

BURES JOINT CEMETERY AUTHORITY STANDING ORDERS

Reviewed and adopted by the Cemetery Authority on 13th June 2016

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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- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 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 Member may move an amendment to his 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.
- j Subject to standing order 1(k) below, 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 Member 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a Member may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another Member,
 - 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. in exercise of a right of reply.

- p During the debate of a motion, a Member may interrupt only on a point of order or a personal explanation and the Member who was interrupted shall stop speaking. A Member 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 his 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 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 his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Member 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 this 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 Member or the chairman of the meeting may move that the person be no longer heard or 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) above is ignored, the chairman of the

meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Meeting of the Authority shall be held 4 times a year on a Monday during the months of January, March, June and September commencing 7.30pm

The Chairman of the Authority will be the duly elected Chairman of either Bures Hamlet or Bures St. Mary Parish Council as agreed.

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

- Full Authority meetings
 - Committee meetings
 - Sub-committee meetings
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- a **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.**
 - b **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.**
 - c **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**
 - ■ d **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.**
 - e 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.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
 - g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e) above, 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.

- i 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 of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
-   l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted under the Guidelines of NALC LTN5 Parish and Community Council Meetings dated August 2014. Any persons wishing to do so must advise the Chairman at the beginning of the meeting. Any persons wishing to do so may not include children and vulnerable persons without the consent of a responsible adult.**
-   m **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.**
-  n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Authority may in his absence be done by, to or before the Vice-Chairman of the Authority (if any).**
-  o **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 member as chosen by the members present at the meeting shall preside at the meeting.**
-    p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the members or members with voting rights present and voting.**
-    q **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 his casting vote whether or not he gave an original vote.**
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a member the voting on any question shall be recorded so as to show whether each member 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.**
- s 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 members present and absent; reasons for absence and the reason given accepted by the meeting;
- iii. all apologies for absence should be submitted to the Clerk in writing prior to the beginning of the meeting;
- iv. interests that have been declared by members and non-members with voting rights;
- v. whether a Member or non-member 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.

 **t A Member or a non-member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Authority's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

 **u No business may be transacted at a meeting unless at least one-third of the whole number of members of the Authority are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting.

 **v 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.**

w A meeting shall not exceed a period of 2 hours.

4. Committees and sub-committees

- a Unless the Authority determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-members unless it is a committee which regulates and controls the finances of the Authority.**
- c Unless the Authority determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-members.**
- d The Authority 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 full Authority;

- 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) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, 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 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. 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;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Extraordinary meetings of the Authority and committees and sub-committees

- a **The Chairman of the Authority may convene an extraordinary meeting of the Authority at any time.**
- b **If the Chairman of the Authority does not or refuses to call an extraordinary meeting of the Authority within seven days of having been requested in writing to do so by two members, any two members may convene an extraordinary meeting of the Authority. The public notice giving the time, place and agenda for such a meeting must be signed by the two members.**
- 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 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 by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

6. 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 3 Members to be given to the Proper Officer in

accordance with standing order 8 below, 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 6 (a) above has been disposed of, no similar motion may be moved within a further six months.

7. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Authority 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. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

8. 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 which it is tabled for and in any event shall relate to the performance of the Authority's statutory functions, powers and obligations or an issue which specifically affects the Authority'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 7 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 8 (b) above, 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 8 (b) 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 so that it can be understood 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 Members who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 8 (e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

9. 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 sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Member or a member of the public;
 - xiii. to exclude a Member 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 requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

10. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Members and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

11. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Members 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 9 (a) (i) above.
- 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:

“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 meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon 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.

12. Code of conduct and dispensations

- a All Members and non-members with voting rights shall observe the code of conduct adopted by the Authority.
- b Unless he has been granted a dispensation, a member or non-member with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a member or non-member 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 Authority's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer/Clerk** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Clerk in consultation with the Chairman or Vice-chairman at the beginning of the meeting at which the dispensation is required and that decision is final.
- f 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.
- g Subject to standing orders 12 (d), (e) and (f) above, dispensation requests shall be considered at the beginning of the meeting of the Authority, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 12 (e) above if having regard to all relevant circumstances the following applies:**
 - 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 or
- ii. **granting the dispensation is in the interests of persons living in the Authority's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

13. Code of conduct complaints

- a Upon notification by the District or County Council that it is dealing with a complaint that a Member or non-member with voting rights has breached the Authority's code of conduct, the Proper Officer/Clerk shall, subject to standing order 10 above, report this to the Authority.
- b Where the notification in standing order 13(a) above relates to a complaint made by the Proper Officer/Clerk, the Proper Officer shall notify the Chairman of the Authority of this 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 Authority has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The Authority may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - 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 Council that a Member or non-member with voting rights has breached the Authority's code of conduct, the Authority shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

