

**INDEX**

[1 INTRODUCTION 2](#_Toc58414920)

[2 RULES OF DEBATE AT MEETINGS 2](#_Toc58414921)

[3 DISORDERLY CONDUCT AT MEETINGS 3](#_Toc58414922)

[4 MEETINGS GENERALLY 3](#_Toc58414923)

[5 COMMITTEES AND SUB-COMMITTEES 5](#_Toc58414924)

[6 ORDINARY COUNCIL MEETINGS 6](#_Toc58414925)

[7 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES 7](#_Toc58414926)

[8 PREVIOUS RESOLUTIONS 7](#_Toc58414927)

[9 MOTIONS THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER 7](#_Toc58414928)

[10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE 8](#_Toc58414929)

[11 MANAGEMENT OF INFORMATION 8](#_Toc58414930)

[12 DRAFT MINUTES 8](#_Toc58414931)

[13 CODE OF CONDUCT AND DISPENSATIONS 9](#_Toc58414932)

[14 CODE OF CONDUCT COMPLAINTS 9](#_Toc58414933)

[15 PROPER OFFICER 10](#_Toc58414934)

[16 RESPONSIBLE FINANCIAL OFFICER 11](#_Toc58414935)

[17 ACCOUNTS, STATEMENTS, FINANCIAL CONTROLS AND PROCUREMENT](#_Toc58414936) [11](#_Toc58414937)

[18 HANDLING STAFF MATTERS 11](#_Toc58414938)

[19 RESPONSIBILITIES TO PROVIDE INFORMATION 11](#_Toc58414939)

[20 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (not an exclusive list). 11](#_Toc58414940)

[21 RELATIONS WITH THE PRESS/MEDIA 11](#_Toc58414941)

[22 EXECUTION AND SEALING OF LEGAL DEEDS 12](#_Toc58414942)

[23 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS 12](#_Toc58414943)

24 [RESTRICTIONS ON COUNCILLOR ACTIVITIES 12](#_Toc58414944)

25 [STANDING ORDERS GENERALLY 12](#_Toc58414945)

**.**

**1 INTRODUCTION**

These standing orders are based on an update to the National Association of Local Council (NALC) model standing orders introduced in 2013.

Standing orders are the written rules by which a local council will its internal organisational and administrative arrangements.

Local councils are subject to many statutory requirements and it is not possible to contain or reference all the statutory or legal requirements which apply to local councils eg obligations under data protection legislation **but Council’s are subject to the statutory requirements, whether or not they are incorporated in a council’s standing orders. (Bold type denotes statutory requirements in these Standing Orders)**

The aim of this revision is to increase access to support experienced and inexperienced Councillors and also to increase transparency for members of the public who wish to engage with local democracy. To avoid duplication, details relating to finance are in the Councils Financial Regulations

**NB** The word “motion” applies to a proposal to make a decision (resolution) on an Agenda item being discussed.

**2 RULES OF DEBATE AT MEETINGS**

1. Motions will be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
2. Motions will require a decision (resolution) and a motion (including possible amendments) to confirm such a decision must be moved and seconded or it may be treated by the chairman of the meeting as withdrawn.
3. An amendment will not negate the original motion but if an amendment to the original motion is carried, it becomes the substantive motion upon which further amendment(s) may be moved.
4. A councillor may move an amendment to his own motion if agreed by the meeting.
5. If there is more than one amendment to an original or substantive motion, the amendments will be moved in the order directed by the chairman of the meeting.
6. Subject to standing order 1(k), only one amendment will be moved and debated at a time
7. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment must be voted upon separately.
8. A councillor may not move more than one amendment to an original or substantive motion.
9. The mover of an amendment has no right of reply on it but may reply at the end of debate on the final substantive motion/amendments immediately before it is put to the vote.
10. Motions on the agenda will be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
11. A motion (including an amendment) must be moved and seconded, by its proposer or it may be treated as withdrawn by the chairman of the meeting.
12. An amendment will not negate the motion.
13. 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.
14. A councillor may move an amendment to his own motion if agreed by the meeting.
15. If there is more than one amendment to an original or substantive motion, the amendments will be moved in the order directed by the chairman of the meeting.
16. Subject to standing order 1(k), only one amendment will be moved and debated at a time
17. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment must be voted upon separately.
18. A councillor may not move more than one amendment to an original or substantive motion.
19. The mover of an amendment has no right of reply on it but may reply at the end of debate on the final substantive motion/amendments immediately before it is put to the vote.
20. Unless permitted by the chairman of the meeting, a councillor may speak only once in the debate on a motion except:
21. to speak on an amendment moved by another councillor;
22. to move or speak on another amendment if the motion has been amended since he last spoke;
23. to make a point of order; and the councillor who was interrupted will stop speaking
24. to give a personal explanation; or
25. to exercise a right of reply.
26. . A councillor raising a point of order will identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting about which he is concerned.
27. A point of order will be decided by the chairman of the meeting and his decision will be final.
28. When a motion is under debate, no other motion will be moved except:
29. to amend the motion;
30. to proceed to the next business;
31. to adjourn the debate;
32. to put the motion to a vote;
33. to ask a person to be no longer heard or to leave the meeting;
34. to refer a motion to a committee or sub-committee for consideration;
35. to exclude the public and press;
36. to adjourn the meeting; or
37. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

