

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN THE
TOWN HALL SUDBURY ON TUESDAY 16TH NOVEMBER 2021 AT 6.30PM**

PRESENT: Mrs J Antill – Chair

Mrs S Ayres – (Departed at 8:00pm)
Mr T Cresswell – (Arrived at 6:37pm)
Ms E Murphy
Mr J Owen
Mr R Spivey

ATTENDING: Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk
Mr N Bennett
Mr S Hall

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillors Ms L Fowler, Mrs J Osborne and Mr J Thomas. Councillor Mrs S Ayres was substitute for Mrs J Osborne.

2. **DECLARATIONS OF INTERESTS**

Councillors Mrs S Ayres and Mr T Cresswell declared that they were Babergh District Councillors.

3. **DECLARATION OF GIFTS AND HOSPITALITY**

No declarations of gifts or hospitality were received.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the Policy and Resources Committee meeting held on the 15th June 2021 be confirmed and signed as a correct record. These had been approved and adopted at the July Full Council meeting.

6. **REVIEW OF STANDING ORDERS**

Members reviewed the draft Standing Orders. The timescale of seven days in paragraph 6(b) before any two councillors could call an emergency meeting was discussed as some members

felt that this was too long. The Town Clerk explained that a certain delay was required to allow members a reasonable period to consider and research the background to motions before they were asked to vote. Only three clear days were necessary for this purpose and, if the Mayor wanted to call an extraordinary meeting, he could do so at any time. Only if the Mayor refused to call an extraordinary meeting did other members have to wait for seven days before they could call one. A further three clear days would then be necessary before the meeting. A copy of the draft standing orders is shown at minute page 727.

RECOMMENDED

That the committee recommend to full council the adoption of the Standing Orders with the following amendments:

- **Within the introduction there should be a sentence stating that the word ‘his’ throughout this document refers to any gender.**
- **Paragraph 1.o – insert the word ‘only’ so that the sentence reads ‘a councillor may only speak once in the debate’.**
- **Paragraph 3.i – remove the requirement to standing when speaking.**
- **Paragraph 15 (xii) – to correct the typo to read ‘standing order 23’ instead of 22.**

After meeting note by the Town Clerk – The requirement for other members to wait for seven days if the Mayor refuses to call an extraordinary meeting is fixed by law in the Local Government Act 1972, Schedule 12, paragraph 9. If the Mayor does agree to call an extraordinary meeting, only the three clear days are required as specified in the Local Government Act 1972, section 10(2).

7. LONG TERM USE AND LAYOUT OF MARKET HILL

The Town Clerk advised that unfortunately a meeting scheduled with County Councillor Jessie Carter and two Suffolk Highways officers had been postponed due to sickness. The meeting had been arranged to discuss the two proposals currently being considered by the Town Council for the future use and layout of Market Hill. This meeting had been rescheduled for later in the week.

RESOLVED

That once the two general layout options have been discussed with Suffolk Highways and their opinions on the practicality and legality are understood, a special meeting/away day be arranged to allow the whole town council to discuss the proposals in detail.

8. LONG TERM USE OF THE HAMILTON ROAD QUARTER

The press had published details of the successful bids to the Government’s Levelling Up fund and it was apparent that Babergh District Council’s bid for funding for work in Sudbury had been unsuccessful.

Members stated it would be interesting to know what Babergh’s application contained, and had this included any of the views of the Town Council.

Councillor Bennett reminded members of the Working Group's views in their report on Hamilton Road:

The Covid pandemic alongside the significant increase of on-line retail, increased home-working as well as the closures by national chain retailers and leisure providers makes redevelopment as envisaged more difficult.

However, a mixed use development is still seen as key to regenerating this area though an increased residential element may be required.

The group believe that part of the site towards Bank Buildings could provide an urban park/green space. A place where people can sit in peace and quiet with trees and attractive landscaping. An additional oasis in the town centre.

A walking link from the Market Hill to the rail station is important.

