



6th May 2025

Dear Councillor,

I hereby summon you to attend the **Annual Meeting of Peterlee Town Council** to be held on **Monday, 19th May 2025** in the **Brandling Suite, Shotton Hall, Peterlee SR8 2PH at 6.30pm**

Ian Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

AGENDA

1. To Elect a Chair for the Ensuing Year

To receive and consider nominations for the position. By tradition the incoming Chair usually names their consort once elected.

Following election, the Chair will sign a Declaration of Acceptance of Office.

2. Apologies for Absence

3. Presentation to the Former Chair of Peterlee to Mark Her Year of Office

4. To receive Declarations of Interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt.

Members are also reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer at Durham County Council. This is a legal requirement. Members can check their published declaration of interests using the following link: <https://bit.ly/2wVyeLA>

5. To Elect a Vice Chair for the Ensuing Year

To receive nominations and agree the Vice Chair of Peterlee Town Council. By tradition the incoming Vice Chair usually names their consort once elected.

Following election, the Vice-Chair will sign a Declaration of Acceptance of Office.

6. Minutes

To approve the Minutes of the following meetings:-

- a. Council held on 7th April 2025

7. Review of Committees and Panels

Report of the Town Clerk. (Copy attached)

8. Calendar of Meetings for the Forthcoming Year

To consider the attached Calendar of meetings.

9. Appointment of Members to Committees and Panels

To appoint members to the Committees and Panels in accordance with Item No 7 above.

10. Appointment of Delegates to Other Bodies

To appoint representatives of the Town Council to serve on the following bodies:-

- a. County Durham Association of Local Councils (3 Reps - 2 members and the Town Clerk)
- b. East Durham Association of Parish & Town Councils (3 Reps)
- c. Passmore Pavilion Local Steering Group (1 Rep)
- d. Peterlee Cricket Club (1 Rep)

11. Appointment of Authorised Signatories

Report of Town Clerk (Copy attached)

12. General Power of Competence

Report of the Town Clerk. (Copy attached)

13. Review and Adoption of Policies and Procedures

Report of the Town Clerk. (Copy attached)

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

14. Review of Inventory of Land and Assets

Report of the Town Clerk. (Copy attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 7th April 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor D Howarth (Mayor) and Councillors F J Black, M A Cartwright, B Fishwick, M L Franklin, A Laing, R Moore, R Scott, S Simpson, A Stockport, M T Tough.

Also Present: Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Deborah Woodhall (Resources Manager), Sharon Pounder (Pavilion & Sports Community Manager) and Louise Hudson (Democratic Services Assistant)

C.176/25 APOLOGIES FOR ABSENCE
Apologies for absence had been received from Councillors R Burnip, S Franklin, D Hawley, K Hawley, K Liddell, and M Sanderson.

RESOLVED: That the apologies be noted.

C.177/25 DECLARATIONS OF INTEREST
No declarations of interest were submitted.

C.178/25 PUBLIC PARTICIPATION
No members of the public were present

C.179/25 MINUTES
a. Council held on 17th March 2025
b. Governance Committee held on 25th March 2025

RESOLVED: That the Minutes of the above meetings be approved as a correct record

C.180/25 INTERNAL AUDIT REPORT
Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to advise Members of the recent Internal Audit conducted by Clive Owen LLP; to note the Auditors recommendations and actions taken and planned as a response to the recommendations.

Members noted that all actions recommended by the Auditor had now been implemented as stated in the report.

RESOLVED

1. That the Internal Auditor's report be noted.
2. That the actions taken to implement the recommendations of the Auditor be noted and endorsed.

C.181/25

REVIEW OF COMMITTEE STRUCTURE

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to review the Council's Committee Structure.

The Governance Committee met on 25th March to review the Council's current committee structure. The review was necessary to assess the impact of changes to the decision-making process introduced by the Council on 23rd September 2024, when it resolved to suspend meetings of the Resources Committee and the Community and Environment Committee, opting instead to hold full Council meetings twice a month.

Members considered the recommendations of the Governance committee in detail:

RESOLVED

1. That Council continue to meet on the first and third Monday of each month, with the exception of the August recess; except when a Bank Holiday falls on a Monday on the first or third week, in which case Council will be held on the following Tuesday.
2. That the Resources Committee, Community & Environment Committee, Scrutiny & Performance Committee and Finance Sub-Committee be disbanded.
3. That the Human Resources Sub-Committee become Human Resources Committee reporting direct to Council.
4. That the Health & Safety Sub Committee become Health & Safety Committee and report direct to Council.
5. That the Governance Committee incorporate responsibility for performance review and be renamed Governance & Performance Review Committee.
6. That the Events Working Party become Events Committee.
7. That committees shall have 5 members, with the exception of the Events Committee which shall have 15 members and the Governance and Performance Review Committee which shall have 6 members.
8. That members should be appointed to committees at the annual meeting on the basis of political proportionality.
9. That the structure come into effect from the Annual Council Meeting to be held in May 2025.

C.182/25

REVIEW OF STANDING ORDERS

Consideration was given to a report of the Town Clerk, along with applicable appendices, which had been circulated with the agenda, to review the Council's Standing Orders.

Since issuing the agenda, notification had been received that NALC had issued new Model Standing Orders.

Members considered an addendum to the report setting out amendments required to comply with the new model Standing Orders.

RESOLVED The amendments to standing Orders, as detailed in the addendum to the report be adopted.

C.183/25

REVIEW OF FINANCIAL REGULATIONS

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to review the Council's Financial Regulations.

The Council's Financial Regulations were updated and reviewed by Council on 17th February 2025. (Minute No C.149/24 refers).

NALC had since updated their model Financial Regulations to take into account changes to the Procurement Act 2023 and The Procurement Regulation 2024, which came into effect on 24 February 2025.

RESOLVED That the Financial Regulations be updated to take into account the changes set out in the report.

C.184/25

REVIEW OF SCHEME OF DELEGATION TO OFFICERS

The Governance Committee met on 25th March to review the Council's current Scheme of Delegation to Officers.

Consideration was given to a report of the Town Clerk detailing the Governance Committee's recommendations, which had been circulated with the agenda, to review the Council's Scheme of Delegation to Officers.

RESOLVED That the updated Scheme of Delegation to Officers attached at Appendix 2 be adopted.

C.185/25

EDEN LANE DEPOT - UPDATE

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to update members on progress on works required to Eden Lane Depot to bring it back into use and to earmark funding to enable the required works to be undertaken.

Members were informed that although quotations are being sought in line with Financial Regulations, it was expected that the required work to bring the depot back into full use, could cost in the region of £100,000.

The projected underspend was reported to Council at its meeting held on 17th February 2025. It was proposed that funding be earmarked from the underspend on the 2024/25 budget, to finance the repairs to the Depot.

RESOLVED

1. That the update be noted.
2. That £100,000 be earmarked from the 2024/25 underspend to fund the repairs.

C.186/25

CITIZENS ADVICE

Consideration was given to a report of the Pavilion & Sports Community Manager, which had been circulated with the agenda, to consider the support for Citizens Advice to continue to deliver a service from The Pavilion.

Members agreed this was a valuable community service and were eager to continue supporting Citizens Advice.

RESOLVED

1. That the Council carry on supporting Citizens Advice with free room hire to enable the service to continue operating from The Pavilion for the 2025/26 financial year.
2. That funding allocation be made available to The Pavilion to support the cost of room hire.

C.187/25

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the items to be discussed, the Council passed a formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and/or personal information contained in the report.

C.188/25

FUTURE HEDGE CUTTING, EMBANKMENT MAINTENANCE

Detailed consideration was given to a report of the Neighbourhood Services Manager, which had been circulated with the agenda, to consider the Council's approach to hedge cutting, embankment maintenance and opportunities for Service Direct provision.

Members expressed interest in the Council purchasing a side arm flail, recognising its potential to expand on a Service Direct basis as detailed in the report.

The Chair of Resources Committee proposed that new equipment be considered prior to making a purchase.

Members also suggested purchasing other equipment from the contractor that was useful and economically beneficial to the Council, if any.

RESOLVED

That if the suggested equipment is deemed unsuitable, delegated authority will be given to the Town Clerk to consult with the Chair and Vice-Chair of the Council to proceed with the purchase of the used equipment from a local contractor, due to the time-sensitive nature of the offer.

