

LOOE TOWN COUNCIL

K O N S E L T R E L O G H

Standing Orders



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Next Review due: 31st May 2024

Looe Town Council Standing Orders incorporating the NALC Model Standing Orders for England (revised 2020)

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Introduction

Looe Town Council's standing orders incorporate the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC) and Looe Town Council specific standing orders as adopted by the Council.

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

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

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Looe Town Council Financial regulations are available on the Council website. A printed copy can be supplied on request from the office.

Standing orders that are in bold type contain legal and statutory requirements. Standing orders not in bold are designed to help our council operate effectively but they do not contain statutory requirements

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

These Standing Orders to be read in conjunction with THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 *

2020 No. 392

*** THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

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. A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded and without discussion
- 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 their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the 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 their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and

shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** Meetings will be held at Looe Library and Community Hub, The Millpool, West Looe or other suitable local venue as determined by the Town Clerk. * Meetings will usually commence at 6.00pm.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) 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 their hand when requesting to speak and should 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 their 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 their 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 their 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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent and who have sent apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x **A meeting shall not exceed a period of 2 hours without a formal resolution by those present to extend the length of the meeting. Only one such resolution is permissible at any meeting and the agreed extension of time shall not exceed 30 minutes.**

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. (see Appendix A)**
- 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 Town Mayor and Deputy Mayor ex officio shall be a voting Member of every Committee. Council Members not appointed to a Committee may attend any meeting of that Committee (with the exception of meetings of the Staffing Committee) and may make representations, answer questions and give evidence as a member of the public but shall not be entitled to enter into the discussions of the Committee or Sub Committee and shall not be entitled to vote on the business of the Committee unless co-opted by the Chair. A member may not be Chair of more than one standing Committee

- e Budgets: Committees, with the exception of the Staffing Committee, can exercise delegated powers only if there is budgetary provision for any proposed expenditure. Each Standing Committee has the delegated power to authorise expenditure up to a limit of £2000 per item, provided that there is sufficient unallocated funds remaining in the committee's budget relating to that expenditure. They can each secure funds within their overall budget in accordance with the provisions of the Council's Financial Regulations.

If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Policy & Strategy Committee, which will then make a recommendation to the full Council. Each Committee with delegated powers shall be responsible for reviewing the budgetary provision for that Committee.

- f Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Policy & Strategy Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.

- g Urgent/emergency matters which would normally be referred to a committee may be dealt with through the convening of a special meeting although if, in the opinion of the Mayor, this is not practical, they shall be dealt with by the Town Clerk in consultation with the Chair of Committee (or in his/her absence the Vice Chair) and the Mayor and be subject to a report to the next appropriate Committee or Full Council meeting, whichever comes first.
- h The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference; (Appendix A)
 - 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 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take**

office and will be followed by the Annual Town Meeting.

- b The business of Ordinary Meetings of the Town Council that are not an Annual Meeting shall include (but not be limited to):
 - approval of the minutes of previous meetings of the Council
 - disclosure of Disclosable Pecuniary Interests or Non-Registerable Interests.
 - to receive reports from Cornwall Councillors representing East and West Looe
 - to receive reports from committees and sub-committees of the Council and approve recommendations made by such bodies
- c **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.**
- d **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- e **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.**
- f **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.**
- g **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- h **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.**
- i **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.**
- j **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.**
- k 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 and Deputy Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Consideration of the recommendations made by a committee;
- iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- v. Review of the terms of reference for committees and elect a Chair;
- vi. Appointment of members to existing committees;
- vii. Appointment of any new committees in accordance with standing order 4;
- viii. Review and adoption of appropriate standing orders and financial regulations;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. 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;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's complaints procedure;
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's employment policies and procedures;
- xix. Review of the Council's expenditure incurred under s.137 of the Local

Government Act 1972 or the general power of competence.

- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 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 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the 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 5 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 5 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, they 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 XXXX held on [date] in respect of XXXX were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or that they have a non-registerable interest in. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer 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.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 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 the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman or Vice Chairman of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman (if there is one), of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. Responsible financial officer

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

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the**

Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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 any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant**

procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the staffing 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 staffing committee or, if they are not available, the vice-chairman (if there is one) of the staffing committee of absence occasioned by illness or other reason and that person shall report such absence to staffing committee at its next meeting.
- c The chairman of the staffing committee or, in their absence, the vice-chairman (if there is one) shall upon a resolution conduct a review of the performance and annual appraisal of the staff member in question. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the staffing committee or in their absence, the vice-chairman of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the staffing committee this shall be communicated to another member of staffing committee, which shall be reported back and progressed by resolution of the staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities and the RFO shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **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 will appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

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

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

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

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

24. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council 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 8 councillors to be given to the Proper Officer.
- c The Proper Officer shall make available 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.

27. Procedure for the Election Of Councillor/s to Outside Bodies

Should a Councillor or Councillors be the only nomination[s] then it will not be necessary to undertake a formal interview process. The nomination[s] for a representative should be discussed at a meeting of Full Council, and the normal appointment process should be followed. If there are 2 or more nominations for a single vacancy, then nominations must be proposed and seconded and a formal vote taken. In such circumstances it is in order for a paper ballot to be undertaken, rather than the normal show of hands. Should this result in a 50/50 split vote, then the Chairman will have the casting vote. Should the Chairman himself be a member of the nomination Trust, then he should delegate this responsibility to the Vice Chairman or in their absence the Chair of the Policy & Strategy Committee.

Council representation also covers the appointment of representatives to other community bodies or organisations.

Appointment of representatives would normally take place every year in May, when the Annual Meeting of the Council is held. The appointment of representatives should follow the normal practice of the Council when electing officers etc, that is, a nomination should be made and seconded, then a vote of the Full Council undertaken. When appointed the Council representative will conduct themselves in accordance with Looe Town Council Code of Conduct.

Should the outside body and/or Town Council consider that the behaviour and/or conduct of the representative to be not in accordance with the Code of Conduct and therefore unacceptable, they should inform the Town Clerk accordingly, giving due reason.

If such a concern or complaint is made, the Town Clerk should take appropriate legal advice and refer the matter to the Staffing Committee for consideration whilst keeping the outside body fully informed. This also applies where a request to remove or suspend the representative with immediate effect has been made. Should this situation arise the Town Clerk must inform the representative and outside body that until the matter has been resolved they should not attend any further meetings or functions of the outside body until notified otherwise

28. Councillor Training

All newly appointed Councillors must undertake formal induction training and, as soon as possible, attend a Code of Conduct Training Programme as organised by Cornwall Council or CALC. All Councillors are required to undertake any appropriate training identified by the Council or committees or mandatory training as required. Councillors who become Chairman or vice Chair of the Council or Committees must undertake training in chairing a meeting and Councillors on the staffing committee must undertake training in employment and HR.

All Councillors should undertake the Code of Conduct training at least every 4 years and shall undertake such training within six months of the delivery of their Declaration of Acceptance of Office.

29. Inspection of Documents

Subject to the requirements of the Data Protection Act,

- a. A Member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b. Subject to Standing Orders Section 1: 12 and 20, All Minutes (other than those of a confidential nature and covered by the Data Protection Act) kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.

30. Councillor Resignations

Councillor Resignations shall be submitted in writing to the Mayor and the Proper Officer and will take immediate effect upon receipt in accordance with the Local Government Act 1972 Section 84.

