

Existing Council Standing Orders with Cross-References to New Council Procedure Rules

~~Standing Order 1: Meetings of the Council~~

~~(1) The Annual Meeting and other meetings of the Council shall be held at any venue considered suitable, on such dates and times as may be determined by the Director Corporate Services in consultation with the Leader of the Council.~~

Referenced in New Council Procedure Rules: "Annual Meeting of the Council" (Rule 1)

~~(2) In addition to ordinary meetings, those listed below may request the proper officer to call Extraordinary Council meetings:-~~

~~-the Council by resolution~~

~~-the Lord Mayor~~

~~-any five members of the Council if they have signed a requisition presented to the Leader of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition~~

~~-the Monitoring Officer~~

Referenced in New Council Procedure Rules: "Extraordinary Meetings" (Rule 3)

~~Standing Order 2: Election of Lord Mayor and Deputy Lord Mayor~~

~~(1) The Lord Mayor shall be elected at the Annual Meeting of the Council.~~

~~(2) The Deputy Lord Mayor shall then be appointed at the Annual Meeting of the Council.~~

Referenced in New Council Procedure Rules: "Annual Meeting of the Council" (Rule 1)

~~Standing Order 3: Chair of Meeting~~

~~(1) Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.~~

Referenced in New Council Procedure Rules: "Chair of Meeting" (Rule 6)

~~Standing Order 4: Quorum of Council~~

~~(1) If during any meeting of the Council the Chair, after counting the numbers of members present, declares that there is not a quorum present (i.e. one third of total membership), the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to the next ordinary meeting of the Council.~~

Referenced in New Council Procedure Rules: "Quorum" (Rule 7)

~~Standing Order 5: Order of Business at Ordinary Meetings~~

~~(1) Except as otherwise provided by paragraph (2) of this Standing Order, the order of business at every ordinary meeting of the Council shall be:-~~

~~(a) To choose a person to preside if the Lord Mayor and Deputy are absent.~~

~~(b) To deal with any business required by statute to be done before any other business.~~

~~(c) To approve as a correct record and sign the minutes of the last meeting of the Council.~~

~~(d) To deal with any business expressly required by statute to be done.~~

~~(e) Lord Mayor's Communications and to receive any announcements from the Leader of the Council, or the Head of Paid Service.~~

~~(f) To dispose of business (if any) remaining from the last meeting.~~

~~(g) To receive and consider reports, minutes and recommendations of Committees.~~

~~(h) To consider motions in the order in which notice has been received.~~

~~(i) Other business, if any, specified in the summons.~~

Referenced in New Council Procedure Rules: "Ordinary Meetings" (Rule 2.1)

~~Standing Order 6: Notices of Motion~~

~~(1) Except as provided by Standing Order 7, a motion shall not be proposed at a meeting of the Council unless notice in writing, signed by the member/members of the Council, is given to the Democratic Services Manager not later than 10:00 am 5 clear working days before the meeting of the Council.~~

~~(2) The Democratic Services Manager shall date and number all such motions received and enter them in a book which shall be open to inspection to every member of the Council.~~

~~(3) The Democratic Services Manager shall in the summons for a meeting of the Council, include all such notices of motion duly given to him/her, in the order in which he/she receives them...~~

Referenced in New Council Procedure Rules: "Notice of Motions" (Rule 11.1–11.5)

~~Standing Order 7: Motions and Amendments Without Notice~~

~~The following motions and amendments may be moved without notice:-~~

~~(1) Appointment of a Chair of the meeting at which the motion is made.~~

~~(2) Motions relating to the accuracy of the minutes.~~

~~(3) That an item of business specified in the summons have precedence...~~

Referenced in New Council Procedure Rules: "Motions Without Notice" (Rule 12)

~~Standing Order 8: Questions at Council~~

~~(1) A member of the Council may ask the Chair of a Committee or the Leader of the Council, any question on an item under consideration by the Council...~~

Referenced in New Council Procedure Rules: "Councillors' Questions" (Rule 10)

