



# AGENDA ITEM 10

## Chichester City Council

### Chichester City Council Standing Order 7

(Adopted September 2020 and amended April 2022) - **bold text indicates a legal requirement**

#### Code of conduct

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the council.
- b Unless s/he has been granted a dispensation, a 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 the interest lay.
- c Unless s/he has been granted a dispensation, a 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 the interest lay.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer at least five working days before the meeting.**
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee or working group 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 allow participation 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 7(d) and (f) above, dispensations requests shall be considered before the meeting.
- h **A dispensation may be granted in accordance with standing order 7(e) above if having regard to all relevant circumstances the following applies:**
  - (i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - (ii) **granting the dispensation is in the interests of persons living in the council's area or**
  - (iii) **it is otherwise appropriate to grant a dispensation.**



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### DISPENSATION REQUEST FORM

*Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the Town Clerk.*

Your name	
The council business/matter for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that council business/matter	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that council business/matter by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that council business/matter by that body	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
33 a) without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	
33e) that it is otherwise appropriate to grant a dispensation	
Reason :	



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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

DECISION :

Dispensation Given : YES / NO LENGTH OF DISPENSATION : .....

Date: ..... Minute Number:

.....

Signed : ..... Clerk to the Council