The group also believe that regeneration of this area needs to include the enhancement of the buildings/area currently used by a garage and carpet store.

There is an urgent need for the District Council to talk to the Town Council on future plans.

RECOMMENDED

That members and officers continue to work with Babergh District Council to develop proposals for the Hamilton Road area.

9. BUSINESS PLAN

The Business Plan Working Group had not met since the previous meeting and so there was no new information to impart.

10. TOWN COUNCIL BENEVOLENT FUND

The future requirement for a Town Council benevolent fund was discussed. Members noted that funds could be channelled through the Town Council's existing Grant Aid system to support the work of local charities.

RESOLVED

That no new benevolent fund is required at present.

That any Councillor who believes that there is a requirement may propose a new scheme for consideration.

Councillor J Owen asked that the minutes record that he was against this decision.

11. DEVELOPMENT OF A MEDIA POLICY

At the June meeting of the committee, the development of a Media Policy had been discussed and it had been resolved that any member who had an interest in, or experience of, advertising, pass their suggestions to the Town Clerk. No suggestions had been received.

RESOLVED

That the Town Clerk draft a media policy for members to discuss at the next meeting.

12. FREE USE OF THE TOWN HALL FACILITIES POLICY

Members discussed a draft policy for the free use of the Town Hall facilities. A copy of the draft policy is shown at minute page 750.

Councillor Mrs S Ayres left the meeting at 8:00pm

RECOMMENDED

That the whole of paragraph 5 starting with '*free bookings take a lower priority.....*' should be removed.

Subject to the above amendment, the committee recommend to the full council, adoption of this policy.

13. ANTI-FRAUD AND CORRUPTION POLICY

A copy of the draft Anti-Fraud and Corruption policy is shown at minute page 752.

RECOMMENDED

1.1 'The Relevant Authorities (General Principles) Order 2001' – member were asked to note that according to the Government's legislation.gov.uk website, this is a draft item of legislation and has not yet been made as a UK Statutory Instrument. This did not prevent this being used by the Town Council and it would remain.

3.1 Remove the words '*County Council's Monitoring Officer*' and change to '*as may be available*'.

3.3 Although the current version contains the words '*The Council has produced a Protocol on Members/Officers Relations which provides advice on this related issue*' there is no record of this. The HR committee will produce a draft for this protocol.

5.5 In the last sentence remove the words '*Internal Audit*' and replace them with '*as appropriate*'.

Subject to the above amendments, the committee recommend to the full council, adoption of this policy.

14. LOCAL PURCHASE POLICY

A copy of the draft Local Purchase policy is shown at minute page 758.

RECOMMENDED

That the committee recommend to full council the adoption of this policy.

15. FORWARD PLAN

Members discussed creating a forward plan for the Policy Committee.

RECOMMENDED

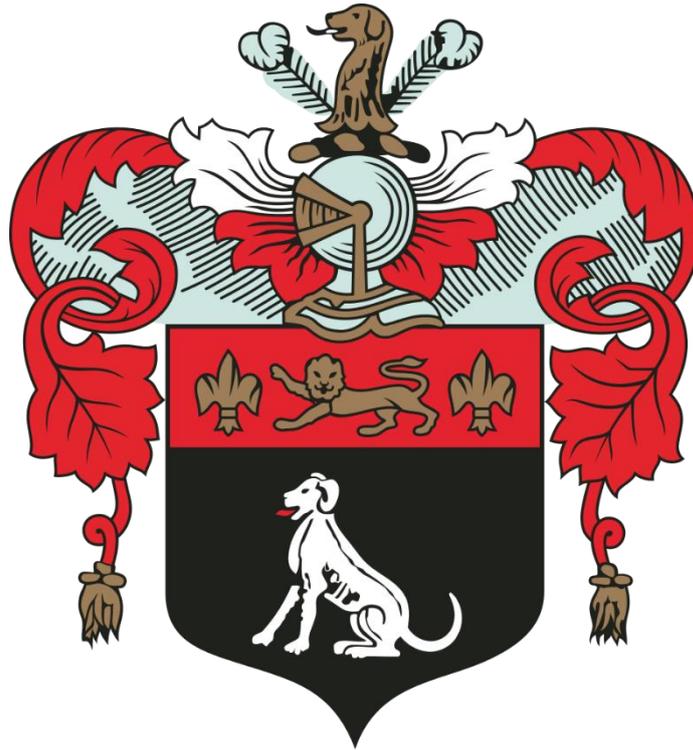
That a forward plan be created to run along side the schedule of policies and their renewal dates.

