

Document 2.1

STANDING ORDERS

(including Committee & Delegation Arrangements)

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

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

References to the Chairman/Mayor in these Standing Orders include the Deputy Chairman/Deputy Mayor and any other Councillor when acting as Chairman/Mayor.

Adopted March 2018

Review by March 2019

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DEFINITIONS

Chairman of the Council	The Councillor of the Council elected to that office by Councillors and known as the Mayor of Hertford.
Chairman of Committee or Sub-Committee	The Councillor elected by the Councillors of the Committee or Sub-Committee to that office. The Councillors of a Committee or Sub-Committee may elect a Councillor of the Committee or Sub-Committee to be Chairman of an individual meeting in the absence of the Chairman and Vice-Chairman.
Committee	A group of Councillors which has been appointed by the Council to whom duties and powers may be delegated which would otherwise be executed by the Council.
Council	Hertford Town Council
Councillor(s)	Duly elected representative(s) of the electoral areas of Hertford Town Council, who have signed the Declaration of Acceptance of Office and are serving on the Council for the time being.
Deputy Mayor or Deputy Mayor	The Vice-Chairman of the Council elected to that position by Councillors of the Council.
Leader of the Council	The Councillor nominated as such by the largest political group.
Majority	A majority of those present at a meeting and voting. A motion may be carried by a single voter if no other Councillor chooses to vote.
Mayor	The Chairman of the Council elected to that position by the Councillors of the Council or otherwise as directed by statute.
Proper Officer	Statutes refer to the "Proper Officer" for a number of purposes. It is usually the Town Clerk for any purpose for which a proper officer is mentioned in any statute except where the issue is finance related when the Finance Officer is identified as the "Proper Officer".
Resident	A person who is resident in the electoral area of Hertford Town Council and whose name may or may not appear on the Register of Electors for Hertford.
Statutory	As laid down by law.
Sub-Committee, Working Party, or Forum	A sub-Committee, working party or forum established by the Council or a Committee
Vice-Chairman of the Council	The Deputy Mayor
Working Party	Councillor(s), Officers and other individuals who have been asked to review or investigate a specific topic or topics and report thereon to the constituting body (Council, Committee or Sub-Committee).

1 FULL TOWN COUNCIL MEETINGS**1.1 Chairing meetings**

The Mayor or in her /his absence the Deputy Mayor shall chair meetings of the Council. In their absence the Council shall select a Councillor to chair the meeting.

1.2 Quorum

No business shall be dealt with unless there is a quorum of one third of the Council (6 Councillors). If there is no quorum, the meeting must be adjourned immediately.

1.3 Holding meetings

1.3.1 An Annual Council Meeting (known as “Mayor Making” at Hertford) shall be held every year on the 3rd Thursday in May. In the year of ordinary elections of town Councillors the annual meeting shall be held within 14 days after the day on which Councillors elected take office.

1.3.2 At least 3 other meetings of the Council shall be held every year on a calendar to be determined by the Council. This calendar shall include the dates of Committee and Sub Committee Meetings.

1.3.3 An extraordinary meeting of the Council may be called at any time by the Mayor.

1.3.4 Any 2 Councillors may submit a written request signed by them to the Mayor to call an extraordinary meeting. In the event of the Mayor not calling an extraordinary meeting within 7 days of receiving the request, or refusing to call an extraordinary meeting, the 2 Councillors may call an extraordinary meeting.

1.3.5 Meetings shall be held at a place, date and time fixed by the Council.

1.3.6 Notice of the time and place of meetings must be fixed in a conspicuous place in the Town at least 5 clear days before the meeting. Where a meeting is called by Councillors of the Council (1.3.4 above), the notice shall be signed by those Councillors and shall specify the business proposed to be transacted at the meeting (the agenda).

1.3.7 All Councillors of the Council shall be given (by post or left at their residence or by email) at least 5 clear days written notice of all meetings of the Council from the Proper Officer specifying the business proposed to be transacted (the agenda).

1.4 Order of business for Annual Council Meetings

1.4.1 In an election Councillors should execute declarations of acceptance of office in another Councillor's presence or in the presence of the Proper Officer before the Annual Council Meeting.