x Before an original or substantive motion is put to the vote, the chairman of the meeting will be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

**3 DISORDERLY CONDUCT AT MEETINGS**

1. No person will obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting will request such person(s) to moderate or improve their conduct.
2. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, will be put to the vote without discussion.
3. If a resolution made under standing order 2(b) 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.
4. The Chairman will apply the same criteria in respect of excluding a person from virtual meetings and they may be restricted, electronically, from making any further comments to the meeting at the discretion of the Chairman

**4 MEETINGS GENERALLY**

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

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| ● | a | **Meetings will 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 will 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 will be by a resolution which will give reasons for the public’s exclusion** |
|  | 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) will not exceed 15 minutes unless directed by the chairman of the meeting. |
|  | g | Subject to standing order 3(f), a member of the public will not speak for more than 5 minutes. |
|  | h | In accordance with standing order 3(e), *a question will 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. |
|  | i | A person will raise his hand when requesting to speak and may stand when speaking (except when a person has a disability or is likely to suffer discomfort) but the chairman of the meeting may at any time permit a person to be seated when speaking. |
|  | j | A person who speaks at a meeting will direct his comments to the chairman of the meeting. |
|  | k | Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting will direct the order of speaking. |
| ●● | 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.** |
| ● ● | 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** |
| ● ● | n | **The press will 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.** |
| ● | o | **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 (if there is one).** |
| ● | p | **The Chairman of the Council, if present, will preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, will preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor is chosen by the councillors present at the meeting will preside at the meeting.** |
| ● ● ● | q | **Subject to a meeting being quorate, all questions at a meeting will be decided by a majority of the councillors and non-councillors with voting rights present and voting.** |
| ● ● ● | r | **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.** |
| ● | s | **Unless standing orders provide otherwise, voting on a question will be by a show of hands. At the request of a councillor, the voting on any question will be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request will be made before moving on to the next item of business on the agenda. |
| ● ● ● | t | The minutes of a meeting will include an accurate record of the following:   1. the time and place of the meeting; 2. the names of councillors who are present and the names of councillors who are absent; 3. interests that have been declared by councillors and non-councillors with voting rights; 4. the grant of dispensations (if any) to councillors and non-councillors with voting rights; 5. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; 6. if there was a public participation session; and the resolutions made. |
|  | u | **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.** |
| ● | 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 will the quorum of a meeting be less than three.** |
| ● ● ● | w | **If a meeting is or becomes inquorate no business will be transacted** and the meeting will be closed. The business on the agenda for the meeting will be adjourned to another meeting. |
|  | x | A meeting will not exceed 3 hours. |

**5 COMMITTEES AND SUB-COMMITTEES**

1. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members will be determined by the committee.**
2. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
3. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
4. The Council may appoint standing committees or other committees as may be necessary, and:
5. will determine their terms of reference;
6. will 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;
7. will permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
8. will, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
9. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
10. will, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
11. will permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
12. will determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, will be no less than three;
13. may dissolve a committee or a sub-committee.