All policies that require routine review should be added to the forward plan in plenty of time for discussion and approval.

That Market Hill, Hamilton Road and the Business Plan be included in the initial version of the forward plan.

The meeting concluded at 8:10 pm

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Chairman



Sudbury Town Council

Standing Orders

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Introduction

Standing orders are the written rules of a local council and are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council, but may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Sudbury Town Council standing orders are based on a model published by the National Association of Local Councils.

Standing orders shown in bold type contain statutory requirements and councils are recommended to adopt them without changing them. Others may be amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The standing orders do not include financial regulations, which are standing orders to regulate and control the financial affairs and accounting procedures of a local council. Financial regulations, as opposed to standing orders, include most of the requirements relevant to the Responsible Financial Officer.

Where 'him' is used in the text it refers equally to all genders

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.
- 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 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 his 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.
- j Subject to standing order 1(k) below, 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 of 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 only 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. in exercise of a right of reply.
- p During the debate of 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his 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 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 his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed

three 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 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) above 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.**
-  b **The minimum three clear days for notice of a meeting of the Council 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 the meeting of a committee 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 resolution, which shall give reasons for the exclusion.**
- e Members of the public may make representations, answer questions and give evidence in respect of the business on the agenda at a meeting which they are entitled to attend.

- 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 three 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 his hand when requesting to speak 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 his 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 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 **Any person (including the press) wishing to report on the proceedings of a meeting as in paragraph (l) 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 his absence be done by, to or before the Vice-Chairman of the Council (if any).**

 p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from the meeting, the Vice Chairman, if present, shall preside. If both the Chairman and Vice Chairman are absent from a meeting, a councillor as chosen by the councillors present at a 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 or 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 his casting vote whether or not he gave an original vote. See standing orders 5(h) and (l) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.**

s **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 his vote for or against that question.** Such a request shall be made before moving onto 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 present and absent;
- 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 member of a committee or sub-committee 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 his right to participate and vote on that matter.**



v **No business may be transacted at a meeting of the Council 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 two hours.

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.

- 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 Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - 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 full 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) above, 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 one day 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 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 new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**

- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d 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 directs.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Deputy Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- h In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor and Deputy Mayor at the annual meeting of the Council, the business of the annual meeting shall include:**
 - i. In an election year, delivery by the Mayor 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 Mayor of his 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. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee.

The following items under section j will be dealt with annually by the Committee in which it relates.

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;

- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. 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;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. 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);
- xviii. Review of the Council's policy for dealing with the press/media; and
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s. 137 of the Local Government Act 1972 or the general power of competence;
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6 Extraordinary meetings of the Council and committees and sub-committees

- a The Mayor may convene an extraordinary meeting of the Council at any time.**
- b If the Mayor does not or refuses to 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 must 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 or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or sub-committee], any two members of the committee [or sub-committee] may convene an extraordinary meeting of a committee [or 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 three councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved within 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 which it is tabled for 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 **seven** 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five 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 Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book kept for that purpose, with an explanation by the Proper Officer for their 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 sensitive 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 requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a 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 (eg 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 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, he 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 () held on [date] in respect of () were a correct record but his 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 he has 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 he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has 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 he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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) above, dispensations requests 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) above 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 or**
 - 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 District 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 progress an investigation of the complaint or is required by law;
 - 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 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 agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of 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**
- 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 **five** days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his 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. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests under the 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 (eg 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 the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman 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 Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council 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 full 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 applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to 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 a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. 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 £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works 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 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 a 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 £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 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 council or the Human Resources 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 the Human Resources committee or, if he is not available, the vice-chairman of the Human Resources committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources committee at its next meeting.
- c The chairman of Human Resources committee or, in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Human Resources committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk or, where appropriate, another employee shall contact the chairman or, in his absence, the vice-chairman of the Human Resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chairman or vice-chairman of the Human Resources committee, this shall be communicated to another member of the committee, and shall be reported back and progressed by resolution of

