

1. This simplified set of Standing Orders (orders not applicable to Committees shown in red here) should lead to greater compliance.
2. Only by complying with our framework of Standing Orders, Financial Regulations and Committee terms of Reference can Councillors legitimately spend public money; otherwise they risk personal liability.
3. Standing Orders themselves are extensive and often more "best practice" than "mandatory by law" but only if you are selective when adopting them.
4. As only orders written in bold are mandatory, even our Council Standing Orders can be simplified if we choose.

	Meetings Standing Orders	Recommendation	Council	Committee	Sub-Comm
1a	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.	Not mandatory for Committees	Mandatory		
1b	When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.		Mandatory	Mandatory	
1c	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.		Mandatory	Mandatory	
1d	Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.				
1e	The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 30 minutes.	Committees can be less formal			
1f	Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.	Committees can be less formal			
1g	In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.	Committees can be less formal			
1h	In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.	Committees can be less formal			
1i	A record of a public participation session at a meeting shall be included in the minutes of that meeting.				
1j	A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.	Committees can be less formal			
1k	Any person speaking at a meeting shall address his comments to the Chairman.				
1l	Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.				

**Amendment June 2016 aligned Standing Order 30 to Public Contracts Regulations 2015; deleted references to obsolete Power of Well-being
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Cottenham Parish Council – Standing Orders Reviewed by FLAC June 2016

1m	Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.	Delete – no longer lawful	Mandatory	Mandatory	
1n	In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.		Mandatory	Mandatory	
1o	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any)..	Applies to Council	Mandatory	Not Applicable	Not Applicable
1p	The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.	Committee ToRs	Mandatory	Not Applicable	Not Applicable
1q	Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.		Mandatory	Mandatory	Mandatory
1r	The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (i) and (j) below.)		Mandatory	Mandatory	Mandatory
1s	Unless standing orders provide otherwise, voting on any 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 his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.		Mandatory		
1t	The minutes of a meeting shall record the names of councillors present and absent.		Mandatory	Mandatory	Mandatory
1u	If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.	Council-specific			
1v	The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.		Mandatory	Mandatory	Mandatory
1w	An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)		Mandatory	Mandatory	Mandatory
1x	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 5.	Committee ToRs	Mandatory		
1y	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.		Mandatory	Mandatory	Mandatory
1z	Meetings shall not exceed a period of 2.5 hours	Committees can be less formal			

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Cottenham Parish Council – Standing Orders **Reviewed by FLAC June 2016**

2	Ordinary Council Meeting Standing Orders	Recommendation	Council	Committee	WG
	<i>See also standing order 1 above</i>				
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 new councillors elected take office.	Council-specific	Mandatory		
b	In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.	Council-specific	Mandatory		
c	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.	Council-specific	Mandatory		
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 directs.	Council-specific	Mandatory		
e	The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.	Council-specific	Mandatory		
f	The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.	Council-specific	Mandatory		
g	The Vice-Chairman of the Council, 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.	Council-specific	Mandatory		
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 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 must give a casting vote in the case of an equality of votes.	Council-specific	Mandatory		
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 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 must give a casting vote in the case of an equality of votes.	Council-specific	Mandatory		
j	Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.	Council-specific			
	i In an election year, delivery by councillors of their declarations of acceptance of office.	Council-specific			
	ii Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.	Council-specific			
	iii Review of delegation arrangements to committees, sub-committees, employees and other local authorities.	Council-specific			
	iv Review of the terms of references for committees.	Council-specific			
	v Receipt of nominations to existing committees.	Council-specific			
	vi Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.	Council-specific			
	vii Review and adoption of appropriate standing orders and financial regulations.	Council-specific			