~~Standing Order 9: Council Minutes~~

~~(1) The Chair shall put the question that the minutes of the meeting of the Council, held on the.....day of.....be approved as a correct record.~~

Referenced in New Council Procedure Rules: "Minutes" (Rule 21)

~~Standing Order 10: Rules of Debate~~

~~(1) A motion or amendment shall not be discussed unless it has been proposed and seconded and unless notice has already been given...~~

Referenced in New Council Procedure Rules: "Rules of Debate" (Rule 13)

~~Standing Order 11: Committee Minutes~~

~~(1) The minutes of a Committee shall be presented, formally and without comment (except with the permission of the Lord Mayor), by the Committee Chair or such other person acting on his/her behalf...~~

Not included in Council Procedure Rules (as the procedure is to change to not include executive or committee minutes)

~~Standing Order 12: Executive Minutes~~

~~(1) The minutes of the Executive shall be presented formally by the Leader, or such other person acting on his/her behalf, and then put to the Council.~~

~~Recommendations to Council will be proposed and seconded.~~

Not included in Council Procedure Rules (as per the above)

~~Standing Order 12(A): Conflict Resolution – Draft Plans and Strategies~~

~~(1) (a) This Standing Order only applies where a dispute arises between full Council and the Executive when setting the policy framework for the ensuing year...~~

Standing Order 12(B): Conflict Resolution – Budget Estimates

~~(1) (a) This Standing Order only applies where a dispute arises between full Council and the Executive when setting the budget for the ensuing year...~~

Referenced in New Council Procedure Rules 17 and 18 respectively

Standing Order 13: Decisions of the Executive

(1)(a) A notice setting out all Executive decisions shall be published within two working days of the meeting. A copy of such notice shall be sent to all members electronically.

(b) Where a key decision has been delegated to an Executive member or an officer, then any such decision shall be recorded and published...

Standing Order 14: Key Decisions in Executive Meetings

(1) A key decision may not be taken by the Executive unless:-

(a) Notice in the form of a Forward Plan has been published in connection with the matter in question and circulated to all members electronically...

Standing Order 15: Notice of Executive Meetings

(1) Five clear working days' notice of Executive meetings will be given to the Executive members, unless the meeting is convened at shorter notice as a matter of urgency.

Standing Order 16: Executive Decisions Outside Budget/Policy Framework

(1) Unless Standing Order 16(2) applies, the Executive, individual members of the Executive, and any officers discharging Executive functions may only take decisions which are in line with the Council's budget and policy framework...

Standing Order 17: Scrutiny of Executive Resolutions (Call-In)

(1)(a) A special meeting of a relevant Scrutiny Committee shall be called to consider a decision made by an Executive Committee or Executive member...

Standing Order 18: Scrutiny Committee Agenda

(1) Any member shall be entitled to give written notice to the Democratic Services Manager not later than 10:00 am, 8 clear working days in advance of the meeting...

Standing Order 19: Speaking at ~~Council~~, Executive and Scrutiny Committees

(1) Questions by the public

(a) A member of the public may ask questions at all meetings of ~~the Council~~, the Executive, ~~and~~ Scrutiny Committees and other committees and subcommittees except the Annual and Extraordinary meetings of Council ~~and special meetings~~. A member of the public may ask questions at full Council in accordance with Council Procedure Rule 9. These questions may be addressed to the Leader of the Council, Executive members or Chairs of the Scrutiny Committees.

(b) Questions submitted for meetings of the ~~Council or~~ Scrutiny Committees, must be about something the Council is responsible for...

Council references removed Referenced in New Council Procedure Rules: Rule 9

Standing Order 19A: Public Speaking at Planning Committee

A member of the public may address the Planning Committee on any application ~~or tree preservation order~~ being considered by that Committee, provided that:-

- (a) the person has indicated a wish to speak, by contacting the Democratic Services Manager ~~Support~~ not later than 10:00 am two clear working days in advance of the meeting of the Committee;
- (b) only one person may speak in support of the application ~~or order~~ and one person against, and unless the persons concerned nominate a spokesperson, priority will be given to the first person to have indicated a wish to speak, or otherwise at the discretion of the Chair;
- (c) each speaker may speak for a maximum of ~~five~~three minutes; ~~and~~
- (d) a speaker's address should be limited to planning matters, and must not be offensive or defamatory.

