

## Standing Orders for Local Councils

The National Association of Local Councils (NALC) has published the revised first version of 'Standing Orders of Local Councils', due to continuing demand.

Standing Orders is an easy-to-understand comprehensive guide on the legal, financial, administrative and governance aspects of running a local council. This guidance is an essential tool for established or new councillors and officers involved in this tier of local government.

Part 1 explains in practical terms why Standing Orders and other tools for governance are necessary for local councils and includes key sections on:

- the legal framework of local councils;
- local council employees;
- engaging with the public;
- council meetings;
- procedure and mechanics of debate;
- chairing meetings.

Part 2 of the publication provides a complete set of 'model' standing orders for local councils to use to structure, manage and execute their business. The model Standing Orders in Part 2 may be adopted as drafted or, as appropriate, amended by a local council and some of the important matters covered in this part includes:

- The revised edition of this book amends Model Standing Order No.32 (variation, revocation and suspension of standing orders) in Part 2.
- the responsibilities expected of a local council's proper officer (clerk);
- tabling motions for debate at meetings;
- the rules of debate at meetings;
- managing public participation at meetings;
- financial and legal matters;
- the responsibilities and management of staff;
- handling complaints, requests for information and communications with the media.

**Copies of the Standing Orders for Local Councils are available to HALC members for £25. Any member councils wishing to order an updated version should contact HALC on 01432 353492 or e:mail [admin@halchereford.gov.uk](mailto:admin@halchereford.gov.uk)**