

BRIDGNORTH TOWN COUNCIL
ADJOURNED ANNUAL TOWN COUNCIL MEETING
TUESDAY 16TH MAY 2017

Agenda item: 23 i) a)

Review of Standing Orders

Proposal from Councillor David Cooper

Procedural resolutions

Resolution 1 – Senior staff

This resolution was made in the Confidential Session of the Adjourned Town Council meeting on 5th October 2015. It was introduced to reflect procedures which are statutorily required for Principal Councils – they are not mandatory for Town or Parish Councils, but were felt to be best practice. The resolution passed under minute 0430/1516 was:

1. “No-one shall be appointed to or dismissed from a relevant officer post (Proper Officer or Responsible Financial Officer, or any post to which those responsibilities have been assigned) other than by resolution of the Council.
2. At least 20 working days before considering a proposed resolution to dismiss the holder of a relevant officer post, the Council shall appoint a suitably qualified and experienced independent person (“the independent advisor”) to advise on the proposed dismissal.
3. Before deciding on a resolution to dismiss the holder of a relevant officer post, the Council must consider:
 - a. The results of any investigations into the proposed dismissal
 - b. The advice and recommendations of the independent advisor
 - c. Any representations from the relevant officer”

This resolution remains in force, however it would be more appropriate for it to be included in Standing Orders so that members are aware of it for the future.

Proposed: that the above resolution be incorporated in Standing Orders under the heading “Matters affecting Council Employees”

Resolution 2 – Proper Officer

This was approved at the Extraordinary Town Council meeting on 14th November 2016 under minute 0501/1617, but did not attain a sufficient majority (two thirds of those present voting in favour) to amend standing orders. It clarifies Standing Order No 4, under which any motions for consideration by the Council are submitted to the Proper Officer (Town Clerk) for checking, and may be rejected if they are considered unlawful or improper. This deals with the situation where the Proper Officer may have a conflict of interest. The motion was:

"In the event that a member proposes to submit a motion for consideration which may represent a conflict of interest for the Proper Officer, or the Proper Officer receives a proposed motion which appears to the Proper Officer to represent a conflict of interest, the member or the Proper Officer shall consult the Town Mayor.

The Town Mayor will consider whether the proposed motion represents a conflict of interest for the Proper Officer.

If the Town Mayor considers that the proposed motion represents a potential conflict of interest for the Proper Officer, the Town Mayor shall advise the member and the Proper Officer accordingly and the appointed Proper Officer shall have no further role in considering the proposed motion for the purposes of Standing Orders 4a to 4e. The Town Mayor shall then advise the Council that a proposed motion has been received which would represent a potential conflict of interest for the appointed Proper Officer.

The Council may then appoint another person, who shall not be a member of the Council, to act as Proper Officer who shall:

- a) Determine whether there is a conflict of interest and:
- b) Assume the role of Proper Officer for the purposes of Standing Orders 4b to 4e and
- c) Attend the meeting at which the Council considers the Motion and
- d) Advise the Council on appropriate procedures to implement it, should the motion be approved."

Proposed: that the above be inserted into Standing Order 4, between 4e and 4f.