31. West Looe Town Trust

- a. The Council can have 3 representatives with voting rights on West Looe Town Trust. In the event that a Councillor Representative is not nominated to be a trustee to serve on the Trust then the Trust shall be advised in writing, by the Town Clerk, and the Trust will then make its trustee appointment independently of the Town Council.
- b. Representation is for 4 years. [currently this period is not related to the 4 year period Councillors are usually elected to serve but could change subject to council requirements in the future and in agreement with the Trust]. When the period of representation is due to end, the Trust must notify the Council of the forthcoming vacancy at least 3 months prior to completion of the existing trustee term.
- c. Should a Councillor representative appointed to serve on the Trust resign or cease to be a Councillor then the appointment as Trustee on that Board will automatically cease and the Town Council shall commence the process to appoint a new Councillor representative.

- d. Should a Trustee resign before the end of the 4 year period, the new representative will be required to serve the remaining period of the original 4 year appointment.
- e. If the Trust favours the current representative continuing in their role upon completion of their term of appointment, then the Trust should send a letter of support. On receipt, the Clerk should contact the current representative to confirm their willingness to serve another term. Whilst it is in order for the Clerk to treat this letter as a nomination by the Trust, a formal nomination by a councillor to Full Council will still be required along with a seconder. However there is no automatic right for the current representative to continue as a council nominated representative. When the Council has received notification that the period of representation is due to end, the Council should in the first instance determine whether a councillor wishes to be nominated to the outside body.
- f. Should no councillor wish to be nominated as a Trustee then the Council shall sufficiently advertise the vacant position within the Looe community and start the process to appoint a co-opted representative. Nomination for co-option to West Looe town Trust can be made in the following ways:
 - By the nominee themselves
 - By a Councillor or member of the public
 - By the respective Trust
- g. Whilst a nomination can be made verbally, either at a meeting of Full Council or to the Town Clerk, all nominations must be confirmed in writing to the Town Clerk. So that there is fairness and uniformity in the nomination process, a standard application letter should be completed stating the reasons, and qualifications, for the nomination to the Trust.
- h. Should a Councillor undertake representation for West Looe Town Trust, and that Councillor either resigns or is no longer a Councillor, it may be possible for them to continue as a Council representative. If this is the case, the former Councillor must confirm in writing to the Clerk that they wish to continue as a Council representative to that Trust. In such cases, it will be for Full Council to consider whether it is appropriate for that person to continue to represent the Council. Care should be taken when considering such action, especially if it would result in not having a serving Councillor on West Looe Town Trust.

Adopted by Looe Town Council on 17th April 2023

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The Model Standing Orders 2018 for England were revised in 2020.

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Finance Committee

Full Standing Committee

Main purposes and roles

To support Looe Town Council's strategy and Action Plan and ensure the stewardship of the Council finances, investments and sustainability, keeping

Full Council informed on all aspects of financial performance and ensuring that the Council meets all its financial, regulatory, compliance and other finance related responsibilities.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure that finance is promptly available to remedy any matters for which the Council is responsible that risk the health, safety or welfare of the public, employees or Councillors.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the financial services that are the Committee's responsibility and to evaluate performance over the past year.

5 Budget planning

To lead and coordinate the annual budgeting process, ensuring that Committees submit their proposals on time.

To prepare an annual budget that meets the criteria determined by Full Council (e.g. precept level, planned surplus or deficit, major projects, perceived risks) and to recommend it to Full Council.

To present the required information for setting the precept to Cornwall Council on time.

6 Tenders

Where tenders are not exempted by the Committee, to secure tenders as required, review them and select preferred provider. If work is outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To monitor all Council expenditure against budget and report significant variances to Full Council.

To prepare forecasts of the total annual expenditure to maintain control and assist with future planning. See also Authority section below.

8 Development & monitoring of income

To monitor all income against budget and report significant variances to Full Council.

To prepare forecasts of the total annual income to maintain control and assist with future planning.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To include budgetary provision for grants to local organisations and incentives to town-wide cooperation and to recommend such payments to Full Council.

11 Reserves allocation

To recommend to Full Council in advance of each financial year the allocation of the Council's financial reserves for the year ahead with 50% of gross turnover allocated to overall contingency, ring-fenced items clearly identified and other ear-marking at the Committee's discretion.