1.4.2 At the Annual Council Meeting the order of business shall be:

1. To elect a Chairman with the style of Mayor;
2. To receive the Chairman's declaration of acceptance of office or otherwise decide when it will be received and the Mayor's oath;
3. In the ordinary year of the election of the Council, to fill any vacancies left unfilled at the election by reason of insufficient nominations;
4. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;
5. To elect a Vice Chairman with the style of Deputy Mayor
6. To appoint Standing Committees and Sub Committees – including any required under the disciplinary procedure and the Town Clerk's appraisal Committee;
7. To receive the nomination of Leader of the Council from the majority political group. (SO 3.1);
8. To make appointments and nominations to outside organisations;
9. To decide the dates, times and place of meetings of the Council for the year;
- 10 To conduct any other business appropriate for the Annual Council Meeting.

1.5 Order of business for ordinary meetings

At ordinary meetings, business will usually be conducted in the following order:

1. To receive disclosures of interest by Councillors in items on the agenda;
2. To approve as a correct record the minutes of the previous meeting. The Mayor or Councillor presiding shall sign the minutes in accordance with statutes (SO1.6);
3. Chairman's announcements and such communications as the Chairman of the meeting may wish to lay before the Council;
4. To deal with business expressly required by statute;

5. To note a change in the nomination of Leader of the Council from the majority political group (SO 3.1);
 6. To receive petitions (SO 1.7);
 7. To receive questions and comments from the public (SO 1.8);
 8. To receive and consider reports from Committee Chairmen including recommendations from Committees and other minutes for information (SO1.9);
 9. To receive business motions from Councillors (SO 1.10);
 10. To receive and consider reports from Officers of the Council;
 11. To approve any changes to Standing Orders, the delegation arrangements or other governing documents;
 12. Any other business specified in the agenda.
- 1.5.2 The order of business may be changed by the Meeting by motion put by the Chairman.

1.6 Minutes

- 1.6.1 No discussion shall take place on a motion to agree the minutes other than upon their accuracy.
- 1.6.2 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.
- 1.6.3 The minutes must record the names of Councillors present at the meeting and the declarations of interest of any Councillor.
- 1.6.4 The minutes of a meeting must be circulated to all Councillors as soon as practicable and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairman.

1.7 Petitions

- 1.7.1 Petitions may be received at ordinary meetings of the Council provided that the petition is received by the Town Clerk no later than mid-day five working days before the day of the meeting and is signed by at least 25 electors within the Town.
- 1.7.2 Petitions may only be about a matter for which the Council has a responsibility or which affects the Town.
- 1.7.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.

- 1.7.4 A petition will not be received by the Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Council in the last six months.
- 1.7.5 One signatory to the petition may speak on the petition for no more than 5 minutes.
- 1.7.6 No discussion shall take place on the petition. A Councillor may move that the petition be referred to the next meeting or to a Committee or to another body. Once seconded, the motion will be voted on without discussion.
- 1.7.7 No more than 5 petitions will be received at a meeting.

1.8 Public Questions and Comments

- 1.8.1 Any resident within the Town may put a question or a comment to the meeting about a matter on an agenda.
- 1.8.2 A resident seeking a response to a question at the meeting must give the Town Clerk notice of the question no later than midday on the last working day before the meeting day.
- 1.8.3 A question or comment will not be received by the Council which is in furtherance of a person's individual circumstances or which is about a matter where there is a right of appeal to the courts, a tribunal or a government minister.
- 1.8.4 A question or comment will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months.
- 1.8.5 An elector putting a question or a comment may speak for no more than three minutes.
- 1.8.6 A maximum of 10 minutes will be allowed for public questions and comments.
- 1.8.7 There shall be no more than 5 questions or comments at any meeting although the Chairman may vary this limit
- 1.8.8 No discussion shall take place on any question put or comment made. Where practical, the Chairman may respond or indicate that a written response will be made.
- 1.8.9 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the elector.
- 1.8.10 At all meetings of the Council, Councillors and co-opted Councillors must not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a disclosable pecuniary interest unless they have received a dispensation in accordance with the members' Code of Conduct. Councillors with such an interest and who have not

received a dispensation should leave the room for the duration of the relevant agenda item. A record will be made in the minutes of the name of any Councillor who leaves the room under this provision. The record will show the reason for which they left and state for which agenda items they were not present.