**6 ORDINARY COUNCIL MEETINGS**

1. **In an election year, the annual meeting of the Council will be held on or within 14 days following the day on which the councillors elected take office.**
2. **In a year which is not an election year, the annual meeting of the Council will be held on such day in May as the Council decides.**
3. **If no other time is fixed, the annual meeting of the Council will take place at 6pm.**
4. **In addition to the annual meeting of the Council, at least three other ordinary meetings will be held in each year on such dates and times as the Council decides.**
5. **The first business conducted at the annual meeting of the Council will be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
6. **The Chairman of the Council, unless he has resigned or becomes disqualified, will continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
7. **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, will hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
8. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he will preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council will not have an original vote in respect of the election of the new Chairman of the Council but will give a casting vote in the case of an equality of votes.**
9. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he will 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 will give a casting vote in the case of an equality of votes.**
10. The election of the Chairman or Vice Chairman will be by ballot with each Councillor writing the name of his chosen candidate on a blank slip. The votes will be counted by the Clerk who will announce the result and retain the ballots for the period of that Chairman’s term. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) the, the business of annual meeting will include:
    * 1. **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. 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;**
      2. Confirmation of the accuracy of the minutes of the last meeting of the Council;
      3. Receipt of the minutes of the last meeting of a committee;
      4. Consideration of the recommendations made by a committee;
      5. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
      6. Review of the terms of reference for committees;
      7. Appointment of members to existing committees;
      8. Appointment of any new committees in accordance with standing order 4;
      9. Review and adoption of appropriate standing orders and financial regulations;
      10. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
      11. Review of representation on or work with external bodies and arrangements for reporting back;
      12. 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;
      13. Review of inventory of land and other assets including buildings and office equipment;
      14. Confirmation of arrangements for insurance cover in respect of all insurable risks;
      15. Review of the Council’s and/or staff subscriptions to other bodies;
      16. Review of the Council’s complaints procedure;
      17. 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*);
      18. Review of the Council’s policy for dealing with the press/media;
      19. Review of the Council’s employment policies and procedures;
      20. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
      21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**7 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES**

1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
2. **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 will be signed by the two councillors.**
3. The same rules would apply if the Council creates any committees or sub- committess

**8 PREVIOUS RESOLUTIONS**

1. A resolution will not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
2. 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.

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

1. A motion will relate to the responsibilities of the meeting for which it is tabled and in any event will 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.
2. No motion may be moved at a meeting unless it is on the agenda and the proposer has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the meeting.
3. The Proper Officer may, before including an item on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of it.
4. If the Proper Officer considers the wording received in accordance with standing order 9(b) is not clear in meaning, it will be amended until the Proper Officer considers its meaning to be understood, and this version must be agreed at least 7 clear days before the meeting.
5. If the wording or subject of a proposed motion is considered improper, the Proper Officer will consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion will be included in the agenda or rejected.
6. The decision of the Proper Officer as to whether or not to include the motion on the agenda will be final.
7. Motions received will be recorded and numbered in the order that they are received.
8. Rejected items will be recorded with an explanation by the Proper Officer of why.

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

1. The following motions may be moved at a meeting without written notice to the Proper Officer:
   1. to correct an inaccuracy in the draft minutes of a meeting;
   2. to move to a vote;
   3. to defer consideration of a motion;
   4. to refer a motion to a particular committee or sub-committee;
   5. to appoint a person to preside at a meeting;
   6. to change the order of business on the agenda;
   7. to proceed to the next business on the agenda;
   8. to require a written report;
   9. to appoint a committee or sub-committee and their members;
   10. to extend the time limits for speaking;
   11. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
   12. to not hear further from a councillor or a member of the public;
   13. to exclude a councillor or member of the public for disorderly conduct;
   14. to temporarily suspend the meeting;
   15. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
   16. to adjourn the meeting; or
   17. to close the meeting.

**11 MANAGEMENT OF INFORMATION**

1. **The Council will 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 will include deciding who has access to personal data and encryption of personal data.**
2. **The Council will 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 will confirm the period for which information (including personal data) will be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
3. **The agenda, papers that support the agenda and the minutes of a meeting will not disclose or otherwise undermine confidential information or personal data without legal justification.**
4. **Councillors, staff, the Council’s contractors and agents will not disclose confidential information or personal data without legal justification.**

**12 DRAFT MINUTES**

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

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|  | a | If the draft minutes of a preceding meeting have been sent to councillors with the agenda to attend the meeting at which they will approve them accuracy, it will be assumed they have been read. |
|  | b | There willlbe 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 will be moved in accordance with standing order 10(a)(i). |
|  | c | The accuracy of draft minutes, including any amendment(s) made to them, will be confirmed by resolution and will be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate. |
|  | d | If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he will sign the minutes and include a paragraph in the following terms or to the same effect:  “The chairman of this meeting does not believe that the minutes presented were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.” |
| ●●● | e | **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it will publish draft minutes on a website which is 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 will be destroyed. |

**13 CODE OF CONDUCT AND DISPENSATIONS**

1. All councillors and non-councillors with voting rights will observe the code of conduct adopted by the Council.
2. Unless granted a dispensation, a councillor or non-councillor with voting rights will withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary or other interest and not return until the matter has been considered, if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
3. **Dispensation requests will 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.
4. A decision as to whether to grant a dispensation will be made by the Proper Officer and that decision is final.
5. A dispensation request will confirm:
   * 1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
     2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
     3. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
     4. an explanation as to why the dispensation is sought.
6. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
   1. **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;**
   2. **granting the dispensation is in the interests of persons living in the Council’s area; or**
   3. **it is otherwise appropriate to grant a dispensation.**

