



## **Saddleshworth Parish Council Standing Orders**

**N.B. Standing orders that are in bold type contain legal and statutory requirements.**

<b>1.</b>	<b>RULES OF DEBATE AT MEETINGS</b>	<b>3</b>
<b>2.</b>	<b>DISORDERLY CONDUCT AT MEETINGS</b>	<b>5</b>
<b>3.</b>	<b>MEETINGS GENERALLY</b>	<b>5</b>
<b>4.</b>	<b>COMMITTEES AND SUB-COMMITTEES</b>	<b>8</b>
<b>5.</b>	<b>ORDINARY COUNCIL MEETINGS</b>	<b>9</b>
<b>6.</b>	<b>EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES</b>	<b>11</b>
<b>7.</b>	<b>COMMITTEE TASK AND FINISH GROUPS</b>	<b>11</b>
<b>8.</b>	<b>COMMITTEES OF THE COUNCIL</b>	<b>12</b>
<b>9.</b>	<b>PREVIOUS RESOLUTIONS</b>	<b>12</b>
<b>10.</b>	<b>VOTING ON APPOINTMENTS</b>	<b>12</b>
<b>11.</b>	<b>MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER</b>	<b>13</b>
<b>12</b>	<b>MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE</b>	<b>13</b>
<b>13</b>	<b>MANAGEMENT INFORMATION</b>	<b>14</b>
<b>14.</b>	<b>DRAFT MINUTES</b>	<b>15</b>

15.	CODE OF CONDUCT AND DISPENSATIONS	16
16.	CODE OF CONDUCT COMPLAINTS	17
17	CONFIDENTIAL BUSINESS	17
18	ABSENCE FROM MEETINGS	18
19	PROPER OFFICER	19
20	RESPONSIBLE FINANCIAL OFFICER	20
21	ACCOUNTS AND ACCOUNTING STATEMENTS	20
22	ESTIMATES	21
23	ACCOUNTS FOR PAYMENT AND CHEQUES	21
24.	RECEIPTS	22
25	FINANCIAL CONTROLS AND PROCUREMENT	22
26	HANDLING STAFF MATTERS	24
27	RESPONSIBILITIES TO PROVIDE INFORMATION	24
28	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	25
29	RELATIONS WITH THE PRESS/MEDIA	25
30	EXECUTION AND SEALING OF LEGAL DEEDS	25
31	RESTRICTIONS ON COUNCILLOR ACTIVITIES	26
32	STANDING ORDERS GENERALLY	26
33	DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL	26
ANNEX 'A'	COMMITTEE TERMS OF REFERENCE	27 - 36

## 1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the

first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
  
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
  
- q. A point of order shall be decided by the chairman of the meeting and their decision shall be final.
  
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
  
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
  
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and

shall not exceed 3 minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If their standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. They may temporarily suspend or close the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion and shall be minuted.**
- 

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **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.**
- **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- **The chairman 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 he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent; including apologies.
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
  - **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d (viii) for the quorum of a committee or sub-committee meeting.*

- **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. Unless the conviction has been quashed, a Councillor found guilty within the preceding four years of a criminal offence involving the abuse of children or vulnerable adults may not serve on any sub-committee of the Council. Neither shall they serve on any joint or external bodies as a representative of the Council.
- c. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- d. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - x. shall determine if the public may participate at a meeting of a sub-



committee that they are permitted to attend; and

- xi. may dissolve a committee or a sub-committee.
- xii. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 working days before the meeting that they are unable to attend;

## **5. ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for there to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for their to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 13, 27 and 28);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d. Any member of the Council may attend a meeting of a committee even though not a member, and may speak if invited to do so by the Chairman, but may not vote.

