

Contents

<i>Preface</i>	ix	Admission of the public	58
<i>Table of Cases</i>	xi	Admission of press	
<i>Table of Statutes</i>	xvii	representatives	63
<i>Table of Statutory Instruments</i>	xix	Other considerations	64
<i>Table of Abbreviations</i>	xxi	Practical considerations	65
		Access to information	66
PART ONE: GENERAL PRINCIPLES	1		
1 Current framework	3	4 Local authority membership	71
Local government structure	3	Election of councillors	71
Local authority meetings	5	Rights, duties and obligations	72
Decision-making	12	Code of Conduct under the	
Bias or predetermination	17	Localism Act 2011	82
Conduct of local authority		General principles	83
business	25	Disclosable pecuniary	
New executive arrangements		interests under the	
under the Local Government		Localism Act 2011	84
Act 2000	27	Dispensations under the	
The executive arrangements		Localism Act 2011	85
models	28	Co-option	88
The ethical framework	33	Representation on other	
Transitional provisions	38	local authorities and	
Standards committees	39	public bodies	90
The Independent Person	40	Defamatory statements in	
Interests	41	council and committee	92
The modernisation agenda		Committee chairmanship	94
and community leadership	43	Failure to attend meetings	99
		Political group meetings	101
2 Standing orders	49	5 The role of officers	105
Statutory provisions	49	Introduction	105
Procedural considerations	54	Member-officer relationship	106
Content	55	Liability of officers	109
		Proper officer	111
3 Admission of press and		Scrutiny officers	111
public	57	Committee officers	112
Introduction	57	Officers at meetings	114

Contents

PART TWO: COUNCIL MEETINGS	117	What is a committee?	203
6 Preliminaries	119	Committee structure	205
Notice and summons	119	Types of committees	209
Council meeting agenda	125	Constitution of committees	214
Postponement and adjournment	130	Terms of reference	225
7 Conduct	135	Delegation to committees	225
General character of proceedings	135	Handling urgent business	228
The chairman	139	Subcommittees	229
The vice-chairman	141	Working parties	230
Who presides?	142	10 Work before meetings	233
Powers and duties of person presiding	143	General considerations	233
Quorum	145	Convening committee meetings	234
Question time	147	Committee agenda	237
Petitions and deputations	149	Despatch of papers	247
Motions	151	Pre-committee/cabinet briefings	247
Amendments	155	Final preparations for meeting	249
Order of debate	156	11 Work at meetings	251
Consideration of committee reports	162	Introduction	251
Rescission of resolutions	164	Record of attendance	251
Voting	165	Election of committee chairman	253
Preservation of order	173	Quorum	255
Duration of council meeting	178	Confirmation of minutes of previous meeting	257
Transaction of special business	179	Recording the proceedings	258
Political organisation of council business	181	Voting	260
8 Council minutes	184	Reference-up of committee decisions	264
General considerations	184	Duration of committee meetings	266
The minute book	185	Conclusion of meeting	266
Council minutes form	186	12 Work after meetings	268
Authorising the common seal	188	Introduction	268
Authentication of minutes	190	Matters requiring immediate action	268
Inspection of minutes	194	Preparation of minutes	270
PART THREE: COMMITTEE PRACTICE	201	Form	272
9 The committee system	203	Reporting upwards	281
Introduction	203	Other work involved	285
		Indexing	286

Contents

PART FOUR: MISCELLANEOUS		Election meetings	322
MEETINGS	289	Planning inquiries	323
		Licensing committees	325
13 Meetings for special purposes	291	14 Meetings of other public bodies	328
Introduction	291	Introduction	328
Joint committees	291	Statutory joint committees	328
Joint boards	292	Police authorities	329
Statutory meetings to consider officers' reports	293	Appendices	337
Judicial and quasi-judicial business	295	Appendix 1 Call-in guidance	339
Staff consultative committees	297	Appendix 2 Model Code of Conduct	345
Safety committees	299	Appendix 3 Model Code of Conduct Guidance for Members 2007	354
Staff selection panels	300	Appendix 4 How do I register and declare interests, and register gifts and hospitality?	375
Staff appeals tribunals	304	Appendix 5 Scrutiny checklist – Some do's and don'ts	376
Standards committee	310	<i>Index</i>	377
Meetings of governing bodies	314		
Appeals against school admission decisions	316		
Appeals against pupils' exclusions	319		
The chief executive's corporate management team	320		