14. Proper Officer/Clerk

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Authority to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Authority, a committee and a sub-committee serve on Members, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**
OR
at least three clear days before a meeting of the Authority, a committee and a sub-committee serve on Members a summons, by email (if the councillor has given and maintains their consent to this form of communication) confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer/Clerk.
See standing order 3(b) above for the meaning of clear days for a meeting of a full Authority and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days**

before a meeting of the Authority or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Authority convened by Members is signed by them);

See standing order 3(b) above for the meaning of clear days for a meeting of a full Authority and standing order 3(c) above for a meeting of a committee.

- iii. subject to standing order 8 above, include on the agenda all motions in the order received unless a Member has given written notice at least 7 days before the meeting confirming his withdrawal of it; if there is a dispute as to the items to be included on the agenda then the final decision will be made by the Clerk in consultation with the meeting Chairman;
- iv. **convene a meeting of full Authority for the election of a new Chairman of the Authority, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Members;
- viii. retain a copy of every Members register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Authority's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the Authority except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the Authority in paper and electronic form;
- xii. arrange for legal deeds to be executed;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Authority in accordance with the Authority's financial regulations;
- xiv. manage access to information about the Authority via the publication scheme; and
- xv. retain custody of the seal of the Authority (if any) which shall not be used without a resolution to that effect.

15. Responsible Financial Officer/Clerk

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

16. 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 (England).
- b All payments by the Authority shall be authorised, approved and paid in accordance with the law, proper practices and the Authority's financial regulations.
- c The Responsible Financial Officer/Clerk shall supply to each Member after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Authority's receipts and payments for each quarter;
 - ii. the Authority's aggregate receipts and payments 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.

These statements shall be made available for the next Authority meeting after these dates.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Member with a statement summarising the Authority's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full Authority the accounting statements for the year in the form of Section 1 of the annual 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 applying the form of accounts determined by the Authority (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Member or before the end of the following month of May. The annual return of the Authority, which is subject to external audit, including the annual governance statement, shall be presented to Authority for consideration and formal approval before 30 June.

17. Financial controls and procurement

- a The Authority 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 Authority;
 - 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 Members and local electors of the Authority's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £1,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £5,000 shall be procured on the basis of a formal tender as summarised in standing order 17(d) below.**

- d The procurement and award of contracts covered by the 2015 Regulation which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website.
- e Subject to additional requirements in the financial regulations of the Authority, 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;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Authority's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Authority's written response to the tender and (iv) the prohibition on prospective contractors contacting members or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Member after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Authority or a committee or sub-committee with delegated responsibility.
- f Neither the Authority, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- g **Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the Authority must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Authority must comply with EU procurement rules.**

18. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Authority is subject to standing order 13 above.
- b Subject to the Authority's policy regarding absences from work, the Authority's most senior member of staff shall notify the chairman of the Authority or, if he is not available, the vice-chairman of the Authority of absence occasioned by illness or other reason and that person shall report such absence to the Authority at its next meeting.
- c The chairman of the Authority or in his absence, the appointed member shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employee. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Authority.

- d Subject to the Authority's policy regarding the handling of grievance matters, the Authority's most senior employee (or other employees) shall contact the chairman of the Authority or in his absence, the appointed member of the Authority in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Authority.
- e Subject to the Authority's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee relates to the chairman or vice-chairman of the Authority, this shall be communicated to another member of the Authority which shall be reported back and progressed by resolution of the Authority.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Authority shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the RFO and/or the Chairman of the Authority.

19. Requests for information

- a Requests for information held by the Authority shall be handled in accordance with the Authority's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the () committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

20. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Authority, its Members or staff shall be handled in accordance with the Authority's policy in respect of dealing with the press and/or other media.

21. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Authority unless authorised by a resolution.
- b **[Subject to standing order 21(a) above, any two Members may sign, on behalf of the Authority, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to an Authority without a common seal.

22. Restrictions on Members activities

- a. Unless authorised by a resolution, no Member shall:
 - i. inspect any land and/or premises which the Authority has a right or duty to inspect;
 - or
 - ii. issue orders, instructions or directions.

23. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory 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 Authority's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Members to be given to the Proper Officer in accordance with standing order 8 above.
- c The Proper Officer shall provide a copy of the Authority's standing orders to Members as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.