**7. COMMITTEE TASK AND FINISH GROUPS**

The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

- a. shall determine their terms of reference;
- b. may permit committees to determine the dates of their meetings;
- c. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting;

**8. THE COMMITTEES OF THE COUNCIL SHALL BE :**

- a) Planning Committee;
- b) Finance Committee;
- c) Assets Management
- d) Communications Committee;
- e) Environment Committee (jointly with DP);
- f) Traffic & Transport Committee (jointly with the DP);
- g) Strategic Planning Committee (jointly with DP);
- h) Staffing Committee;
- i) Disciplinary Committee;
- j) Appeals Committee;

The membership, frequency of meetings and terms of reference of the Committees is attached at Appendix A

**9. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**10. VOTING ON APPOINTMENTS**

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Their process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b. In the event of a Council vacancy arising amongst Parish Councillors, and after public notice of such vacancy has been given, in accordance with the 1972 Local Government Act and no request for a bye-election has been received, the Council shall invoke its power to co-opt a suitable person to fill that vacancy.

- c. If the Chairman is unable to attend an event, the invitation will be sent to the Vice Chairman and if he/she is unable to attend it will be referred back to the Chairman for him/her to decide who should represent the Council.

**11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. *to move to a vote;*

- iii. *to defer consideration of a motion;*
- iv. to refer a motion to a particular committee or sub-committee;
- v. *to appoint a person to preside at a meeting;*
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. *to require a written report;*
- ix. *to appoint a committee or sub-committee and their members;*
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. *to not hear further from a councillor or a member of the public;*
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. *to temporarily suspend the meeting;*
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

### **13. MANAGEMENT OF INFORMATION**

*See also standing order 27.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if there is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e. (for further information, please refer to the Council’s GDPR policy)

#### 14. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a) (i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- e. “The chairman of their meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.
- f. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g. Subject to the publication of draft minutes in accordance with standing order 14(e) and standing order 27(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 15. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he had the interest.
- c. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may:
  - i. make representations;
  - ii. answer questions;
  - iii. give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.
- d. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- e. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- g. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h. Subject to standing orders 15(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if that is not possible, at



the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required]. You need to choose

- i. **A dispensation may be granted in accordance with standing order 15(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## **16. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 13, report to the Council.
- b. Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of their fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 16(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **17. CONFIDENTIAL BUSINESS**

- a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. A Councillor in breach of the provisions of standing order 17 a. above

may be removed from a committee by a resolution of the Council.

## 18. **ABSENCE FROM MEETINGS**

Councillors will lose their place on the Council if they do not attend at least one ordinary meeting of the Council throughout a period of six consecutive months from the date of their last attendance at a meeting, unless the absence was due to some reason approved by the Council in accordance with the 1972 Local Government Act.

- a. To receive approval of non-attendance, a Councillor must submit to the Clerk, or in their absence, the Chairman, a request for approval by the Council for their anticipated or previous non-attendance at ordinary meetings of the Council. The request must be made in writing or by e-mail. There will be included as a specific agenda item at the next ordinary meeting of the Council. Reasons will be considered for each individual Councillor in turn. The approval of the absence must be expressed by the Council, by resolution, before the expiry of the six month period: such approval cannot be given after that period has elapsed. Attendance at any meeting of the Council includes a meeting of a committee or joint committee on which the member is a representative. Approval may be given by the Council to a prolonged absence, in advance, for example, where a member is intending to go and live or work abroad for some considerable time. If a Councillor wants to have a reason for non-attendance considered it must be included as a specific agenda item and a vote taken at the meeting as to whether or not the reason is accepted. If the reason is accepted, the six month period re-starts.
- b. The responsibility for ensuring that a member of Council does not vacate their/her office through continuous failure to attend meetings rests entirely with the individual Councillor and no-one else.
- c. A Councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

## 19. PROPER OFFICER

a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall:

**at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 7 ) days before the meeting confirming their withdrawal of it;

ii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**

iii. **facilitate inspection of the minute book by local government electors;**

iv. **receive and retain copies of byelaws made by other local authorities;**

v. hold acceptance of office forms from councillors;

vi. hold a copy of every councillor's register of interests;

vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

x. assist in the organisation of, storage of, access to, security of and destruction

of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed and arrange for legal deeds to be signed by 2 Councillors and witnessed.