- 1.8.11 Any Councillor may ask a question of the Council, provided it is communicated in writing to the Town Clerk at least five clear days before the meeting. Such questions are not an opportunity for debate on a subject not included on the agenda. An answer will be provided, which concludes the discussion.

1.9 Reports from Committee Chairmen & recommendations of Committees

- 1.9.1 The usual order for considering reports from Committee Chairmen and recommendations of Committees will be:

Community Services Committee
Development & Leisure Committee
Finance, Policy & Administration Committee

- 1.9.2 The order may be changed by the meeting by motion put by the Chairman where this is conducive to the efficient conduct of business.

- 1.9.3 Recommendations of Committees must be included in full on the agenda for the Council meeting. Recommendations of Committees meeting after the notice of meeting has been sent to Councillors must be circulated to all Councillors as soon as practical.

- 1.9.4 Recommendations may not be discussed until they have been moved and seconded. This will normally be done by the Chairman and Deputy Chairman of the Committee.

- 1.9.5 Normally only one recommendation may be discussed at a time, but the Chairman may allow 2 or more recommendations to be discussed together where this is conducive to the efficient conduct of business.

1.10 Business motions

- 1.10.1 Any Councillor may give to the Town Clerk written notice of a motion the Councillor wishes to move at a meeting at least 10 clear days before the meeting.

- 1.10.2 Motions must be included in full on the agenda in the order they are received.

- 1.10.3 Motions must not be discussed until they have been moved and seconded.

- 1.10.4 Normally only one motion may be discussed at a time, but the meeting may agree on motion of the Chairman that 2 or more motions relating to the same matter be discussed together where this is conducive to the efficient conduct of business.

1.11 Rules of debate for Committee recommendations and business motions

- 1.11.1 Any Councillor may propose an amendment to a Committee recommendation or business motion.
- 1.11.2 An amendment must relate directly to the subject matter of the recommendation or motion and may refer the recommendation or motion to a Committee for consideration or further consideration, delete words, add words, or delete and add words. An amendment must not have the effect of nullifying the recommendation or motion.
- 1.11.3 An amendment may not be discussed until it has been moved and seconded.
- 1.11.4 An amendment may be withdrawn at any time by the Councillor moving it.
- 1.11.5 The Councillor moving the recommendation or motion may incorporate an amendment into the recommendation or motion.
- 1.11.6 Amendments will be discussed separately unless the meeting agrees to discuss them together on the motion of any Councillor.
- 1.11.7 The order of speaking shall be:
- mover of the recommendation or motion
 - mover of amendment
 - any other Councillor wishing to speak
 - right of reply of mover of amendment
 - right of reply of mover of recommendation or motion.
- 1.11.8 A Councillor may speak only once in a debate except where the Councillor has a right of reply or where the Chairman, in her/his discretion permits in the interests of debate.
- 1.11.9 During a debate, but between speakers, any Councillor may move a procedural motion:
- That the question be put to the vote immediately
 - That the meeting move to the right of reply of the mover of the recommendation or motion and then to the vote
 - To proceed to the next business.

If seconded, the procedural motion shall be put to the vote immediately without discussion.

1.12 Voting

- 1.12.1 Subject to any legal requirement all questions to be decided by the Council shall be decided by a majority of the Councillors present and voting.
- 1.12.2 Councillors shall vote by show of hands. A Councillor's vote will only be counted if the Councillor is in the room of the meeting at the time the vote is taken.

- 1.12.3 Immediately after a vote is taken and before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.
- 1.12.4 Immediately before a vote is taken any Councillor may request that a vote is recorded. When a request is made the Chairman or person nominated by the Chairman shall call the names of all the Councillors and after each name is called the Councillor shall state whether s/he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 1.12.5 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.
- 1.12.6 The Chairman must give a casting vote in the event of there being an equality of votes for the election of the Chairman of the Council.