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viii	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities..	Council-specific			
ix	Review of representation on or work with external bodies and arrangements for reporting back	Council-specific			
x	In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.	Council-specific			
xi	Review of inventory of land and assets including buildings and office equipment	Council-specific			
xii	Review and confirmation of arrangements for insurance cover in respect of all insured risks	Council-specific			
xiii	Review of the Council's and/or employees' memberships of other bodies	Council-specific			
xiv	Establishing or reviewing the Council's complaints procedure	Council-specific			
xv	Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.	Council-specific			
xvi	Establishing or reviewing the Council's policy for dealing with the press/media	Council-specific			
xvii	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead	Council-specific			

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3	Proper Officer	Clerk-specific			
a	The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.	Clerk-specific			
	The Council's Proper Officer shall do the following.				
i	Sign and serve on councillors by delivery or post at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.				
ii	Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).	Committee ToRs	Mandatory	Mandatory	
iii	Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.				
iv	Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 3(b)i above.		Mandatory		
v	Make available for inspection the minutes of meetings				
vi	Receive and retain copies of byelaws made by other local authorities.		Mandatory		
vii	Receive and retain declarations of acceptance of office from councillors.		Mandatory		
viii	Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.				
ix	Keep proper records required before and after meetings;				
x	Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.				
xi	Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.				
xii	Manage the organisation, storage of and access to information held by the Council in paper and electronic form.				
xiii	Arrange for legal deeds to be signed by 2 councillors and witnessed (<i>See also model standing orders 14(a) and (b).</i>)				
xiv	Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.				

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xv	Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;				
xvi	Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting or planning committee.				
xvii	Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.	Clerk-specific			

4	Motions and/or resolutions requiring written notice				
4a	In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 14 clear days before the next meeting.				
4b	The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.				
4c	If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.				
4d	If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.				
4e	Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.				
4f	Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.				

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5	Motions and/or resolutions not requiring written notice				
5a	Motions in respect of the following matters may be moved without written notice.				
	i To appoint a person to preside at a meeting.				
	ii To approve the absences of councillors.				
	iii To approve the accuracy of the minutes of the previous meeting.				
	iv To correct an inaccuracy in the minutes of the previous meeting.				
	v To dispose of business, if any, remaining from the last meeting.				
	vi To alter the order of business on the agenda for reasons of urgency or expedience.				
	vii To proceed to the next business on the agenda.				
	viii To close or adjourn debate.				
	ix To refer by formal delegation a matter to a committee or to a sub-committee or an employee.				
	x To appoint a committee or sub-committee or any councillors (including substitutes) thereto.				
	xi To receive nominations to a committee or sub-committee.				
	xii To dissolve a committee or sub-committee.				
	xiii To note the minutes of a meeting of a committee or sub-committee.				
	xiv To consider a report and/or recommendations made by a committee or a sub-committee or an employee.				
	xv To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.				
	xvi To authorise legal deeds signed by two councillors] and witnessed. <i>(See standing orders 14(a) and (b) below.)</i>				
	xvii To authorise the payment of monies up to £5,000.				
	xviii To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.				
	xix To extend the time limit for speeches				
	xx To exclude the press and public for all or part of a meeting				
	xxi To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.				
	xxii To give the consent of the Council if such consent is required by standing orders.				
	xxiii To suspend any standing order except those which are mandatory by law.		Mandatory	Mandatory	Mandatory
	xxiv To adjourn the meeting				
	xxv To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.				
	xxvi To answer questions from councillors.				
5b	If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.				

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6	Rules of debate (read motions as and/or resolutions)					
6a	Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience					
6b	Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded					
6c	Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn		Committees can be less formal			
6d	A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered		Committees can be less formal			
6e	A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder		Committees can be less formal			
6f	Any amendment to a motion shall be either					
	i	to leave out words				
	ii	to add words				
	iii	to leave out words and add other words				
6g	A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration					
6h	Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of		Committees can be less formal			
6i	Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately		Committees can be less formal			
6j	Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one		Committees can be less formal			
6k	If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman					
6l	If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved					
6m	The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 2 minutes					
6n	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately		Committees can be less			