*(see also standing order 30);*

- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and retain custody of the seal of the Council which shall not be used without a resolution to that effect.

## **20. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **21. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. **“Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.**
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 22. ESTIMATES

- a. The Finance Committee will prepare the budget draft estimates. The Council shall approve written estimates for the coming financial year at its meeting before the end of January, or such date as is required by the Borough Treasurer.
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November
- c. Proposals for significant additional expenditure shall be considered by the Finance Committee and reported to the Council

## 23. ACCOUNTS FOR PAYMENT AND CHEQUES

- a. All accounts for payment and claims upon the Council shall be laid before the Council for approval.
- b. **Where it is necessary to make a payment before it has been authorised by the Council such payment shall be certified as it its correctness and urgency by the Proper Officer** and included in the next schedule of payments submitted to the Council for ratification.
- c. All cheques on the Council account shall be signed by two of the authorised signatories of the Council. (Note Local Government Act 1972, Section 150 requires signature by two members).
- d. The Proper Officer shall be authorised to transfer money between the Council's current and deposit or reserve accounts.

- e. A petty cash account for postages and small payments of £100 or such other sum as may be determined from time to time shall be maintained on the imprest system and replenished monthly

## 24. RECEIPTS

All monies received for the Council shall be paid promptly into the Council's account and recorded in the accounts provided for that purpose. A receipt shall be issued unless not required and invoices for all debts due.

## 25. FINANCIAL CONTROLS AND PROCUREMENT

The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- a. Regard shall be had at all times to obtaining value for money, good quality and reliable workmanship in the provision of goods and services for the Council.
  - b. Routine orders for the supply of goods and maintenance covered by the estimates shall be placed by the Clerk or appropriate officer, together with orders for urgent repairs to the Council's assets, regarding which he/she shall consult the Chairman of the Finance Committee.
  - c. In the case of contracts at an estimated cost of less than £5,000 it shall be in the discretion of the committee authorising the contract whether to obtain competitive quotations in any particular case.
  - d. For contracts at an estimated cost of £5,000 or more, but less than £25,000 three competitive quotations shall be obtained, and **in the case of contracts costing £25,000 or more, public notice inviting tenders shall be given** in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.
  - e. The requirements regarding tendering may be waived by the Council, if so resolved in any particular case, the reasons for which shall be stated in the Minutes.

- f. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- g. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 25(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- h. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - j. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - k. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - l. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - m. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - n. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - o. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- p. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £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)) shall 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 OJEU.**

**A public contract in connection with 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 for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **26. HANDLING STAFF MATTERS**

A matter personal to a member of staff that is being considered by a meeting of Councillor or committees is subject to standing order 13. (Management of information) The chairman of the staffing committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of parish clerk and RFO. The reviews and appraisal shall be reported in writing and are subject to approval. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 26(f).

## **27. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 28.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



**28. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 13.

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. The Council shall maintain a written record of its processing activities.**

**29. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. The Council's policy in respect to dealing with the press and/or other media, the Proper Officer, the chairman and the relevant committee chairman will provide press/media releases. Any press/media comment made on behalf of the Parish Council must reflect the view of the Parish Council as a whole

**30. EXECUTION AND SEALING OF LEGAL DEEDS**

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Subject to standing order 30(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

**31. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. Carry out on behalf of the council any inspection of land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**32. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 11.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

**33. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the committee has decided whether or not the shall be excluded pursuant to standing order 3.e above.

## **APPENDIX A**

### **Saddleworth Parish Council Committees Terms of Reference**

#### **Planning Committee**

The Committee shall comprise 12 members, preferably each ward should be represented on the Committee. All members of the Planning Committee, except in exceptional circumstances, must be trained prior to joining the Committee. It is advisable that current members of the Planning Committee periodically attend training to update their knowledge of changes to Planning Law. Any Parish Council member not on the Planning Committee may address the meeting or answer questions on a particular application(s) or issue(s) but must notify the clerk of their intention in advance. The Committee shall meet on the first Monday of the month at 7:30 pm (except for Bank Holidays when it will meet on an agreed alternative date)

#### **Roles and Responsibilities:**

1. Discuss all planning applications submitted to the Committee affecting the Saddleworth Parish Council area and advise the local Planning Authority as to its decision concerning each planning application.
2. To justify all comments and decisions by reference to the National Planning Policy Framework and Oldham or Greater Manchester Local Plans.
3. Receive and consider comments on planning applications from residents in Saddleworth.
5. Comment and advise the Highways Authority on Public Rights of Way diversion, suspension, or stopping up orders.
6. Liaise with the Local Authority or developers at a pre-application stage on specific or larger developments.

