SALISBURY CITY COUNCIL

Report

Subject : Procurement Compliance
Committee : Full Council
Date : 15 September 2025
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1. Report Summary:

1.1 Salisbury City Council are currently working with Hampshire County Council's procurement department to review its Procurement policies and procedures.

1.2 To ensure Salisbury City Council's policies are compliant with UK procurement legislation, amendments are required to both Standing Orders and Financial Regulations.

2. Background:

2.1 Standing Orders require an update to section 18, Financial Controls and Procurement. These amendments are in line with procurement legislation and reflects nalc National Association of Local Councils Model Standing Orders and its legislative content in **bold type.** This section will also refer to the new Contract Procedure Rules. No other sections of the Standing Orders have been amended at this time.

2.2 Financial Regulations require amendment to section 11, Contracts. This section of the regulations currently contains procurement and contracts procedures for the council. The proposed update is to remove the procedural wording in this section. Instead, the Financial Regulations will refer to the new Contract Procedure Rules and relevant UK procurement legislation regarding the management of contracts.

2.3 The new Contract Procedure Rules, which will be referred to in the Standing Orders and Financial Regulations, will become the council's operational document to manage its procurement procedures and contracts. The processes in this document will be updated in line with UK procurement legislation as required.

2.4 These proposed updates to Standing Orders and Financial Regulations, and introduction of the Contract Procedure Rules, will ensure the city council are legally complaint regarding procurement and have robust contract procedures in place.

3. Recommended changes:

Standing Orders - Section 18 Financial Controls and Procurement, proposed updates are as follows:

3.1 Parts a) and b) are as per the nalc model Standing Orders as these are financial matters, except part a. item v. which will be removed as this will now be covered in the Contract Procedure Rules.

3.2 Part c) All previous text removed and replaced with new text which now refers to the new Contract Procedure Rules

3.3 Part d) is as per the nacl model Standing Orders. Model Standing Orders text that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

3.4 Parts e, f and g are removed and are referred to in the Contract Procedure Rules. The previous legislative **bold text** in these sections is now covered in section d and correctly reflect what is required as per the model Standing Orders.

Financial Regulations - Section 11 Contracts, proposed amendments as follows:

3.5 All previous text in this section to be removed with contracts operational procedures to be covered in the new Contract Procurement Rules.

3.6 To be replaced with part 11.1, this new text will state that, all contracts for Goods, Works, or Services, including Concession contracts, shall comply with the Council's Contract Procedure Rules and the relevant UK procurement legislation.

Tender Threshold and Authorisation Limits, proposed changes to limits as follows:

3.7 National Tender Threshold Limit is £179,000. Salisbury City Councils current tender threshold limit is set at £50,000. The Contract Procedure Rules include the increased tender threshold limit for the council to £75,000.

3.8 The tender threshold is the value of the contract for its duration, for example a contract for £15,000 per year for 5 years has a total contract value of £75,000.

3.9 Any contracts procured under the tender threshold will still follow the quotation process as detailed in the Contract Procedure Rules.

3.10 Officer Authorisation Limits currently vary depending on department and officer requirement. However, we propose to update all the Senior Management Team ordering and invoice authorisation limit a minimum of £75,000 in line with the proposed new tender threshold limit.

4. Recommendations:

Its is recommended that the Full Council Committee:

4.1 Approve the updates to Standing Orders section 18.

4.2 Approve the amendment to Financial Regulations section 11.

4.3 Note the future use of the Contract Procedure Rules, including the tender threshold limit increase to £75,000.

4.4 Approve changes to Senior Management Authorisation Limits.

5. Wards Affected: All

6. Background papers:

5.1 Appendix A – Standing Orders version 15 (Previous version)
5.2 Appendix B – Standing Orders version 16 (New version with update to section 18)
5.3 Appendix C – Financial Regulations version 20 (Previous version)
5.4 Appendix D – Financial Regulations version 21 (New version with update to section 11)
5.5 Appendix E - nalc Model Standing Orders – Available for reference.
5.6 Appendix F – Contract Procedure Rules
5.7 Appendix G – Officer Financial Authorisation Limits

7. Implications:

7.1 Financial: Threshold and SMT Authorisation limit changes.
7.2 Legal: To ensure the city council is compliant with UK procurement legislation.
7.3 Personnel: Staff time will be required for procurement, contract implementation, and ongoing management.
7.4 Environmental Impact: Nil in relation to this report.
7.5 Equalities Impact Statement: Nil in relation to this report.

SALISBURY
CITY COUNCIL

Standing Orders

Policy Number	Version	Owner	Doc No.	PDF No.	Date Published	Review Due	Review Team
CP001	15	CC/CEO			21 Feb 2024	June 2024 – if required	Management
CP001	14	CC	90921		26 June 2023	June 2024	Management
CP001	13	CC	85733	86596	9 May 2022	June 2023	Management
CP001	12	CC	82836	83057	28 Jun 2021	Jun 2022	Management
CP001	11	CC	79647	80037	7 Sep 2020	Sep 2021	Management
CP001	10	CC	71471	71472	11 March ‘19	09 March ‘20	Management
CP001	9	CC	69032	69033	18 Dec ‘19	01 June ‘19	Management
CP001	8	CC	66412	66612	4 June ‘18	01 June ‘19	Management
CP001	7	CC	63274	63779	20 Nov ‘17	01 Nov ‘18	Management
CP001	6	CC	44859	58463	17 March ‘14	01 July ‘18	Management
CP001	5	CC	44676	44713	20 Jan ‘14	01 Jan ‘15	Management
CP001	4	CC	43202		30 Sept ‘13		
CP001	3	CC	36284		19 March ‘12		
CP001	2	CC	00560		09 Nov ‘09		
CP001	1	CC	00684		15 June ‘09		

Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners **Introduction**
These standing orders are based on the National Association of Local Council (NALC) model standing orders 2018.

How to Use Standing Orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.
Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.
These standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer

Notes

Standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.
For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The word chairman is used in these standing orders. Where this relates to the Chairman of the Council this is the Mayor. The Chairman of Salisbury City Council is entitled to be called the Mayor or the City of Salisbury.

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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 (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 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 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.

o 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 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 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 his right of reply.

t Excluding motions moved under Standing Order 1r, 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 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 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. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

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

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 OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**

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 3e shall not exceed 15 minutes unless directed by the chairman of the meeting.

g Subject to Standing Order 3f, a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3e, 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 their hand when requesting to speak and speak from a seated position in order to use the microphone provided.

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 ●●**Subject to Standing Order 3m, 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**

i) **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.**

m ●●**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**.

n ●●**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**.

o ●**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 his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p ●**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.**

q ●●●**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.**

r ●●●**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**. *See Standing Orders 5h and 5i for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

s ●**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 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.

t 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,
   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 the resolutions made.

u ●●●**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 his right to participate and vote on that matter**.

v ●**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 4dviii for the quorum of a committee or sub-committee meeting*.

w ●●●**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**.

x A meeting shall not exceed a period of 3 hours unless a resolution to continue for an extra period of time has been carried.

y If there are an equal number of votes for and against a matter, the Chairman will have a second or casting vote. There is no restriction on how the Chairman exercises this casting vote.

z Public Questions or Statements:
   i) Members of the public who wish to ask a question or make a statement at a meeting shall give notice to the Proper Officer of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question stated in the notice given to the Proper Officer shall be the question asked at the meeting.
   ii) The Chairman will call upon those wishing to speak in turn, each questioner being allowed to speak for a maximum of three minutes. Those wishing to speak shall state their name and address.
   iii) Answers to questions may take the form of:

(1) a direct oral response, or
(2) when the desired information is contained in a publication, a reference to that publication, or
(3) when it is more convenient to do so a written answer after the meeting.

iv) Every question shall be put and answered without discussion.

v) Questions or statements shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.

vi) The Chairman shall not allow any question or statement that is in their opinion:
(1) Defamatory, frivolous or offensive.
(2) Requires the disclosure of exempt or confidential information.
(3) Relates to complaints about individual Members or Officers

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 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council**.

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d 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 4b and c, appoint and determine the terms of office of members of such a committee,

v) may, subject to standing orders 4b 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 2 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, in both cases, 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 subcommittee that they are permitted to attend, and
xii) may dissolve a committee or a sub-committee.

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 his 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 this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii) Confirmation of the accuracy of the minutes of the last annual meeting of the Council

k At every other ordinary Council or committee meeting, the order of business shall be as follows:-

i) to receive apologies for absence,

ii) to receive declarations of interest,

iii) to note any Dispensations agreed by the Proper Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda,

iv) to approve the minutes of the last meeting,

v) Chairman's announcements,

vi) to receive questions or statements from public,

vii) to receive any questions or statements from members,

viii) to receive verbal reports from partner organisations,

ix) to receive and adopt reports and minutes of standing Committees, advisory Committees and Working Groups, as required,

x) to consider motions under Standing Order 1 in the order in which they have been notified to the Proper Officer,

xi) to consider any other business specified in the summons to the meeting,

l The order of business at a meeting may, with the permission of the Chairman, be varied, on the grounds of urgency or convenience

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES

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 If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7 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 8 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 7a has been disposed of, no similar motion may be moved for a further six months.

8 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. 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 exercisable by the chairman of the meeting.

9 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 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 9b, 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 9b 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.

10 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,
xvii) to close the meeting.

11 MANAGEMENT OF INFORMATION

See also Standing Order 20.

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 this 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**.

12 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 10ai).

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 ●●●**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.**

f Subject to the publication of draft minutes in accordance with Standing Order 12e and Standing Order 20a 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.

13 CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3u.

a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

b 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 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 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.

d **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.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-

committee for 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 13d and 13f, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with Standing Order 13e 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**.

(See also the SCC Procedure for the Granting of Dispensations)

14 CODE OF CONDUCT COMPLAINTS

a Upon notification by the 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 11, report this to the Council.

b Where the notification in Standing Order 14a relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume
   i) 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 14d.

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 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 them. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

a The Proper Officer shall be either
   i) the Clerk or Chief Executive Officer
   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:
   i) **at least three clear days before a meeting of the council, a committee** or a sub-committee,
      (1) **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
      (2) **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 3b for the meaning of clear days for a meeting of a full council and standing order 3c for the meaning of clear days for a meeting of a committee;
   ii) subject to Standing Order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it,
   iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office,**
   iv) **facilitate inspection of the minute book by local government electors,**
   v) **receive and retain copies of byelaws made by other local authorities,**
   vi) hold acceptance of office forms from councillors,
   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,

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

xi) arrange for legal deeds to be executed; *see also Standing Order 23;*

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) arrange for every planning application notified to the Council and the Council's response to the local planning authority to be recorded,

xiv) refer a planning application received by the Council Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee,

xv) manage access to information about the Council via the publication scheme, and

xvi) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. *see also Standing Order 23.*

c In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

i) The day to day administration and management of services, together with routine inspection and control,

ii) Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless other stated in other council policies,

iii) Authorisation of routine expenditure within the agreed budget,

iv) Emergency expenditure up to £25,000 outside the agreed budget,

v) Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated,

vi) Delegated actions of the Proper Officer shall be in accordance with Standing Orders and Financial Regulations, and with directions given by the Council from time to time.

16 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.

17 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 the Finance and Governance Committee 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 iv) 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) The Finance and Governance Committee 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 1 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 7 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 relevant date set by external audit.