1. That the purchase of a suitable side arm flail be agreed.

2. That delegated authority be given to the Town Clerk, in conjunction with the Mayor and Chair of Resources Committee to purchase the most suitable and economically viable side arm flail.
3. That the Neighbourhood Services Manager purchase other equipment the contractor had for sale that was operationally useful and economically beneficial to the Council in accordance with Financial Regulations

DRAFT

Report to: Peterlee Town Council

Date of Meeting: 19th May 2025

Subject: **Review of Committees and Panels**

Report of: Chief Officer/Town Clerk

Report Purpose: In accordance with Standing Order 5j the Council must review its committees and panels and their terms of reference at the Annual meeting.

Background: Following consideration of recommendations made by the Governance Committee, Council at its meeting held on 7th April 2025 agreed the establishment of committees and panels detailed at appendix 2 with effect from the Annual Meeting 2025. (Minute No C.181/25 refers).

Terms of reference, which were agreed by Council, are attached at Appendix 3.

- Recommended:**
1. That the Committees and Panels detailed in appendices 2 be approved.
 2. That the Terms of Reference detailed at appendix 3 be approved

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk A risk assessment will need to be completed for the use of the equipment if purchased.

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications.

Council
 All Members
 Meet 1st and 3rd Monday of each month, except for August recess

Human Resources Committee	Health & Safety Committee	Events Committee	Governance & Performance Committee	Disciplinary & Grievance Panel	Appeals Panel	Town Clerk's Appraisal Panel
5 Members Meet as and when required	5 Members Meet as and when required	15 Members Meet monthly	6 Members Meet quarterly or as and when required.	5 Members Meet as and when required	5 Members Meet as and when required	5 Members Meet as and when required
<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council; 2. To act as an Appeals Panel in relation to staffing issues if required under a council policy; 3. To appoint the Town Clerk's appraisal committee 	<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring. 	<ol style="list-style-type: none"> 1. To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council; 2. Oversight of the Town's major events. 	<ol style="list-style-type: none"> 1. To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations. 2. Overview of key targets and major projects 	<ol style="list-style-type: none"> 1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk. 2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon. 3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff 	<ol style="list-style-type: none"> 1. To hear and determine all matters of appeal in connection with the comments and complaints policy. 2. To hear and determine all matters of appeal in connection with Freedom of Information requests 	<p>To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy</p>

Appendix 3

Delegations to Committees and Working Parties

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May Council to be held on first and third Monday of each month, with the exception of the August recess; except when a Bank Holiday falls on a Monday on the first or third week, in which case Council will be held on the following Tuesday
Public and Press access to meeting:	Yes, with the exception of exempt items. Public questions standing item at all regular meetings, i.e 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Human Resources Committee
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council; 2. To act as an Appeals Panel in relation to staffing issues if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	<ul style="list-style-type: none"> - appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk/ Senior Managers

Committee Name:	Health & Safety Committee
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to Council with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk and Senior Managers

Committee Name:	Events Committee
Reports to:	Community & Environment Committee
Membership:	15 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council; 2. Oversight of the Town's major events.
Specific delegated authority:	<ul style="list-style-type: none"> - to oversee and agree the specification of services related to the planning and provision of events - to make recommendations to Council on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Council)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk, Resources Manager and Events Officer

Committee Name:	Governance & Performance Review Committee
Reports to:	Council
Membership:	6 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations. 2. Overview of key targets and major projects
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	Quarterly / As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.

Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council
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Committee Name:	Disciplinary & Grievance Hearing Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk. 2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon. 3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. NB Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Appeals Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To hear and determine all matters of appeal in connection with the comments and complaints policy. 2. To hear and determine all matters of appeal in connection with Freedom of Information requests
Specific delegated authority:	Within above responsibilities
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. NB Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Town Clerks Appraisal Panel
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.

Public and Press access to meeting:	No
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council



Schedule of Council Meetings

2025 to 2026

May '25

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '25

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '25

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '25

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '25

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '25

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '25

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '25

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '26

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '26

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '26

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '26

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Council Meeting



Events Meeting



Governance & Performance Committee

Report to: Peterlee Town Council

Date of Meeting: 19th May 2025

Subject: **Appointment of Members to Committees and Panels**

Report of: Chief Officer/Town Clerk

Report Purpose: Members are required to make appointments to Committees and Panels, as agreed at Item No 7, in accordance with Standing Orders 5j.

Background: Although political proportionality rules contained in the Local Government and Housing Act 1989 does not apply to parish and town councils it was agreed by Council at its meeting held on 7th April 2025 that the principle be adopted to ensure fairness in the appointment of Members to Committees and Panels. (Minute No C.181/25 refers).

Detail Consideration therefore needs to be given to the allocation of seats in accordance with political proportionality. As the report is being drafted prior to the election, further information will be circulated in due course setting out the number of seats to be allocated for each committee and panel.

Nominations will be sought from various groups and independents prior to the meeting to facilitate the appointment of members at the meeting.

Appointments are to be made to the following:

Human Resources Committee, 5 Members
Health & Safety Committee, 5 Members
Events Committee, 15 Members
Governance & Performance Committee, 6 Members
Disciplinary & Grievance Panel, 5 Members
Appeals Panel, 5 Members
Town Clerk's Appraisal Panel, 5 Members

Recommended: That appointments be made to Committees and Panels for the forthcoming municipal year.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications

Legal No direct implications

North East Party	
North East Party	
North East Party	
Independent	Darren Meadows
Labour	
Reform UK	

Governance & Performance Committee, 6 Members

Meets as and when required

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Labour	
Reform UK	

Disciplinary & Grievance Panel, 5 Members

Meets as and when required

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Appeals Panel, 5 Members

Meets as and when required

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Town Clerk's Appraisal Panel, 5 Members

Meets as and when required

Independent SUPY	
Independent SUPY	

Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Recommended: That appointments be made to Committees and Panels for the forthcoming municipal year.

Appointment of Members to Committees and Panels Nomination Form

Group Leaders are requested to provide nominations to the following committees and panels. Seats have been allocated in accordance with political proportionality as set out in the tables below.

NB 5 seat committees / Panels:

Labour and Reform UK are allocated a seat on 2 of the 5 seat Committees/Panels
The Independent Member is allocated a seat on 1 of the 5 seat Committees/Panels

Events Committee, 15 Members

(Meets monthly)

Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
North East Party	
North East Party	
North East Party	
Independent	Darren Meadows
Labour	
Reform UK	

Governance & Performance Committee, 6 Members

(Meets quarterly or as and when required.)

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Labour	
Reform UK	

Human Resources Committee, 5 Members (Meets as and when required)

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform UK	

Health & Safety Committee, 5 Members (Meets as and when required)

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform UK	

Disciplinary & Grievance Panel, 5 Members (Meets as and when required)

NB Members on this Committee cannot sit on the Appeals Panel.

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Appeals Panel, 5 Members (Meets as and when required)

NB Members on this Panel cannot sit on the **Disciplinary & Grievance Panel**

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Town Clerk's Appraisal Panel, 5 Members (Meets as and when required)

Independent SUPY	
Independent SUPY	
Independent SUPY	
North East Party	
Independent/ Lab / Reform	

Report to: Peterlee Town Council

Date of Meeting: 19th May 2025

Subject: **Appointment of Authorised Signatories**

Report of: Chief Officer/Town Clerk

Report Purpose: To appoint six members as authorised signatories to approve payments.

Background: In accordance with Financial Regulation 6.10 a panel of 5 members should be designated as authorised signatories. Two members of the panel should review and authorise a schedule on a monthly basis.

Council is therefore requested to appoint 5 members as authorised signatories.

