meeting except as to their accuracy. A motion to correct an inaccuracy in the draft minutes must be tabled in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendments made to them, shall be confirmed by resolution and signed by the chair of the meeting and shall stand as a true record of the meeting to which the minutes relate.
- d If the chair of the meeting does not believe that the minutes are a true record of the meeting to which the minutes relate, they shall sign the minutes and include a paragraph as follows or to the same effect:

“The chair of this meeting does not believe that the minutes of the council meeting held on [date] in respect of (xxxxx) are a true record but that view was not supported by the meeting and the minutes were confirmed as a true record of proceedings.”
- e Subject to standing order 20(a) and having made a decision confirming the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist may be destroyed

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(s).

- a Councillors and persons with voting rights who are not councillors will observe the code of conduct adopted by the Council.
- b All councillors and persons with voting rights who are not councillors will receive training on the code of conduct within six months of submitting their acceptance form.
- c Claims for dispensation must be made in writing and submitted to Gwynedd Council’s standards committee as soon as possible before the meeting for which the dispensation is required.

14. CODE OF CONDUCT COMPLAINTS

- a Having been informed by Gwynedd Council that it is dealing with a complaint that a councillor or another person with voting rights has breached the Council's code of conduct, the Relevant Officer will, subject to standing order 11, report this to the Council.
- b Where the notice in standing order 14(a) relates to a complaint made by the Relevant Officer, the Relevant Officer shall report this to the Chair of the Council, and the Chair shall nominate another member of staff to undertake the duties of the Relevant Officer in respect of the complaint until it has been resolved.
- c The Council can:
 - i. provide information or evidence where such disclosure is necessary to ensure that the complaint is investigated or if it is required by law;
 - ii. seek information relevant to the complaint from the person or organisation that has a statutory responsibility to investigate the matter;
 - iii. indemnify the councillor or person with voting rights who is not a councillor in respect of their associated legal costs and any such indemnity must be approved by a meeting of the Council.

15 APPROPRIATE OFFICER

- a The Relevant Officer will be either (i) the clerk or (ii) another member of staff nominated by the Council to carry out the work of the Relevant Officer in the absence of the Relevant Officer.
- b The Relevant Officer will:
 - i. at least three full days before a meeting of the council, committee or sub-committee:
 - give councillors, in person or by post at their residences, a signed summons confirming the time, place and agenda: and
 - provide, in a prominent place, a public notice of time, place and agenda (provided that the public notice with the agenda of a special meeting of the Council convened by councillors was signed by them) and publish electronically a notice of time and place, and so far as is reasonably practicable, any documents relating to the matters discussed at the meeting unless they relate to a matter likely to be considered private or if disclosing them would not achieve anything.

See standing order 3(b) for the meaning of full days for a meeting of the full council and standing order 3 (c) for the meaning of full days for a committee meeting;

- ii. subject to standing order 9, include on the agenda all motions in the order they were received unless a councillor gave notice in writing at least 3 days before the meeting confirming their withdrawal;

- iii. convene a meeting of the full council for the election of a new Chair of the Council, because of the vacancy in their office;
- iv. make arrangements to enable local government electors to inspect the minutes;
- v. receive and keep copies of byelaws made by other local authorities;
- vi. keep acceptance forms from councillors;
- vii. keep a copy of each councillor's register of interests;
- viii. assist in responding to requests made under freedom of information legislation and rights that may be used under data protection legislation 1998, in accordance with relevant Council policies and procedures;
- ix. liaise, as required, with the Council's Data Protection Officer;
- x. receive and deliver correspondence and general notices on behalf of the Council except where a decision was made in contravention of that;
- xi. assist with the organisation, storage, access, security and destruction of information held by the Council in writing and electronically subject to the requirements of freedom of information and data protection legislation and other legal requirements (e.g. Limitation Act 1980);
- xii. arrange for legal action to be completed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval and direction of any payments to be made by the Council in accordance with its financial regulations;
- xiv. record all planning applications notified to the Council and the Council's response to the local planning authority in a suitable book;
- xv. refer planning applications received by the Council to all members of the Council by e-mail and within two days of receiving them arrange a special meeting if 'the nature of the planning application' means that it must be considered before the next ordinary meeting of the Council
- xvi. manage access to information about the Council through the publications scheme; and
- xvii. keep the council's seal (if any) which is not used without making a decision to that effect.
See also standing order 23.

15. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council will appoint a relevant members of staff to carry out the work of the Responsible Financial Officer in the absence of the Responsible Financial

Officer.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Relevant practice” in the standing orders refers to the latest version of “Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and made in accordance with the law, proper practices and the financial regulations of the Council.
- c The Responsible Financial Officer will as soon as practicable after 30 June, 30 September and 31 December in each year provide each councillor with a statement to summarise:
 - i. Council receipts and payments (or income and expenditure) for each quarter;
 - ii. aggregate receipts and payments (or income and expenditure) of the Council for the year to date;
- iii. the residues available at the end of the quarter reported and which include a comparison with the budget for the financial year and highlight any actual or potential overspends.
- d As soon as possible after the end of the financial year on 31 March, the Responsible Financial Officer will provide:
 - i. a statement to each councillor summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for reference; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability statement, required by proper practices, for consideration and approval.
- e End of year accounting statements are prepared in accordance with proper practices and using the form of accounts determined by the Council (receipts and expenditure, or income and expenditure) for the year to 31 March. A full draft annual governance and accountability statement will be submitted to all councillors at least 14 days before it is expected to be approved by the Council. The Council’s annual governance and accountability statement, which is externally audited, including the annual governance statement, will be submitted to the Council for formal consideration and agreement before 30 June.

17. FINANCIAL AND PROCUREMENT REGULATORS

- a The council will consider and approve financial regulations prepared by the Responsible Financial Officer, which will include detailed arrangements for:

- i. keeping accounting records and systems of internal control;
 - ii. assessing and managing financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and receiving regular reports from the internal auditor, which must be provided at least annually;
 - iv. enabling councillors and local electors to inspect and copy the Council's accounts and/or payment orders; and
 - v. subject to standing orders 17(e) and (f) whether contracts estimated to be worth less than £15,000 or due to special circumstances should be excluded from a tendering process or procurement exercise.
- b. Financial regulations will be reviewed regularly and at least annually to ensure they are fit for purpose.
- c. Subject to additional requirements in the Council's financial regulations, the tendering process for contracts to supply goods, materials, services or carry out works will include, at the very least, the following steps:
 - i. a specification for the goods, materials, services or works to be carried out will be prepared;
 - ii. an invitation to tender will be prepared to confirm (i) the Council's specification (ii) the time, date and address for submitting tenders (iii) the date of the Council's written response to the tender and (iv) prohibit potential contractors from contacting councillors or staff to encourage or support their tender outside the stated process;
 - iii. the invitation to tender will be advertised in a local paper and in such other manner as may be appropriate;
 - iv. tenders will be submitted in writing in a sealed envelope addressed to the Relevant Officer;
 - v. tenders will be opened by the Relevant Officer in the presence of at least one councillor after the closing date for submitting tenders;
 - vi. tenders will be reported and considered by the proper Council committee or a committee or sub-committee to which responsibility has been delegated.