2. Persons speaking under this Standing Order will be heard after any member of the Council speaking under Standing Order 44, but before the presentation by an officer, and ~~after any member of the Council speaking under Standing Order 44, but before the~~ members of the Committee debate the application ~~or order~~. A speaker against the application ~~or order~~ will be heard before a speaker in support of it.

~~3. Members of the Committee may ask questions of a speaker, and the speaker may answer, by way of clarification only.~~

~~3. A speaker may not during the committee distribute any additional documentation, photos or any other materials that were not provided to Democratic Services Manager when registering to speak.~~

As per City Development's proposed amendment

Standing Order 20: Questions to Portfolio Holders at Scrutiny Committee Meetings

(1) A member of the Scrutiny Committee or other Council member may, in the time set aside for such business:-

- (a) Ask an Executive member with relevant portfolio any question. [...]

~~Standing Order 21: Petitions~~

~~(1) Every petition addressed to the Council or the Lord Mayor shall be presented to the Council as a Lord Mayor's communication...~~

Referenced in New Council Procedure Rules: Rule 9.5

~~Standing Order 22: Motions Affecting Persons Employed by the Council~~

~~(1) No discussion shall take place at any meeting of the Council, its Committees, or the Executive to which the provisions of Section 100 of the Local Government Act 1972 applies...~~

Referenced in New Council Procedure Rules: Rule 22

~~Standing Order 23: Exclusion of the Public~~

~~(1) Members of the public may attend all meetings of the Council, Executive, Committees, and Sub-Committees, unless in view of the nature of the business to be transacted...~~

Referenced in New Council Procedure Rules: Rule 22

~~Standing Order 24: Disorderly Conduct~~

~~(1) If, in the opinion of the Chair, at a meeting of the Council, a member misconducts him/herself by:-~~

~~(a) Persistently disregarding the ruling of the Chair...~~

Referenced in New Council Procedure Rules: Rule 23

~~Standing Order 25: Disturbance by Members of the Public~~

~~(1) If a member of the public interrupts the proceedings at any meeting, the Chair shall warn him/her...~~

Referenced in New Council Procedure Rules: Rule 24

~~Standing Order 26: Rescission of Preceding Council Resolution (Six-Month Rule)~~

~~(1) No motion to rescind any Council resolution passed within the last six months shall be proposed unless...~~

Referenced in New Council Procedure Rules: Rule 14

~~Standing Order 27: Voting at Council~~

~~(1) The mode of voting at meetings of the Council shall be by show of hands...~~

Referenced in New Council Procedure Rules: Rule 16

~~Standing Order 28: Voting on Appointments~~

~~(1) Where there are more than two persons nominated for any position to be filled by the Council...~~

Referenced in New Council Procedure Rules: Rule 16.5

~~Standing Order 29: Record of Attendance~~

~~(1) Every member of the Council attending a meeting of the Council, any of its Committees, Sub-Committees or Executive, of which he/she is a member, shall sign his/her name on the attendance list provided for that purpose.~~

Referenced in New Council Procedure Rules: Rule 8

~~Standing Order 30: Voting on Budget Settings~~

~~(1) Immediately after a vote is taken at a budget meeting this includes setting of the Council Tax and Precepts. There must be recorded in the minutes the names of the members present to show how each member voting gave his/her vote. The name of any members who abstained shall also be recorded.~~

Referenced in New Council Procedure Rules: Rule 16.4

Standing Order 31: Custody Of Seal

(1) The Common Seal of the Council shall be kept in a safe place in the custody of the Service Lead Legal Services and shall be secured by a lock, the key to which shall be kept by the Service Lead Legal Services.