12 Accounting records

To monitor the keeping of accounting records and systems of internal controls

13 Financial risk

To review the assessment and management of financial risks faced by the Council

14 Exemptions from tendering

To assess whether contracts due to special circumstances are exempt from a tendering process or procurement exercise

15 Financial regulations annual review

To review the financial regulations which shall be reviewed regularly and at least annually for fitness of purpose.

16 Financial advice

To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects

17 Auditors' reports

To receive Auditors' reports and to make recommendations regarding any matters arising from such reports

18 Payment of accounts

APPENDIX A – Committee Terms of Reference

To approve payments of accounts in accordance with the Standing Orders

19 Resources management

To control the management of the Council's financial resources including bank accounts and investments

20 Debt write-off

To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum

greater than this requiring Full Council agreement

21 Archives and treasures

To maintain any Council archives and civic treasures.

22 Annual report

To work with the Policy & Strategy Committee on the drafting of the financial aspects of the Annual Report.

23 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit

and not already within approved policy or Action Plan.

24 Scope

Finance Committee Chair and members

Responsible Finance Officer

Officers with authority to commit expenditure

All other Council Committees

25 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals

requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant

Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee is overall responsible to Full Council for monitoring expenditure and for ensuring that all Committees remain within budget and comply

with any in-year adjustments to budget that the Finance Committee may determine, if necessary ratified by Full Council.

The Committee may authorise expenditure from approved budgets not under the control of any other Committee. If the Committee needs to draw on

another Committee's budget then the Chair of that Committee will be notified by the RFO.

Proposals for expenditure outside approved budgets, including the use of reserves, will be considered by the Committee and may need to be ratified by

Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

26 Membership

The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the

meeting at the discretion on the Committee Chair but not vote unless coopted.

Quorum is 50% of the committee membership rounded up

27 Meeting arrangements

The Committee shall meet in person [FREQUENCY] with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc basis

when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

28 Reporting

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

29 Resources and budget

The RFO provides support to the Committee

Budget expenditure up to £000

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Library and Community Hub Committee

Full Standing Committee

Main purposes and roles

To encourage and oversee all activity designed to improve the social wellbeing of the community and the cultural life of Looe.

To deliver a Library, Information and Advice Service and refer people to other agencies as needed.

To promote Looe as a visitor destination through the Visit Looe website, social media and collaboration with local businesses.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the

priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure the health, safety and welfare of all people visiting and working in the Library and Community Hub or participating in Council-run events and

mitigate any risks without delay.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support

the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the delivery of the services that are under the remit the Committee and to evaluate

performance over the past year.

5 Budget planning

To prepare and submit to the Finance Committee budget proposals in respect of all services, assets and capital expenditure within the Committee's

remit not later than 30 October each year

6 Tenders

Where tenders are not exempted by the Finance Committee, to secure tenders as required, review them and select preferred provider. If work is

outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To maximise income from all sources within the Committee's remit, alerting the RFO to any likely shortfall as early as possible.

To include explanations of income variances in a report to each Full Council meeting.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the

delivery of the Committee's purposes and roles.

In particular to cooperate with third parties on developing the visitor economy, business collaboration, community events, new or modified services

and working together to help build a more cohesive and resilient community in response to changing social and economic needs.

11 Developing the visitor economy

Through the Visit Looe website and social media to further raise the profile of Looe as a year-round visitor destination.

To support local hospitality and leisure businesses by engaging them with the Visit Looe website.

To facilitate and promote off-season events to attract visitors in quieter months.

12 Publicity and promotion

To lead all aspects of the Council's work on publicity and promotion, raising awareness of the Council's work in the local community, correcting

falsehoods and spreading good news.

13 Library and Community Hub development

To support the continuing growth and success of the library service and of the whole Hub as a community resource, meeting and information centre

with long-term sustainability.