18 FINANCIAL CONTROLS AND PROCUREMENT

a 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.

b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

c **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 18f 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.**

d 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,

ii) an invitation to tender shall be drawn up to confirm

(1) the Council's specification

(2) the time, date and address for the submission of tenders

(3) the date of the Council's written response to the tender and

(4) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process,

iii) the invitation to tender shall be advertised in any 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 councillor after the deadline for submission of tenders has passed,

e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 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**.

g **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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £8,884,720 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**.

19 HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to Standing Order 11.

b The Chairman of the Personnel Committee in conjunction with 2 other members of the Personnel Committee shall conduct an annual review of the performance of the Proper Officer.

c Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.

d 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.

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

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.**

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list.
See also Standing Order 11.

a **The Council shall appoint a Data Protection Officer.**
b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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.**

22 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.

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15bxii and xvii.

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b Subject to standing order 23a, 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.

24 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

a Unless duly authorised no councillor shall:
   i) inspect any land and/or premises which the Council has a right or duty to inspect, or
   ii) issue orders, instructions or directions.

26 URGENT MATTERS

a In the event of any matter arising which requires an urgent decision the Proper Officer shall consult the Leader of the Council, the Chairman and Vice Chairman of the relevant Committee and with the concurrence of those Members, shall have delegated power to implement the special delegation procedure on behalf of the Council.

b The special delegation forms shall be sent to the Leader of the Council and the Chair and Vice Chair of the committee where the issue would ordinarily have been considered. At least two of the three Councillors consulted must sign as approved for the action to be agreed

c Before exercising the delegated powers granted by paragraph 26a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

d Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.

27 THE LEADER OF THE COUNCIL & POLITICAL GROUPS

a The Leader of the Council may not also be the Chairman of the Council.

b Members shall as soon as possible after being elected notify the Proper Officer to which Political Group, if any, they wish to belong.

c The Political Groups will notify the Proper Officer of those Members appointed as Leader, Deputy Leader or Representative of each Group.

d Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group.

28 SUBSTITUTE OR REPLACEMENT MEMBERS OF COMMITTEES AND SUBCOMMITTEES

a Before either a replacement or temporary substitution can take effect, a minimum of five days written notice in the case of a replacement and 24 hours written notice for temporary substitution, wherever possible, shall be given to the Proper Officer by a Group Leader, or his/her nominated representative

b A replacement shall continue in force until further notice.

c A temporary substitute shall apply for a particular meeting/meetings only.

d At the beginning of the relevant meeting the Chairman shall advise the meeting of the details of the substitution or replacement. Details of substitutions or replacements will be minuted.

e The appointment of a replacement or substitute Member under this Procedure Rule shall be deemed to be an expression of the wishes of the Relevant Group and shall be deemed to be an appointment made by the Council.

29 QUESTIONS / STATEMENTS BY MEMBERS

a A Member of the Council may ask the Chairman of a meeting any question or make a request to make a statement on any report item of a meeting submitted to the Council, whether for confirmation or for report.

b A Member of the Council may:

i) if notice in writing has been given to the Proper Officer at least one clear day before the next meeting of the Council, ask the Chairman of any meeting any question or make a statement on any matter in relation to which the Council has powers or duties or which affects the City, and

ii) with the permission of the Chairman of any Committee put them any question or make a statement relating to urgent business of which such notice has not been given, but a copy of any such question or statement shall be delivered to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting.

c The question or statement asked by the Member will be the question or statement submitted to the Proper Officer.

d Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.

e An answer may take the form of:

i) a direct oral answer,

ii) where the desired information is in a publication of the Council or other published work, a reference to that publication, or
iii) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.

f A Member asking a question under Standing Order 28b may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

30 CONFIDENTIAL BUSINESS

a No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.

b The content of any document or report circulated to members which are marked EXEMPT or PRIVATE & CONFIDENTIAL shall not be disclosed to any other person. Such documents will usually be on pink paper.

31 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

a If a candidate for any appointment under the Council is, to their knowledge, related to any Member of, or the holder of any office under the Council, they and the person to whom they is related shall disclose the relationship in writing to the Proper Officer.

b A candidate who fails to do so shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate Committee or Sub-Committee any such disclosure. Where a relationship to a Member is disclosed, the Standing Orders on interests of Members in contracts and other matters shall apply.

c Canvassing of Members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

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

e Standing Orders 31 parts shall apply to tenders as if the person making the Tender were a candidate for any appointment

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 3 councillors to be given to the Proper Officer in accordance with Standing Order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

SALISBURY
CITY COUNCIL

Standing Orders

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Policy Number	Version	Owner	Doc No.	PDF No.	Date Published	Review Due	Review Team
CP001	16	CEO/ HCS			July 2025		Management
CP001	15	CC/CEO			21 Feb 2024	June 2024 – if required	Management
CP001	14	CC	90921		26 June 2023	June 2024	Management
CP001	13	CC	85733	86596	9 May 2022	June 2023	Management
CP001	12	CC	82836	83057	28 Jun 2021	Jun 2022	Management
CP001	11	CC	79647	80037	7 Sep 2020	Sep 2021	Management
CP001	10	CC	71471	71472	11 March '19	09 March '20	Management
CP001	9	CC	69032	69033	18 Dec '19	01 June '19	Management
CP001	8	CC	66412	66612	4 June '18	01 June '19	Management
CP001	7	CC	63274	63779	20 Nov '17	01 Nov '18	Management
CP001	6	CC	44859	58463	17 March '14	01 July '18	Management
CP001	5	CC	44676	44713	20 Jan '14	01 Jan '15	Management
CP001	4	CC	43202		30 Sept '13		
CP001	3	CC	36284		19 March '12		
CP001	2	CC	00560		09 Nov '09		
CP001	1	CC	00684		15 June '09		

Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners **Introduction**

These standing orders are based on the National Association of Local Council (NALC) model standing orders 2018.

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How to Use Standing Orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.
Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.
These standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer

Notes

Standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.
For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The word chairman is used in these standing orders. Where this relates to the Chairman of the Council this is the Mayor. The Chairman of Salisbury City Council is entitled to be called the Mayor or the City of Salisbury.

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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 (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 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 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.

o 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;

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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 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 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 his right of reply.

t Excluding motions moved under Standing Order 1r, 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 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 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.

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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. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

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

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 OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**

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 3e shall not exceed 15 minutes unless directed by the chairman of the meeting.

g Subject to Standing Order 3f, a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3e, 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 their hand when requesting to speak and speak from a seated position in order to use the microphone provided.

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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 ●●**Subject to Standing Order 3m, 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**

i) **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.**

m ●●**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**.

n ●●**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**.

o ●**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 his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p ●**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.**

q ●●●**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.**

r ●●●**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**. *See Standing Orders 5h and 5i for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

s ●**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 his vote for or against that**

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question. Such a request shall be made before moving on to the next item of business on the agenda.

t 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,
   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 the resolutions made.

u ●●●**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 his right to participate and vote on that matter**.

v ●**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 4dviii for the quorum of a committee or sub-committee meeting*.

w ●●●**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**.

x A meeting shall not exceed a period of 3 hours unless a resolution to continue for an extra period of time has been carried.

y If there are an equal number of votes for and against a matter, the Chairman will have a second or casting vote. There is no restriction on how the Chairman exercises this casting vote.

z Public Questions or Statements:
   i) Members of the public who wish to ask a question or make a statement at a meeting shall give notice to the Proper Officer of the question it is intended to ask no later than 12 noon on the working day before the meeting. The question stated in the notice given to the Proper Officer shall be the question asked at the meeting.
   ii) The Chairman will call upon those wishing to speak in turn, each questioner being allowed to speak for a maximum of three minutes. Those wishing to speak shall state their name and address.
   iii) Answers to questions may take the form of:

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(1) a direct oral response, or
(2) when the desired information is contained in a publication, a reference to that publication, or
(3) when it is more convenient to do so a written answer after the meeting.

iv) Every question shall be put and answered without discussion.

v) Questions or statements shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.

vi) The Chairman shall not allow any question or statement that is in their opinion:
(1) Defamatory, frivolous or offensive.
(2) Requires the disclosure of exempt or confidential information.
(3) Relates to complaints about individual Members or Officers

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 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council**.

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d 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 4b and c, appoint and determine the terms of office of members of such a committee,

v) may, subject to standing orders 4b 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 2 days before the meeting that they are unable to attend,

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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, in both cases, 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 subcommittee that they are permitted to attend, and
xii) may dissolve a committee or a sub-committee.

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 his 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**

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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 this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii) Confirmation of the accuracy of the minutes of the last annual meeting of the Council

k At every other ordinary Council or committee meeting, the order of business shall be as follows:-

i) to receive apologies for absence,

ii) to receive declarations of interest,

iii) to note any Dispensations agreed by the Proper Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda,

iv) to approve the minutes of the last meeting,

v) Chairman's announcements,

vi) to receive questions or statements from public,

vii) to receive any questions or statements from members,

viii) to receive verbal reports from partner organisations,

ix) to receive and adopt reports and minutes of standing Committees, advisory Committees and Working Groups, as required,

x) to consider motions under Standing Order 1 in the order in which they have been notified to the Proper Officer,

xi) to consider any other business specified in the summons to the meeting,

l The order of business at a meeting may, with the permission of the Chairman, be varied, on the grounds of urgency or convenience

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES

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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 If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7 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 8 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 7a has been disposed of, no similar motion may be moved for a further six months.

8 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. 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 exercisable by the chairman of the meeting.

9 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.

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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 9b, 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 9b 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.

10 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,

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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,
xvii) to close the meeting.

11 MANAGEMENT OF INFORMATION

See also Standing Order 20.

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 this 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**.

12 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

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inaccuracy in the draft minutes shall be moved in accordance with standing order 10ai).

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 ●●●**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.**

f Subject to the publication of draft minutes in accordance with Standing Order 12e and Standing Order 20a 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.

13 CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3u.

a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

b 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 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 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.

d **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.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-

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committee for 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 13d and 13f, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with Standing Order 13e 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**.

(See also the SCC Procedure for the Granting of Dispensations)

14 CODE OF CONDUCT COMPLAINTS

a Upon notification by the 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 11, report this to the Council.

b Where the notification in Standing Order 14a relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume
   i) 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 14d.

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.

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d **Upon notification by the 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 them. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

a The Proper Officer shall be either
   i) the Clerk or Chief Executive Officer
   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:
   i) **at least three clear days before a meeting of the council, a committee** or a sub-committee,
      (1) **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
      (2) **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 3b for the meaning of clear days for a meeting of a full council and standing order 3c for the meaning of clear days for a meeting of a committee;
   ii) subject to Standing Order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it,
   iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office,**
   iv) **facilitate inspection of the minute book by local government electors,**
   v) **receive and retain copies of byelaws made by other local authorities,**
   vi) hold acceptance of office forms from councillors,
   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,

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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

xi) arrange for legal deeds to be executed; *see also Standing Order 23;*

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) arrange for every planning application notified to the Council and the Council's response to the local planning authority to be recorded,

xiv) refer a planning application received by the Council Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee,

xv) manage access to information about the Council via the publication scheme, and

xvi) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. *see also Standing Order 23.*

c In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

i) The day to day administration and management of services, together with routine inspection and control,

ii) Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless other stated in other council policies,

iii) Authorisation of routine expenditure within the agreed budget,

iv) Emergency expenditure up to £25,000 outside the agreed budget,

v) Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated,

vi) Delegated actions of the Proper Officer shall be in accordance with Standing Orders and Financial Regulations, and with directions given by the Council from time to time.