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	before it is put to the vote	formal			
6o	Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation	Committees can be less formal			
6p	During the debate of 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 irregularity in the meeting he is concerned by				
6q	A point of order shall be decided by the Chairman and his decision shall be final				
6r	With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused				
6s	Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except	Committees can be less formal			
	i to amend the motion	Committees can be less formal			
	ii to proceed to the next business	Committees can be less formal			
	iii to adjourn the debate	Committees can be less formal			
	iv to put the motion to a vote	Committees can be less formal			
	v to ask a person to be silent or for him to leave the meeting	Committees can be less formal			
	vi to refer a motion to a committee or sub-committee for consideration	Committees can be less formal			
	vii to exclude the public and press	Committees can be less formal			

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	viii	to adjourn the meeting	Committees can be less formal			
	ix	to suspend any standing order, except those which are mandatory	Committees can be less formal			
6t		In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption				

7		Code of Conduct	Councillor-specific			
		<i>See also model standing orders 1(d)–(i) above</i>	Councillor-specific			
		Council is governed by a new Code of Conduct adopted in July 2012, amended in April 2013, and appended to these orders as Appendix I.	Councillor-specific			
		Council likewise adopted a Complaints Procedure governing any breach of the Code which is appended to these orders as Appendix II	Councillor-specific			

8		Questions	Committees can be less formal			
8a		A councillor may seek an answer to a question concerning any business of the Council provided 14 days clear notice of the question has been given to the Proper Officer	Committees can be less formal			
8b		Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions	Committees can be less formal			
8c		Every question shall be put and answered without discussion	Committees can be less			

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		formal			
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9	Minutes				
9a	No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above				
9b	Minutes, including any amendment to correct their accuracy, 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				
9c	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: “The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”				
9d	Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed				

10	Disorderly conduct				
10a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly				
10b	If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.				
10c	If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting				

11	Rescission of previous resolutions	Committees can be less formal			
11a	A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 5 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee	Committees can be less formal			
11b	When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months	Committees can be less formal			

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12	Voting on appointments	Council-specific			
12a	Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote	Council-specific			

	Expenditure				
13a	Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations				
13b	The Council's financial regulations shall be reviewed once a year.	Council-specific	Mandatory	Mandatory	Mandatory
13c	The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.		Mandatory	Mandatory	Mandatory

14	Execution and sealing of legal deeds	Council-specific			
	<i>See also standing order 5(a)(xvi) above</i>	Council-specific			
14a	A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.	Council-specific			
	[In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]	Council-specific	Mandatory		
	(The above is applicable to a Council without a common seal.)	Council-specific			

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15	Committees				
	<i>See also standing order 1 above</i>				
15a	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:				
	i shall determine their terms of reference				
	ii may permit committees to determine the dates of their meetings				
	iii 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				
	iv may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 7 days before the meeting that they are unable to attend				
	v an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;				
	vi may in accordance with standing orders, dissolve a committee at any time.				

16	Sub-committees	No sub-committees			
	<i>See also standing order 1 above</i>	No sub-committees			
	Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.	No sub-committees			

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17	Extraordinary meetings	Committee ToRs			
	<i>See also standing order 1 above</i>	Committee ToRs			
17a	The Chairman of the Council may convene an extraordinary meeting of the Council at any time	Committee ToRs	Mandatory		
17b	If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors	Committee ToRs	Mandatory		
17c	The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time	Committee ToRs			
17d	If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors	Committee ToRs			

18	Advisory committees	Council-specific			
	<i>See also standing order 1 above</i>	Council-specific			
18a	The Council may appoint advisory committees comprised of a number of councillors and non-councillors	Council-specific			
18b	Advisory committees and any sub-committees may consist wholly of persons who are non-councillors	Council-specific			

19	Accounts & Financial Statement	Council-specific			
19a	All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.	Council-specific			
19b	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual	Council-specific			

Amendment June 2016 aligned Standing Order 30 to Public Contracts Regulations 2015; deleted references to obsolete Power of Well-being Original May 2015 highlighted Standing Orders that are not applicable to Committee meetings