Standing Order 32: Sealing of Documents

(1) A decision of the Council, or any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal shall be affixed to those documents which in the opinion of the Service Lead Legal Services should be sealed. [...]

Standing Order 33: Authentication of Documents for Legal Proceedings

(1) Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it shall be signed by the Service Lead Legal Services or in his absence by one of the following Deputies: [...]

~~Standing Order 34: Inspection of Documents~~

~~(1) A member of the Council, for purposes of his/her duty as such (but not for any other purpose) may on application to the Democratic Services Manager, inspect any document which has been considered by the Council, Committee, Sub-committee or the Executive, and may on request be supplied with copies of such document. [...]~~

Duplication of Access to Information Procedure Rules (Part 4)

Standing Order 35: Inspection of Lands, Premises Etc

(1) Unless specifically authorised to do so by the Council, Committee, Sub-Committee or the Executive, a member of the Council shall not issue any order in respect of any works which are being carried out by or on behalf of the Council or claim [...]

~~Standing Order 36: Appointment of Committees~~

~~(1) The Council shall at the Annual Meeting appoint such Committees as it is required to appoint by or under any statute or as is necessary for the conduct of the Council's business, and may at any time appoint such other Committees as are necessary to carry out the work of the Council but, subject to any statutory provision:-~~

~~(a) shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting of the Council;~~

~~(b) may at any time dissolve a Committee or alter its membership. (Amended February 2024)~~

~~(2) Except where otherwise provided by statute or a scheme made under statutory authority, the Lord Mayor shall be a member (with the exception of the Executive) without voting powers of every standing committee appointed by the Council.~~

~~(3) Unless otherwise altered by the Council, the following shall be the Council's standing Committees: (a) Executive (b) Planning Committee (c) Licensing (d) Audit and Governance Committee (On which Executive members may not serve) (e) Scrutiny (on which Executive members may not serve)~~

(1) has been included at New Council Procedure Rule 1(m).

(2) has been included in New Article 5 with respect to the Lord Mayor's responsibility.

(3) has been included in New Council Procedure Rule 1(o).

Standing Order 37: Appointment of Executive

~~(1) The Council shall, at its Annual Meeting, appoint an Executive nominated by the Leader of the Council.~~

~~(2) The Executive shall consist of the Leader together with up to nine other members.~~

~~(3) The Council shall, at the Annual Meeting, on the nomination of the Leader, appoint such Executive Portfolios and portfolio holders as the Leader shall consider appropriate.~~

(1) has been included at New Council Procedure Rule 1(k).

(2) is already part of existing article 7(a) Form and Consumption of The Executive and removed due to duplication.

(3) has been included at New Council Procedure Rule 1(l).

~~Standing Order 38: Proceedings Of Committees & Executive To Be Confidential~~

~~(1) All agenda, reports and other documents and all proceedings of Committees, Sub-Committees and the Executive shall be treated as confidential unless and until they become public in the ordinary course of the Council's business.~~

Referenced in revised Article 2.4(b)(iii)

Standing Order 39: Election/Removal of Leader and Chair and Deputy Chair of Committees

(1) The Council shall at its Annual Meeting elect the Leader of the Council whose term of office shall start on the day of his/her election to that office and end on the day when the Council holds its first Annual Meeting after the Leader's normal day of retirement as a Councillor unless: (a) he/she resigns from office; or (b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or (c) he/she is no longer a councillor; or (d) he/she is removed from office by resolution of the Council by way of majority vote. (Amended February 2024) For the avoidance of any doubt any motion to remove the Leader from office must first comply with the provisions of Standing Order 6.

~~(2) The Chairs and Deputy Chairs of each Committee shall be elected by Council at the Annual Meeting. In the absence from a meeting of the Chair and Deputy Chair, a Chair for that meeting will be appointed. No member of the Council shall be eligible to be appointed Chair or more than one Standing Committee.~~

(2) has been included in New Council Procedure Rule 1(m)

Standing Order 40: Special Meetings of Committees

(1) The Chair of a Committee, Sub-Committee or the Executive may call a special meeting of the Committee at any time. A special meeting shall also be called on the requisition of three members of the Committee, Sub-Committee or Executive (with the exception of Scrutiny call in, where the provisions of Standing Order 17 shall apply) provided this is delivered to the Democratic Services Manager. The summons to the special meeting shall set out the business to be considered. No business other than that set out in the summons shall be considered at that meeting.