#### **Assets Management Committee**

##### **Terms of reference**

The committee shall comprise 7 members and meet at least six times a year. The building manager will attend in an advisory capacity and members of the community groups to attend as appropriate.

##### **Roles and Responsibilities:**

1. Ensure that an accurate up to date register of all the Councils assets, either owned or leased, is kept up to date.
2. Ensure there is at least a three year strategy for the maintenance of all assets owned or leased by the Council
3. Develop a longer term strategy for all assets, especially the Civic Hall and the cemetery, allotments.

4. In conjunction with the Finance Committee review the level of charges for those assets which produce income i.e. Civic Hall, cemetery, allotments, Dawson's Field
5. Agree terms and conditions with a third party if responsibility for the day to day running of an asset is to be passed to that third party.
6. Produce a business case for the potential acquisition & management of any other assets of interest to the Parish Council.
7. Confirm with the Clerk that all policies for the running of the assets are up to date i.e. health and safety and risk assessments.
8. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December.
9. Administer any budget approved by the Council.

#### **Finance Committee Terms of Reference**

The Committee shall comprise 9 members, being the Chairs of Estates, Environment and Communications Committee and 6 other Councillors. The Chair of the Committee will be drawn from the six other Councillors and meet at least bi-monthly or as required to meet deadlines.

#### **Roles and Responsibilities**

1. The Committee shall consider and approve financial regulations drawn up by the Responsible Financial Officer and shall include detailed arrangements in respect of the following:
  - a. The accounting records and systems of internal controls.
  - b. The assessment and management of risks faced by the Council.
  - c. The work of the independent internal auditor in accordance with proper practices and receipt of regular reports from the internal auditor, which shall require at least annually.
  - d. The inspection and copying by Councillors and electors of the Council's accounts and/or orders of payment.
  - e. Where a contract with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender which shall comprise the following steps:
    - a public notice of intention to place a contract to be placed in a local newspaper;
    - A specification of the goods, materials, services and the execution of works shall be drawn up;
    - tenders are to be submitted, in a sealed marked envelope, to the Clerk by a stated time and date;

- tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council;
  - tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
- f. The Council, nor the Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Order regarding improper activity.
  - g. The Financial Regulations of the Council shall be subject to a regular review at least once every 5 years.
  - h. Review the income and expenditure of the Council, current and reserve account balance ,performance against budget, and projected out turn and provide advice to the full Council on performance at each Committee meeting
  - i. Receive from each Committee a costed plan of activities for the next financial year in November each year.
  - j. Prepare an initial budget and proposed precept in December each year.
  - k. Prepare a draft budget for consideration by the Council in January each year.
  - l. To receive requests for expenditure and provide advice and guidance to Chairs of Committees and to the Full Council on all aspects of financial management.
  - m. Approve all grant payments up to 15% of the small grants budget and make recommendations to the Council on grant requests in excess of this figure.
  - n. To identify and assist with any relevant grants which would assist with the councils work within the community.
  - o. Review and update the financial regulations and ensure that they are observed by Council.
  - q. To decide upon the spending limits delegated to clerk.

## **Communications Committee**

The Committee shall comprise 5 members and meet at least quarterly.