Recommended: That 5 members be appointed as authorised signatories.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications

Legal No direct implications

Report to:	Peterlee Town Council
Date of Meeting:	19 th May 2025
Subject:	General Power of Competence
Report of:	Chief Officer/Town Clerk
Report Purpose:	To consider the Councils eligibility for the General Power of Competence.
Background:	<p>The General Power of Competence gives the Council, “the power to do anything that individuals generally may do” rather than relying on specific powers. This power applies as long as the action is not specifically prohibited by other legislation.</p> <p>It is intended as a power of first, not last, resort. The test is for the Council to ask itself if an individual is allowed to do it, and, if the answer is yes, then the Council is normally permitted to act in the same way as long as it is not specifically forbidden by other legislation.</p>
Detail	<p>Town and parish councils qualify for the General Power of Competence if they meet the criteria set out in the Parish Councils (General Power of Competence) Prescribed Conditions) Order 2012 and the Localism Act 2011.</p> <p>There are two criteria:-</p> <p>Elected Councillors. At least two thirds of the total number of councillors must have been elected at the last ordinary election, or subsequent by-election.</p> <p>Qualified Clerk. The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.</p> <p>The eligibility process requires that at the first meeting of the full council following an election, the Council considers if it meets the criteria.</p> <p>The Council must then revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the Council after the ordinary election even if the condition of the eligibility criteria has changed.</p> <p>The Council last confirmed that it met the relevant criteria and adopted this power at the 2021 Annual General Meeting.</p> <p>I can confirm that the Council continues to meet both criteria as all Councillors stood for election at the local elections held on 1st May 2025 and the Town Clerk has recently obtained the mandatory Certificate in Local Council Administration (CiLCA) qualification.</p>
Recommended:	That the Council confirm its ongoing eligibility to use of the General Power of Competence.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications

Legal No direct implications

Report to: Peterlee Town Council

Date of Meeting: 19th May 2025

Subject: **Review and Adoption of Policies and Procedures**

Report of: Chief Officer/Town Clerk

Report Purpose: To review and adoption of certain policies and procedures in line with Standing Orders.

Background: In accordance with Standing Order 5j the Council must review and adopt the following policies and procedures at its Annual Meeting:-

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

Detail: The Council has recently reviewed the Standing Orders, Financial Regulations and Scheme of Delegation following detailed consideration by the Governance Committee. The documents are attached for consideration as this is necessary to comply with Standing Orders. However as they have recently been reviewed in detail they can be adopted without further detailed consideration.

It is intended for the Governance and Performance Committee to continue to review all the Council's policies in detail. A schedule showing all Council policies is attached at Appendix 2.

It is therefore suggested that the remainder of the above policies be re-adopted by Council, pending a detailed review by the Governance and Performance Committee.

Recommended: That the above policies be approved.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications

Legal No direct implications

Schedule of Council Policies

Abusive, Unreasonable & Vexatious Complaints Policy
AED Policy
Allotment Policy
Annual Leave Policy
Appeals Hearing Policy
Asset & Investment Policy
Asset Management Plan
Attendance Management
CCTV Policy
Code of Conduct
Complaints Procedure
Council Standing Orders Policy
COVID 19 Policy
Disciplinary Policy
Document Retention and Disposal Policy
Drug Alcohol and Substance Misuse Policy
Equality & Diversity Policy
Expense Policy
Eyecare Policy
Financial Regulations
Flexible Working Policy
Grant Fund Policy
Grievance Policy
Headstone Inspection Policy
Health & Safety Policy
Information Security Policy
Learning & Development Policy
Lone Working Policy
Maternity Policy
Menopause in the Workforce Policy
Mental Wellbeing in the Workplace
Mobile Device Policy
Mutual Respect & Dignity at Work Policy
No Smoking Policy
Outdoor Events Policy
Performance Appraisal Policy
PPE Policy
Probationary Period Policy
PTC Information & Information Security Policy
Recruitment Policy
Redundancy Policy
Resignation Policy
Retirement flexible retirement & Pensions Policy
Risk Management Policy
Safeguarding Policy
Scheme of delegation Policy
Shared Parental Leave Policy
Special Leave Policy
Support for public duties Policy
Toil Policy
Use of Reserves Policy
Volunteering Policy
Whistle Blowing Policy
Working from home Policy
Working in the Sun Policy



PETERLEE TOWN COUNCIL

STANDING ORDERS

Explanatory Note

These 'Standing Orders' set out how the Council regulates its business and proceedings. Our Standing Orders have been adopted from the National Association of Local Councils model standing orders and this latest

Town Clerk

Reviewed and Approved April 2025

PETERLEE TOWN COUNCIL

STANDING ORDERS

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LIST OF AMENDMENTS

These Standing Orders are based on the new Model Standing Orders issued by NALC in April 2025 and were agreed by Council at its meeting held on 7th April 2025 (Minute No C.182/25 refers).

The following amendments have been made to reflect the new Model.

Section	Amendments
	Gender neutral terms used
15	Updated to to reflect Code of Conduct requirements
18e	Paragraph e updated to state “Where the value of a contract is likely to exceed the threshold specified by the Government from time to time” rather than state a figure.
	Various other amendments have been made within the model which do not alter the meaning of the Standing Orders.

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 chair 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 chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting

considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair 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	FC
Committee meetings	C
Sub-committee meetings	SC

- FC** 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.**
- FC** b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C** c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- FC** d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- C** e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 15 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 chair of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and may sit or stand when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- FC** **l** **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
C
- FC** **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.**
C
- FC** **n** **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
C
- FC** **o** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- FC** **p** **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- FC** **q** **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
C
SC
- FC** **r** **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- FC** **s** **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- 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.

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

FC v **No business may be transacted at a meeting unless at least one-third of the**
whole number of members of the Council are present and in no case shall
the quorum of a meeting be less than three.
See standing order 4d(viii) for the quorum of a committee or sub-committee
meeting.

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

x A meeting shall not exceed a period of 2 ½ 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 the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. 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;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 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 decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - 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;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - 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 other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable 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;
- 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 Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair 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 chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair 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 this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

FC e **If the Council’s gross annual income or expenditure (whichever is higher)**
C **does not exceed £25,000, it shall publish draft minutes on a website which is**
SC **publicly accessible and free of charge not later than one month after the**
meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by Durham County 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 them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.**
- b The Proper Officer shall:**
- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;**
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. facilitate inspection of the minute book by local government electors;**
 - v. receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;**
 - vii. hold a copy of every councillor's register of interests;**
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;**

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. 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 all members for information and comment and refer to the next next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (see also standing order 23).
- xviii. Act or undertake activity or responsibilities instructed by resolution or contained in Standing Order.
- xix. Act with delegated authority as indicated in the Council's Scheme of Delegation.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible

Financial Officer shall provide:

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £50,000 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. The Council shall, at its discretion, reject any tender that does not meet the requirements expressed in the tender documents, or which is submitted after the deadline date. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. The council shall always reserve the right to cancel a tender process without awarding a contract.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council, Committee or Sub-Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Resources Manager, or in their absence another senior manager, of absence occasioned by illness or other reason and that person shall report such absence to Management Team and, if appropriate the Chair of Council. Long term absence shall be reported at the next Council meeting.
- c The Town Clerk's Appraisal Panel conduct an annual review of the performance and annual appraisal of the work of the Town Clerk.
- d Grievances will be handled in accordance with the Council's Grievance Policy. The Chair of Human Resources may be advised of a grievance, if appropriate.
- e 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.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council 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 their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- 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).

- 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), any two councillors (usually the Mayor and another councillor) may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of Durham County Council representing the divisions within the Council's area.
- b Unless the Council determines otherwise, a copy of each letter sent to Durham County Council shall be sent to the County Councillors representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;

- or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 11 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.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



PETERLEE TOWN COUNCIL FINANCIAL REGULATIONS

ABSTRACT

These Financial Regulations compliment the Council's Standing Orders and set out the way that the Council conducts its financial affairs. Our Financial Regulations have been adopted from the National Association of Local Councils model.

