

Based upon the NALC Model Orders July 2018, modified by this Council to support the new empowerment enshrined in the Coronavirus Act 2020 and associated 2020 Regulations.



# Docking Parish Council **STANDING ORDERS APRIL 2020 (ENGLAND)**

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## **INTRODUCTION**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## **HOW TO USE MODEL STANDING ORDERS**

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

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

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

## **DRAFTING NOTES**

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

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

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

From this moment on the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 shall be referred to as LAPCP Regulations 2020

## **1. ● RULES OF DEBATE AT MEETINGS**

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2. ● **DISORDERLY CONDUCT AT MEETINGS**
3. **MEETINGS GENERALLY**
4. **COMMITTEES AND SUB-COMMITTEES**
5. **ORDINARY COUNCIL MEETINGS**
6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
7. ● **PREVIOUS RESOLUTIONS**
8. ● **VOTING ON APPOINTMENTS**
9. ● **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**
10. ● **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**
11. ● **MANAGEMENT OF INFORMATION**
12. **DRAFT MINUTES**
- 13 ● **CODE OF CONDUCT AND DISPENSATIONS**  
*See also standing order 3(u).*
- 14 ● **CODE OF CONDUCT COMPLAINTS**
- 15 ● **RESPONSIBLE FINANCIAL OFFICER**
- 16 ● **ACCOUNTS AND ACCOUNTING STATEMENTS**
- 17 ● **FINANCIAL CONTROLS AND PROCUREMENT**
- 18 **HANDLING STAFF MATTERS**
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(Valid until 7th May 2021)