16 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.

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17 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 the Finance and Governance Committee 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 iv) 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) The Finance and Governance Committee 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 1 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 7 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 relevant date set by external audit.

18 FINANCIAL CONTROLS AND PROCUREMENT

a. 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;

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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

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
c. The Procurement of Goods, Works and Services are subject to the Council's Contract Procedure Rules and these should be referred to for all Procurement matters.
d. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19 HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to Standing Order 11.
b The Chairman of the Personnel Committee in conjunction with 2 other members of the Personnel Committee shall conduct an annual review of the performance of the Proper Officer.
c Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.
d 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.

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

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.**

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list.
See also Standing Order 11.

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a **The Council shall appoint a Data Protection Officer.**
b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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.**

22 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.

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15bxii and xvii.

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b Subject to standing order 23a, 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.

24 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

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a Unless duly authorised no councillor shall:
   i) inspect any land and/or premises which the Council has a right or duty to inspect, or
   ii) issue orders, instructions or directions.

26 URGENT MATTERS

a In the event of any matter arising which requires an urgent decision the Proper Officer shall consult the Leader of the Council, the Chairman and Vice Chairman of the relevant Committee and with the concurrence of those Members, shall have delegated power to implement the special delegation procedure on behalf of the Council.
b The special delegation forms shall be sent to the Leader of the Council and the Chair and Vice Chair of the committee where the issue would ordinarily have been considered. At least two of the three Councillors consulted must sign as approved for the action to be agreed
c Before exercising the delegated powers granted by paragraph 26a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
d Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.

27 THE LEADER OF THE COUNCIL & POLITICAL GROUPS

a The Leader of the Council may not also be the Chairman of the Council.
b Members shall as soon as possible after being elected notify the Proper Officer to which Political Group, if any, they wish to belong.
c The Political Groups will notify the Proper Officer of those Members appointed as Leader, Deputy Leader or Representative of each Group.
d Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group.

28 SUBSTITUTE OR REPLACEMENT MEMBERS OF COMMITTEES AND SUBCOMMITTEES

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a Before either a replacement or temporary substitution can take effect, a minimum of five days written notice in the case of a replacement and 24 hours written notice for temporary substitution, wherever possible, shall be given to the Proper Officer by a Group Leader, or his/her nominated representative

b A replacement shall continue in force until further notice.

c A temporary substitute shall apply for a particular meeting/meetings only.

d At the beginning of the relevant meeting the Chairman shall advise the meeting of the details of the substitution or replacement. Details of substitutions or replacements will be minuted.

e The appointment of a replacement or substitute Member under this Procedure Rule shall be deemed to be an expression of the wishes of the Relevant Group and shall be deemed to be an appointment made by the Council.

29 QUESTIONS / STATEMENTS BY MEMBERS

a A Member of the Council may ask the Chairman of a meeting any question or make a request to make a statement on any report item of a meeting submitted to the Council, whether for confirmation or for report.

b A Member of the Council may:

i) if notice in writing has been given to the Proper Officer at least one clear day before the next meeting of the Council, ask the Chairman of any meeting any question or make a statement on any matter in relation to which the Council has powers or duties or which affects the City, and

ii) with the permission of the Chairman of any Committee put them any question or make a statement relating to urgent business of which such notice has not been given, but a copy of any such question or statement shall be delivered to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting.

c The question or statement asked by the Member will be the question or statement submitted to the Proper Officer.

d Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.

e An answer may take the form of:

i) a direct oral answer,

ii) where the desired information is in a publication of the Council or other published work, a reference to that publication, or

iii) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.

f A Member asking a question under Standing Order 28b may ask one supplementary question without notice of the Member to whom the first

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question was asked. The supplementary question must arise directly out of the original question or the reply.

30 CONFIDENTIAL BUSINESS

a No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.
b The content of any document or report circulated to members which are marked EXEMPT or PRIVATE & CONFIDENTIAL shall not be disclosed to any other person. Such documents will usually be on pink paper.

31 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

a If a candidate for any appointment under the Council is, to their knowledge, related to any Member of, or the holder of any office under the Council, they and the person to whom they is related shall disclose the relationship in writing to the Proper Officer.
b A candidate who fails to do so shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate Committee or Sub-Committee any such disclosure. Where a relationship to a Member is disclosed, the Standing Orders on interests of Members in contracts and other matters shall apply.
c Canvassing of Members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.
d A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for employment.
e Standing Orders 31 parts shall apply to tenders as if the person making the Tender were a candidate for any appointment

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 3 councillors to be given to the Proper Officer in accordance with Standing Order 9.

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c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

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SALISBURY
CITY COUNCIL

Financial Regulations & Internal Financial Controls

Policy No	Version	Owner	Doc	PDF	Date	Review due	Review team
FP001	20	RFO			04 Mar 2024	March 2025	Finance
FP001	19	RFO			Nov 2023	Nov 2024	Finance
FP001	18	RFO	89591		6 Mar 2023	1 March 2024	Finance
FP001	17	RFO	88775		18 Jan 2023	01 Jan 2024	Finance
FP001	16	RFO	86763	86982	29 Jun'22	01 Jun '23	Finance
FP001	15	RFO	84270		20 Jan '22	01 Jan '23	Finance
FP001	14	RFO	82773	82976	28 Jun '21	01 Jun '22	Finance
FP001	13	RFO	81305		21 Jan '21	01 Mar '22	Finance
FP001	12	RFO	77881	78325	24 Mar '21	01 Sep '20	Finance
FP001	11	RFO	73424	73612	27 Sep '19	01 Mar '20	Finance
FP001	10	RFO	68800	71001	12 Mar '19	01 Mar '20	Finance
FP001	9	RFO	64055	67632	12 Mar '18	01 Sep '18	Finance
FP001	8	RFO	62497	62783	25 Sep '17	01 Sep '18	Finance
FP001	7	RFO	56838	57614	26 Sep '16	01 Sep '17	Finance
FP001	6	RFO	50797	52542	28 Sep '15	01 Sep '16	Finance
FP001	5	RFO	44677	44714	20 Jan '14	01 Jan '15	Finance
FP001	4	RFO	36169		23 Jul '12		
FP001	3	RFO	35478		19 Mar '12		
FP001	2	RFO	00560		09 Nov '09		
FP001	1	RFO	00680		15 Jun '09		

FINANCIAL REGULATIONS

1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial Regulations are one of the council's governing policy documents providing procedural guidance for Members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- For the timely production of accounts;
- That provide for the safe and efficient safeguarding of public money;
- To prevent and detect inaccuracy and fraud; and
- For identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

~~1.8.~~ The Responsible Finance Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO:

- Acts under the policy direction of the Council;
- Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- Determines on behalf of the Council its accounting records and accounting control systems;
- Ensures the accounting control systems are observed;
- Maintains the accounting records of the Council up to date in accordance with proper practices;
- Assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income

and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall contain:
- Entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure relate;
- A record of the assets and liabilities of the Council;
- Wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include procedures to:
- Ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- Enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- Identify the duties of officers dealing with financial transactions and division of responsibilities of those officers;
- Ensure that uncollectable amounts, including any bad debts, with a value exceeding £10,000 are submitted to the Finance and Governance Committee for approval to be written off;
- Ensure that measures are in place to enable risk to be properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions including:
- Setting the final budget or the precept;
- Approving accounting statements;
- Approving an annual governance statement;
- Borrowing;
- Writing off bad debts exceeding £10,000;
- Declaring eligibility for the General Power of Competence; and
- Addressing recommendations in any report from the internal or external auditors.

1.14. In addition, the Council must:
- Determine and keep under regular review the bank mandate for all Council bank accounts;
- Approve any grant or a single commitment in excess of £150,000; and
- In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the HR Sub Committee (Personnel Committee) in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the Local Audit and Accountability Act 2014, and then in force unless otherwise specified.

1.16. In these Financial Regulations, the term 'proper practice(s)' shall refer to guidance issued in *Governance & Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and Audit (Internal and External)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at financial year end, the Chair of the Finance and Governance Committee shall verify bank reconciliations produced by the RFO. The Chair shall sign the reconciliations as evidence of verification. Any material discrepancies shall be reported to the Finance and Governance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system if internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as necessary for the audit and shall, as directed by the Council, supply the RFO, internal auditor or external auditor with such information and explanation as necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:
- Be competent and independent of the financial operations of the Council;
- Report to Council on a regular basis with a minimum of one annual report during each financial year;
- Demonstrate competence, objectivity and independence, and be free from any actual or perceived conflicts of interest; and
- Not be involved in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:
- Perform any operational duties for the Council;
- Initiate or approve accounting transactions; or
- Direct the activities of any Council employee, except to the extent those employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence” shall have the same meaning as is described in proper practices.

2.9. The RFO shall arrange for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall bring to the attention of all Councillors, at the next meeting of Full Council, any report from internal or external auditors.

3. Annual Estimates (Budget) and Forward Planning

3.1. The Finance and Governance Committee shall prepare a four-year forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to Full Council not later than the end of January each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than end December, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Governance Committee and subsequently by Full Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's four-year forecast of revenue and capital income and expenditure including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

3.6. The RFO shall maintain a minimum reserve equivalent to two months' gross expenditure. This level shall be reviewed regularly to consider known capital projects which may impact on levels of reserves and cash flow during the year.

4. Budgetary Control and Authority to Spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by the Chief Executive Officer and detailed in the Financial Authorisation Limits for Staff. Such authority is as stated in the Minutes of the Policy and Resources Committee** held on 11 July 2016. Contracts may not be disaggregated to avoid controls imposed by these regulations. (** now the Finance and Governance Committee).

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that service area other than by resolution of Finance and Governance Committee. During the budget year, the RFO, with approval from the Chief Executive Officer, and having considered fully the implications for public services, may move unspent and available amounts to other budget headings or to an earmarked reserve as appropriate ("virement"). All budget virements exceeding £50,000 will be reported to Finance and Governance Committee.

4.3. Unspent provisions in the recurring capital budgets or completed non-recurring capital budgets, shall not be carried forward to a subsequent year. Unspent provisions in the revenue budgets for specific activities or for uncompleted non-recurring capital budgets may be carried forward following approval of the Chief Executive Officer.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be subject to approval by the Chief Executive Officer.

4.5. In cases of extreme risk to the delivery of Council services, the Chief Executive Officer may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £150,000. The Chief Executive Officer shall report such action to the Chair of the Finance and Governance Committee as soon as possible and to the Finance and Governance Committee as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained if applicable.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each budget heading, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £50,000 of the budget.

4.9. Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, approved by Full Council and regularly reviewed for safety and efficiency. Any transfer of monies between bank accounts shall be made by the Chief Executive Officer and RFO or in the absence of either one then a Senior Management Team Manager. Banking arrangements may not be delegated to a Committee.

5.2. The RFO shall have delegated authority to prepare a schedule of payments, together with the relevant invoices, in respect of all authorised items of expenditure. All payments shall require dual authorisation undertaken by the Chief Executive Officer and RFO OR Senior Management Team Manager.

5.3. All invoices for payment shall be examined, verified and certified by the relevant budget holder in accordance with the Scheme of Delegation, or the RFO as appropriate, to confirm that the work, goods or services to which each invoice relates has been received. Invoices shall be posted to the appropriate expenditure heading in the general ledger following certification.

5.4. All invoices shall be checked for arithmetical accuracy, and a supporting order where applicable, and allocated to the appropriate expenditure heading. The RFO shall take all reasonable steps to pay all invoices submitted, and which are in order, in accordance with supplier payment terms and conditions.

5.5. In respect of expenditure on grants, expenditure shall be approved by the Finance and Governance Committee within budgetary limits and in accordance with any applicable policy.

6. Instructions for the Making of Payments

6.1. The Council shall ensure that it has in place safe and efficient arrangements for the making of its payments.

6.2. The RFO shall have delegated authority to process payments in respect of all authorised items of expenditure as and when, and on a timely basis, to ensure that all invoices are paid in accordance with terms as far as is practicable.

6.3. All payments shall be by BACs. In exceptional circumstances where payment is required by cheque, these shall be signed by the RFO and Chief Executive Officer OR Senior Management Team Manager.

6.4. Where internet banking arrangements are made with any bank, the RFO, the Chief Executive Officer, Environmental Services Manager, Business & Communications Manager and Communities Manager shall be appointed as Systems Administrators. The bank mandate approved by Full Council shall clearly state the officers and members authorised to approve transactions, and the value of those transactions.

6.5. Corporate credit cards and trade card accounts opened by the Council shall be specifically designated to named officers, as approved by the Chief Executive Officer and RFO, and shall be subject to automatic payment in full each month. Personal debit or credit cards shall not be used under any circumstances.

6.6. The RFO shall maintain petty cash floats for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment and evidence a claim for reimbursement.

7. Payments of Salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and

the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Council.

7.2. Payment of salaries and deductions from salary such as may be required for tax, national insurance and pension contributions, or similar statutory or discretionary deductions, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

7.3. Payments to employees of net salary and to appropriate creditors of the statutory and discretionary deductions shall be confidential. These confidential records are not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- By any Councillor who can demonstrate a need to know;
- By the internal or external auditor; or
- By any person authorised under the Audit Commission Act 1998 or any superseding legislation.

7.4. The payroll process shall be undertaken by the HR and Payroll Manager in conjunction with the Chief Executive Officer, RFO or other senior officer. Forms for new starters and all subsequent changes to staff terms and conditions, shall be authorised by the line manager, the HR & Payroll Manager and the Chief Executive Officer.

7.5. Any termination payments shall be supported by a clear business case and reported to the HR ~~Sub~~ Committee. Termination payments shall only be authorised by Full Council.

8. Loans and Investments

8.1. All borrowings shall be in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing shall be approved by Full Council as to terms and purpose and subsequent arrangements.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as hire purchase or leasing of tangible assets, shall be subject to approval by Full Council. A report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with the Council's Annual Investment Strategy which shall be reviewed by Full Council annually, and be in accordance with relevant Regulations, proper practices and guidance.

8.4. All investments and money under the control of the Council shall be in the name of the Council.

8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Fees and charges to be made for work done, services rendered, or goods supplied shall be reviewed and agreed by Finance and Governance Committee, and subsequently by Full Council, as part of the annual budget setting process.

9.3. Any sums found to be irrecoverable and any bad debts shall be written off by the RFO in the year. All such sums and debts more than £10,000 shall be reported to the Finance and Governance Committee prior to such items being written off.

9.4. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.6. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with the VAT Act 1994 section 33 shall be made quarterly.

9.7. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control, and that appropriate arrangements are in place to ensure the security of cash taken for deposit.

9.8. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

10. Orders for Work, Goods and Services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.8 below.

10.3. A Member may not issue an official order or make any contract on behalf of the Council.

11. Contracts

11.1. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. For the supply of gas, electricity, water, sewerage and telephone services;
ii. For specialist services such as are provided by legal professionals acting in disputes;
iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
v. For additional audit work of the external auditor;
vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

11.2. Where the Council intends to procure or award a public supply, public service or public works contract as defined by the Public Contracts Regulations 2015 which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations:

- To use the Contract Finder website to advertise contract opportunities;
- Set out the procedures to be followed in awarding new contracts; and
- To publicise the award of new contracts.

11.3. The full requirements of the Public Contracts Regulations 2015, as applicable, shall be followed in respect of the tendering and award of a public supply, public service or public works contract which exceed thresholds set by the Public Contracts Directive 2014/24/EU (per Article 4). (Note **)

11.4. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Chief Executive Officer.

11.5. Invitations to tender shall state the general nature of the intended contract and the Chief Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Executive Officer. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

11.6. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive Officer or nominated Officer in the presence of at least one Member of the Council.

Note ** Thresholds currently applicable (as at 1January 2023) are:
For public supply and public service contracts £213,477
For public works contracts £5,336,937

11.7. Any invitation to tender issued under the Public Contracts Regulations 2015 shall be subject to Standing Order 18 (Financial Controls and Procurement) and shall refer to the terms of the Bribery Act 2010.

11.8. When the Council is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than as are excepted in Regulation 11.1 above, three quotations shall be

obtained. Where the value is below £10,000 and above £500 officers will strive to obtain three estimates.

11.9. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.10. Should the Council, or duly delegated Committee, not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the contract).

12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum by 10% or more a report shall be submitted to the Finance and Governance Committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Chief Executive Officer or delegated officer to the contractor in writing.

13. Stores and Equipment

13.1 The officer in charge of each function shall be responsible for the care and custody of stores and equipment within that function.

13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at minimum levels consistent with operational requirements.

13.4 The officer in charge of each function shall be responsible for ensuring periodic checks of stocks and stores at least annually.

14 Assets, Properties and Estates

14.1 The Chief Executive Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and ensure a record is maintained of all properties held by the Council, recording the extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance and Governance Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50,000.

14.3 No real property (interests in land) shall be purchased, acquired, sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case, a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified annually.

15 Insurance

15.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. The RFO shall effect all insurances through an approved broker who will negotiate all claims with the Council's insurers on the Council's behalf.

15.2 The Chief Executive Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall be notified promptly of any loss, liability or damage or of any event likely to lead to a claim.

15.4 All appropriate employees and Members of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 Charities

16.1 Where the Council is the sole managing trustee of a charitable body the Chief Executive Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission.

16.2 The Chief Executive Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17 Risk Management

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Chief Executive Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

18 Suspension and Revision of Financial Regulations

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Chief Executive Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2 The Council may, by resolution, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and an assessment of the risks arising has been drawn up and presented in advance to all Members.

INTERNAL FINANCIAL CONTROLS

1 General

a. The Council has in place Standing Orders, Financial Regulations and Policies and Procedures which act as the framework for financial and other internal controls within the Council. All staff are required to act in accordance with these rules and regulations when carrying out their duties.

b. The Responsible Finance Officer (RFO) has a statutory responsibility under Section 151 of the Local Government Act 1972 to "make arrangements for the proper administration of [the Council's] financial affairs."

c. The Council has adopted Financial Codes of Practice and Accounting and requires managers to ensure that departmental instructions exist in relation to the Council's activities.

d. The Council has developed and is committed to having in place systems and procedures which incorporate efficient and effective internal controls, adequate separation of duties wherever possible, and risk and performance management.

2 Internal Controls

a. A system of checks and balances shall be in place to ensure no one person has control over all parts of a financial transaction.

   i. All purchases, payroll and disbursements shall be authorised by two designated officers and/or members, in accordance with Annex B.
   ii. The receipting of customer payments shall be undertaken by a different Finance Officer to the officer that raised the sales invoices, wherever possible.
   iii. Managers shall approve and sign payroll overtime payments, expenses and travel claims before the payroll is prepared.
   iv. The payroll shall be run by the HR and Payroll Manager with the Chief Executive Officer approving all net salary payments prior to payment.

b. The Council's bank statement shall be reconciled every month.

   i. The bank reconciliation shall be completed every month and filed with the bank statements.
   ii. The bank reconciliation shall be checked and finalised by the RFO and the Chair of the Finance and Governance Committee will sign and date the reconciliation.

c. Holding accounts for tickets and other goods sold on behalf of third parties shall be regularly reconciled.

d. The Council's corporate credit cards shall be used for business purposes only.

   i. It is strictly prohibited to use corporate credit cards for personal use with subsequent re-imbursement.
   ii. Corporate credit cards shall be kept securely when not in use.
   iii. All purchases by corporate credit cards shall be supported by a VAT invoice and/or a receipt for the purchase, as applicable.

iv. Purchasing limits as defined by the Scheme of Delegation shall apply when any officer uses a corporate credit card.

e. The Council's fuel cards shall be used for business purposes only:

   i. It is strictly prohibited to use fuel cards for personal use with subsequent reimbursement.
   ii. All fuel purchases shall include the driver name and vehicle registration number.

f. Council provided mobile devices shall be used only in accordance with the requirements as laid down in Council policies regarding the proper use of mobile devices.

g. Petty cash floats shall be the responsibility of the officer to whom they are assigned and held securely by that responsible officer.

   i. All expenditure shall be accompanied by a petty cash slip signed by the delegated officer and accompanied by a VAT receipt where applicable.
   ii. The petty cash slip shall detail a summary of the goods purchased.
   iii. Petty cash floats shall be reconciled monthly and checked by the RFO prior to a replenishment cheque being prepared and signed by the Chief Executive Officer and RFO in accordance with Annex B.

h. Cheques payable to cash shall be limited to the reimbursement of petty cash only. Only in exceptional circumstances, and with the authority of the RFO, shall any other cheque be payable to cash.

3 Internal Audit

a. The Council shall employ an independent auditor to carry out internal audits of the Council's systems and procedures. Such a review shall seek to ensure that financial controls are operating effectively and provide assurance that the Council's services are operating in an effective, efficient and economic manner.

b. The Council shall facilitate effective internal audit by enabling full access to its premises and records to enable reasonable tests and checks to be undertaken, and to ensure that the internal auditor is able to request and receive any explanations as are necessary concerning any matter under examination.

ANNEX A

RESPONSIBLE FINANCE OFFICER - DUTIES AND RESPONSIBILITIES

The Responsible Finance Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs. Allowing that delegation to other members of staff is necessary, the RFO's duties and responsibilities are to:

1. Prepare financial reports for the Council and Committees as required. These reports shall cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters.

2. Prepare draft estimates which, when approved by the Council will form the annual budget for monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.

3. Submit the precept to the unitary authority or any successor principal authority.

4. Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.

5. Ensure that all money due to the Council is invoiced, collected and banked promptly.

6. Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibilities of those officers to avoid potential conflict.

7. Control and manage all payments by BACS, direct debit, cheque and cash.

8. Undertake the overall management of payroll and ensure the timely payment of salaries, income tax and national insurance, other statutory payments, Pension contributions and voluntary deductions at the correct times.

9. Ensure the timely submission of VAT returns.

10. Ensure that all invoices for payment are allocated to the correct expenditure heads.

11. Ensure the timely production of the Annual Return and Accounting Statements for external audit and report to the appropriate committee and Council in accordance with appropriate legislation.