the Human Resources 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 as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or Chairman of the Human Resources committee.

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 *see also standing order 11*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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

- a 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) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24 Communicating with District and County councillors

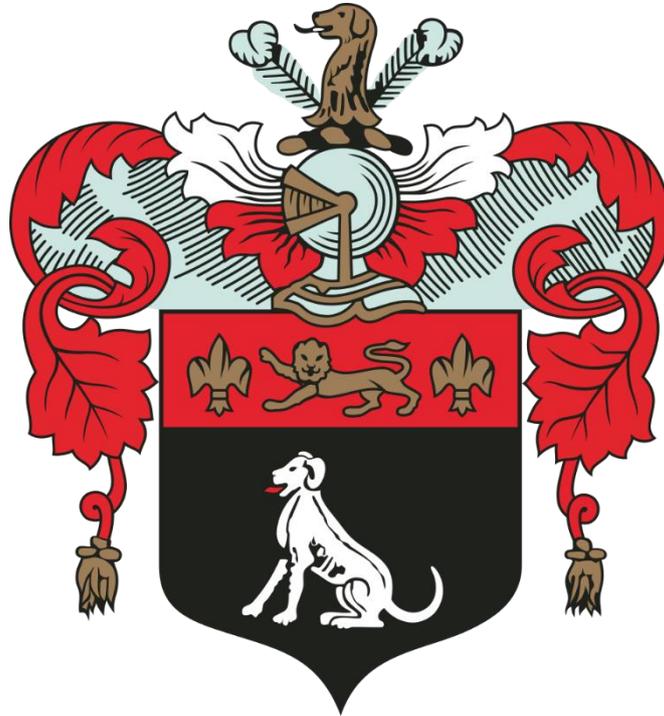
- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25 Restrictions on councillor activities

- a Unless authorised by a resolution, 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 requirements (**shown in bold**) 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 requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his Acceptance of Office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



SUDBURY TOWN COUNCIL

FREE USE OF THE TOWN HALL FACILITIES POLICY

v1.0

Introduction

Sudbury Town Council normally charges external organisations for the use of facilities within the Town Hall. The Assembly Room is available for the public to hire and the Mayor's Parlour may be available to approved organisations when authorised by the Town Clerk. The current charges are shown on the 'Scale of Hire Charges from June 2020'.

Charitable and socially beneficial organisations are already granted reduced rates, however some organisations request free use of facilities within the Town Hall and this policy sets out the Council's approach.

Principles

Where there is an extra direct cost to Sudbury Town Council, such as overtime for any staff members, this will be charged unless there has been a specific grant to offset this cost from the Finance Committee.

Where there is no extra direct cost, such as for meetings when the Town Hall is open for other reasons, free use by charitable or socially beneficial organisations may be considered. Organisations requesting free use will be expected to explain why they cannot pay the normal charges.

Free bookings take a lower priority to paid bookings and may be displaced if a commercial booking comes in later. This does not apply when a specific grant has been made by the Finance Committee to offset the cost.