1.13 Procedural motions

- 1.13.1 Any Councillor at any time may move, between speakers, any of the following motions:
- To proceed to the next business
 - To move to the vote
 - To refer a matter to a Committee
 - To adjourn the meeting

If the motion is seconded, it must be put to the vote immediately without discussion.

1.14. Reversing a Previous Resolution

- 1.14.1 A decision of the Council shall not be reversed within six months except either by a special resolution, the written notice thereof bearing the names of at least six Councillors of the Council or by a resolution passed in pursuance of the report or recommendation of a Committee.
- 1.14.2 When a special resolution or any other resolution passed under the provisions of paragraph 1.14.1 of this order has been disposed of, no similar motion may be moved within a further six months.

1.15 Conduct

- 1.15.1 A Councillor or Officer when speaking must stand and address the Chairman.
- 1.15.2 Councillors must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairman in the proper management of the meeting and the role of the Town Clerk as impartial adviser.

- 1.15.3 If a Councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructing business, the Chairman may move that the Councillor be not further heard. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.15.4 If the Councillor continues to behave improperly after a motion that the Councillor be not further heard, the Chairman may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.15.5 If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impractical, the Chairman may adjourn the meeting for as long as s/he considers necessary.

2 COMMITTEE MEETINGS

2.1 Chairing meetings

- 2.1.1 Every Committee shall at its first meeting following the Annual Council Meeting, before conducting any business, elect a Chairman for the year. A Committee may elect a Deputy Chairman.
- 2.1.2 The Chairman of the Committee, or in her/his absence the Deputy Chairman, will chair meetings of the Committee. In their absence, the Committee shall select a Councillor to chair the meeting.

Quorum

No business shall be dealt with unless at least 3 Councillors are present.

If there is no quorum the meeting must be adjourned immediately.

2.3 Holding meetings

- 2.3.1 The ordinary meetings of a Committee shall be held at a place, date and time fixed by the Annual Council.
- 2.3.2 Special meetings of a Committee may be called by the Town Clerk in consultation with the Committee Chairman and Leader of the Council.
- 2.3.3 Notice of the time and place of meetings must be fixed in a conspicuous place in the Town at least 5 clear days before the meeting.
- 2.3.4 All Councillors of the Council shall be given (by post or left at their residence) at least 5 clear days written notice of all meetings of a Committee from the Town Clerk specifying the business proposed to be transacted (the agenda).

2.4 Order of business

2.4.1 Business will usually be dealt with in the following order:

- To receive Apologies for Absence
- Disclosures of interest by Councillors in items on the agenda
- Agreeing the minutes of the last meeting and signing them (SO 1.6)
- Public Question time (SO1.8)
- Any business remaining from previous meetings
- Other business placed on the agenda.

2.5 Voting

2.5.1 Subject to any legal requirement all questions to be decided by a Committee shall be decided by a majority of the Councillors present and voting.

2.5.2 Councillors shall vote by show of hands. A Councillor's vote will only be counted if the Councillor is in the room of the meeting at the time the vote is taken.

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

2.5.4 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.

2.6 Attendance by Other Councillors

2.6.1 Any Councillor who is not a member of a Committee may attend any meeting of that Committee.

2.6.2 The Chairman may permit any such Councillor to speak.

3 OTHER PROVISIONS**3.1 Leader and Deputy Leader of the Council**

3.1.1 The largest political group on the Council may, at the time of the Annual Council Meeting following the ordinary election of town Councillors, nominate a Councillor as the Leader of the Council and Deputy Leader of the Council by giving the Town Clerk notice at least 7 clear days before the meeting.

3.1.2 A change of Councillor recognised as Leader of the Council and Deputy Leader of the Council may take place at any other time provided the largest political group on the Council gives notice to the Town Clerk, who shall report the change to the next ordinary Council meeting.

- 3.1.3 When a nomination is made the Council will note the appointment (SO 1.5.1).
- 3.1.4 The Leader of the Council is the most senior Councillor of the Council politically. He/she will lead the decision making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader of the Council has no legal status or civic and ceremonial responsibilities.
- 3.1.5 The Town Clerk may use the Leader of the Council as a “sounding board” in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal.
- 3.1.6 The Deputy Leader of the Council will act during periods of absence of the Leader.