Chief Officer & Town Clerk
Responsible Financial Officer

Reviewed and Approved April 2025

PETERLEE TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 7th April 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Town Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.
- 1.6. **The Council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Town Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Resources Committee.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
 - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the Council;
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the Council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Resources Committee at least annually as part of the budget setting process.
- 4.3. No later than the end of January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Council.
- 4.5. Having considered the proposed budget forecast, the Council shall determine its council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the Council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £50,000 excluding VAT, the Town Clerk shall make arrangements to seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates, which may include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council, or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Town Clerk, under delegated authority, for any items below [£3,000] excluding VAT.
 - the Town Clerk, in consultation with the Chair of the Council. or Chair of the appropriate committee, for any items from £3,000 to £6,000 excluding VAT.
 - a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items exceeding £6,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
 - the Council for all items over £6,000;
- Such authorisation must be supported by a minute in the case of Council or committee decisions or other auditable evidence trail.
- 5.16. No individual Member, or informal group of Members may issue an official order or make any contract on behalf of the Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council except in an emergency.
- 5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Town Clerk may authorise expenditure of up to £6,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with the Co-operative Bank. The arrangements shall be reviewed at least every 4 years for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by budget holders. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by budget holders.
- 6.4. Personal payments, including salaries, wages, expenses and any payment made in relation to the termination of employment, may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with appropriate authorisation, unless a different payment method has been agreed.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the Council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be emailed to all Councillors for information.
- 6.9. The Town Clerk shall have delegated authority to authorise payments in the following circumstances:
 - i. {any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £6,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Town Clerk / RFO certify that there is no dispute or other

reason to delay payment, provided that a list of such payments shall be emailed to all Councillors for information.

- iv. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Resources Committee.

6.10. The RFO shall prepare a schedule of payments requiring authorisation, together with the relevant invoices. The schedule of payments will be emailed to all members for information. A panel of 5 members shall be designated as authorised signatories. Two members of the panel shall review the schedule for compliance and, having satisfied themselves, shall authorise payment by signing the schedule.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify at least 5 Councillors who will be authorised to approve transactions on those accounts and a minimum of two Councillors will be involved in any online approval process. The Town Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.3. The Service Administrator shall set up all items due for payment online in the presence of a senior officer. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all Councillors.
- 7.4. In the prolonged absence of the Service Administrator an officer shall be appointed by the Town Clerk to set up any payments due before the return of the Service Administrator.
- 7.5. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.6. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to all Councillors by email for information.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.

7.9. Payment may be made by BACS or CHAPS where appropriate provided that the schedule of payments is approved by two duly authorised members, evidence is retained and details of payments are emailed to all members. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

7.10. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk and Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for Council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and duly authorised officers and will also be restricted to a single transaction maximum value of £3,000 unless authorised by Council or appropriate committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be emailed to all Councillors on a monthly basis. Authority for topping-up shall be at the discretion of the Town Clerk.

9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and duly authorised officers. Any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except under exceptional circumstances agreed by the Town Clerk. Receipts should be presented as proof of payment.

10. Petty Cash

10.1. The RFO shall maintain a petty cash of £75 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the Council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year, must be authorised by the full Council, following a written report on the value for money of the proposed transaction.
- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by Town Clerk and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The Town Clerk shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. The RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Town Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Town Clerk shall be responsible for periodic checks of stocks and stores.

16. Assets, properties and estates

16.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other

consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

17.2. The Town Clerk shall give prompt notification to the Council's Insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers.

17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

18. Charities

18.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The Council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Peterlee Town Council Scheme of Delegation

EXPLANATORY NOTE

This scheme of delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other Officers within the Council. These delegations are necessary for the effective day-to-day running of the Council and to prevent every decision having to come to a Council meeting for agreement. This scheme of delegation will be reviewed by Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Town Clerk

Version 3 (April 2025)

PETERLEE TOWN COUNCIL
SCHEME OF DELEGATION

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2. LIST OF AMENDMENTS

Section	Amendments
Appendix 1	Updates to job titles following restructure and inclusion of bank signatories.

3. INTRODUCTION

- 3.1. The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.
- 3.2. The Town Clerk may delegate these duties and powers to other Officers within the Council as per the Authorised Signatories list in Appendix 1, or as otherwise required following prior approval by Council or the relevant Committee.

4. EXTENT OF DELEGATION

- 4.1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 4.2. The Town Clerk will exercise these powers in accordance with:
 - approved budgets
 - the Council's Standing Orders and Financial Regulations
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 4.3. The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 4.4. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so
 - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
 - such authorisation not being prohibited by statute.

- 4.5. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

5. GENERAL MATTERS

- 5.1. The Town Clerk is authorised to:
- 5.2. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 5.3. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 5.4. Institute and appear in any legal proceedings authorised by the Council.
- 5.5. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Peterlee).
- 5.6. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned and the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
- 5.7. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman and a resolution of appropriate Committee.
- 5.8. Deal with day-to-day matters relating to the use of office accommodation space.
- 5.9. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Peterlee organised by the Town Council.
- 5.10. Manage all of the Council's services including:
- Shows and events
 - Parks & Cemeteries
 - Facilities Management including Shotton Hall and the Helford Road Pavilion
 - Services agreed under contract for other authorities and bodies
 - Websites and social media accounts relating to the council and council activities

- 5.11. In consultation where appropriate with the relevant Chairman, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.
- 5.12. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 5.13. To apply for planning consent for the carrying out of development by the Council.
- 5.14. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee.
- 5.15. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- 5.16. To respond to complaints made under the Council's complaints procedure and to make such ex-gratia payments in settlement of such complaints as are considered justified, subject to ratification by an appropriate Committee.
- 5.17. To manage, monitor and review the Council's internal control procedures.
- 5.18. To manage, monitor and review the Council's Corporate Risk Management Strategy.

6. FINANCIAL MATTERS

- 6.1. The Town Clerk is authorised to:
- 6.2. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 6.3. Operate the Council's banking arrangements including arranging overdrafts.
- 6.4. Incur expenditure up to a maximum of £3,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations. The clerk may also incur expenditure more than £3,000 and up to £6,000 in consultation with the Chairman of the Council and/or Chair of Resources Committee, as per Financial Regulations.
- 6.5. Pay all accounts properly incurred.
- 6.6. Pay all subscriptions to organisations to which the Council belongs.
- 6.7. Make all necessary arrangements for the provision of an internal and external audit service for the Council.

- 6.8. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 6.9. Incur expenditure on revenue items within the approved estimates and budgets.
- 6.10. Incur expenditure on capital schemes within the Council's approved capital Programme.
- 6.11. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 6.12. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 6.13. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - the cost not exceeding the approved estimate
 - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - all the requirements of the Council's Financial Regulations being complied with.
- 6.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 6.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 6.16. Authorise action for the recovery of debts.
- 6.17. Write-off debts up to the level set by the Council.
- 6.18. Maintain a Register of Assets and Inventory of Equipment.
- 6.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 6.20. Make all necessary arrangements for the Council's insurances.

7. STAFFING MATTERS

- 7.1. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 7.2 Appointments to posts including apprentices.
- 7.3. Employment of temporary employees.
- 7.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 7.5. Management of staff performance.
- 7.6. Control of discipline and performance, including the power of suspension and dismissal.
- 7.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 7.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
- 7.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 7.10. Approve payment of overtime.
- 7.11. Agree minor variations to the condition of employment.
- 7.12. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 7.13. Authorise training in line with the Council's policies.
- 7.14. Authorise the provision of uniforms or protective clothing.
- 7.15. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 7.16 .Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 7.17. Agree to premature retirement on the grounds of duly certified ill health.
- 7.18. Terminate employment during probation and to review salary on completion of probationary periods.
- 7.19. Commission legal and professional advice on staffing matters.

8. PROPERTY MATTERS

- 8.1. The Town Clerk is given authority to manage the land and property of the Council including:
- 8.2. Agreeing the terms of any lease, licence, conveyance or transfer.
- 8.3. The granting or refusal of the Council's consent under the terms of any lease.
- 8.4. Variations of restrictive covenants of a routine nature.
- 8.5. The granting of easements, wayleaves and licences over Council land.
- 8.6. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 8.7. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 8.8. Exercising responsibility for the safe custody and maintenance of the civic regalia.

9. URGENCY

- 9.1. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 9.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chairman, the Leader of the Council (if appointed) and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

10. EMERGENCY PLANNING

- 10.1. The Town Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 10.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

11. PROCEDURAL

- 11.1. The Town Clerk can:
- 11.2. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 11.3. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 11.4. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

12. HEALTH AND SAFETY AT WORK ACT 1974

- 12.1. The Town Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

13. LEGAL PROCEEDINGS

- 13.1. The Town Clerk is authorised to:
- 13.2. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 13.3. Take Counsel's advice or instruct Counsel to represent the Council.
- 13.4. Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 13.5. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 13.6. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 13.7. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.