12. Monitor compliance with the Council's Financial Regulations.

13. Maintain the Council's Asset Register as required by paragraph 14.4 of the Regulations.

14. Ensure all appropriate insurances are in place.

ANNEX B

SAFEGUARDING PUBLIC MONEY – REPEAL OF SECTION 150(5) 0F LGA 1972

Following the repeal of Section 150(5) of the Local Government Act 1972, local councils in England may safely take advantage of modern payments methods while protecting the public assets in their care, through the application of the Joint Practitioners Advisory Group Paper (JPAG Issue 20120725) entitled Safeguarding Public Money - A framework to safeguard public money for local councils in England. This Paper is detailed in the National Association of Local Councils' (NALC's) The Good Councillors' Guide under Section 7 - Rules for Dealing with Public Money.

In accordance with the guidance provided in JPAG Issue 20120725, local councils, through the roles and responsibilities of members, must have in place safe and efficient arrangements to safeguard public money (clause 15), and review regularly the effectiveness of their arrangements (clause 14). Councils must arrange for:

- the proper administration of their financial affairs by ensuring that controls over money are embedded in Standing Orders and Financial Regulations, and
- establish an officer as holding responsibility for those affairs, such as the RFO.

Councils may delegate the role of protecting money to individuals, for example to the Clerk or the RFO, however legal responsibility cannot be delegated so it remains with the council and its members.

The requirement under the repealed Section 150(5) of the LGA, as stated under clause 10 of the guidance, that 'every cheque or other order for the payment of money shall be signed by two members of the council' remains good practice although it is no longer law. Therefore, Councils must put in place safe and efficient arrangements in accordance with the clause 15 of the JPAG guidance. Such arrangements must include:

- councils approving every bank mandate,
- holding a list of authorised signatures for each account,
- determining the limits of authority for each account signature, and
- determining the limits of authority for any amendments to mandates.

Authorised Members and Officers and Designated Limits

Type of Payment	Designated Limit	Authorised Persons (at least two)
BACs Payments, Bank Transfers, Cheques, Direct Debits and Other Bank Deductions	Up to £175,000	Chief Executive Officer, RFO , Senior Management Team Managers except HR & Payroll Manager

SALISBURY
CITY COUNCIL

Financial Regulations & Internal Financial Controls

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Policy No	Version	Owner	Doc	PDF	Date	Review due	Review team
FP001	21	RFO			July 2025		Finance
FP001	20	RFO			04 Mar 2024	March 2025	Finance
FP001	19	RFO			Nov 2023	Nov 2024	Finance
FP001	18	RFO	89591		6 Mar 2023	1 March 2024	Finance
FP001	17	RFO	88775		18 Jan 2023	01 Jan 2024	Finance
FP001	16	RFO	86763	86982	29 Jun'22	01 Jun '23	Finance
FP001	15	RFO	84270		20 Jan '22	01 Jan '23	Finance
FP001	14	RFO	82773	82976	28 Jun '21	01 Jun '22	Finance
FP001	13	RFO	81305		21 Jan '21	01 Mar '22	Finance
FP001	12	RFO	77881	78325	24 Mar '21	01 Sep '20	Finance
FP001	11	RFO	73424	73612	27 Sep '19	01 Mar '20	Finance
FP001	10	RFO	68800	71001	12 Mar '19	01 Mar '20	Finance
FP001	9	RFO	64055	67632	12 Mar '18	01 Sep '18	Finance
FP001	8	RFO	62497	62783	25 Sep '17	01 Sep '18	Finance
FP001	7	RFO	56838	57614	26 Sep '16	01 Sep '17	Finance
FP001	6	RFO	50797	52542	28 Sep '15	01 Sep '16	Finance
FP001	5	RFO	44677	44714	20 Jan '14	01 Jan '15	Finance
FP001	4	RFO	36169		23 Jul '12		
FP001	3	RFO	35478		19 Mar '12		
FP001	2	RFO	00560		09 Nov '09		
FP001	1	RFO	00680		15 Jun '09		

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FINANCIAL REGULATIONS

1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial Regulations are one of the council's governing policy documents providing procedural guidance for Members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- For the timely production of accounts;
- That provide for the safe and efficient safeguarding of public money;
- To prevent and detect inaccuracy and fraud; and
- For identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

~~1.8.~~ The Responsible Finance Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO:

- Acts under the policy direction of the Council;
- Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- Determines on behalf of the Council its accounting records and accounting control systems;
- Ensures the accounting control systems are observed;
- Maintains the accounting records of the Council up to date in accordance with proper practices;
- Assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income

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and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall contain:
- Entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure relate;
- A record of the assets and liabilities of the Council;
- Wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include procedures to:
- Ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- Enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- Identify the duties of officers dealing with financial transactions and division of responsibilities of those officers;
- Ensure that uncollectable amounts, including any bad debts, with a value exceeding £10,000 are submitted to the Finance and Governance Committee for approval to be written off;
- Ensure that measures are in place to enable risk to be properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions including:
- Setting the final budget or the precept;
- Approving accounting statements;
- Approving an annual governance statement;
- Borrowing;
- Writing off bad debts exceeding £10,000;
- Declaring eligibility for the General Power of Competence; and
- Addressing recommendations in any report from the internal or external auditors.

1.14. In addition, the Council must:
- Determine and keep under regular review the bank mandate for all Council bank accounts;
- Approve any grant or a single commitment in excess of £150,000; and
- In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the HR Sub Committee (Personnel Committee) in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the Local Audit and Accountability Act 2014, and then in force unless otherwise specified.

1.16. In these Financial Regulations, the term 'proper practice(s)' shall refer to guidance issued in *Governance & Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

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2. Accounting and Audit (Internal and External)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at financial year end, the Chair of the Finance and Governance Committee shall verify bank reconciliations produced by the RFO. The Chair shall sign the reconciliations as evidence of verification. Any material discrepancies shall be reported to the Finance and Governance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system if internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as necessary for the audit and shall, as directed by the Council, supply the RFO, internal auditor or external auditor with such information and explanation as necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:
- Be competent and independent of the financial operations of the Council;
- Report to Council on a regular basis with a minimum of one annual report during each financial year;
- Demonstrate competence, objectivity and independence, and be free from any actual or perceived conflicts of interest; and
- Not be involved in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:
- Perform any operational duties for the Council;
- Initiate or approve accounting transactions; or
- Direct the activities of any Council employee, except to the extent those employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence” shall have the same meaning as is described in proper practices.

2.9. The RFO shall arrange for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall bring to the attention of all Councillors, at the next meeting of Full Council, any report from internal or external auditors.

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3. Annual Estimates (Budget) and Forward Planning

3.1. The Finance and Governance Committee shall prepare a four-year forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to Full Council not later than the end of January each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than end December, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Governance Committee and subsequently by Full Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's four-year forecast of revenue and capital income and expenditure including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

3.6. The RFO shall maintain a minimum reserve equivalent to two months' gross expenditure. This level shall be reviewed regularly to consider known capital projects which may impact on levels of reserves and cash flow during the year.

4. Budgetary Control and Authority to Spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by the Chief Executive Officer and detailed in the Financial Authorisation Limits for Staff. Such authority is as stated in the Minutes of the Policy and Resources Committee** held on 11 July 2016. Contracts may not be disaggregated to avoid controls imposed by these regulations. (** now the Finance and Governance Committee).

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that service area other than by resolution of Finance and Governance Committee. During the budget year, the RFO, with approval from the Chief Executive Officer, and having considered fully the implications for public services, may move unspent and available amounts to other budget headings or to an earmarked reserve as appropriate ("virement"). All budget virements exceeding £50,000 will be reported to Finance and Governance Committee.

4.3. Unspent provisions in the recurring capital budgets or completed non-recurring capital budgets, shall not be carried forward to a subsequent year. Unspent provisions in the revenue budgets for specific activities or for uncompleted non-recurring capital budgets may be carried forward following approval of the Chief Executive Officer.

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4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be subject to approval by the Chief Executive Officer.

4.5. In cases of extreme risk to the delivery of Council services, the Chief Executive Officer may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £150,000. The Chief Executive Officer shall report such action to the Chair of the Finance and Governance Committee as soon as possible and to the Finance and Governance Committee as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained if applicable.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each budget heading, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £50,000 of the budget.

4.9. Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, approved by Full Council and regularly reviewed for safety and efficiency. Any transfer of monies between bank accounts shall be made by the Chief Executive Officer and RFO or in the absence of either one then a Senior Management Team Manager. Banking arrangements may not be delegated to a Committee.

5.2. The RFO shall have delegated authority to prepare a schedule of payments, together with the relevant invoices, in respect of all authorised items of expenditure. All payments shall require dual authorisation undertaken by the Chief Executive Officer and RFO OR Senior Management Team Manager.

5.3. All invoices for payment shall be examined, verified and certified by the relevant budget holder in accordance with the Scheme of Delegation, or the RFO as appropriate, to confirm that the work, goods or services to which each invoice relates has been received. Invoices shall be posted to the appropriate expenditure heading in the general ledger following certification.

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5.4. All invoices shall be checked for arithmetical accuracy, and a supporting order where applicable, and allocated to the appropriate expenditure heading. The RFO shall take all reasonable steps to pay all invoices submitted, and which are in order, in accordance with supplier payment terms and conditions.

5.5. In respect of expenditure on grants, expenditure shall be approved by the Finance and Governance Committee within budgetary limits and in accordance with any applicable policy.

6. Instructions for the Making of Payments

6.1. The Council shall ensure that it has in place safe and efficient arrangements for the making of its payments.

6.2. The RFO shall have delegated authority to process payments in respect of all authorised items of expenditure as and when, and on a timely basis, to ensure that all invoices are paid in accordance with terms as far as is practicable.

6.3. All payments shall be by BACs. In exceptional circumstances where payment is required by cheque, these shall be signed by the RFO and Chief Executive Officer OR Senior Management Team Manager.

6.4. Where internet banking arrangements are made with any bank, the RFO, the Chief Executive Officer, Environmental Services Manager, Business & Communications Manager and Communities Manager shall be appointed as Systems Administrators. The bank mandate approved by Full Council shall clearly state the officers and members authorised to approve transactions, and the value of those transactions.

6.5. Corporate credit cards and trade card accounts opened by the Council shall be specifically designated to named officers, as approved by the Chief Executive Officer and RFO, and shall be subject to automatic payment in full each month. Personal debit or credit cards shall not be used under any circumstances.

6.6. The RFO shall maintain petty cash floats for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment and evidence a claim for reimbursement.

7. Payments of Salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and

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the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Council.

7.2. Payment of salaries and deductions from salary such as may be required for tax, national insurance and pension contributions, or similar statutory or discretionary deductions, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

7.3. Payments to employees of net salary and to appropriate creditors of the statutory and discretionary deductions shall be confidential. These confidential records are not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- By any Councillor who can demonstrate a need to know;
- By the internal or external auditor; or
- By any person authorised under the Audit Commission Act 1998 or any superseding legislation.

7.4. The payroll process shall be undertaken by the HR and Payroll Manager in conjunction with the Chief Executive Officer, RFO or other senior officer. Forms for new starters and all subsequent changes to staff terms and conditions, shall be authorised by the line manager, the HR & Payroll Manager and the Chief Executive Officer.

7.5. Any termination payments shall be supported by a clear business case and reported to the HR ~~Sub~~ Committee. Termination payments shall only be authorised by Full Council.