14 Community events

To facilitate and encourage third parties to hold community events throughout the year.

15 Social and economic needs

To research and understand the social and economic pressures on residents and the community overall and to ensure that up to date information and

advice is available online, on social media and at the Community Hub.

To ensure that staff are regularly briefed on community challenges and that they share learning from enquiries they receive.

To ensure that staff receive regular formal training in the provision of information and advice.

To support the social initiatives of Boundless Trust and use the Council's spaces and facilities to alleviate hardship where practicable.

16 Additional matters

APPENDIX A – Committee Terms of Reference

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

17 Scope

The Looe community

Other town organisations

Users of the Library

Visitors to Looe

L&CH Committee Chair and members

L&CH line management staff & volunteers

Visit Looe, business development and social media staff and agencies

Officer supporting L&CH Committee

18 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals

requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant

Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend

from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total

budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are

available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full

Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with

the funding source.

19 Membership

The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the

meeting at the discretion on the Committee Chair but not vote unless coopted.

Quorum is 50% of the committee membership rounded up

20 Meeting arrangements

The Committee shall meet in person [FREQUENCY] with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc

basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme

circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

21 Reporting

Approved meeting minutes will be made available on the LTC web site for public review

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

22 Resources and budget

An Officer provides support to the Committee.

Budget expenditure up to £000

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Policy and Strategy Committee

Full Standing Committee

Main purposes and roles

To propose to Full Council the broad vision and direction of Looe Town Council and identify specific outcomes and goals that enable the Council to deliver that vision.

To establish and regularly review the Council's priorities and with Councillors and staff formulate an Action Plan to guide the Council's work and monitor progress against the Plan.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure that the Council's policies and Action Plan give high priority to all issues affecting or risking health, safety and welfare of all stakeholders. In

particular to agree robust policies for the protection of employees and Councillors from vexatious complaints.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To lead the annual review of all policies, procedures and standards for all Council activities and to evaluate performance over the past year.

5 Budget planning

To alert the RFO or Finance Committee by 30 October each year to any exceptional costs of the Committee's work that are anticipated for the next

financial year and to ensure budget provision is made.

6 Tenders

Where tenders are not exempted by the Finance Committee, to secure tenders as required, review them and select preferred provider. If work is

outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To research and pursue new sources of funding to support the Action Plan.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the delivery of the Committee's purposes and roles.

In particular to work to encourage the formation and cohesion of town-wide collaborative groups in the interests of a unified strategy for Looe.

11 Action Plan

To monitor the Action Plan continuously, ensuring that Committees and staff fulfil the Plan and have the support and resources they need to do so.

With Officers, to keep the Plan under constant review, adjusting it in the light of events and maintaining it as the primary guide for all the Council's work.

12 Business case reviews

To review business cases for all new projects and, in conjunction with the relevant Committee, recommend their Action Plan priority to Council.

13 Statutory obligations oversight

To advise the Council in relation to matters of legislation, policy and procedure and to ensure that the Council is in full compliance with any statutory obligations at all times

14 Committee role alignment

To ensure that there is alignment between all Council Committees in delivering the overall Council vision and Action Plan through committee terms of reference and Action Plan role allocation.

15 Annual report

To work with the Finance Committee on the drafting the Annual Report.

16 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit

and not already within approved policy or Action Plan.

17 Scope

The Looe community

APPENDIX A – Committee Terms of Reference

P&S Committee Chair and members

Officer supporting P&S Committee

18 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals

requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend

from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total

budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are

available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

The committee shall make recommendation to the Full Council for special projects to facilitate the delivery of the Council's Vision

The committee shall recommend to the Full Council where they are recommending other committees to adopt modified work practices and

responsibilities. For example, this may include policy ownership and development of work priorities.

19 Membership

The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the

meeting at the discretion on the Committee Chair but not vote unless coopted.