- 13.8. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 13.9. Serve Requisitions for Information.
- 13.10. Prepare a draft budget for consideration by the Council.
- 13.11. Prepare the final accounts for each financial year.

Date of Adoption

This Scheme of delegation was reviewed and adopted by Council on 7th April 2025

APPENDIX 1: AUTHORISED OFFICERS SIGNATORY LIST

	BANK SIGNATORY	DEBIT CARD ¹	INVOICES ²	PURCHASE ORDERS ³	CONTRACTS ⁴	TIMESHEETS ⁵
Chief Officer/Town Clerk		X	X	X	X	X
Resource Services Manager	X	X	X	X	X	X
Neighbourhood Services Manager	X	X	X	X		X
Pavilion Sports and Community Deputy/Duty Managers	X	X	X	X		X
Finance Officer	X					
Communications & Marketing Officer (as directed by Resource Services Manager)		X		X		
Events Officer (as directed by Resource Services Manager)		X		X		
Maintenance & Repairs Operative (SC4) (as directed by a Senior Manager)		X				
Neighbourhood Services Team Leaders (SC6) (in Neighbourhood Services Manager's absence or as directed by Manager)		X		X		

1.

¹ Debit card usage is restricted to expenditure under £3,000 from an identified budget with sufficient funds and with express advance approval from relevant SMT budget holder or Town Clerk. See Appendix 2 for pro forma debit card authorisation sheet

² Invoices can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

³ Purchase Orders can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

⁴ Contracts can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

⁵ Counter-signing of timesheets is subject to the Council's policy i.e no subordinate or peers to counter-sign timesheets.

APPENDIX 2: DEBIT CARD AUTHORISATION PROFORMA

Peterlee Town Council Debit Card Authorisation Sheet

The use of the council's debit card by an Officer is only authorised on the following basis:

- That there is an identified budget for the cost incurred
 - That there are funds available in that budget to cover the cost incurred
 - That the purchase is under £500 in value (gross) – any expenditure greater than this must be approved by the Town Clerk or Deputy Town Clerk
- And that the purchase has express approval from the budget holder or Town Clerk prior to the card being used.

Part 1: Authorisation			
Name of Officer receiving Card:		Reason for purchase:	
Budget Code/Heading:		Cost Code/Heading:	
Name of Manager who has authorised purchase:		Anticipated spend: (£ amount)	
Is there funding available in the identified cost centre?			Yes / No

Part 2: Issue/Return			
Date issued:		Time Issued:	
Issued to: (sig)		Issued by: (sig)	
Date Returned:		Time Returned:	
Returned by: (sig)		Received by: (sig)	
Receipt received?			Yes / No



Peterlee Town Council Complaints Procedure

Version 4

SUMMARY

This complaints procedure has been adapted from the national model Town & Parish Council complaints procedure published by the Society of Local Council Clerks (SLCC). The model is based on the guidance on handling complaints produced by the Local Government Ombudsman. This document sets out how you may complain to the Council and how we shall go about resolving your complaint.

Town Clerk

Complaints Procedure

First adopted April 2017, reviewed & approved by full Council May 2024

1. Peterlee Town Council is committed to providing a quality service for the benefit of the people who live or work in the Peterlee area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration, procedures and services and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council in 2021 and if a complaint against a councillor is received by the Town council it will be referred to the Standards Committee of Durham County Council in line with this policy. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Durham County Council here: <http://www.durham.gov.uk/ethicalstandards> or by contacting the Committee's Support Officer on 03000 269 703
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed, or by contacting your local Town Council ward member. You can find out who your local ward members are via the Town Council's website here: <http://www.peterlee.gov.uk/councillors/>

Town Council meeting agendas are published at least 3 days before all of our meetings here: <http://www.peterlee.gov.uk/agendas-minutes/>

There may also be the opportunity to raise your concerns in the public participation section of Council meetings. This section usually occurs between 6.30pm – 6.45pm at full Council meetings.
5. If you are unhappy with a Council decision, you may raise your concerns with the Council, but [Standing Orders](#) prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

6. You may make your complaint about the council's procedures, services or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk:

The Town Clerk 0191 586 2491

clerk@peterlee.gov.uk

Peterlee Town Council, Shotton Hall, Old Shotton, Peterlee SR8 2PH

7. Wherever possible, the Town Clerk will try to resolve your complaint immediately and without referring to the formal procedure. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days and will instigate the formal procedure.
8. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will liaise with the Clerk in resolving your complaint:
Chairman of the Council, c/o Peterlee Town Council, Shotton Hall, Peterlee SR8 2PH
(0191) 586 2491 council@peterlee.gov.uk
9. If the formal procedure is invoked you will be asked to put your complaint in writing, either on paper or by email. You must submit your name, address and either a telephone or email address where you can be contacted. The Town Clerk will investigate your complaint, obtaining further information as necessary from you and/or from staff or members of the Council (as appropriate).
10. The Clerk will notify you within 20 working days of the outcome of your complaint of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
11. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Appeals Committee of the Town Council. This referral will be made by the Clerk or Chairman of the Council at their discretion and the result of the referral will be reported to full Council. You will be notified in writing of the outcome of the review of your original complaint, usually within 8 weeks of the complaint, although this period may be extended in exceptional circumstances.
12. If the complaint is about the Town Clerk, the Chairman of the Council will manage the process for the complaint in conjunction with another suitable officer, most probably a Senior Officer from Durham County Council.
13. Some disputes may need to be handled outside of this complaints procedure, for instance where legal proceedings are involved or where a claim for compensation is made that we need to refer to our insurers. If this is the case the Town Clerk will seek legal advice before advising you of the process to be followed.

Peterlee Town Council

Guidance for submitting a Request for Access to Information (Published on PTC Website)

1: What is Freedom of Information?

The [Freedom of Information Act 2000 \(FOI\)](#) came into force on 30 November 2000.

FOI gives you the right of access to information held by Peterlee Town Council (the Council) although the Council may refuse access to the information if that information falls within any of the exemptions under the FOI. The exemptions protect against the disclosure of information that would, for example, harm commercial interests, information provided in confidence and personal information about individuals – particularly if it is sensitive personal information.

2: What can I ask for?

Your right to ask for information only relates to information held by the Council at the time you make your request. 'Information' may be in any recorded form eg a paper document, computerised records, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

FOI provides a right to 'information' rather than to records or documents. Although you are not required to specify any particular document, you must describe the information you are requesting in as much detail as possible. The Council publishes a wide range of information. You may first wish to check the [Council's Publication Scheme](#) to find out whether the information you are requesting has already been published or if there are plans to do so. A copy of the Scheme is available on the [Council's website](#).

3: Do I need to give a reason to see information?

No. You do not have to give a reason as to why you want to see any information. The Council must give you an explanation if you are not given what you ask for.

4: Can I ask for personal information about myself?

No. A request for personal information about yourself must be made under the [Data Protection Act 1998](#) and not FOI.

5: Can I ask for personal information about a third party?

Yes. Personal Information relating to a third party will be dealt with under FOI. However, before you are given access to personal information relating to a third party, you may be asked to provide proof of the third party's consent to the disclosure.

6: How do I make a request for information?

Requests/applications must be in legible form ie in writing and capable of being used for subsequent reference. Try to provide as much information as possible to enable the Council to identify and locate the information which you are seeking or requesting. Please email your FOI request to clerk@peterlee.gov.uk or by letter to:

The Town Clerk
Shotton Hall
Peterlee
County Durham SR8 2PH

7: How do I make a request for information if I am suffering from a disability, am ill or illiterate?

If you find it impossible or unreasonably difficult to put your request in writing the Council may have to make a reasonable adjustment for you under the Equality Act 2010.

Requests for further assistance should be made to the Town Clerk at the email or address detailed in Note 6 above or by telephone on 0191 586 2491.

8: Are there limits to the information I can ask for?

Yes. Confidentiality is sometimes necessary to ensure the effectiveness of the Council's decision-making and to protect commercial interests, information provided in confidence, personal information and other important interests. For these reasons, some categories of Council information are not covered by the commitment to provide information. Nevertheless, it is the Council's aim to ensure that information should be made available unless it is clearly not in the public interest to do so or we consider that releasing the information would be in breach of the law (e.g. a breach of the Data Protection Act).