8. Loans and Investments

8.1. All borrowings shall be in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing shall be approved by Full Council as to terms and purpose and subsequent arrangements.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as hire purchase or leasing of tangible assets, shall be subject to approval by Full Council. A report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with the Council's Annual Investment Strategy which shall be reviewed by Full Council annually, and be in accordance with relevant Regulations, proper practices and guidance.

8.4. All investments and money under the control of the Council shall be in the name of the Council.

8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Fees and charges to be made for work done, services rendered, or goods supplied shall be reviewed and agreed by Finance and Governance Committee, and subsequently by Full Council, as part of the annual budget setting process.

9.3. Any sums found to be irrecoverable and any bad debts shall be written off by the RFO in the year. All such sums and debts more than £10,000 shall be reported to the Finance and Governance Committee prior to such items being written off.

9.4. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.6. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with the VAT Act 1994 section 33 shall be made quarterly.

9.7. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control, and that appropriate arrangements are in place to ensure the security of cash taken for deposit.

9.8. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

10. Orders for Work, Goods and Services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.8 below.

10.3. A Member may not issue an official order or make any contract on behalf of the Council.

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11. Contracts

11.1 All contracts for Goods, Works, or Services, including Concession contracts, shall comply with the Council's Contract Procedure Rules and the relevant UK procurement legislation.

12. Payments under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the contract).

12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum by 10% or more a report shall be submitted to the Finance and Governance Committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Chief Executive Officer or delegated officer to the contractor in writing.

13. Stores and Equipment

13.1 The officer in charge of each function shall be responsible for the care and custody of stores and equipment within that function.

13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at minimum levels consistent with operational requirements.

13.4 The officer in charge of each function shall be responsible for ensuring periodic checks of stocks and stores at least annually.

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14 Assets, Properties and Estates

14.1 The Chief Executive Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and ensure a record is maintained of all properties held by the Council, recording the extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance and Governance Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50,000.

14.3 No real property (interests in land) shall be purchased, acquired, sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case, a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified annually.

15 Insurance

15.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. The RFO shall effect all insurances through an approved broker who will negotiate all claims with the Council's insurers on the Council's behalf.

15.2 The Chief Executive Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall be notified promptly of any loss, liability or damage or of any event likely to lead to a claim.

15.4 All appropriate employees and Members of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 Charities

16.1 Where the Council is the sole managing trustee of a charitable body the Chief Executive Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission.

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16.2 The Chief Executive Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17 Risk Management

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Chief Executive Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

18 Suspension and Revision of Financial Regulations

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Chief Executive Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2 The Council may, by resolution, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and an assessment of the risks arising has been drawn up and presented in advance to all Members.

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INTERNAL FINANCIAL CONTROLS

1 General

a. The Council has in place Standing Orders, Financial Regulations and Policies and Procedures which act as the framework for financial and other internal controls within the Council. All staff are required to act in accordance with these rules and regulations when carrying out their duties.

b. The Responsible Finance Officer (RFO) has a statutory responsibility under Section 151 of the Local Government Act 1972 to "make arrangements for the proper administration of [the Council's] financial affairs."

c. The Council has adopted Financial Codes of Practice and Accounting and requires managers to ensure that departmental instructions exist in relation to the Council's activities.

d. The Council has developed and is committed to having in place systems and procedures which incorporate efficient and effective internal controls, adequate separation of duties wherever possible, and risk and performance management.

2 Internal Controls

a. A system of checks and balances shall be in place to ensure no one person has control over all parts of a financial transaction.

   i. All purchases, payroll and disbursements shall be authorised by two designated officers and/or members, in accordance with Annex B.
   ii. The receipting of customer payments shall be undertaken by a different Finance Officer to the officer that raised the sales invoices, wherever possible.
   iii. Managers shall approve and sign payroll overtime payments, expenses and travel claims before the payroll is prepared.
   iv. The payroll shall be run by the HR and Payroll Manager with the Chief Executive Officer approving all net salary payments prior to payment.

b. The Council's bank statement shall be reconciled every month.

   i. The bank reconciliation shall be completed every month and filed with the bank statements.
   ii. The bank reconciliation shall be checked and finalised by the RFO and the Chair of the Finance and Governance Committee will sign and date the reconciliation.

c. Holding accounts for tickets and other goods sold on behalf of third parties shall be regularly reconciled.

d. The Council's corporate credit cards shall be used for business purposes only.

   i. It is strictly prohibited to use corporate credit cards for personal use with subsequent re-imbursement.
   ii. Corporate credit cards shall be kept securely when not in use.
   iii. All purchases by corporate credit cards shall be supported by a VAT invoice and/or a receipt for the purchase, as applicable.

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iv. Purchasing limits as defined by the Scheme of Delegation shall apply when any officer uses a corporate credit card.

e. The Council's fuel cards shall be used for business purposes only:

i. It is strictly prohibited to use fuel cards for personal use with subsequent reimbursement.
ii. All fuel purchases shall include the driver name and vehicle registration number.

f. Council provided mobile devices shall be used only in accordance with the requirements as laid down in Council policies regarding the proper use of mobile devices.

g. Petty cash floats shall be the responsibility of the officer to whom they are assigned and held securely by that responsible officer.

i. All expenditure shall be accompanied by a petty cash slip signed by the delegated officer and accompanied by a VAT receipt where applicable.
ii. The petty cash slip shall detail a summary of the goods purchased.
iii. Petty cash floats shall be reconciled monthly and checked by the RFO prior to a replenishment cheque being prepared and signed by the Chief Executive Officer and RFO in accordance with Annex B.

h. Cheques payable to cash shall be limited to the reimbursement of petty cash only. Only in exceptional circumstances, and with the authority of the RFO, shall any other cheque be payable to cash.

3 Internal Audit

a. The Council shall employ an independent auditor to carry out internal audits of the Council's systems and procedures. Such a review shall seek to ensure that financial controls are operating effectively and provide assurance that the Council's services are operating in an effective, efficient and economic manner.

b. The Council shall facilitate effective internal audit by enabling full access to its premises and records to enable reasonable tests and checks to be undertaken, and to ensure that the internal auditor is able to request and receive any explanations as are necessary concerning any matter under examination.

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ANNEX A

RESPONSIBLE FINANCE OFFICER - DUTIES AND RESPONSIBILITIES

The Responsible Finance Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs. Allowing that delegation to other members of staff is necessary, the RFO's duties and responsibilities are to:

1. Prepare financial reports for the Council and Committees as required. These reports shall cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters.

2. Prepare draft estimates which, when approved by the Council will form the annual budget for monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.

3. Submit the precept to the unitary authority or any successor principal authority.

4. Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.

5. Ensure that all money due to the Council is invoiced, collected and banked promptly.

6. Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibilities of those officers to avoid potential conflict.

7. Control and manage all payments by BACS, direct debit, cheque and cash.

8. Undertake the overall management of payroll and ensure the timely payment of salaries, income tax and national insurance, other statutory payments, Pension contributions and voluntary deductions at the correct times.

9. Ensure the timely submission of VAT returns.

10. Ensure that all invoices for payment are allocated to the correct expenditure heads.

11. Ensure the timely production of the Annual Return and Accounting Statements for external audit and report to the appropriate committee and Council in accordance with appropriate legislation.

12. Monitor compliance with the Council's Financial Regulations.

13. Maintain the Council's Asset Register as required by paragraph 14.4 of the Regulations.

14. Ensure all appropriate insurances are in place.

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ANNEX B

SAFEGUARDING PUBLIC MONEY – REPEAL OF SECTION 150(5) 0F LGA 1972

Following the repeal of Section 150(5) of the Local Government Act 1972, local councils in England may safely take advantage of modern payments methods while protecting the public assets in their care, through the application of the Joint Practitioners Advisory Group Paper (JPAG Issue 20120725) entitled Safeguarding Public Money - A framework to safeguard public money for local councils in England. This Paper is detailed in the National Association of Local Councils' (NALC's) The Good Councillors' Guide under Section 7 - Rules for Dealing with Public Money.

In accordance with the guidance provided in JPAG Issue 20120725, local councils, through the roles and responsibilities of members, must have in place safe and efficient arrangements to safeguard public money (clause 15), and review regularly the effectiveness of their arrangements (clause 14). Councils must arrange for:

- the proper administration of their financial affairs by ensuring that controls over money are embedded in Standing Orders and Financial Regulations, and
- establish an officer as holding responsibility for those affairs, such as the RFO.

Councils may delegate the role of protecting money to individuals, for example to the Clerk or the RFO, however legal responsibility cannot be delegated so it remains with the council and its members.

The requirement under the repealed Section 150(5) of the LGA, as stated under clause 10 of the guidance, that 'every cheque or other order for the payment of money shall be signed by two members of the council' remains good practice although it is no longer law. Therefore, Councils must put in place safe and efficient arrangements in accordance with the clause 15 of the JPAG guidance. Such arrangements must include:

- councils approving every bank mandate,
- holding a list of authorised signatures for each account,
- determining the limits of authority for each account signature, and
- determining the limits of authority for any amendments to mandates.

Authorised Members and Officers and Designated Limits

Type of Payment	Designated Limit	Authorised Persons (at least two)
BACs Payments, Bank Transfers, Cheques, Direct Debits and Other Bank Deductions	Up to £175,000	Chief Executive Officer, RFO , Senior Management Team Managers except HR & Payroll Manager

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nalc
National Association of Local Councils

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.

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 chair 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 chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

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.

o Unless permitted by the chair 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 they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair 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 chair 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 ( ) minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair 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

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

● 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** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

● 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) shall not exceed ( ) minutes unless directed by the chair of the meeting.

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

h 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 chair of the meeting may direct that a written or oral response be given.

i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair 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 their comments to the chair of the meeting.

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

l **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.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **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.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **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.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

s **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.

t 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;

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.

u **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.**

v **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.

w **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.

x A meeting shall not exceed a period of ( ) 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 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d 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. 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 ( ) days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair 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, in both cases, 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 or a sub-committee.

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 Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they 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-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and**

shall give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this 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 11, 20 and 21*);

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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair 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 chair 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 chair of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee [or the sub-committee], any ( ) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. 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 ( ) 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.

8. 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. 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 exercisable by the chair of the meeting.

9. 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 ( ) 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 ( ) 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

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.

10. 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.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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 this 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.**

12. 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 10(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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● e **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.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(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.

13. 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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **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.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for 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 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this 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].

h **A dispensation may be granted in accordance with standing order 13(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.**

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal 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 them. Such action excludes disqualification or suspension from office.**

15. 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:

i. **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;

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

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

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

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

vi. hold acceptance of office forms from councillors;

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

viii. 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;

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

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

xi. 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);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. 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.

17. 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.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. 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 [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. 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;

ii. 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;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. 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;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-committee] or, if they are not available, the vice-chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.

c The chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

f 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.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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. [*If gross annual income or expenditure (whichever is higher) does not exceed £25,000*] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

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.**

22. **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.

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

b **[Subject to standing order 23(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.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

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

ii. issue orders, instructions or directions.

26. 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 ( ) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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Salisbury City Council
Contract Procedure Rules

1. Interpretation

2. Contract Procedure Rules Status and Compliance

3. Approval to Spend

4. Contract Value and Aggregation

5. Frameworks and Suitability of Contractors

6. Publication of Notices

7. Purchasing Procedures for Contracts of a Value less than £75,000

8. Tendering Procedures for Contracts of a Value of £75,000 or greater but less than relevant Threshold

9. Tendering Procedures for Contracts Above Thresholds

10. Receipt and Opening of Tenders

11. Evaluation of Tenders and Award of Contract

12. Waiver of Contract Procedure Rules

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Contract Procedure Rule 1: Interpretation

1.1 In these Contract Procedure Rules, the following terms have the following meanings:

“Area of Responsibility” means the function and area of responsibility for a Head of Service.

“Central Digital Platform” means a web-based portal provided for the purposes of the UK Procurement Legislation by or on behalf of the Cabinet Office.

“Contract” means:

(i) any agreement for the supply of goods, services, or the execution of works to or for the Council including the use of consultants;

(ii) any Framework or

(iii) any agreement where no payment is made by the City Council, but which is of financial value to the Contractor (e.g. a catering concession).

but does not include (without exception)

(iv) an employment contract: or

(v) a Grant Agreement

"Contract Lead Officer" means a City Council officer nominated to deal with Contracts in accordance with CPR 3.3.

“Contractor” means the party or potential party to a Contract.

“Contracts Finder” means a web-based portal provided for the purposes of the Public Contracts Regulations 2015 by or on behalf of the Cabinet Office.

“City Council” of “Council” means Salisbury City Council.

“CPR” means Contract Procedure Rules.

“Direct Award” - see “Waiver” definition.

“Evaluation Report” means a report on the evaluation of tenders prepared under CPR 11.

“Dynamic Market” refers to a procedure under the Procurement Act 2023 to establish a list of qualified suppliers who have applied and met the *conditions for membership* and are eligible to participate in future procurements. These markets are open meaning new suppliers can

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join at any time, ensuring flexibility and adaptability to changing market conditions.

"Framework" means a contract between a contracting authority and one or more Contractors that provides for the future award of contracts by a contracting authority to the Contractor or Contractors as defined in CPR 5.1.

“Grant Agreement” means an agreement giving financial assistance to an individual or organisation with no supply of goods or services, or execution of works, in return.

“Head of Service” means the Senior Officer responsible for a service area who is part of the Council’s Senior Management Team.

“Legal Function” means the Legal Services support arrangements in place for the City Council.

“Manager and Supervisors” means a City Council officer with personnel or service management responsibilities.

“Most Advantageous Tender” is the tender that the contracting authority considers:

(a) satisfies the contracting authority’s requirements, and

(b) best satisfies the award criteria when assessed by reference to:

  (i) the assessment methodology under section 23(3)(a) Procurement Act 2023, and

  (ii) if there is more than one criterion, the relative importance of the criteria under section 23(3)(b) Procurement Act 2023

“PA 2023” means the Procurement Act 2023 which applies to any tender commenced on or after 24th February 2025.

“PCR 2015” means the Public Contract Regulations 2015 which continues to apply to any tender commenced or contract procured prior to the introduction of the Procurement Act 2023 which came into force on 24th February 2025.

“Procurement Function” means the Procurement Service whose main purpose is to provide leadership and guidance on procurement matters for the City Council.

“Thresholds” means the thresholds for public advertisement of goods, works and services contracts as provided for in the UK Procurement Legislation and advised by the Government.

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“Transparency Notice” is a formal publication that a contracting authority must issue before directly awarding a public contract or framework, without using a competitive tender process.

“UK e-notification service” are as defined in the UK Procurement Legislation.

“UK Procurement Legislation” means the Public Contract Regulations 2015, Procurement Act 2023 (PA 2023), Procurement Regulations 2024 and the Health Care Services (Provider Selection Regime) Regulations 2023 (PSR) as amended from time to time.

“Waiver” means a formal process requiring appropriate approval to waive part/s of these Contract Procedure Rules (see CPR 12). This may include situations such as Direct Awards (i.e. where in certain limited circumstances, the Council can potentially award a contract to a supplier/s without competition as per Sections 41-43 and Schedule 5 of PA23).

“Works” “Supplies” and “Services” are as defined in the UK Procurement Legislation.

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Contract Procedure Rule 2: Contract Procedure Rules Status and Compliance

2.1 By law, the City Council is required to make Contract Procedure Rules with respect to contracts for the supply of goods or services or for the execution of works which provide for securing competition and regulation of the manner in which tenders are invited.

2.2 The City Council is a contracting authority for the purposes of the UK Procurement Legislation and is thereby legally bound to comply with certain practices and procedures in the award of Contracts.

2.3 The City Council therefore refers to Procurement in Section 18 of its Standing Orders and adopted these Contract Procedure Rules (CPRs), setting out the procedures that must be followed in relation to the procurement and award of a Contract. CPRs provide a framework to ensure that the City Council uses its resources efficiently in making purchasing decisions to obtain best value in public services. CPRs also provide a means of safeguarding the reputation of the City Council and its staff from any implication of dishonesty or corruption.

2.4 The Head of Corporate Services is the custodian of these CPRs and is responsible for keeping them under review. This includes giving advice on their implementation and interpretation.

2.5 Every Contract made by the City Council or on its behalf (irrespective of the source of funding) shall comply with the UK Procurement Legislation and all other domestic legal requirements, CPRs and Financial Regulations. In the event that there is any conflict or inconsistency between the provisions of CPRs and any legal requirement, the legal requirement shall apply.

2.6 The UK Procurement Legislation sets out core procurement objectives and principles which apply generally in the award of public contracts – including those of a value below the Thresholds. These are broadly; equal treatment of suppliers/contractors and not putting them at unfair advantage or disadvantage, transparency, delivering value for money, maximising public benefit, sharing information, integrity and having regards to Small and Medium Sized Enterprises (SMEs). Contracting authorities must also "have regard" to the National Procurement Policy Statement (NPPS). Care must be taken at all times to ensure that nothing is done which is discriminatory, inconsistent with the procurement objectives, improper or which distorts competition.

2.7 These CPRs are supplemented by procurement guidance. In the event that there is any conflict or inconsistency between the provisions in any procurement guidance, and the CPRs, CPRs shall apply.

2.8 A failure to comply with the CPRs by an Officer of the City Council will normally be regarded as a disciplinary offence. Where a person who is not a City Council employee is contracted to a position where they are

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authorised to carry out purchasing functions, it is a condition of their contract that they comply with CPRs.

2.9 These CPRs shall always be interpreted and applied in a way that supports the achievement of the City Council's identified business objectives, within relevant legal frameworks.

2.10 Any contracts procured and awarded by way of collaboration with other public bodies, where a competitive process has been followed that complies with the equivalent of these CPRs of the leading organisation, it will be deemed to comply with these CPRs and no waiver in accordance with CPR 12 will be required.

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Contract Procedure Rule 3: Approval to spend

3.1 The procurement of a Contract (not including a Framework contract) is subject to the approval of the relevant decision maker who has the authority to give approval for the relevant expenditure for their service area. The giving of approval is subject to the expenditure involved having been included in approved estimates and sufficient budgetary provision having been made in the City Council's capital programme or revenue budget.

3.2 In estimating the value of the Contract, the principles of CPR 4 shall be applied.

3.3 In all cases, the Head of Service within whose Area of Responsibility the Contract falls shall designate a Senior Officer as Contract Lead Officer for the Contract. It shall be the responsibility of the Contract Lead Officer to ensure that the processes followed in relation to the procurement and award of the Contract are compliant with these CPRs.

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Contract Procedure Rule 4: Contract Value and Aggregation

4.1 The estimated value of a Contract shall be the total value of the Contract net of VAT. This is the total consideration estimated to be payable over the full term of the Contract by the City Council to the Contractor which shall include any option to extend the term under the contract. Where the Contract is one where no payment is made by the Council (e.g. a concession) a best estimate of the financial value to the Contractor shall be ascertained.

4.2 Where the Contract period is indefinite or uncertain, the contract will be deemed to be above the relevant Threshold.

4.3 The estimated value of a Framework is the total value of all the Contracts which could be entered into by the City Council and other contracting authorities, further to that Framework.

4.4 Purchases of the same or similar goods or services must be aggregated wherever practicable. Contracts must not be artificially separated so as to circumvent the application of any part of the CPRs or the UK Procurement Legislation.

4.5 Contracts which are each of a value below the relevant Threshold may nevertheless be subject to full UK Procurement Legislation tendering requirements, where they constitute a series of related or repeat purchases. Advice should be sought where this is the case, in order that the relevant procurement route can be adopted.

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Contract Procedure Rule 5: Framework and Suitability of Contractors

5.1 A Framework is a contractual arrangement between a contracting authority and one or more Contractors that provides for the future award of contracts by a contracting authority to the Contractor or Contractors, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged by the Framework contracts may be established by the City Council, or by other public bodies, or public sector buying consortia, as arrangements through which the City Council, along with other public bodies, may make specific purchases.

5.2 Where the Head of Corporate Services approves the use of a Framework(s), this shall be used for the purposes of making proposed purchases. A suitable Framework shall be appropriate for the specific requirement and procured in compliance with the UK Procurement Legislation, and the terms and conditions applicable shall meet the minimum requirements of the City Council.

5.3 Provisions contained in the UK Procurement Legislation which govern Frameworks must be complied with when concluding a Framework contract or awarding a contract based on a Framework.

5.4 In all cases where a Contract is awarded under these CPRs, a Contractor can only be appointed who, as a minimum:

a) meets the City Council's insurance requirements for the Contract (in respect of public liability, product, professional indemnity and/or employer's liability as appropriate, based on an assessment of risk for the Contract); and

b) is registered for tax and holds a valid certificate (where appropriate).

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Contract Procedure Rule 6: Publication of Notices

6.1 In all cases where, by virtue of these CPRs or by UK Procurement Legislation, a public notice is required, it shall be placed on the tendering opportunities portal and on the Central Digital Platform or Contracts Finder (as applicable).

6.2 Where the value of the contract is £25,000 or greater, or a Framework / Dynamic Market call-off contract at any value, the information regarding the Contract award is required to be placed on the Central Digital Platform or Contracts Finder (if the PCR 2015 applies).

6.3 Where the value of the Contract exceeds the relevant Threshold, the appropriate required notices shall also be published on the UK e-notification service in accordance with the UK Procurement Legislation.

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Contract Procedure Rule 7: Purchasing Procedures for Contracts of a Value less than £75,000

7.1 Where the estimated value of the Contract, calculated in accordance with CPR 4, is less than £1,000, then one written quotation (unless the Council's insurers require multiple quotations) should be obtained.

7.2 Where the estimated value of the Contract, calculated in accordance with CPR 4, is £1,000 or greater and less than £75,000 then either:

a) a suitable framework can be used, which has been approved for use by the Head of Corporate Services; or
b) three written quotations should be requested against the same written request for quotation in accordance with the procedures set out in the Council's Procurement Guide. Where it proves not reasonably practicable to obtain three quotations, then provided three written quotations have been requested in accordance with the procedure set out in the Procurement Guide, a contract may be awarded without the need for a waiver.

7.3 In the selection of the Contractor, the Contract Lead Officer shall bear in mind the need to seek best value for money and be able to demonstrate that they have achieved this.

7.4 The Contract shall be evidenced in writing, supported by a written specification of requirements, by submission of an order in accordance with the Framework or, where a Framework is not used, by the placing of an order on the basis that the price in the written quotation received shall apply.