Quorum is 50% of the committee membership rounded up

20 Meeting arrangements

The Committee shall meet in person twice a year with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc basis

when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme

circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

21 Reporting

Approved meeting minutes will be made available on the LTC web site for public review

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

22 Resources and budget

An Officer provides support to the Committee.

Budget expenditure up to £000

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Planning Committee

Full Standing Committee

Main purposes and roles

To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant

legislation.

To fulfil other planning related functions proper to a local council.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the

priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure the health, safety and welfare of all Councillors and staff engaged in the planning process with particular regard to safety on site visits and

risks through pressure of work or public complaint.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support

the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the delivery of the services that are under the remit the Committee and to evaluate

performance over the past year.

5 Budget planning

To alert the RFO or Finance Committee by 30 October each year to any exceptional costs of the Committee's work that are anticipated for the next

financial year and to ensure budget provision is made.

6 Tenders

Where tenders are not exempted by the Finance Committee, to secure tenders as required, review them and select preferred provider. If work is

outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To monitor and report to the RFO likely income from the Community Infrastructure Levy, where this can be assessed, along with any other planning related income.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the

delivery of the Committee's purposes and roles.

In particular to maintain the relevance and momentum of the Neighbourhood Development Plan and ensure comments on planning applications fully support the Plan.

11 Appeals against refusals

To make representations in respect of appeals against the refusal of planning permission.

12 Street and house naming

To undertake street naming under powers delegated by Cornwall Council, and to make representations regarding house naming and street[?]

numbering.

13 Plans affecting Looe

To consider and monitor strategic, unitary and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and

building preservation orders which impact upon Looe, and the making of all appropriate representations.

14 Economic developments

To offer advice from a planning perspective on economic development initiatives for the benefit of the Town and the making of recommendations on

all related matters and liaison as appropriate with other agencies.

15 Neighbourhood planning

To co-ordinate the Council's work in respect of Neighbourhood Planning.

16 Highways and other routes

To consider all planning matters relating to highways, footpaths and bridleways, cycle routes and to make representations to other authorities

regarding these matters.

17 Licences

To consider and to make representations to other authorities in respect of applications for liquor, gaming and public entertainments licences.

APPENDIX A – Committee Terms of Reference

18 Community engagement

Community engagement and consultation will be considered by the Committee where it is deemed appropriate, and the necessary steps will be taken to advertise and bring to the communities attention so they can fully engage.

19 Other planning matters

To make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference above.

20 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

21 Scope

Planning applicants

People commenting on applications

Cornwall Council Planning

Planning Committee Chair and members

Officer supporting Planning Committee

22 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total

budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with the funding source.

23 Membership

The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the meeting at the discretion on the Committee Chair but not vote unless coopted.

Quorum is 50% of the committee membership rounded up

Meeting arrangements

The Committee shall meet in person [FREQUENCY] with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc

basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

24 Reporting

Approved meeting minutes will be made available on the LTC web site for public review

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

25 Resources and budget

An Officer provides support to the Committee.

Budget expenditure up to £000

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Services and Asset Management Committee

Full Standing Committee

Main purposes and roles

To scrutinise and oversee all aspects of the effective management, security and maintenance of all Looe Town Council's property.

To manage and maintain all assets owned, leased or administered by the Council.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To ensure the health and safety of all people who visit or use any of the Council's properties or facilities.

3 Training and development

To make recommendations or requests to the Staffing Committee to provide training and development activities for Councillors and staff to support the remit of the Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for the delivery of the services that are under the remit the Committee and to evaluate

performance over the past year.

5 Budget planning

To prepare and submit to the Finance Committee budget proposals in respect of all services, assets and capital expenditure within the Committee's

remit not later than 30 October each year

6 Tenders

Where tenders are not exempted by the Finance Committee, to secure tenders as required, review them and select preferred provider. If work is

outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8 Development & monitoring of income

To maximise income from all sources within the Committee's remit, alerting the RFO to any likely shortfall as early as possible.