**14 CODE OF CONDUCT COMPLAINTS**

1. Upon notification by the District or Unitary 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 Proper Officer will, subject to standing order 11, report this to the Council.
2. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer will notify the Chairman of Council of this fact, and the Chairman will nominate another staff member to assume the duties of the Proper Officer 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).
3. The Council may:
   1. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
   2. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
4. **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 will consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**15 PROPER OFFICER**

1. The Proper Officer will 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.
2. The Proper Officer will:
3. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
4. **serve on councillors by hand delivery, mail 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),**
5. **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).**
6. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;
7. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
8. **facilitate inspection of the minute book by local government electors;**
9. **receive and retain copies of byelaws made by other local authorities;**
10. hold acceptance of office forms from councillors;
11. hold a copy of every councillor’s register of interests;
12. 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;
13. liaise, as appropriate, with the Council’s Data Protection Officer (if there is one);
14. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
15. 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);
16. arrange for legal deeds to be executed;
17. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
18. record every planning application notified to the Council and the Council’s response to the local planning authority in a book for such purpose;
19. Give notice to Councillors of the planning applications to be discussed, subject to time constraints imposed on the Planning Authority
20. manage information access about the Council via the publication scheme; and
21. retain custody of the seal of the Council (if there is one) which will not be used without a resolution to that effect.

**16 RESPONSIBLE FINANCIAL OFFICER**

1. In accordance with S151 of the Local Government Act 1972, the Council will appointappropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17 ACCOUNTS, STATEMENTS,** **FINANCIAL CONTROLS AND PROCUREMENT**

aTo avoid duplication, all matters relating to finance are detailed in the Councils Financial Regulations**.**

**18 HANDLING STAFF MATTERS**

1. A matter personal to a member of staff that is being considered by any meeting is subject to standing order data management and protection.
2. Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff will notify the chairman of or, if he is not available, the vice-chairman (if there is one) of any any absence and the reason for such absence.
3. The chairman of Council will conduct an annual performance appraisal for staff. The appraisal will form part of the employees staff record and personal development plan
4. Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior member of staff will report any informal or formal grievance matter to the chairman
5. Subject to the Council’s policy regarding the handling of grievance matters, where an informal or formal grievance matter to relates to the chairman or vice-chairman then the complaint will be referred to another Councillor
6. Any persons responsible for all or part of the management of staff will treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
7. Persons with line management responsibilities will have access to staff records for the purposes of resolving the complaint.

**19 RESPONSIBILITIES TO PROVIDE INFORMATION**

1. **In accordance with freedom of information legislation, the Council will publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

**The Council will publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

**20 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (**not an exclusive list).

1. The Council may appoint a Data Protection Officer.
2. **The Council will have policies and procedures in place to respond to an individual, exercising statutory rights concerning his personal data.**
3. **The Council will have a written policy in place for responding to and managing a personal data breach.**
4. **The Council will keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
5. **The Council will ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
6. **The Council will maintain a written record of its processing activities.**

**21 RELATIONS WITH THE PRESS/MEDIA**

1. Requests from the press or other media for an oral or written comment/ statement from Councillors or staff will be handled in accordance with the Council’s policy for dealing with the press and/or other media.

**22 EXECUTION AND SEALING OF LEGAL DEEDS**

1. A legal deed will not be executed on behalf of the Council unless authorised by a resolution.

b **Any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer will witness their signatures, where the Council has no common seal.**

**23 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

1. An invitation to attend a meeting of the Council will be sent, with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
2. Any other correspondence will be sent to the ward councillor(s) of the District and County Council representing the area of the Council, only on request.

**24 RESTRICTIONS ON COUNCILLOR ACTIVITIES**

* 1. Unless duly authorised no councillor will:

1. inspect any land and/or premises which the Council has a right or duty to inspect; or
2. issue orders, instructions or directions.

**25 STANDING ORDERS GENERALLY**

1. 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.
2. A Standing Order review should be undertaken periodically by the Proper Officer and submitted to Councillors for amendment and/or approval.
3. Once approved, the new Standing Orders will become operative at the commencement of the next meeting
4. The Proper Officer will provide a copy of the Council’s standing orders to every new councillor as soon as possible.
5. The decision of the chairman of a meeting as to the application/interpretation of standing orders at the meeting will be final.

May 2021