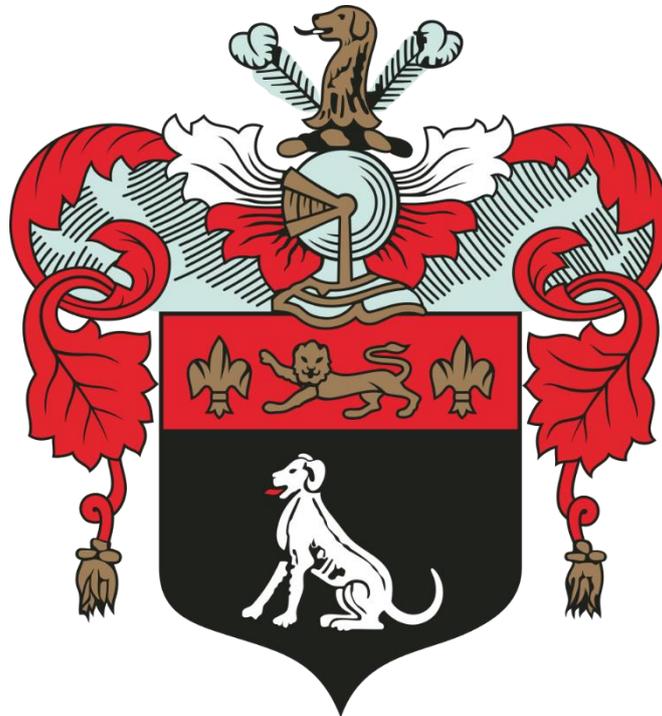
Application Process

Where time allows applications for the free use of facilities within the Town Hall should be made in writing (ideally by email to info@sudburytowncouncil.co.uk) at least a month in advance of the required date so that the request can be discussed by the Leisure and Environment Committee.

Short notice applications may be submitted by the same method and the Town Clerk is given delegated authority to approve them in line with the latest guidance from the Leisure and Environment Committee.

Review of Charging

The Deputy Town Clerk will maintain a record of all free use of the Town Hall facilities and will lead on a formal annual review of the free use process with a report back to the Leisure and Environment Committee.



SUDBURY TOWN COUNCIL

ANTI FRAUD AND CORRUPTION POLICY

v1.0

1. Statement of Intent

1.1 In carrying out its functions and responsibilities the Town Council will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in **The Relevant Authorities (General Principles) Order 2001** throughout their term of office and employment with the Town Council. The principles contained in the Order are detailed in Appendix 'A'. Consequently the Town Council recognises and accepts the need for an Anti-Fraud and Corruption Policy.

The Town Council will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside the Town Council.

1.2 Fraud and corruption are defined by the Audit Commission as follows:-

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another. This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs.

2. Culture

2.1 The Town Council promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

2.2 The Town Council will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud the Town Council or who are corrupt or who instigate financial malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore any abuse may, where appropriate, be dealt with as a disciplinary matter.

2.3 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

3. Prevention

3.1 Role of Elected Members

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect the Council from all forms of fraud and corruption. This is reflected through the adoption of this policy and compliance with the Code of Conduct for elected Members, the Council's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition elected Members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the **County Council's Monitoring Officer**.

3.2 Role of Managers and Employees

3. 2.1 Managers

Managers are responsible for the communication and implementation of this policy in their respective work areas. They are also responsible for ensuring that their employees are aware of the Council's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Managers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated by Managers to the Town Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed. The Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. The Council has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition where appropriate the relevant Criminal Records Bureau checks will be undertaken for employees who will be required to work with children or vulnerable people.

3.2.2 Employees

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies i.e. Health and Safety etc. In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their Manager particularly with regard to the safekeeping of the Council's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and consequently must feel able to share their concerns with management. Concerns must be raised in the first instance directly with their immediate supervisor.

3.3 Conflicts of Interest

Elected members and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information. The Council has produced a Protocol on Member/Officers Relations which provides advice on this related issue.

3.4 Role of Internal Audit

The Town Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent the Council from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

3.5 Role of External Audit

The external auditor has a responsibility to review the Council's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and test of the relevant financial systems and other arrangements for the protection and detection of fraud. The outcomes of these reviews and test are reported each year in the Annual audit letter which is presented to elected members by the external auditor.