Cottenham Parish Council – Standing Orders **Reviewed by FLAC June 2016**

	governance statement, shall be presented to Council for formal approval before 30 June.				
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20	Estimates & Precepts	Council-specific			
20a	The Council shall approve written estimates for the coming financial year at its meeting before the end of January.	Council-specific	Mandatory		
20b	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 December.	Council-specific			

21	Canvassing of and recommendaions by Councillors	Council-specific			
21a	Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate	Council-specific			
21b	A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment	Council-specific			
21c	This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.	Council-specific			

22	Inspection of documents	Council-specific			
22a	Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors	Council-specific			

23	Unauthorised activities				
23a	Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:				
	i inspect any land and/or premises which the Council has a right or duty to inspect; or				

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	ii	issue orders, instructions or directions.				
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Original May 2015 highlighted Standing Orders that are not applicable to Committee meetings**

Cottenham Parish Council – Standing Orders **Reviewed by FLAC June 2016**

24	Confidential business				
24a	Councillors and Council employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.				
24b	A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.				

25	General Power of Competence	No power			
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26	Matters affecting council employees	Council/HR-specific			
26a	If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.	Council/HR-specific			
26b	The Chairman of the Council or in his absence the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of any employee and shall keep a record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution of the Council	Council/HR-specific			
26c	Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Complaints committee or in his absence, the Vice-Chairman of the Complaints committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Complaints committee. See Appendix III (grievance & complaints procedures).	Council/HR-specific	No Policy!!!		
26d	Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by any employee relates to the Chairman or Vice-Chairman of the Complaints committee, this shall be communicated to another member of the Complaints committee, which shall be reported back and progressed by resolution of the full Council	Council/HR-specific	No Policy!!!		
26e	Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.	Council/HR-specific			
26f	The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected	Council/HR-specific			
26g	Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.	Council/HR-specific			
26h	Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified	Council/HR-specific			
26i	Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to the Proper Officer, RFO and/or the Chairman of the Council.	Council/HR-specific			

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27	Freedom of information Act 2000	FoI Policy			
27a	All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000. See appendix IV.	FoI policy			

28	Relations with the press/media	Council/Clerk-specific			
28a	All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.	Council/Clerk-specific			
28b	In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.	Council/Clerk-specific			

29	Liaison with District & County or Unitary Councillors	Council-specific			
29a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.	Council-specific			
29b	Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.	Council-specific			

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30	Financial matters		RFO/FinRegs			
30a	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 accounting records and systems of internal control;	RFO/FinRegs			
	ii	the assessment and management of financial risks faced by the Council;	RFO/FinRegs			
	iii	the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;	RFO/FinRegs			
	iv	the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;	RFO/FinRegs			
	v	procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.	RFO/FinRegs			
30b	Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as detailed in Financial Regulations section 11 and summarised in standing order 30(c) below.		RFO/FinRegs	Mandatory	Mandatory	Mandatory
30c	Any formal tender process shall comprise the following steps:		RFO/FinRegs			
	i	a public notice of intention to place a contract to be placed on the Contracts Finder website	RFO/FinRegs			
	ii	a specification of the goods, materials, services and the execution of works shall be drawn up and published on the Contracts Finder website;	RFO/FinRegs			
	iii	tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;	RFO/FinRegs			
	iv	tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;	RFO/FinRegs			
	v	tenders are then to be assessed and reported to the appropriate meeting of Council or Committee and on the Contracts Finder website.	RFO/FinRegs			
30d	Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.		RFO/FinRegs			

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31	Allegations of breaches of the code of conduct and Complaints Procedure				
	Please see appendix I and II for adopted procedures.				

32	Variation, revocation and suspension of standing orders				
32a	Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.				
32b	A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.				

33	Standing orders to be given to councillors				
33a	The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.				
33b	The Chairman's decision as to the application of standing orders at meetings shall be final.				
33c	A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders				