



Standing Orders & Scheme of Delegation

These Standing Orders provide procedures and controls for the management of Council business. Basic arrangements are contained in Schedule 12 of the Local Government Act 1972. The procedural requirements in Schedule 12, together with other requirements appropriate for the Council, are incorporated.

Standing Orders should be seen as an aid to proper and effective governance. Over regulation can be an impediment.

Rules of debate at meetings	3
Disorderly conduct at meetings.....	5
Meetings generally.....	5
Committees and sub-committees.....	8
council meetings	10
Extraordinary meetings of the council, committees and sub-committees.....	13
Previous resolutions.....	13
Voting on appointments	14
Motions for a meeting that require written notice to be given to the proper officer.....	14
Motions at a meeting that do not require written notice.....	15
Management of information	16
Draft minutes	16
Code of conduct and dispensations	17
Code of conduct complaints.....	18
Proper officer	19
Responsible financial officer	21
Accounts and accounting statements	21
Financial controls and procurement	22
Handling staff matters.....	24
Responsibilities to provide information.....	24
Responsibilities under data protection legislation	25
Relations with the press/media	25
Execution and sealing of legal deeds.....	26
Communicating with district and county or unitary councillors	26
Restrictions on councillor activities	26
Standing orders generally	27
Scheme of Delegation.....	27

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- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three 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.**
- 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 or on an issue that directly relates to the civil parish of Duston.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **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 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 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- 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 **Immediately after a vote is taken but before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.**

- u 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.

- v **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.**

- w **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.

- x **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.

- y A meeting shall not exceed a period of 2 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **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 2 days before the meeting that they are unable to attend;
 - vi. may, 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 sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. Order of business of standing committees will usually be conducted in the following order:
- 1) To receive apologies
 - 2) The Chairman, Vice-Chairman or Councillor presiding shall sign the approved minutes
 - 3) To receive disclosures of interest by Councillors on items on the agenda
 - 4) Public Participation Session
 - 5) Business deferred from previous meeting
 - 6) To receive and consider reports from officers of the Council;
 - 7) Any other business specified on the agenda.

5. **FULL 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.** In a year where there is no election the Annual Meeting of the Council will be the third Thursday of May.
- 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. Council Order of Business
 - Annual Council Meeting*
 - 1) Election of Chairman
 - 2) To receive the Chairman's acceptance of office
 - 3) Election of Vice-Chairman
 - 4) To receive apologies for absence

- 5) To receive disclosures of interest by Councillors under Duston Parish Council's code of conduct.
- 6) Public Participation Session
- 7) Confirmation of the accuracy of the minutes of the last meeting of the Council. Signed by the Chairman, Vice-Chairman or Councillor presiding;
- 8) 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;
- 9) Review and adopt Standing Orders & Scheme of Delegation, Financial Regulations and Code of Conduct
- 10) Appointment of Standing Committees as per scheme of delegation
- 11) Appointment and report back of outside bodies
- 12) Review of Council / staff subscriptions to other bodies
- 13) Council meeting cycle
- 14) Any other Council business

Ordinary Council Meeting

- 1) To receive apologies for absence
- 2) Confirmation of the accuracy of the minutes of the last meeting of the Council. Signed by the Chairman, Vice-Chairman or Councillor presiding
- 3) To receive disclosures of interest by Councillors under Duston Parish Council's code of conduct.
- 4) Public Participation Session
- 5) To deal with business expressly required by statute
- 6) To receive and consider reports and recommendations from Standing Committees.

Recommendations must be included in full on the agenda for the Council meeting.

All Committee recommendations may not be discussed until they have been moved and seconded. This will normally be done by the Chairman and Vice-Chairman of the Committee.

- 7) To receive and consider recommendations from working parties
- 8) To receive and consider reports from Officers of the Council
- 9) To approve any changes to Standing Orders, the delegation arrangements or other governing documents;
- 10) To receive business motions from Councillors
- 11) Any other business specified on the agenda

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

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

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 10 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 seven 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; 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 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 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 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 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 West Northamptonshire 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 14(a) 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 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 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by West Northamptonshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be the clerk or 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 five 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. 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

Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee the Council within three 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.

- 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. (*see also standing order 23*).

See also Scheme of Delegation.

16. **RESPONSIBLE FINANCIAL OFFICER**

The Clerk has the role of Responsible Financial Officer (RFO). 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 **£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 referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 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 (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. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 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. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, 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 Committee or 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 Chairman of the Council or, if he is not available, the vice-chairman (if there is one) of the absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c 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 Chairman or in his absence, the Vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full Council. Resolution of Council could be to convene the 3 member Disciplinary and Grievance Panel.
- d 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 Chairman, this shall be reported to the Vice-Chairman which shall be reported back and progressed by resolution of full Council.
- e 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.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).

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 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**

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. *See Communications Policy.*

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 WEST NORTHAMPTONSHIRE COUNCILLORS

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

SCHEME OF DELEGATION

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor. Therefore an individual councillor cannot issue an instruction to the Clerk or a contractor.

However, certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

All delegated powers and duties shall be exercised and performed on behalf of and in the name of Duston Parish Council.

Matters Reserved for Full Council

Membership: All 12 Councillors

Quorum: 4 Councillors

The following are reserved matters for the Council (not exhaustive).

GOVERNANCE

Appointment of the Chairman and Vice-Chairman of Duston Parish Council.

Approve or amend Standing Orders (including scheme of delegation), Financial Regulations, Member Code of Conduct and other written corporate policies.

Filling of Council vacancies through co-option if a by-election has not been called.

Approve membership of Standing Committees and Sub-Committees. Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the municipal year.

Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.

Appointing representatives to outside bodies.

Making, amending, revoking, re-enacting or adopting by-laws.

Appointment of the Clerk and RFO.

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

Any other matters not delegated to a standing committee or referred to Full Council by standing committees.

Approving and amending the Council's Strategic Plan and Priorities

Matters of principle or policy. This could arise by:

- a. on matters of major importance which have not previously been before the Council; or
- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter is referred to Council.

Cessation of any Council service.

Annual Council Meetings Cycle.

FINANCE

Approval of annual council budget and precept including fees and charges.

Authorising borrowing & capital projects.

Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

Appointment of the Internal Auditor.

Receiving both the Internal and External Auditor Reports.

Appointment of Internal Controls Councillor and receiving their reports.

Oversight of Payments and Bank Reconciliations.

Banking Arrangements.

The incurring of expenditure for which no provision or insufficient provision has been made.

ASSETS

Approve on annual basis the Asset Register.

Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

STAFFING

To approve the staffing structure & salary bands.

To approve staff terms and conditions of employment and any alterations.

OTHERS

Approval of Grant Applications (and consider a recommendation from Community Services Committee).

Authorising any proposed alterations to the Duston Neighbourhood Plan.

Standing Committees

All Committees operate within budgetary and policy framework set by Council.

Planning Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

Delegated the following responsibilities:

1. To make observations / comments to West Northamptonshire Council on the following Planning issues
 - a) Planning applications in Duston and on the fringe of the Parish.
 - b) Planning policies and detailed local plans appropriate to the civil parish of Duston.
 - c) On planning appeals and matters relating thereto.
 - d) Street Naming.
 - e) Tree Preservation Orders (TPOs)
 - f) Listed building consents
 - g) Duston Conservation Area
2. To review and monitor Local Planning Documents (e.g. Duston Neighbourhood Plan & West Northamptonshire Strategic Plan) and make any observations / comments as appropriate.
3. Make recommendations to Council regarding any changes to the Duston Neighbourhood Plan.
4. To make observations / comments to West Northamptonshire Council Highways on the following:
 - a) The creation, diversion and closure of public rights of way (including Bridleways).
 - b) Traffic Regulation Orders (TROs).
 - c) Traffic management matters.
5. To make observations / comments on all matters in relation to public transport to West Northamptonshire Council and the Highways Agency.
7. To make observations / comments on licencing applications within the parish to West Northamptonshire Council.
8. The power to establish working parties within its terms of reference. Does not have the power to set up a Sub-Committee.
9. Any issue referred to it by Council.

Community Services Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Community Services Committee will review, monitor and make recommendations to Full Council on the following:
 - a) DPC community engagement, public consultations, publicity and communications.
 - b) DPC community events programme.
 - c) Supporting local community projects not directly run and overseen by DPC.
 - d) Delivering improved health, social and other wellbeing outcomes for the residents of Duston which includes working in partnership with other organisations.
 - e) Any community service provided by DPC (e.g. for youth & older people).
 - f) Developing and promoting the economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
 - g) Promoting Duston based public services and the local voluntary / community sector.
 - h) The running of the Grow Together Allotment project.
 - i) Oversee the management of both Berrywood Road & Bants Lane Allotments.
 - j) Duston Parish Council website
 - k) Duston Parish Council noticeboards.
 - l) Communications & Engagement Policy and Grant Awarding Policy.
 - m) Duston Parish Council newsletter
 - n) Grant Applications

Specific Delegated Responsibilities:

2. This Committee has an annual spending cap of £6000.

3. To directly liaise with Duston based organisations and businesses regarding the development of community services and amenities in the parish.
4. Oversee the Annual Parish Meeting.
5. Oversee the management of the five community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road, St Luke's Centre, Errington Park).
6. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
7. Any issue referred to it by Council.

Environment Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Environmental Committee will review, monitor and make recommendations to Full Council on the following:
 - a) The overall management of DPC owned trees, green spaces, playgrounds, streetlights and parks (but not including allotments).
 - b) Matters relating to non-DPC owned trees, green spaces, playgrounds and parks within the Parish including St Lukes Churchyard and Duston cemetery.
 - c) Street furniture such as seating, public art, litter bins & bus shelters. This includes the purchase of additional or replacement street furniture.
 - d) Maintenance and upkeep of the war Memorial.
 - e) Maintenance and upkeep of Timken Artwork.
 - f) Maintenance and upkeep of Timken Gates and Rosevilla Hut and adjoining wall.
 - g) Maintenance of Alfred Knight / Main Road / Timken South footpath and the 3 streetlights

- h) Reducing litter and fly-tipping in Duston.
- i) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
- j) How DPC and the wider Parish can help play its part in confronting climate change. Also advising Council and other Committees on Climate Change issues.
- k) Improving and maintaining biodiversity in Duston.

Specific Delegated Responsibilities:

2. This Committee has annual spending cap of £6000 per year.
3. Minor improvements to DPC owned Parks and Open Spaces.
4. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
5. Oversee the usage and operation of the Vehicle Activated Signs (VAS) within Duston.
6. Oversee general signage use relating to the Environment (such as anti - littering, dog fouling, pollution, crime and speeding).
7. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
8. Any issue referred to it by Council.

Resources & General Purposes Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Committee will review, monitor and make recommendations to Full Council on the following:

CORPORATE.

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.
- c) Contracts and Tendering. In the case of
 - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
 - Community Services contracts (e.g. Youth Services & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.
- e) Disposal or acquisition of any property and land.

BUILDING FACILITIES.

- f) The operational running and maintenance of Duston Community Centre and St Luke's Centre.
- g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.
- h) Maintenance of the Rosé villa Access Road

STAFFING.

- i) The staffing structure including salary remuneration (pay banding).
- j) Matters relating to employees of the Council in their conditions of service, welfare and safety.
- k) Proposing and amending HR policies.
- l) That staffing levels are appropriate to the work of the council

FINANCE.

- m) Financial Regulations.
- n) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.
- o) In year virements between approved budget headings.

Specific Delegated Responsibilities:

- 2.This Committee has an annual spending cap of £6000 per year.
- 3.To monitor the council's income and expenditure against actual budget.
- 4.To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.
5. To receive any proposals from Committees, in respect of expenditure for the following financial year, as part of the Council's budget setting process.
6. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations.
7. In year monitoring of the Corporate Risk Register.

8. To ensure the Council is adequately insured (e.g. buildings & other property).
9. To authorize attendance at conferences and other powers contained in Section 175 of the Local Government Act 1972.
10. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
11. Any issue referred to it by Council.

HR Sub-Committee

Membership: 3 Councillors. The Chair of Council, Vice-Chair of Council and one other councillor nominated by Council. The Chair of the Council is the Chair of this Sub-Committee.

Meetings: At least once a year.

Specific Delegated Responsibilities:

- a) Oversee the process of the recruitment of the Clerk / RFO.
- b) Recommend to Council the appointment of the Clerk / RFO.
- c) Once initiated by resolution by Council it can carry out disciplinary procedures according to the agreed policies and procedures of the Clerk / RFO. This could include lead to dismissal of the Clerk / RFO.
- d) To receive written or verbal reports from the Clerk / RFO as to their workload including progress on Council / Committee resolutions.
- e) To conduct the Clerk Annual Appraisal and make recommendations to Council if necessary.

Working Parties

A Working Party must follow the course for which it was convened and there is to be no transfer of delegated powers from the Committee from which it was formed otherwise the Council acts unlawfully.

The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Council or Committee

Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.

Membership need not be confined to Members of the Council, nor to the parent committee, members may be drawn from volunteers or specialist areas.

The Working Party shall advise and make recommendations to the Council or Committee from which it was formed.

The Working Party may meet without the need to give public notice.

Delegation To Parish Clerk / RFO

LEGAL

The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.

The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders

To retain a copy of every Councillors' Register of Interests

To deal with dispensation requests from Members of the Council

Power to take appropriate steps to ensure the Council does not exceed its legal powers

RESPONSIBLE FINANCIAL OFFICER

Carry out "Section 151" functions

Responsible for all financial records of the Council

The careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

Ensure the approved precept is issued to West Northamptonshire Council.

Power to release any financial related report or document to the Council or its committees in discharge of the RFO duties.

MANAGEMENT

The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.

Manage and recruitment of all employees of the Council and have the authority to take disciplinary action under agreed procedures.

Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chair and Vice-Chair.

Manage the implementation all Council, Committee or sub-Committee resolutions.

Deal with day to day matters in relation to all the Council's functions, assets, events and leases, in accordance with policies and decisions of the Council or relevant Committee.

Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations).

To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Make adequate and effective arrangements to pay salaries and wages to all employees of the Council;

Maintain adequate and effective personnel records.

Negotiating the terms of any lease, licence conveyance or transfer of land or property.

To act as first point of contact for media enquiries to Duston Parish Council as a corporate body.

The granting or refusal of the Council's consent under the terms of any lease Take, discontinue and/or appear in any legal action authorised by the Council.

The Parish Clerk / RFO will exercise these powers in accordance with:

Approved budgets set by the Council

The Council's Standing Orders and Financial Regulations

The Council's adopted policy framework and procedures

All statutory common law and contractual requirements.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the Chair of the Council (or Vice-Chair in their absence) as per Standing Orders & Financial Regulations.