4. Deterrence

4.1 Fraud, corruption and theft are considered to be serious offences against the Council and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on circumstances of each individual case in a consistent manner.

4.2 Similarly any elected member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against the Council or have otherwise acted illegally.

4.3 The Council will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so the Council will seek to recover such loss and will give consideration to publicizing the fact.

4.5 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of the Council's commitment to taking appropriate action on fraud and corruption when it occurs.

5. Detection and Investigation

5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

5.2 In addition it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and the **Council's Whistle blowing procedure** has been designed specifically to address this matter.

5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

5.4 All suspected irregularities should be reported directly, or via an Intermediary, to the Town Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

5.5 **Investigations will normally be conducted by the Council's internal audit** and reported to the Town Clerk who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to the Council's external auditor.

5.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

5.7 Where necessary, following the investigation, the Council's disciplinary procedures will be applied to any employee found to be guilty of improper behavior.

6. Awareness and Training

6.3 The Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of Council's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7. Conclusion

The Council has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. The Council is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations. The Town Clerk has day to day responsibility for the successful operations of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to satisfy that the Council's exposure to potential fraud and corruption is minimized.

Appendix 'A'

THE GENERAL PRINCIPLES

Selflessness

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the Law

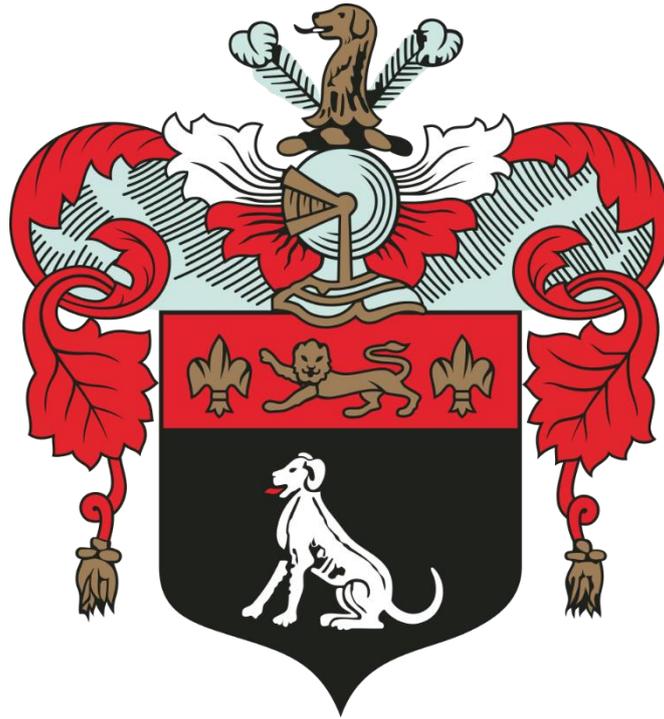
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



SUSBURY TOWN COUNCIL

LOCAL PURCHASE POLICY

v1.0

Introduction

Sudbury Town Council currently looks for the best value for money when making purchases, but this does not include a consideration of will the money go back into the local economy.

The town centre economy, in common with most small towns, is under pressure from internet shopping. The Town Council has run a number of 'shop local' campaigns but has yet to support this with a clear local purchase policy.

Principles

Sudbury Town Council will look for local suppliers when spending money.

If there is a supplier based within the boundaries of Sudbury they will be considered as the preferred supplier if they can supply the items required in the necessary time frame and at an acceptable cost.

Where there is no local supplier, a supplier in the Sudbury hinterland will be the next preference.

Once a preferred local supplier has been identified, the price that they are charging will be compared to the prices available from more distant suppliers, including on the internet. The local supplier will be used if;

- Their price is within 50% of the cheapest price up to £10.
- Their price is within 20% of the cheapest price up to £50
- Their price is within 10% of the cheapest price up to £100
- Their price is within 5% of the cheapest price up to £2,000
- For items above £2,000 the options will be put before the relevant committee.