All requests for information will be considered on their merits.

9: How do I describe the information I am asking for?

If at all possible, describe the information as fully as you can to enable the Council to identify and locate it. If you are requesting personal information, please state precisely in whose name the information is held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person (refer to Notes 4 and 5 above). Where you provide insufficient information to enable the Council to identify or locate the information you are asking for or where your request is ambiguous, the Council will as far as practicable provide you with assistance to enable you to describe more clearly the information you are requesting. The aim of this assistance will be to clarify the nature of the information sought. Where information is likely to be refused on cost grounds, the Council will give you an indication of what information could be provided within the costs ceiling (refer to Note 11 below).

10: What happens if the Council does not hold the information?

The Council may not hold the information you are asking for because the information may have been destroyed in accordance with the Council's data retention policies or the information may be held by another public body. In such cases, you will be told that the Council does not hold the information. Where the Council believes that the information is held by another public body and that it would be appropriate to transfer your request to that other body, you will be asked whether you have any objections to the Council making the transfer. The public body will be asked whether it consents to your application being transferred to it. Your application will only be transferred with your consent and with the consent of the other public body.

11: Can the council charge a fee?

In certain circumstances the Council can charge a fee. Charges may apply in respect of the search and retrieval of information in addition to charges relating to photocopying, postage, video, tape, disk and computer runs. Full details of charges levied by the Council are available from the Town Clerk at the address detailed in Note 6 above. Fees may be waived where the information you are seeking would be of particular assistance to your understanding of an issue of local importance.

NB: Peterlee Town Council will follow Durham County Council's guidance on charges/fees that apply at the time of a request being made.

12: How do I receive the information I have asked for?

You are entitled to say how you wish the information to be communicated to you. This may be by letter, in the form of a digest or summary of the information or by inspection of the information at the Council's Offices on a date and at a time to be mutually agreed between you and the Town Clerk

13: When must the Council provide me with the information I have asked for?

The Council will respond promptly to your request for information and in any event not later than on the 20th working day of the date of receipt of your application. If it is likely to take longer, the Council will let you know.

14: Can the Council refuse my request for information?

In certain circumstances the Council refuse your request for information. Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused. The Council may refuse to accede to a request for information where the Council estimates that the costs of complying with the request would exceed the costs ceiling set by the

Council (refer to Note 11 above). The Council may also refuse to accede to a request for information where the information is considered to be exempted under FOI (refer to Note 8 above). You will be given an explanation of the reasons for refusing your request for information.

15: Can I appeal against the Council's decision to refuse my request for information?

Yes. If you are not satisfied with the decision ie your request has been refused or where you consider that your request has not been properly handled and the issue cannot be resolved in discussion with the Town Clerk you may ask for the decision to be reviewed. Your request for an internal review must be submitted in writing within 4 weeks of the date of the decision to:

The Town Clerk
Shotton Hall
Peterlee
County Durham
SR8 2PH
Or by email: clerk@peterlee.gov.uk

If you are not satisfied with the decision on the appeal, or where the Council has failed to respond to you within the time specified or within the time agreed between you and the Council you may apply to the Information Commissioner for an independent review at the following address:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Website: <https://ico.org.uk/>

16: Who do I contact for further information or assistance on Freedom of Information?

The Freedom of Information Act 2000 is available from any Government Publications Sales Office and from the Information Commissioner's Web site. <https://ico.org.uk/>

17. Monitoring of FOI Request Activity

Monitoring of requests received by the Council is a necessary element of an established programme for recording and analysing the types of information requested and the Council's overall performance in handling requests. Wherever possible, the Council will keep information used for requests monitoring in an anonymised form so that it cannot be linked to any particular individual. All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Internal Auditor or Information Commissioner for statistical information purposes. The data collected for monitoring purposes is aggregated, kept apart from general personal records and subject to strictly controlled procedures

Peterlee Town Council

Privacy Statement (Published on PTC Website)

Information which you send to us through this website, either by email or through electronic forms, will be treated as follows:

- We will keep information no longer than we reasonably believe is necessary.
- We will use information only for the purpose for which you sent it.
- We may use information for statistical analysis but in such a way that your identity will not be involved.

You will not receive unsolicited paper or electronic mail from us as a result of using an electronic form unless we explicitly ask for and get your permission. We will not pass on your email address or any of your personal details to other organisations.

Unless stated otherwise (for example; that you are viewing information over a secure connection) information transmitted over the internet is not secure and we cannot accept responsibility for misuse of information intercepted in this way.

All emails and any associated attachments received by our client will be electronically intercepted and examined for viruses etc. This is purely routine and any delay will be kept to a minimum.

If You Are under 16

Please get permission from a parent or guardian before using our website. We advise that you never reveal any personal information about yourself or anyone else (for example; your home address, telephone or email details).

Cookies

What are Cookies?

We use cookies on this website. A cookie is a small piece of text stored on your computer, phone or whatever you use to surf the Internet. Cookies have many uses, but fundamentally they are used to store information about you on your computer.

How We Use Cookies

We do not use cookies on this website for the collection of personal data, however temporary cookies are used by the website statistics package to log you into the system. If you have any queries about this please contact the council's Website Administrator for help and advice. This policy applies to this website but not to sites to which we provide links.

Deleting Cookies

If you do not want to receive cookies from this website, select cookie settings under the privacy settings in your browser options, then add our domain to the list of websites you do not want to accept cookies from. Under settings you can also delete individual cookies or any cookies that your browser has stored. You can find more information on how to delete and control cookies at aboutcookies.org. If you set your browser to refuse cookies, please be aware that there may be functionality on various websites that does not work.

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Who are we?

Peterlee Town Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Peterlee Town Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: –

- To enable us to provide services for the benefit of the public in Peterlee;
- To administer membership and customer records;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at Peterlee Town Council;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject to enable us to provide you with our services, keep you informed about news, events, activities and services
- Processing is necessary for carrying out legal obligations in relation to employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: –
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others with your consent or if required to do so in law.

6. How long do we keep your personal data?

We keep data in accordance with the 'Retention Guidelines for Local Authorities' provided by the Local Government Group of the Records Management Society of Great Britain, and in line with guidance from the Information Commissioners Office.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Peterlee Town Council holds about you;
- The right to request that Peterlee Town Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Peterlee Town Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public

interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]

- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Town Clerk at Shotton Hall, Peterlee SR8 2PH
phone 0191 586 2491 or
email council@peterlee.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



RECRUITMENT AND SELECTION POLICY

Version 2: July 2023

ABSTRACT

Peterlee Town Council provides this Recruitment and Selection Policy as guidance to follow for process of recruitment and selection.



Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

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Introduction

This policy provides guidance to those involved in selecting staff, on what Peterlee Town Council considers to be good practice. The Council has made clear its commitment to equal opportunities for all by the adoption of an Equality and Diversity Policy. All selection processes must take place within the framework laid down by this policy. All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

Aims

<p>❖ Attraction The recruitment and selection process seeks to attract, recruit, and retain a diverse range of talented individuals for the organisation.</p>	<p>❖ Declarations of Interest Declarations must be made at the appropriate stages of the recruitment process.</p>
<p>❖ Equality There should be equality of opportunity in all recruitment processes. Ensuring the selection process is in accordance with PTC's Equality and Diversity policy and equal opportunities legislation.</p>	<p>❖ Cost Effective Recruitment processes should be conducted in a cost-effective manner.</p>
<p>❖ Transparency All candidates should be treated fairly using a transparent process. This includes documenting selection criteria, decisions and feedback to unsuccessful candidates that attend interview.</p>	<p>❖ Confidentiality All information relating to any recruitment process must be treated confidentially and in accordance with data protection law.</p>

Ensuring fair and legal recruitment

Anyone involved in recruitment must be aware of their responsibilities under UK legislation, these include:

- Data Protection Act 2018
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Protection of Freedom Act 2012
- Children Act (section 11)

We are committed to ensuring equal opportunities for all. We will always undertake shortlisting, interviewing and selection without regard to:

- Gender
- Sexual orientation
- Marital status
- Race
- Ethnic origin
- Religion
- Age
- Sex

Confidentiality and Data Protection

Everyone involved in the recruitment process have a responsibility for data protection. The collection, processing, storage, and retention of all information should be in line with current data protection laws and PTC's Document retention and Disposal policy.