### **Roles and Responsibilities**

1. Discuss and approve items for publication in the media including the agreed contracts with local media and on the Parish Council website, in accordance with the approved budget.
2. Formulate any publicity campaigns and present these for approval to the Council.
3. Implement any approved publicity campaigns.
4. Responsible for the appearance and content of the Parish Council website and social media.
5. The Chairman or delegated representative of the Committee shall assist, if necessary and practicable, the Chairmen of Committees and the Council or their delegated representative and the Clerk in issuing press releases.
6. Provide advice on all communication matters.
7. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December.
8. Administer any budget approved by the Council.

## **Environment Committee (jointly with the DP)**

The Committee shall comprise 9 members, normally one from each Parish Council Ward plus, preferably, one OMBC ward Councillor from each of the three OMBC wards and meet at least quarterly.

Representatives from Oldham Council Countryside Service, Groundwork Oldham & Rochdale, The Ramblers' Association, West Pennine Bridleways and Community Groups will also be invited to attend as appropriate but will not be able to vote.

### **Roles and Responsibilities**

1. Look at strategic and management issues relating to the Parish Council's target of being carbon neutral by 2030, and for the district to be carbon neutral by 2035.
2. Look at strategic issues relating to climate and environmental change, Rights of Way, and litter and make recommendations to the Parish Council and District Partnership.
3. Manage the Community Toilet Scheme.
4. Manage long term projects for example the Parish Council's Fairtrade status.

5. Look at strategic and management issues relating to tree planting and wildlife support across the district, and make recommendations to the Parish Council and District Partnership.
6. Co-ordinate links with Pennine Prospects and the Peak Park Authority.
7. Refer individual minor matters to ward members to progress in accordance with established procedures.
8. Make recommendations for procedures for dealing with minor matters.
9. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December.
10. Administer any budget approved by the Council.

### **Traffic and Transport Committee**

Consisting of 9 -6 councillors , 1 from each ward and 3 borough councillors being one from each ward. To meet a least quarterly

### **Roles and Responsibilities**

1. Consider all strategic issues relating to public transport including railways , road traffic, road safety, road gritting and snow clearance, cycling, parking, footpaths, bridleways, rights of way and road maintenance and make recommendations to the Parish Council and District Partnership.
2. Consider all strategic issues relating to the Government's and Oldham Council's policy and approach to achieving zero emissions across every single mode of transport by 2050 and make recommendations to the Parish Council and District Partnership.
3. Consider all strategic issues relating to road traffic levels and capacities, vehicle emissions, noise and vibration and make recommendations to the Parish Council and District Partnership.
4. Liaise with all Community Groups on transport and traffic matters. At top and take from original
5. Refer individual minor traffic matters to ward members to progress in accordance with established procedures.
6. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December.
7. Administer any budget approved by the Council.

### **Strategic Planning Committee (jointly with the DP)**

The Committee shall comprise 9 members, normally one from each Parish Council Ward plus, preferably, one OMBC ward Councillor from each of the three OMBC wards and meet as required. Representatives from Community Groups will also be invited to attend as appropriate but will not be able to vote.

#### **Roles and Responsibilities:**

1. Consider strategic planning issues with regard to the Oldham Local Plan, the Greater Manchester Plan and the Parish Plan.
2. Consider opportunities presented under the Localism Act 2011
3. To produce and maintain a Neighbourhood Plan for the Saddleworth Parish Council
4. Make responses and recommendations to the Parish Council and District Partnership with regard to strategic planning matters affecting the area e.g. Fletchers development, national planning consultation documents
5. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December.
6. Administer any budget approved by the Council.

### **Staffing Committee**

#### **Terms of Reference**

The Committee shall comprise 5 members and should meet at least quarterly. This committee is an executive committee.

**Executive Committees** - where the Full **Council** delegates responsibility for certain decisions to the **committee**. The **committee** then reports its decisions to the Full Council for example- a Planning Committee.