To include explanations of income variances in a report to each Full Council meeting.

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10 Local needs and partnerships

To understand local needs and demands and to develop partnerships and relationships with other agencies and organisations that facilitate the

delivery of the Committee's purposes and roles.

In particular to cooperate with other agencies on issues that affect the town including policing, public safety and security, traffic, litter and waste.....

11 Leases and licences

To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit

recommendations for consideration by Full Council.

To consider the renewal of leasing/licensing agreements and make recommendations to the Finance Committee if it is not felt appropriate to continue

such an agreement.

12 Security

To consider the securing and security of all Town Council property and land and make recommendations to the appropriate Committee or the Full

Council

13 Asset register

To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry

14 Property maintenance

To maintain the exterior, interior and structural fabric of all Town Council buildings/structures

15 Fees and charges

To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the Finance Committee

16 Agency agreements for devolved services

To secure agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been

negotiated and agreed by Full Council

17 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit

and not already within approved policy or Action Plan.

18 Scope

The Looe community

APPENDIX A – Committee Terms of Reference

SAMS Committee Chair and members
SAMS line management, staff & volunteers
Officer supporting SAMS Committee

19 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals

requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant

Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend

from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total

budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are

available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full

Council.

Any new funding in addition to established income shall be recommended to Full Council for consideration before any agreement is entered into with

the funding source.

20 Membership

The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

Other members may be co-opted for a single meeting on the day of the meeting by resolution of the Committee

Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they wish and may participate in the

meeting at the discretion of the Committee Chair but not vote unless co-opted.

Quorum is 50% of the committee membership rounded up

21 Meeting arrangements

The Committee shall meet in person [FREQUENCY] with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc

basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme

circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Informal briefings and discussions may be arranged, in person or online, but these do not constitute formal meetings and cannot make resolutions.

22 Reporting

The Committee Chair will provide a brief written report of activity at the next Full Council meeting.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

23 Resources and budget

An Officer provides support to the Committee.

Budget expenditure up to £000

APPENDIX A – Committee Terms of Reference

TERMS OF REFERENCE - Staffing Committee

Main purposes and roles

To provide effective and professional management of all matters relating to the employees of Looe Town Council, delegating the day to day line

management to the Town Clerk and management team.

Responsibilities & delegated matters

1 Vision, Mission, Values & Action Plan

To conduct all Committee business adhering to the Council's agreed Vision, Mission and Values (including the Nolan Principles of Public Life) and to the

priorities and schedule in the agreed Action Plan.

2 Health, safety and welfare

To oversee all aspects of health, safety and welfare at work in the interests of employees, Councillors and the Council.

To ensure that any matters of concern are dealt with swiftly and fully by relevant Committees and staff.

3 Training and development

To ensure that the Council provides training and development activities for Councillors and staff in response to recommendations and requests from

other Committees and to support the remit of the Staffing Committee.

4 Policy, procedures & standards

To review annually policies, procedures and standards for all aspects of employment and employee relations and to evaluate performance over the

past year.

5 Budget planning

To prepare and submit to the Finance Committee budget proposals in respect of salaries, pay oncosts and training for all staff not later than 30

October each year

6 Tenders

Where tenders are not exempted by the Finance Committee, to secure tenders as required, review them and select preferred provider. If work is

outside the remit of the Committee or is not in budget then to make recommendations to Full Council.

7 Monitoring & authorisation of expenditure

To authorise and monitor all expenditure against budget. Any risk of expenditure over budget must be reported immediately to the RFO.

See also Authority section below.

8

9 Sub-committees and working groups

To consider recommendations of sub-committees, working groups etc under the control of the Committee

10

11 Employment policies

To review and implement all employment policies in consultation with members of staff

12 Staffing levels

To maintain staffing levels to fulfil the Action Plan, reviewing workloads periodically and making any recommendations for change (including

promotion, re-grading, redundancies, restructuring and fixed term contracts) to Full Council.