3.2 Individual Councillors

- 3.2.1 A Councillor may not individually exercise any functions of the Council on behalf of the Council. A Councillor must not issue a direction to an employee or issue any order relating to work being done for the Council or claim any right to enter any property on behalf of the Council.

3.3 Smoking

- 3.3.1 Smoking, (including e.cigarettes) is prohibited during any Council, Committee, sub-Committee or working party meeting.

4 COMMITTEES AND DELEGATIONS

4.1 Appointment of Committees

- 4.1.1 The Town Council will, at the Annual Council meeting appoint such Committees, sub Committees, working parties and forums as are deemed necessary to effectively discharge the Council’s business.
- 4.1.2 The Council may, at any other time, appoint Committees, Sub Committees, Working Parties and Forums as are deemed necessary
- 4.1.3 The Committees and Sub Committees currently appointed shall consist of the number of Councillors set out below or as determined by the Council and they shall have the roles and functions set out below or as determined at the time of appointment.
- 4.1.4 Where the Mayor is not a Councillor of a Committee in his or her own right, the Mayor shall be an ex-officio Councillor and shall be entitled to speak and put forward motions but not vote.
- 4.1.5 The Local Government and Housing Act 1989 requires that District/Borough Councils allocate seats on Committees to Political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles. Hertford Town Council recognises these principles as best practice and therefore to be observed as far as is reasonably practicable.

- a) That not all seats on the same committee are allocated to the same political group;
- b) That the majority of seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- c) That, subject to a) and b) above, the number of seats of committees allocated to each political group bears the same proportion of the total of all the seats on committees; i.e. the sum total of all seats on all committees and sub committees.
- d) That, subject to a), b) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

For the purposes of political balance, a group is required to have at least two members and to have been formally constituted as a Political Group by notifying the Proper Officer (Town Clerk) to inform the Council of that fact and of its name and the identity of its Leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group and to the Proper Officer.

Whenever the Council is required to review the allocation of seats on committees between political groups, or the Council resolves to carry out such a review, the Town Clerk shall submit a report to the Council showing what allocation of seats would, in his/her opinion, best meet the requirements of Section 15(4) of the Local Government and Housing Act 1989 and in the light of such a report, the Council shall determine the allocation of seats to political groups.

Once the allocation of seats has been decided upon, there is a duty on the Council to give effect to the allocation by making appointments thereto in accordance with the wishes of the political groups. The wishes of a properly constituted political group are taken to be those expressed to the Proper Officer in writing by the Leader of the Group

4.2 **FINANCE, POLICY AND ADMINISTRATION COMMITTEE**

The Committee shall undertake the following role and functions:

The Committee will comprise no less than 9 Councillors. The quorum of the Committee shall be 3 Councillors.

1. To keep under annual review the Council's constitution, objectives, policies, protocols and other governing documents.
2. To determine all the resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees and contractors.
3. To recommend to the Council an annual budget and precept.

4. To regularly monitor income and expenditure and to make any recommendations to the Council.
5. To consider recommendations of the Personnel Sub Committee on Human Resource issues.
6. To consider Community Grant applications.
7. To have oversight of Civic and ceremonial matters.
8. To manage matters relating to premises, leases and licences.
9. To show support for/overview of the Hertford Museum.
10. To incur and authorise expenditure not otherwise delegated to another Committee or employee and to oversee expenditure under the New Homes Bonus
11. To provide oversight of the Council's Social Media accounts
12. To provide oversight of the Highways Together Scheme
13. To carry out any function not otherwise delegated to another Committee or employee.
14. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
15. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.
16. To vire expenditure and carry overs within its own budget.

PERSONNEL SUB COMMITTEE (STANDING SUB CTTE OF FPA)

The Committee shall consist of no less than 5 Councillors. The quorum for the Sub Committee shall be 3 Councillors.