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Contract Procedure Rule 8: Tendering Procedures for Contracts of a Value of £75,000 or greater but less than the relevant Threshold

8.1 Where the estimated value of the Contract, calculated in accordance with CPR 4, is £75,000 or greater but less than the relevant Threshold, and there is a suitable Framework contract approved by the Head of Corporate Services, under CPR 5.2, that Framework shall be used.

8.2 Where no suitable Framework is available, tenders shall be invited using a procedure comparable/similar to the Open procedure under the UK Procurement Legislation.

8.3 The procedure requires the publication of a notice in accordance with CPR 6. The public notice shall specify (i) a time period within which interested parties may express an interest in tendering, and (ii) the method by which such interest shall be expressed. At the end of this period, an invitation to tender shall be sent to all parties who have expressed an interest, specifying a reasonable period for tenders to be returned.

8.4 In all cases, every invitation to tender shall include the following:

- A statement that the tendering process will be conducted within the City Council's electronic tendering system;
- Full instructions on how to submit their tender to this system;
- Advice that tenders, once received in the system, will be anonymous until the time specified for their opening;
- Advice as to the deadline for submission of tenders to this system.

8.5 The invitation to tender shall state the evaluation criteria, including sub-criteria and sub-sub-criteria (where used), weightings and scoring criteria that will be applied in the award of the Contract. These criteria must be capable of objective assessment, include price and any other relevant factors, and be weighted by relative importance. The invitation to tender shall also include the terms and conditions that will apply to the Contract.

8.6 The Contract shall be evidenced in writing by the completion of a formal written Contract, the terms of which have been approved either by the Legal Function or other person authorised by the City Council for this purpose.

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Contract Procedure Rule 9: Tendering Procedures for Contracts above Thresholds and Modifications of Contracts above Thresholds

9.1 The UK Procurement Legislation sets financial thresholds beyond which prescribed tendering procedures must be followed. The Thresholds are reviewed every two years, and the updated figures can be found on the GOV.UK website or the Procurement Guide.

9.2 Where the estimated value of the Contract is in excess of the relevant Threshold, the procedures set out in the UK Procurement Legislation must be followed. Under the PA 2023, the competitive tendering procedure has been reduced to just two procedures, namely the open procedure and the competitive flexible procedure. All above-threshold procurements that commence on or after 24th February 2025 must use one of these two competitive procedures, unless the contracting authority is making a direct award or awarding a call-off contract under a framework. All awards under a dynamic market must be made using a competitive flexible procedure. The aim of the competitive flexible procedure is to enable a contracting authority to design a bespoke procedure that suits the nature of the individual procurement.

9.3 In certain specialist cases where complex procedures are used, advice on which procedure is appropriate to the specific case should be sought from the Procurement Function who shall consult with the Legal Function, where appropriate.

9.4 In the event that the Head of Service determines that the contract relates to a strategic or policy decision, as defined by the Head of Corporate Services, then approval of the Full Council or the Committee with delegated responsibility for the relevant service area shall be sought.

9.5 Any proposed modifications to existing contracts which have not been provided for in the initial procurement documents in clear, precise and unequivocal review clauses shall be approved by the Head of Service within whose areas of responsibility the contract falls, in consultation with the Legal Function. In the event that the Head of Service determines that the contract relates to a strategic or policy decision, then approval of Full Council or the Committee with delegated authority for the relevant services area, shall be sought.

9.6 In the event that the Head of Service for the relevant service area is unavailable, the decisions reserved to that Head of Service by paragraphs 9.3, 9.4 and 9.5 can be taken by the Chief Executive Officer.

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Contract Procedure Rule 10: Receipt and Opening of Tenders

10.1 Subject to CPR 10.2, the Procurement Function shall ensure that all tenders shall be opened at the same time, by an officer independent of the procurement process and appropriately trained to open tenders on the electronic tendering system as soon as reasonably practicable on or after the date for return of tenders.

10.2 The officer opening tenders shall record, in respect of each tender opened, the name of the tenderer and, where applicable, the total value.

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Contract Procedure Rule 11: Evaluation of Tenders and Award of Contract

11.1 The Contract Lead Officer (who should normally be an employee of the City Council) shall ensure that the tenders received are evaluated in accordance with the evaluation criteria that have been adopted for the Contract and stated in the invitation to tender. These criteria must be capable of objective assessment, include price and other relevant factors, and be weighted by relative importance.

11.2 The Contract Lead Officer shall ensure a written report is produced evaluating each tender received against the evaluation criteria. The report shall identify the tenderer who has submitted the Most Advantageous Tender (i.e. the tender that achieves the highest score in the evaluation) and recommend the award of the Contract to that tenderer. This report shall be submitted to the person authorised to award the Contract under CPR 11.4.

11.3 No contract may be awarded unless the expenditure involved has been included in approved estimates and sufficient budgetary provision made in the City Council's capital or revenue accounts in accordance with CPR 3.1. The Evaluation Report shall confirm how this requirement is met.

11.4 Each Head of Service, is authorised to award and sign any contract entered into on the City Council's behalf, where it relates to their Area of Responsibility.

11.5 Where the value of a Contract is above the relevant Threshold, the Contract shall be awarded in accordance with the UK Procurement Legislation and in particular the requirements relating to a "standstill" period prior to the Contract being entered into.

11.6 All Contracts, including an arrangement subject to a purchase order, must be made in writing under English Law, and must clearly and carefully specify the supplies, services or works to be provided, the agreed programme for delivery and the price and terms for payment together with all other terms and conditions.

11.7 Where purchases of a value less than £75,000 are made for which standard terms and conditions have been approved for use, those standard terms should be used. Where a Contract is estimated at a value of £75,000 or above, or is of an unusual or complex nature, the Legal Function should be consulted to produce a suitable set of conditions of contract or to advise on existing conditions for use under a Framework.

11.8 Every contract must also include certain clauses to protect the City Council from fraud and to ensure that Contractors understand their responsibilities when they are acting on the City Council's behalf as well as clauses required to comply with the UK Procurement Legislation.

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11.9 The Head of Service within whose area of responsibility the Contract falls shall allocate, to a manager or supervisor, responsibility for the ongoing management of the Contract.

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Contract Procedure Rule 12: Waiver of Contract Procedure Rules

12.1 Any of the requirements of these CPRs may be waived in an individual case, by the persons authorised as follows:

- Where the estimated value of the Contract is less than **£75,000**, the Head of Service within whose area of responsibility the Contract falls and in consultation with the Chief Executive Officer.
- Where the estimated value of the Contract is **£75,000** or greater, the Head of Service within whose area of responsibility the Contract falls, in consultation with the Chief Executive Officer and with the benefit of advice from the Procurement Function.
- Where the estimated value of the contract is **£179,000** or greater the Head of Service in consultation with the Chief Executive Officer, and with advice from the Procurement Function and Legal Function, unless it is determined that the Contract relates to a decision on a strategic or policy decision, then Full Council.

12.2 A request for the issue of a waiver must be made in writing to the person authorised under CPR 12.1, with full reasons as to why the waiver is required, and evidence that the issue of a waiver will not prevent best value from being obtained. The decision in response to the request for a waiver must also be in writing. No action shall be taken to enter into the Contract until such request has been submitted, the decision made, and the transparency notice has been published. Before making a direct award, the City Council must determine that a direct award justification applies or conclude that there are no suitable tenders following a competitive tendering procedure and have published a transparency notice stating its intention to make a direct award.

12.3 The City Council is subject to legal requirements to ensure fair competition for Contracts of a value exceeding the Thresholds, and subject to obligations under the UK Procurement Legislation to ensure that all Contracts (regardless of value) are awarded having regard to the need to avoid any action that is discriminatory, improper or which distorts competition.

12.4 It is understood that a waiver may be utilised where it can be demonstrated that the ability to act quickly to engage a single supplier would make economic sense and fits with service requirements, in circumstances where there is no more effective way to secure the capacity.

12.5 In the event that the Head of Service for the relevant service area is unavailable, the decision reserved to that Head of Service by paragraph 12.1 may be taken by a manager or supervisor nominated by the Head of Service for the relevant service area.

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SALISBURY CITY COUNCIL

Financial Authorisation Limits for Officers
From 15 September 2025

This document provides Financial Authorisation Limits for Officer posts to commit the Council to expenditure in the course of its business objectives, in accordance with Financial Regulation 4.1. Such expenditure commitments arise as part of the ordering approval process for goods and services, and ratification through invoice authorisation by budget holders and their designated officers following receipt of the goods or services.

The Appendix provides Financial Authorisation Limits for Officers which have been approved by the Chief Executive Officer to facilitate the Council in undertaking its business and community activities in an efficient, effective and economic manner, whilst safeguarding the Council's financial position through the consolidation of robust internal expenditure controls. As posts and structures change, these limits and authorisations will be subject to periodic review.

*Propose to increase the ordering and invoice limit to £75,000.

Asa Thorpe
Chief Executive Officer
15 September 2025

Officer Financial Authorisation Limits

	Post Name	**Bank Payment Authorisations (Two person authorisation)** **Limit (£)**	**Bank Payment Authorisation Payroll (Two person authorisation)**
1.	Chief Executive Officer	300,000	300,000
2.	Responsible Finance Officer	300,000	300,000
3.	Head of Environmental Services	300,000	300,000
4.	Head of Business Operations	300,000	300,000
5.	Head of Community Services	300,000	300,000
6.	Head of Corporate Services	300,000	300,000
7.	Head of HR	0	0

	Post Name	Ordering Limit (£) (Single authorisation)	Invoices Limit (£) (Single authorisation)
1.	Chief Executive Officer	250,000	250,000
2.	Responsible Finance Officer	200,000	200,000
3.	Head of Environmental Services	100,000	100,000
4.	Head of Business Operations	75,000	75,000
5.	Head of Community Services	25,000	25,000
6.	Head of Corporate Services	25,000	25,000
7.	Head of HR & Payroll	20,000	20,000
8.	Estates Manager	25,000	25,000
9.	HR Manager	10,000	10,000
10.	IT Support Officer	10,000	10,000
11.	Health & Safety Facilities Supervisor	15,000	15,000
12.	CCTV Manager	10,000	10,000
13.	Crematorium & Cemeteries Manager	10,000	10,000
14.	Operations Supervisors (Parks/Streetscene)	10,000	10,000
15.	Community Centres & Programmes Manager	5,000	5,000
16.	Operations Officer	5,000	3,000
17.	Customer Services Manager	3,000	3,000
18.	Community Development Officer	3,000	n/a
19.	Pantry Manager	3,000	n/a
20.	Events Officer	2,000	n/a
21.	Markets Officer	1,000	n/a
22.	Facilities Officer	1,000	n/a
23.	Streetscene Officer	1,000	n/a
24.	Parks Officer	1,000	n/a
25.	Senior Grounds Operative	1,000	n/a
26.	Guildhall Officer	1,000	n/a
27.	Corporate Support Officer	1,000	n/a
28.	Communities Team Support Officer	1,000	n/a
29.	Communications Officer	1,000	n/a
30.	Business Team Support Officer	500	n/a

NOTES:

1. To maintain effective separation of duties, no officer should approve an order and then authorise the invoice to which it relates.
2. To maintain effective budgetary management and control, officers should only authorise orders or invoices for goods and services within their own area of work and responsibility, with the exception of the Chief Executive Officer and the Responsible Finance Officer. This does not apply to the payment of payroll and emergency payments.