Elements in the Recruitment Process

Job Description

The job description and the person specification (see below) form the basis for the selection process. This includes the advertisement, further particulars, shortlisting criteria, structure of the interview and final selection. Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Town Clerk to clarify the essential elements of the job and to ensure that the components remain relevant. The job description will be included in the further particulars.

Person Specification

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up by referring to the summary of duties or job description the appointee will be required to undertake. A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event

of decisions being challenged by unsuccessful candidates. Particular care should be taken to avoid discrimination.

Advertisements

Posts can be advertised both internally and externally. All advertisements will be approved by the Town Clerk and conform to an agreed Council style. The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualifications and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. If there is some flexibility available this should be stated – for example, that applications from part-time or job share candidates would be considered. The advertisements should not be too wordy as this reduces impact.

Further particulars

Following advertisement of a post the pack which is issued to enquirers will include the relevant Conditions of Service and, where appropriate, a set of further particulars. The purpose of the further particulars is to provide general information about the Council, its activities and about the particular post. They will expand on the information given in the advertisement and should specify any particular selection criteria associated with the post. These should be consistent with, and based on, the job description/summary of duties and the person specification. The further particulars should contain a reference to a contact to whom informal enquiries regarding the nature of the post will be directed. (Normally the person will be the Line Manager to the post).

Applications

The Council uses application forms for recruitment in respect of all staff except casual staff. (CV's will be accepted and considered for casual roles only, and if shortlisted for interview, candidates will then be asked to complete an application form). All potential applicants should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercise. The form is designed to elicit essential information from candidates.

Shortlisting

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist. The composition of the Shortlisting Panel will vary according to the type of post being filled. Shortlisting will be undertaken by more than one person, preferably 3, with a mix of male and female Panel Members. The person specification and the further particulars must

be used as the basis for shortlisting against the factual elements and criteria specified. At this stage particular care should be taken to avoid discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for not shortlisting candidates. Ideally, no more than six candidates should be identified for interview. Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following interview (see below).

Selection Methods

An interview must form part of the selection process as a minimum, where the position has been advertised through open competition. The chosen selection methods should be agreed prior to any advertisements for the position. The chosen method(s) will vary depending on the role and should focus on testing the skills required for the role. Selection methods may include, assessments, trial shifts and testing.

Reasonable Adjustments

As a disability confident employer, we will put in place any requests for reasonable adjustments from applicants with a disability. Each request must be considered on their own individual merit.

Interviews

The Interview Panel will comprise normally of the members of the Shortlisting Panel. The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails. Before the interviews begin the Panel will establish at the outset the aspects of the candidate's qualifications and experience to be explored by each Panel Member. To ensure equity, all candidates should be asked similar questions, which will be competency based following the Council's Competency Framework which include the following 6 competencies:

- Building our future
- Customers first
- Personnel Impact
- Working with others
- Communications
- Delivering results

This will allow each candidate the opportunity to demonstrate their relevant skills and abilities.

At this stage the Council will check and photocopy one of the following documents to verify a candidate's identity:

- UK British passport or Full UK Birth Certificate and proof of NI Number.
- EU passport or ID Card.
- Non-EU Passport and Visa.

Once a photocopy has been taken, original ID can be returned to the applicant.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the Council's Equality and Diversity Policy. Panel Members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory. Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all the candidates at the end of interviews.

When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate(s).

Once a decision has been made on whom to appoint, the reasons for not offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

Conditional Offer

Once the successful candidate has been decided, a conditional offer of employment will be made. We then make all the necessary pre-employment recruitment and vetting checks, seek references, and engage the services of Occupational Health for pre-employment health checks, prior to a final offer being made. We may withdraw a conditional offer of employment if any of the checks are not satisfactory.

Notification

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the Manager for which the vacancy is under or the Corporate Services Manager) and must be confirmed in writing by the Corporate Services Manager (or the Chairman if the appointment is of the Town Clerk).

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Manager or Corporate Services Manager (or HR Consultant if the post is for the role of Town Clerk). Similarly, they should not enter into 'negotiations' with the successful candidate; this is the responsibility of the Corporate Services Manager (or HR Consultant if the appointment is for the role of Town Clerk).

References

Written references will be sought after a conditional offer has been made. All external appointments are subject to two satisfactory work references, one of which must be the applicants present or most recent employer. In certain cases, either one or both references do not need to be work references. This may apply to school leavers or returners to work after a long career break, in this case, we will seek character references instead.

Right to Work in the UK

The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is offered employment has the right to work in the UK. The recruiting manager must see the applicant's original documents and check:

- Documents are genuine and belong to the person who has provided them.
- The dates for the applicant's 'right to work' have not expired.
- Photos look like the applicant.
- Information such as DOB are the same across all documents

Induction

All new employees will receive an induction on their first day, this is usually carried out by a member of the Corporate Services team and includes a brief presentation and completion of paperwork. Line managers are then expected to assess the level of support required for each new employee within the induction period to ensure the best possible start. As part of the induction training on the following will also be included for all staff:

- Manual handling
- COSHH
- Safeguarding awareness

- GDPR (if applicable)
- Food safety (if applicable)

Probation

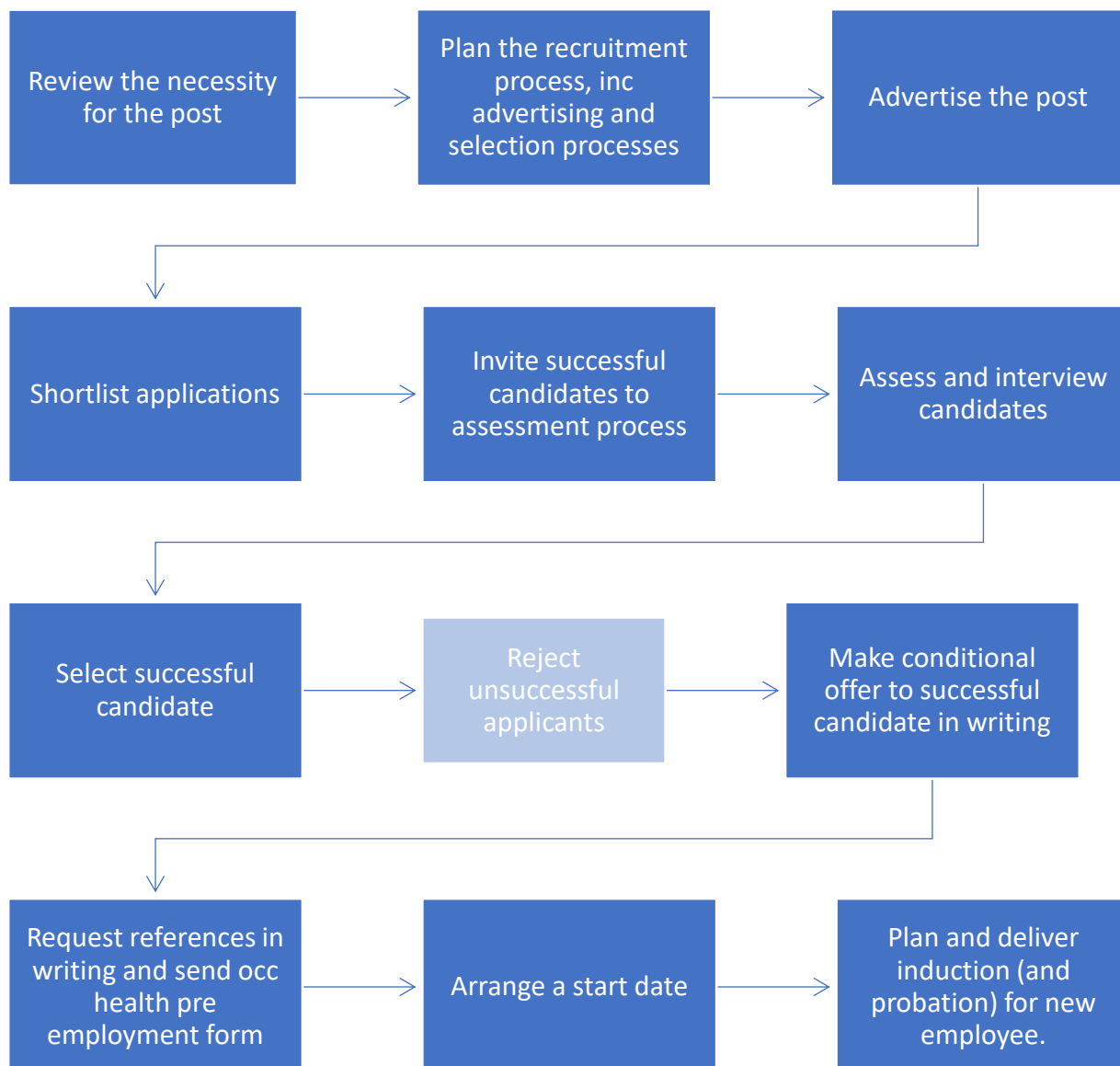
All new employees have a formal probation period as detailed in their statement of particulars. During this time, they should receive regular reviews, guidance and training from their line manager.