The Committee shall undertake the following role and functions:

1. To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.
2. In line with the Council's strategic objectives, to recommend to the Finance, Policy and Administration Committee, any changes in the Council's establishment resulting from a management review of the structure.
3. To receive and approve reports from the Town Clerk on changes and/or issues relating to the Council's staff including overtime.

4. To consider and make recommendations to the Finance, Policy and Administration Committee on the appointment of the Town Clerk and on any matter relating to the conditions of employment and role of the Town Clerk.
5. To approve job descriptions for all Staff.
6. To determine the training and qualification policy of the Council.
7. To determine the expenses policy of the Council
8. To determine the overtime payment policy of the Council
9. To determine the role and reporting practice of the external HR consultant
10. To establish the health, safety and welfare policy of the Council.
11. To determine applications for the payment of honoraria.
12. To determine the policy for the designation of staff as essential/casual car users.
13. To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.
14. To approve proposals from the Town Clerk for additional hours to be worked by the Town Clerk and related TOIL or extra payments.
15. To receive and approve HR and/or medical reports relating to long term sickness and/or absence issues for senior staff including the Town Clerk
16. To review and approve the performance management framework for HTC employees.
17. To determine and oversee the Recruitment and Selection Policy of the Council.

APPEALS COMMITTEE

Functions – to deal with matters arising from the Council's disciplinary and grievance procedures. The Town Clerk, in consultation with the Leader, will call on a minimum of three members to serve as the Appeals Committee, should the need arise.

4.3 DEVELOPMENT AND LEISURE COMMITTEE

The Committee will comprise no less than 9 Councillors. The quorum of the Committee shall be 3 Councillors.

The Committee shall undertake the following roles and functions:

1. To provide publicity, tourism, entertainment and events
2. To provide a Christmas Lights display

3. To provide oversight of the Council's provision of community safety initiatives such as CCTV and Taxi Marshalls.
4. To manage venue hire for the Castle and Millbridge Rooms
5. To facilitate the Hertford Entrepreneurs group
6. To support economic development and promotion of the town centre
7. To provide oversight of the Council's online presence (Council and Go Hertford website)
8. To provide direction and oversight of the Council's support to the Town Centre
9. To provide oversight of the Town and Tourist Information Centre
10. To give approval or otherwise of any development plan, transport plan or similar document or strategy proposals affecting the Town.
11. To provide oversight of the Council's Social Media accounts in relation to events and venue hire promotion.
12. To carry out any of the functions delegated to the Planning Sub-Committee.
13. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
14. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.
13. To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.4 PLANNING SUB-COMMITTEE (STANDING SUB CTTE OF D&L)

The Sub Committee comprises of no less than 5 Councillors. The quorum for the Sub Committee shall be 3 Councillors.

The sub-Committee shall undertake the following roles and functions:

To make recommendations to the Council:

1. In respect of representations to the Local Planning Authority in support of any planning application departing policies in the Local Plan.
2. In relation to any arrangements between the Council and the Local Planning Authority about the involvement of the Council in the discharge of planning functions.

To make representations to the Local Planning Authority or other agency.

- 1 On any other application referred to the Town Council.
- 2 On any other planning, highway or related matter that affects the Town.

NEIGHBOURHOOD PLAN WORKING PARTY

Functions: To work with the Community to produce Neighbourhood Plans within designated areas

4.5 COMMUNITY SERVICES COMMITTEE

The Committee will comprise of no less than 8 Councillors. The quorum of the Committee shall be 3 Councillors.

The Committee shall undertake the following roles and functions:

1. To oversee and manage the Cemetery, Closed Churchyards and Open Spaces
2. To oversee and manage the town's Allotment sites.
3. To maintain the War Memorial.
4. To oversee the maintenance of the Shire Hall and All Saints' Church clocks.
5. To consider matters relating to footpaths..
6. To maintain the Castle Grounds.
7. To receive minutes of the Youth Town Council
8. To consider all matters and amenities in relation to the community that are not covered by any other Committee, including the Pinehurst Playing Field and Play Area
9. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
- 7 To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.
8. To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.6 Delegation to Officers

These delegations derive from the Council.