Standing Order 41: Sub-Committees

(1) Every Committee, appointed by the Council may appoint Sub-Committees for the purposes specified by the Committee subject to the approval of Council.

(2) The Chair and the Deputy Chair, if any, of the Committee shall be an ex-officio member (but without voting powers) of every Sub-Committee appointed by that Committee, unless they are appointed as a full member of the Sub-Committee or signify to the Committee that they do not wish to serve.

Standing Order 42: Quorum Of Committees, Sub-Committees & Executive

(1) Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee or the Executive unless at least one quarter of the whole number of the Committee is present. Provided that in no case shall the quorum be less than three members. [...]

Standing Order 43: Voting in Committees, Sub-Committees & Executive

(1) Voting at a meeting of a Committee, Sub-Committee and Executive shall be by show of hands. In the event of an equality of votes the Chair shall have a second or casting vote. [...]

Standing Order 44: Attendance at Committees, Sub-Committees & Executive

(1) A member of the Council shall have the right to attend the meeting of any Committee, Sub-Committee or Executive of which he/she is not a member and may remain during consideration of both the public and private parts of the agenda. He/she may not vote at that meeting and may only speak or ask a question if he/she has given notice in writing (by electronic mail wherever possible) by 10.00 am two working on-the-days in advance of the meeting to the Democratic Services Manager and has specified in the notice the particular agenda item or items on which he/she wishes to speak or ask a question. Members can only speak on that item for five minutes.

(2) Opposition group leaders shall not be required to give notice under Standing Order No. 44 to speak or ask a question on any items on the Executive agenda.

As per City Development's proposed amendment

Standing Order 45: Mover of Motion may attend Committee, Sub-Committee & Executive

(1) A member of the Council who has moved a motion which has been referred to any Committee, Sub-Committee or Executive shall have notice of the meeting of the Committee, Sub-Committee or Executive at which it is proposed to consider the motion. He/she shall have the right to attend the meeting and if he/she attends shall have an opportunity of explaining the motion.

~~Standing Order 46: Members' Absence From Meetings~~

~~(1) If any member fails throughout a period of six consecutive months to attend any meeting of the Authority he/she, unless the failure was due to some good reason approved by Council before the expiry of that period, shall cease to be a member of the Council. Attendance can be at any committee or sub-committee or any joint committee, joint board or body where the functions of the Authority are discharged.~~

Referenced in revised Article 2.3(b)

~~Standing Order 47 Variation and Revocation of Standing Orders By Council~~

~~(1) Except on the recommendation of the Executive, a motion to add, vary or revoke these standing orders shall (when proposed and seconded) stand adjourned without discussion to~~

~~the next ordinary meeting of the Council and that motion shall not be carried except by a majority of two-thirds of the members of the Council present and voting.~~

~~Standing Order 48: Suspension Of Standing Orders By Council~~

~~(1) Subject to paragraphs (2) and (3) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting of Council, where its suspension is moved.~~

~~(2) No suspension of standing orders shall be permitted so as to negate the requirements for notice to be given under Standing Orders 10(7) (Council tax), 39(1) (Removal of the Leader) and 47 (Variation/revocation of Standing Orders).~~

Both Standing Orders referenced in New Council Procedure Rules: Rule 25.1 and 25.2 respectively

Standing Order 49: Interpretation Of Standing Orders

(1) The ruling of the Lord Mayor, Chair of Committee, Sub-Committee or Executive as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council, Committee, Sub-Committee or Executive.