- d There is no obligation on the Council, or a committee or sub-committee to which responsibility has been delegated to consider tenders, to accept the lowest price tender.
- e A public contract regulated by the Public Contracts Regulations 2015 with an estimated value of more than £181,302 for a public supply or service contract or more than £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) will comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in the OJEU.
- f A public contract related to the supply of gas, heat, electricity, drinking water, transport services or postal services to the public; or the provision of a port or airport; or the exploration or extraction of gas, oil or solid fuel with an estimated value of more than £363,424 for a supply, services or planning contract; or more than £4,551,413 for a works contract; or £820,370 for a social services contract and other specified services (or other thresholds determined by the European Commission every two years and published in the OJEU) will comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

18. HANDLING STAFF ISSUES

- a An issue of personal concern to a member of staff which is being considered at a Council meeting OR the appointing committee is subject to standing order 11.
- b Subject to the Council's policy on absences from work, the Council's senior employee will inform the chair of the appointing committee or, if they are not available, a vice-chair (if any) [the appointing committee for absences caused by illness or another reason] and such person shall report such absence to the (appointment) committee at its next meeting.
- c The chair of [the appointing committee] or in their absence the vice-chair following a decision to that effect shall undertake a performance review and annual appraisal of the work of [employee's job title]. A written report on the reviews and appraisal will be submitted to the appointment committee which will make a decision on it.
- d Subject to the Council's policy on the handling of grievances, the Council's senior employee (or other employees) will contact the chair of the Council OR the appointing sub-committee or, in their absence, the vice-chair of the Council OR the appointing sub-committee regarding an informal or formal grievance, and the issue will be reported back to the Council OR the (appointing sub-committee who will act upon it by resolution.
- e Subject to the Council's policy on the handling of grievances, where an informal or formal grievance raised by [employee's job title] relates to the chair or vice-chair the Council OR the (appointment) sub-committee, it shall be submitted to the attention of another member of the (Council) committee OR the appointing

sub-committee, and shall be reported back to the Council OR the appointing sub-committee who shall act upon it by resolution.

- f Any persons responsible in whole or in part for the management of staff will treat the written minutes of each meeting relating to their performance, abilities, grievance or disciplinary matters as confidential.
- g In accordance with standing order 11(a), persons with line management responsibilities will have access to staff records referred to in standing order 19(f).

19. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council will publish information in accordance with its publication scheme and respond to requests for information in the Council's possession.

20. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(The list below is not exhaustive).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council will have policies and procedures for responding to an individual who uses their statutory rights regarding their personal data.
- c The Council will have a written policy for responding to and managing breaches of personal data handling.
- d The Council will keep a record of all breaches of personal data handling including the facts about the breach of personal data handling, its effects and mitigating actions taken.
- e The Council will ensure that all information submitted in its privacy notices is in an accessible form and kept up to date.
- f The Council will keep a written record of its processing activities.

21. **PRESS/MEDIA RELATIONS**

- a Requests from the press or other media for oral or written coverage or statement from the Council, its advisers or staff will be dealt with in accordance with the Council's policy on dealing with the press and/or other media.

22. **IMPLEMENTING AND SEALING LEGAL ACTIONS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal act will not be carried out on behalf of the Council unless authorised by resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any action required by law and the Relevant Officer will witness their signatures.

The above applies to a Council without a common seal.

23. COMMUNICATING WITH COUNTY BOROUGH COUNCILLORS OR COUNTY COUNCILLORS

- a An invitation to attend the Council meeting, together with the agenda, will be sent to the Faenol and Glasinfryn ward councillors representing the Pentir council area.
- b Unless the Council decides otherwise, a copy of each letter will be sent by e-mail delivered to Pentir council to the ward councillors representing the Council's area.

24. RESTRICTIONS ON COUNCILLOR ACTIVITY

- a. Unless authorised by resolution, no councillor will:
 - i. inspect any land and/or buildings to which the Council is entitled or duty bound to inspect; or
 - ii. give orders or directions

25. GENERAL STANDING ORDERS

- a A standing order or part of a standing order, other than one containing mandatory statutory requirements, may be suspended by a resolution regarding the consideration of an agenda item for a meeting.
- b A motion to add to or amend or revoke one or more of the Council's standing orders, other than one containing mandatory statutory or legal requirements, must be tabled by means of a special motion, and the written notice of it must be given by at least 2 councillors to the Relevant Officer in accordance with standing order 9.
- c The Relevant Officer will provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting regarding the use of standing orders at the meeting will be final.