

## Standing Orders

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## Index

No	Heading	Page No
1	Rules of Debate at meetings	3
2	Disorderly Conduct at meetings	3
3	Meetings Generally	3
4	Committees and Sub-committees	5
5	Ordinary Council Meetings	5
6	Extra-ordinary Meetings	6
7	Previous Resolutions	7
8	Voting on Appointments	7
9	Motion for a meeting that require written notice To be given to the Proper Officer	7
10	Motions at a meeting that do not require written notice	7
11	Management of Information	8
12	Draft Minutes	8
13	Code of Conduct and Dispensation	8
14	Code of Conduct and Complaints	9
15	Proper Officer	9
16	Responsible Financial Officer	10
17	Accounts and Accounting Statements	10
18	Financial Controls and Procurement	11
19	Handling Staff Matters	12
20	Responsibilities to provide information	13
21	Responsibilities under Data Protection Legislation	13
22	Relations with Press and Media	13
23	Execution and Sealing of Legal Deeds	13
24	Communication with District & County or Unitary Councillors	14
25	Restrictions on Councillors Activities	14
26	Standing Orders Generally	14

# Standing Orders

Standing orders are written rules of a local council. They are used to confirm a council's internal organizational, administrative and procurement procedures as well as procedural matters for conducting meetings.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b During the debate on a motion, a councillor should at all times respect all present
- c Before a motion is put to the vote, the chairman of the meeting shall be satisfied the motion has been sufficiently debated.

## 2. DISORDERLY CONDUCT AT MEETINGS

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting 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

As per NALC guidelines holding of virtual meetings are accepted although as of July 2020 in person meetings may continue as long as necessary guidelines are followed and a checklist and risk assessment completed. (Refer to Policy on Communication and Media Relations Policy)

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may, at the discretion of the chairman of the meeting, 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 In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- g Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
  - i. A member of the public shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort).
  - ii. A person who speaks at a meeting shall direct their comments to the chairman of the meeting
- h The total period of time designated for public participation at a meeting in accordance with standing order 3(e)
  - i. Shall not exceed 15 min unless directed by the chairman of the meeting.
  - ii. An individual member of the public shall not speak for more than 5 minutes.
- i **Subject to standing order 3(j), 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.**
- j **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- k **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.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- m **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **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.**
- o **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- p **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 his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- q 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.

- r **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
  - s **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.**
  - t **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  - u A meeting shall not normally exceed a period of 1½ 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. may dissolve a 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**

**Chairman and Vice-Chairman of the Council.**

- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman 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 Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date.**
  - ii. **In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date.**
    - Confirmation of the accuracy of the minutes of the last meeting of the Council;
    - Receipt of the minutes of the last meeting of a committee;
    - Consideration of the recommendations made by a committee;
    - Review of the delegation arrangements to committees, sub-committees and staff.
    - Review of the terms of reference for committees;
    - Appointment of members to existing committees;
    - Review and adoption of appropriate standing orders and financial regulations;
    - Review of representation on or work with external bodies and arrangements for reporting back;
    - In an election year, to make arrangements with a view to the local council becoming eligible to exercise the general power of competence in the future;
    - To agree a timetable to review, standing orders, financial regulations, assets, statutory policies (GDPR, FOI, complaints, employment, media) if not already in place.
    - Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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 chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chairman of a committee 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.

**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 3 councillors or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion pursuant to standing order 7(a) above has been disposed of, no similar motion may be motion may be moved within a further six months.

**8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Clerk at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting
- c If the wording or subject of a proposed motion is considered improper, the Clerk shall consult with the Chairman of the forthcoming meeting to consider whether the motion shall be included in the agenda or rejected.
- d If the wording or subject of a proposed motion is considered improper, the Clerk shall consult with the Chairman of the forthcoming meeting to consider whether the motion shall be included in the agenda or rejected.
- e Motions rejected shall be recorded along with an explanation by the Clerk 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 Clerk:
  - 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 exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xi. to not hear further from a councillor or a member of the public;
- xii. to exclude a councillor or member of the public for disorderly conduct;
- xiii. to temporarily suspend the meeting;
- xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xv. to adjourn the meeting; or
- xvi. 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**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d The Clerk shall publish draft minutes, for public to view, not later than one month after the meeting has taken place.
- 

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(t).*



- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b **Dispensation requests shall be in writing and submitted to the Clerk** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- c A decision as to whether to grant a dispensation shall be made by a meeting of the Council, and that decision is final.
- d 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. an explanation as to why the dispensation is sought
- e **A dispensation may be granted in accordance with standing order 13(c) 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 the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Clerk shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Clerk, the Clerk shall notify the Chairman of the Council of this fact, and the Chairman shall nominate a councillor to assume the duties of the Clerk in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.  
The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- c **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a. The Proper Officer shall be either:
  - (i) The clerk
  - (ii) A volunteer (councillor) nominated by the council to undertake the work of the Clerk when the Clerk 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. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- III. **facilitate inspection of the minute book by local government electors;**
- IV. **receive and retain copies of byelaws made by other local authorities;**
- V. hold acceptance of office forms from councillors;
- VI. hold a copy of every councillor's register of interests;
- VII. 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;
- VIII. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- IX. 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);
- X. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- XI. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- XII. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- XIII. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt, to facilitate consideration by the whole Council before the next ordinary meeting the Council;
- XIV. manage access to information about the council via publication scheme;
- XV. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

## **16. RESPONSIBLE FINANCIAL OFFICER**

a. The council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer (RFO) 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 authorized, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c. The RFO shall supply to each councillor at every meeting a report of financial incomings and outgoings occurred since the previous meetings and cheques signed as per policy.
- d. 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.
- e. 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.
- f. 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 whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
  - v. The RFO after obtaining permission from the Chairman or Vice-chair may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm
    - a. the Council's specification
    - b. the time, date and address for the submission of tenders
    - c. the date of the Council's written response to the tender and
    - d. the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of ,ki84,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. The Clerk shall notify the chairman or, if not available, the vice-chairman of any absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c. The chairman or in his absence the vice-chairman shall upon resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council.
- d. The Clerk shall contact the chairman or if not available the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be progressed in line with the council's grievance procedure.
- e. If an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council which shall be reported back and progressed in line with the councils grievance procedure.

- f Any persons responsible for all or part of the management of the Clerk shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to the Clerk secure. All paper records shall be secured and locked and electronic records shall be password protected.
- h Only persons with line management responsibility shall have access to staff records referred to in (f) and (g) above if so justified.
- i Access and means of access by key and/or computer passwords to records of employment referred to in (f) and (g) shall be kept by the chairman or vice-chairman.

## **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. If gross annual income or expenditure (whichever is higher) does not exceed £25,000 **the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a **If no person is appointed as the Data Protection Officer then the Clerk will resume that role.**
- b **Council is the data controller.**
- c **All councillors and staff have an obligation to understand data protection.**
- d **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- e **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- f **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.**
- g **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.**
- h **The Council shall maintain a written record of its processing activities.**

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

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 Councils policy in respect of dealing with the press and/or other matters.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

- 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)above, two councillors may sign, on behalf of the council, any deed required by law and the Clerk shall witness their signatures.**

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

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

#### **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

- i. issue orders,
- ii. instructions
- iii. 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 3 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.