Referenced in New Council Procedure Rule 26

~~Standing Order 50: Standing Orders To Be Given To Members~~

~~(1) An electronic copy of the Council's constitution, which shall include a copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available in electronic format to each member by the Democratic Services Manager on the making of their declaration of acceptance of office on being first elected to the Council. A hard copy will be provided by the Democratic Services Manager on receipt of a written request by a member.~~

No reference in New Council Procedure Rules (as this is a redundant Standing Order)

~~Standing Order 50(A): Appointment of Head of Paid Service~~

~~(1) Council shall approve the appointment of the Head of Paid Service following the recommendation of such appointment by a Committee or Sub-Committee of the Council.~~

~~(2) The Committee or Sub-Committee referred to in Standing Order 50(A)(1) above shall include at least one member of the Executive.~~

~~(3) In the case of the appointment of the Head of Paid Service, the provisions of Standing Order 52(2) shall apply. In the case of dismissal, the provisions of Standing Order 54 shall apply.~~

~~Standing Order 51: Appointment Of Chief Officers~~

~~(1) Where the authority proposes to appoint a chief officer, and it is not proposed that the appointments be made exclusively from among their existing officers, they shall:-~~

~~(a) draw up a statement specifying—~~

~~(i) the duties of the officer concerned, and~~

~~(ii) any qualifications or qualities to be sought in the person to be appointed;~~

~~(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and~~

~~(c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.~~

~~(2) (a) Where a post has been advertised as provided in standing order 51(1)(b), the authority shall—~~

~~(i) interview all qualified applicants for the post; or~~

~~(ii) select a short list of such qualified applicants and interview those included on the short list.~~

~~(b) Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with standing order 51(1)(b). The steps to be taken under paragraphs 1 and 2 above of this standing order shall be discharged by the Chief Executive or such other officer as may be appointed for the purpose by Council.~~

Standing Order 52: Appointment/Dismissal of Chief Officers and Some Second Tier Officers

~~(1) (a) The Head of Paid Service shall appoint/dismiss Chief Officers on JNC conditions of service.~~

~~(b) Appointment of Chief Officers and Directors/Corporate Managers shall follow a selection process involving the relevant portfolio holder and any other member(s) considered appropriate.~~

~~(2) Before making an offer of employment or the dismissal, the Head of Paid Service or Strategic Director (as appropriate) shall provide all the members of the Executive, with the following:—~~

~~(a) The name of the person to be appointed/dismissed~~

~~(b) Any other information relevant to the appointment/dismissal.~~

~~(c) A reasonable period within which any objection to the making of the offer of appointment/dismissal is to be made by the Leader on behalf of the Executive.~~

~~(3) An offer of employment or the dismissal of a chief or second tier officer employed under Joint National Council Conditions of Service shall only be made once the appointor/dismissor has considered any objections made and is satisfied that any such objections are not material or well founded. In the case of the Head of Paid Service, Monitoring Officer or Chief Finance Officer the procedure set out in Standing Order 54 shall apply.~~

~~(4) Whilst any action to suspend the Head of Paid Service, or any Chief Officer, for the purpose of investigation is being undertaken, they shall be on full pay for as long as it takes from the date that suspension takes place.~~

~~(5) Members will not be involved in any disciplinary action against any officer below chief officer except where such involvement is necessary for an investigation or inquiry into alleged misconduct through the Council's disciplinary procedures.~~

Standing Order 53: Other Appointments

~~(1) The Head of Paid Service, Directors, Director Finance, Director Corporate Services and Corporate Managers (or such other officer to whom this function has been delegated) shall be responsible for appointment of staff within their area of responsibility other than those who are on Joint National Council Conditions of Service.~~

Standing Orders 50(A) to 53 are included in the Officer Employment Procedure Rules (Part 4). These Officer Employment Rules have now been referenced in New Council Procedure Rule 19.

Standing Order 54: Dismissal Of Statutory Officers

~~(1) A decision to dismiss the Head Paid of Service, Monitoring Officer and Section 151 Finance Officer may only be taken by Full Council in accordance with the procedure set out in the Local Authorities (Standing Orders) (England) Regulations 2001/3384, as may be amended from time to time.~~

Referenced in New Council Procedure Rule 20

Standing Order 55: Administration

(1) The Chief Executive shall be the Head of Paid Service responsible for the review of the organisation and administration of the Council.