4.7 The Town Clerk shall:

1. be the Proper Officer for all Proper Officer functions except the “Section 151” function;
2. manage all employees of the Council and have the authority to take disciplinary action under agreed procedures;
3. arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chairman;
4. carry out and implement any Council, Committee or sub-Committee decision;
5. deal with all day to day matters in relation to all the Council’s functions, in accordance with policies and decisions of the Council or relevant Committee.

4.7.1 The Town Clerk may:

1. take urgent decisions on behalf of the Council in consultation with the Leader of the Council and the relevant Chairman;
2. with the exception of item 4.7 (1), delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.8 The Finance Manager shall:

1. discharge all the functions of the “Responsible Financial Officer” under Section 151 of the Local Government Act 1972;
2. make adequate and effective arrangements to pay salaries and wages to all employees of the Council;
3. maintain adequate and effective personnel records.

4.8.1 The Finance Manager may:

1. with the exception of item 4.8.3 (1), delegate any of the above responsibilities to another Officer ([with the exception of the Town Clerk](#)). This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.9 The Marketing & Events Manager shall:

1. Ensure the efficient and effective management of the marketing, events and tourism functions of the Council functions;
2. promote the County Town of Hertford;
3. promote Hertford Castle as a venue for hire;
4. Organise a varied programme of community Events.

4.9.1 The Marketing & Events Manager may:

1. delegate any of the above responsibilities to another Officer ([with the exception of the Town Clerk](#)). This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.10 The Civic Administration Manager shall:

1. ensure the efficient and effective management of the democratic services, civic and grounds maintenance function.
2. deputise in the absence of the Town Clerk
3. act as Clerk to the Planning sub Committee and Youth Town Council.
4. manage the Council's health and safety responsibilities.

4.10.1 The Civic Administration Manager may:

1. delegate any of the above responsibilities to another Officer (with the exception of the Town Clerk). This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

5. Financial Matters**5.1 Annual Statements – Management Accounts**

The Finance Manager shall supply to each member as soon as practicable after 31 March in each year a statement of the income and expenditure of the Council for the completed financial year

5.2 Annual Statements – Statutory Accounts

The statutory accounts of the Council (subject to external audit) shall be presented to the Council for formal approval before the end of June each year.

5.3 Approval of Precept

The Council shall approve, following receipt of a draft budget from the Finance Manager, the precept for the financial year at a Town Council meeting to be held before the end of January each year.

5.4 Financial Regulations

The Council shall approve Financial Regulations each year. Such Regulations shall include detailed arrangements for the following:

The accounting records and systems of internal control
The financial risk assessment
The work of the internal auditor and the receipt of bi-annual reports from the internal auditor
Procurement policies

5.5 Signature of Orders for Payment

Orders for payment of money shall be detailed in the Financial Regulations of the Council and signed by two members.

6. Tenders

6.1 Tender Processes (Over £25,000)

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 but less than £172,514 (or such other values as may be prescribed from time to time by regulation) must, unless exempt from specified regulations, be procured and publicised in accordance with articles 109-144 of the Public Contracts Regulations 2015 or successor regulations. In addition to the requirements set out in the regulations the opportunity will be advertised on the Council's website and may be disseminated in any other manner that is appropriate, having regard to the nature of the contract and suppliers. This may include, but is not limited to, dissemination to a group of economic operators selected for the purpose, whether ad hoc or by virtue of their membership of some closed category such as a trade association. The advertisements and disseminated material shall contain, as a minimum, the same information as that published on Contracts Finder in accordance with the Regulations.

6.2 Any proposed contract with an estimated value exceeding £172,514 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.

6.3 Tenders submitted in accordance with the above processes are to be assessed by officers in accordance with the Financial Regulations and stipulations in the regulations referred to above.

6.4 Restrictions

Unless contrary to regulations:

Canvassing of members of the Council or of any Committee, directly or indirectly, for any contract to be entered into by the Council shall disqualify the potential tenderer from the award of the Contract.

No member of the Council nor of any Committee shall solicit for any tenderer or recommend any tenderer but may nevertheless give a written testimonial of the tenderer's ability, experience or character for submission to the Council with an application for appointment.