#### **Staff Salaries and Wages**

A report on the salary or wages and superannuation payments of each employee of the Council, including any proposals for upgrading shall be prepared by the Staffing committee, considered by the Finance Committee and submitted to the Council for approval before the commencement of each financial year. After approval by the Council, payments may continue on the approved local government scale without further approval. Any proposed change or special payment shall be prepared by the Staffing committee, considered by the Finance Committee and submitted to the Council for approval. Nationally agreed increases applicable to employees shall be reported to the Council. Terms of ref for staffing committee



## **Roles and Responsibilities**

1. Review staffing structures, remuneration and terms and conditions of service
2. Review contracts of employment , job descriptions and person specifications
3. Review disciplinary and grievance procedures
4. Review Health and Safety at work for employees, including training requirements
5. Review working practices, procedures and ensure Continuous Professional Development (CPD) is in place
6. Ensure that the Council complies with all the legislative requirements relating to the employment of staff

7.1 The Chair of the Staffing Committee is responsible for the line management of the Clerk/Responsible Officer. This will entail carrying out 1-2-1s throughout the year at least quarterly, an annual Performance Review and giving support and guidance regarding staffing matters as appropriate. The Chair of the Council and other relevant members of the Council will be consulted to give input on any operational matters with which they have been working with the Clerk, prior to the formal review, in accordance with best practice.

- 7.2 The clerk will continue to work closely with the Chairman of the Council on day to day matters.
8. Submit to the Proper Officer a written estimate of any expenditure recommended for the coming year no later than December
  9. Administer any budget provided by the Council

## **Disciplinary Committee**

The Committee shall comprise 5 members, including the Chairman of the Council. The Vice Chairman of the Council is not a member of this Committee. The members of this Committee will be able to sit on a Discipline / Grievance sub-committee, each sub-committee will, usually, consist of 3 members.

## **Roles and Responsibilities**

1. To hear cases and make determinations in accordance with the Council's Grievance and Disciplinary procedures.

## **Appeals Committee**

The Committee shall comprise 5 members, they must not be members of the Disciplinary Committee. The members of this Committee will be able to sit on the Appeals sub-committee, each sub-committee will consist of 3 members.

## **Roles and Responsibilities**

1. To hear appeals and make determinations in accordance with the Council's Grievance and Disciplinary procedures

### **Civic Functions Committee**

The Committee shall comprise of 6 members. The members are to include the Chairman, the Vice Chairman, the clerk and 3 other Parish Councillors. It will meet as and when required.

#### **Roles and Responsibilities:**

The committee shall oversee the organisation of the three events run by the Parish Council:

1. Saddleworth in Bloom competition which invites all gardeners in the area to enter.
  - a. Check and, if necessary, revise the categories and judging criteria.
  - b. Publicise the event.
  - c. Liaise with the Parks Department re judging.
  - d. Organise a presentation event.
  
2. Saddleworth Illuminations competition which invites individuals, streets and businesses to enter.
  - a. Check and, if necessary, revise the categories and judging criteria.
  - b. Publicise the event.
  - c. Judge the entries.
  - d. Organise a presentation event.
  
3. The Civic Ball
  - a. Date and time
  - b. Catering and menus
  - c. Entertainment
  - d. Guest lists
  - e. Publicity

**Appointment of Chairman and Vice Chairman**

The Chairman and Vice Chairman shall be appointed at the Annual Council meeting. As an intention, and not as a rule, the number of Chairmen / Vice Chairmen chosen from each “political group” shall be in proportion to the size of that group on the Council during that period. Candidates would normally be nominated by their “groups”.

**Committee minutes**

Minutes will be approved by the next meeting of the committee. Draft minutes will be presented to Council for information. Where a committee does not have delegated powers its recommendations will be presented to the Council for them to consider. Draft minutes will be produced within 3 working days of the meeting and circulated to all those present at the meeting for comments within 3 working days, the draft minutes will then be posted on the Council web-site

**Council vacancy**

In the event of a Council vacancy arising amongst Parish Councillors, and after public notice of such vacancy has been given, in accordance with the 1972 Local Government Act and no request for a bye-election, the Council shall invoke its power to co-opt a suitable person to fill that vacancy.

The Council will continue the long held tradition that the nomination shall be the prerogative of the remaining Councillors in the same group as the member who had given cause for the casual vacancy. If the vacancy is from a person who is not a member of a “political group” the nomination will be determined by the full Council.