(2) The ~~Director Corporate Services~~Head of Legal and Democratic Services shall be the Council's Monitoring Officer in accordance with section 4 of the Local Government and Housing Act 1989. In ~~his/her~~their absence, the ~~Service Lead – Legal Services and/or~~ Team Leader, ECL, Contracts, Procurement and Licensing shall deputise in accordance with the scheme of delegation.

(3) The Director Finance shall be the Chief Finance Officer responsible for securing the proper administration of the Council's financial affairs and arrangements for the purposes of Section 151 of the Local Government Act 1972 as supplemented by Section 114 of the Local Government and Finance Act 1988.

(4) Every Committee, Sub-Committee, Executive and officers of the Council shall conform with the financial arrangements so made.

(5) The Director, Corporate Services, shall be the Electoral Registration Officer, and In accordance with Section 52 and 54 of the Representation of the Peoples' Act 1983, the Council will provide the Electoral Registration Officer with such officers, accommodation and other resources as are in their opinion sufficient to discharge their statutory function.

(6) The Chief Executive, to be designated as the Council's Returning Officer.

Standing Order 56: Register Of Interests

~~Within 28 days of a member's election or re-election or a co-opted members' appointment or re-appointment, he/she shall register all disclosable pecuniary interests as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in the register maintained for that purpose by the Monitoring Officer. Similarly amendment/additions/deletions to a Member's Register of Interest, need to be made within 28 days of the change happening.~~

Standing Order 57: Pecuniary Interests

~~Where a matter arises at a meeting which relates to a Disclosable Pecuniary Interest, the member shall not participate in a discussion or vote on the matter. The member shall~~

~~withdraw from the room at the commencement of the consideration of that business. He/she only has to declare what his/her interest is if it is not already entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.~~

~~Where a matter arises at a meeting which relates to a Disclosable Pecuniary Interest, which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. The member shall withdraw from the room at the commencement of the consideration of that business. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.~~

~~Standing Order 58: Other Interests~~

~~Where a matter arises at a meeting which relates to "other interests" as defined in the Members' Code of Conduct, the member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a sensitive interest the member shall declare the interest but not the nature of the interest.~~

No reference in New Council Procedure Rules (as these are already included in the Members' Code of Conduct).

~~Standing Order 59: Canvassing of and Recommendations by Members~~

~~(1) Canvassing members of the Council, Committees, Sub-Committees or the Executive, directly or indirectly, for any paid work shall disqualify that candidate concerned for the appointment.~~

~~The content of this Standing Order shall be included in any form of application.~~

~~(2) A member of the Council, Committee, Sub-Committee or Executive shall not solicit, for any person, any employment by the Council. This shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.~~

Unnecessary duplication (as (1) and (2) is already contained in 1(b) of the Officer Employment Procedure Rules and 6.1 of Officer/Member Protocol (Part 4))

~~Standing Order 60: Relatives of Members or Officers~~

~~(1) A candidate for paid work for the Council, who knows that he is related to any member or senior officer of the Council shall, when making an application, disclose that relationship to the Chief Officer.~~

~~A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. Every member and senior officer of the Council shall disclose to the Monitoring Officer or relevant Director/Chief Finance Officer/Corporate Manager any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for employment by the Council. The Monitoring Officer or relevant Director/Chief Finance Officer/Corporate Manager shall report to the Council, appropriate Committee, Sub-Committee or Executive any such disclosure made to him/her.~~

~~(2) The content of this standing order shall be included in any application for employment. For the purpose of this Standing Order "senior officer" means any officer so designated by the Council and persons shall be deemed to be related if they are husband or wife or if either~~

~~of them or the spouse of either of them is the son, daughter, grandson or granddaughter, brother, sister, nephew or niece of the other, or of the spouse of the other.~~

Unnecessary duplication (as is already contained in 1(a) of the Officer Employment Procedure Rules