13 Recruitment

To approve and oversee the recruitment process of the Town Clerk and other senior staff and, where required, assist the management team in the

recruitment of new staff. To appoint recruitment panels and to grant them the authority to make offers of employment. On making an offer of

employment panels shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.

14 Attendance and leave

To monitor staff attendance, short- and long-term sickness and return to work interviews, all other leave (annual, parental, adoption, compassionate,

TOIL and flexible) and to resolve any associated matters.

15 Terms and conditions of employment

To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the

National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.

To approve job descriptions, person specifications and contracts of employment.

16 Confidentiality and data protection

To maintain confidentiality over all staffing matters as required under the General Data Protection Act 2018 and the Code of Conduct

17 Councillor and employee relations

To deal with all matters relating to councillor/staff conduct and relations

18 Staff Appraisals

To ensure that annual appraisals for all staff are carried out, agree any actions, outcomes, training and development needs and ensure they are carried out.

The annual appraisal of the Town Clerk will be undertaken by the Chair and Vice Chair of Council and that of the RFO will be undertaken by the Town

Clerk and the Chair of the Finance Committee.

APPENDIX A – Committee Terms of Reference

Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on that aspect of their duties by the Chair of that Committee.

19 Grievance & disciplinary procedure

To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action is deemed necessary.

To seek and pay for outside professional assistance if required.

To recruit volunteers from other Town/Parish Councils should there be insufficient members of the Looe Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process.

20 Additional matters

To consider such matters as may be additionally delegated by the Council and to make recommendations to Full Council on all matters within its remit and not already within approved policy or Action Plan.

21 Scope

All employees

Any recognised trade unions

Any party recognised as representing employees

22 Authority

The Committee has authority delegated from Full Council to pursue and act on the matters detailed in its terms of reference with some proposals

requiring ratification by Full Council (Officers to advise).

Matters considered by the Committee outside its terms of reference must not be acted on and must be referred to Full Council or the relevant Committee.

Any proposals for change to policies, practices, standards or services under the remit of the Committee must be referred to Full Council.

The Committee may authorise expenditure only from its own budget previously approved by Full Council. The Committee cannot commit or spend

from budgets under the remit of other Committees, not approved or from future years. The virement of funds from within the Committee's total

budget is permissible but must be notified to the RFO.

In cases where more than one Committee is involved in linked expenditure then each involved Committee must agree to the detail, ensure funds are

available and agree the plan with the RFO.

Any other proposals for expenditure, including the use of reserves, must first be referred to the Finance Committee and may need to be ratified by Full Council.

23 Membership

Chairs of Standing Committees, Mayor and Deputy Mayor (Chair and Vice Chair respectively) and other Councillors appointed by the Committee.

A member will not be eligible for nomination to the Committee – or if already a member must step down – if they have been the subject of an upheld

grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 24 months.

Quorum is four members

24 Meeting arrangements

The Committee shall meet in person [FREQUENCY] with meetings scheduled in advance for the whole Council year (May to April) and on an ad hoc

basis when required by the Chair.

Dates of scheduled formal meetings are published on the Council's website for the Council year and will not be changed except in extreme circumstances.

An agenda will be provided for all formal committee meetings and minutes will be prepared and circulated as soon as practicable after the meeting.

Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task

or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

25 Reporting

Approved meeting minutes will be made available on the LTC web site for public review. If it is not acceptable or practicable for the minutes to be

taken by an Officer then a member shall take the minutes provided the Chair is satisfied that no conflict of interest would thereby be created.

The Committee Chair will provide a brief written report of activity at the next Full Council meeting, not disclosing any personal issues or data.

The Chair shall present an annual report to Full Council demonstrating progress against the agreed Action Plan.

26 Resources and budget

An Officer provides support to the Committee.

Budget expenditure up to £000