Complaints

PTC aims to ensure that any recruitment and selection process is fair and transparent, the candidates individual needs are accommodated, and every candidate receives a fair and positive experience. Should a complaint be received about any part of the recruitment process, the recruiting manager should discuss the complaint with the Corporate Services Manager in the first instance. Complaints should be received within 5 days of the candidate receiving the interview decision.

For any queries regarding this Policy please contact the Town Clerk or Corporate Services Manager.

Recruitment Process Flowchart



Author of Policy:	Corporate Services Manager
Date Effective from:	July 2023
Policy Review:	July 2026
Version Control:	V3

Report to: Peterlee Town Council

Date of Meeting: 19th May 2025

Subject: **Review of Land and Assets**

Report of: Chief Officer/Town Clerk

Report Purpose: To review land and assets held by the Council.

Detail: In accordance with Standing Order 5j the Council must review its inventory of land and assets at its annual meeting.

A summary of the Council's inventory of land and assets is attached at Appendix 2 for consideration.

Recommended: That the inventory of land and assets be approved.

Appendix 1: Implications

Finance No direct implications.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications

Legal No direct implications

Peterlee Town Council

Inventory of land and assets as at 31st March 2025

Land and Buildings	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Eden Lane Cemetery & Office	148,000			148,000
E/Lane Pav,Change Room	96,500			96,500
Site of Above	40,500			40,500
E/Lane Bowls/Pav/Tennis Courts	52,801			52,801
Site of Above	4,250			4,250
C/off/Banqu Suites/Anc Bldgs	839,231			839,231
I/Hills Rd Changing Room	165,800			165,800
Site of above	11,000			11,000
Lowhills Rd Bowls Pavilion	22,400			22,400
Site of above	3,120			3,120
H/ford Rd Ch Rooms & Score Box	23,600			23,600
Site of above	17,000			17,000
Woodhouse Park Pavilion	94,000			94,000
Site of above	9,800			9,800
Woodhouse Pk Pavilion-addition	30,600			30,600
Site of above	10,000			10,000
Hill Rigg House	78,000			78,000
Eden Lane Social Club	32,500			32,500
Helford Road Pavilion	2,501,629			2,501,629
Helford Road Car Park	170,490			170,490
Thorntree GI LG Shelter	97,004			97,004
Lowhills Rd Building	50,568			50,568
Non-Operational Land & Buildings				
Hill Rigg HouseTfr Operational				
Eden Lane Tele Mast	115,000		115,000	0
Upper Rooms S/Hall	135,000			135,000
Sub Total	4,748,793		115,000	4,633,793

Vehicles & Equipment	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Haytor Harrier Mower 1996	535		535	0
Grays Roller 3/97	740		740	0
Small Equipment	3,050			3,050
Water Bowser	1,977			1,977
Diesel Tanks	7,245			7,245
Industrial Trailer	2,691			2,691
Wledenmann Terraspikes	18,359		18,359	0
Cemetery CCTV/Lighting	25,097			25,097
John Deer Ride on Mower	6,500			6,500
Power Brush	4,439			4,439
Dennis 20" Mower	6,429			6,429
Carpets Shotton Hall	31,102			31,102
New Seats Shotton Hall	13,800			13,800

Vehicles & Equipment	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Helford Rd Fittings	16,044			16,044
Cricket Scoreboard	3,500			3,500
Gazebor and Bell	4,215			4,215
Dance Floor	5,917			5,917
Ford Ranger NU15 GKd	17,155			17,155
John Deere Lawn Tractor	15,500			15,500
Citroen Van NL16 NHY	9,045		9,045	0
John Deer Front Mower	15,492			15,492
Striker Rear Mounted Mower	3,600			3,600
Trimax Flail Mower	4,326			4,326
John Deer Tractor/Loader/backhoe	27,015			27,015
Gator Utility Vehicle	20,773			20,773
Cinema Equipment	17,331			17,331
Marshall Drop Side Trailer	3,656			3,656
Welder Generator	1,422			1,422
Augertorque 1200 Earth Drill	1,643		1,643	0
Sisis Twin Pla Brush Frame	2,150			2,150
Case Tractor NK14 GWL	50,025		50,025	0
Wessex Farm Machine Mower	28,250			28,250
Fast Back Deck	3,650			3,650
Ferris Pedestrian Mower	7,500			7,500
Case Tractor NC21 WTW		47,000		47,000
Sub Total	380,173	47,000	80,347	346,826

Play Equipment	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Hampshire Place	69,522			69,522
Hill Rig House	28,642			28,642
Helford Road	5,143			5,143
Multi use Sports Facility- W/house	65,190			65,190
Helford Road-Additions	80,757			80,757
Multi use Sports Facili -Eden Lane	99,552			99,552
Multi Use Sportsfacility	58,114			58,114
MUGA	297,016			297,016
Play Equipment and Surface	44,000			44,000
Skatepark	135,000			135,000
Outdoor Exercise Equipment	4,350			4,350
Play Equipment Heath Close	102,484			102,484
Play Equipment - Eden	63,392			63,392
Play Equipment-Woodhouse	180,810			180,810
Play Area - Oakerside	98640			98,640
Sub Total	1,332,612	0	0	1,332,612

Shotton Hall	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Burdon Suite				
Tables, Chairs, Table tops	7,540			7,540
Dance Floor	1,840			1,840
Dudley Safe	289			289
Cellar Cooling Equipment	3,000			3,000
2x Bottle Cabinets	1,198			1,198
Brandling Suite				
150 Chairs-30 Tables-15 Linkers	9,947			9,947
Cooling Equipment	2,500			2,500
1 Carpet	8,327			8,327
Chaim	600			600
Pews	600			600
2x Cooker Ranges	2,200			2,200
Wall Grill	840			840
Foster Coldroom	2,500			2,500
Monarch Wall Shelves	705			705
SinkUnits	925			925
Extractor Cailppy	2,499			2,499
Dishwasher !	2,329			2,329
1 Chaise Longue	1,385			1,385
Leather Chesterfield	2,148			2,148
32 Chairs 1	640			640
Boardroom Table	1,000			1,000
Computer S stem	29,763			29,763
Computers	2,936			2,936
Tills	3,116			3,116
New Server	11,340			11,340
CCTV Shotton Hall	6,571			6,571
CCTV Eden Lane	12,156			12,156
New Laptops	5,408			5,408
Sub Total	124,302	0	0	124,302

Outside Offices	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Outside Locker	3,135			3,135
Sub Total	3,135	0	0	3,135

Community Assets	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Civic Chains	17,345			17,345
Sub Total	17,345	0	0	17,345

Summary	As at	Adjustments		As at
	1/4/2024	Additions	Disposals	31/3/2025
Land and Buildings	4,748,793	0	115,000	4,633,793
Vehicles & Equipment	380,173	47,000	80,347	346,826
Play Equipment	1,332,612	0	0	1,332,612
Shotton Hall	124,302	0	0	124,302
Outside Offices	3,135	0	0	3,135
Community Assets	17,345	0	0	17,345
Total Fixed Assets	6,606,360	47,000	195,347	6,458,013