6.5 No obligation to accept lowest quote

Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote.

7. Orders for Work, Goods and Services (under £25,000)

- 7.1 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. All Officers are responsible for obtaining value for money at all times. An Officer raising a requisition for an order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

Note: The following information does not form part of the Council's Standing Orders.

ACCESS TO INFORMATION ARRANGEMENTS**1. Access to meetings**

The public and press are entitled to attend any meeting of the Council or any Committee unless excluded by formal resolution in relation to any matter of business.

Notice of all meetings and agenda for meetings will be placed at the Castle at least 5 clear days before the meeting. Agenda for meetings will also be put on the Council's website.

The public may put questions and/or make comments to meetings of the Council in accordance with Standing Order 1.8.

Petitions may be presented to meetings of the Council in accordance with Standing Order 1.7.

The taking of photographs and video and sound recording by any person at any meeting may only be done with the permission of the Council or Committee.

2. Access to documents

A reasonable number of copies of agendas shall be available for the public attending meetings from the Town Clerk.

Minutes of meetings shall be available free to the public on application to the Town Clerk. (Bulk and multiple applications are subject to a copying charge.)

As a minimum, agreed minutes shall be available at the Castle and on the Council's website.

A reasonable number of open reports submitted to meetings of the Council and Committees shall be available for the public attending meetings from the Town Clerk.

Open reports may subsequently be obtained by the public on application to the Town Clerk. (A copying charge may be applied).

Applications under the Freedom of Information Act should be addressed to the Town Clerk.

Applications for personal information under the Data Protection Act 1998 should be addressed to the Town Clerk.

TOWN COUNCIL MEETINGS

FREQUENTLY ASKED QUESTIONS

1. What are Standing Orders for?

To make meetings easier to manage. Some requirements for conducting meetings are statutory but Standing Orders enable clear processes to be applied.

2. How often are meetings required?

The minimum is that four meetings are held in a year, one of which is the Annual Council Meeting (note: this is not the same as the Annual Town Meeting). There is no maximum.

3. When should meetings be held?

The Annual Meeting should be held in May. In an election year, the Annual Meeting should be held within 14 days of the elected Councillors taking office (i.e. on the fourth day after the election or within 14 days after that day).

4. At what time of day should meetings be held?

Any time. If no time is fixed by the Annual Meeting, meetings must start at 6pm.

5. Where should meetings be held?

Anywhere that is free of charge or subject to a reasonable charge. If the Town Council does not own premises, it may require free use of a room maintained by the local education authority or any other room maintained out of a "rate". Licensed premises may be used if no suitable room is available free of charge or at reasonable cost.

6. How many Councillors must attend for a meeting to have a quorum?

Three or one-third of the total number, whichever is the greater number.

7. Does a majority of the Councillors present have to vote for a decision to be made?

No. A majority of those Councillors who actually vote is sufficient (this could be a single person voting).

8. Does the way Councillors vote have to be recorded in the minutes?

No, unless any Councillor asks that the votes cast on a particular item be recorded. A Councillor can ask for his or her individual vote to be recorded.

9. Does a meeting have to carry on until the agenda is completed?

No, a meeting may be adjourned. The business can be completed on another specified occasion prior to the next scheduled regular meeting.

10 Can an agenda include “Any Other Business”?

This is not good practice and no decision may be made on an item of business raised in this way.

11. What if a matter of genuine urgency arises?

Good practice is for decisions to be delegated to the Town Clerk in consultation with a named Councillor or Councillors.

12. Can the public and press be excluded from a meeting?

Yes, if there is confidential business or if there is some other good reason. The exclusion has to be voted for by a majority of Councillors present and the reason has to be stated in the motion to exclude and then in the minutes of the meeting. It is important to do this even if no member of the public is actually present at the time, in case someone arrives during the discussion of the item. The most likely cases are when employment, contracting or legal matters are to be discussed.

13. Can the public speak at meetings?

Yes, but only if the Council has set aside a specified period for public questions or statements. Commonly, this would be at the start of the meeting. This is another example of how Standing Orders can be used to define procedures.