

## MODEL STANDING ORDERS

*These Standing Orders are put in place to aid the Parish Council to manage its meetings in an effective and transparent manner*

**ITEMS IN BOLD ARE STATUTORY AND CAN NOT BE ALTERED OR REMOVED.**

### 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) A motion (including an amendment) shall not be progressed unless moved.
- c) A motion on the agenda that is not moved by the proposer may be treated by the Chairman of the meeting as withdrawn.
- d) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- e) If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- f) A Councillor may move an amendment to his/her own motion if agreed by the meeting.
- g) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- h) One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- i) A Councillor may not move more than one amendment of an original or substantive motion.
- j) The mover of an amendment has no right of reply at the end of the debate.
- k) Where a series of amendments to an original motion are carried, the mover of the original motion shall have the right to reply at the end of the debate of the first amendment or at the very end of the debate on the final substantive motion immediately before it is put to the vote.
- l) Unless permitted by the Chairman of the meeting, a Councillor may speak only once in the debate on a motion except:

- I. To speak on an amendment moved by another Councillor.
  - II. To move or speak on another amendment if the motion has been amended since he/she last spoke.
  - III. To make a point of order.
  - IV. To give a personal explanation.
  - V. In exercise of a right of reply.
- m) During the debate of a motion, a Councillor may interrupt only on a point of order, or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order, shall indent the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- n) A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final.
- o) When a motion is under debate, no other motion shall be moved except
- I. To amend the motion.
  - II. To proceed to the next business.
  - III. To adjourn the debate.
  - IV. To put the motion to a vote.
  - V. To ask a person to be no longer heard or to leave the meeting.
  - VI. To refer a motion to a committee for consideration.
  - VII. To exclude the public and press.
  - VIII. To adjourn the meeting or.
  - IX. To suspend particular standing orders excepting those which reflect mandatory requirements.
- p) Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and the mover of the motion under debate has exercised or waived his/her right of reply.

## **2. Disorderly conduct at meetings**

- a) 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 shall request such person(s) to moderate or improve their conduct.
- b) 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 excluded from the meeting. The motion if seconded shall be put to the vote without discussion.

- c) If a resolution made under standing order 2 (b) above 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

- 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) **When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which the 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 a public thanksgiving or mourning shall not count.**
- c) **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or of the day of the meeting unless the meeting is convened at shorter notice.**
- d) **Meetings are 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 for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give the reasons for the public's exclusion.**
- e) Members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda; but this should be during any designated period during the meeting, or other times as the Council has arranged.
- f) The period of time which is designated for public participation in accordance with standing order 3(e) above shall not exceed 15 minutes.
- g) Subject to standing order 3(e) above, each member of the public is entitled to speak once only in respect of itemised business on the agenda and shall not speak for than 3 minutes.
- h) Any comments, questions or queries raised by the public prior to the Council meeting will be recorded and these will be placed on any subsequent agenda as required for debate or a reply will sent by the Proper Officer, to the person who raised the question, or query.
- i) A person shall raise his hand when requesting to speak.
- j) Any person speaking at a meeting shall address his comments to the Chairman.

- k) Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman shall direct the order of speaking.
- l) 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.**
- m) A person may not orally report or comment about a meeting while it takes place if he is present at the meeting of a Parish Council or its Committees, but otherwise may:
- a) Film, photograph or make an audio recording of a meeting.
  - b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place.
  - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
  - d) While it is not legally required, Permission from the Chairman should be sought before filming or recording takes place, so that they may make people aware that filming and recording are going to take place.
  - e) Permission from the Chairman should be sought before broadcasting the meeting live.
- n) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the vice-Chairman if any**
- o) The Chairman if present shall preside at the meeting. If the Chairman is absent from a meeting, the Vice Chairman if any, if present shall preside. If both the Chairman and Vice Chairman are absent from the meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p) Subject to standing order 's' below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- q) The Chairman may give an original vote on a matter put to a vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- r) Unless standing orders provides otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so that 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.)**
- s) The minutes of a meeting shall record:
- a) The time and place of the meeting.

- b) The names of Councillors present and absent.
  - c) Interests that have been declared.
  - d) Whether a Councillor with voting rights left the meeting when matters that they held interests in was being considered.
  - e) If there was a public participation.
  - f) The resolutions made.
- t) If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- u) **The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- v) **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- w) **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 4**
- x) **If a meeting is or becomes inquorate no business shall be transacted**, and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- y) Meetings shall not exceed a period of 2 hours.

#### **4. 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 new Councillors take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such a day in May as the Council may direct.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6.p.m.**
- 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 directs.**
- e) **The election of the Chairman and Vice Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.**

- f) **The Chairman of the Council, unless he/she 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 any, unless he/she 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/she shall preside at the 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 must 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/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote and must give a casting vote in an equality of votes.**
- j) Following the election of Chairman of the Council and the Vice Chairman (if any) of the Council at the annual meeting of the Council the order of business shall be as follows:
  - i) **In an election year, delivery by the Chairman of the Council and the Councillors of their declarations of acceptance of offices unless the Council resolves that this to be done at a later date. In a year that which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date.**
    - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes or and/or to determine recommendations made by committees.
    - iii) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
    - iv) Review of terms of reference for committees.
    - v) Receipt of nominations to existing committees.
    - vi) Appointment of any new committees, confirmation of terms of reference, the number of members

- viii) Review and adoption of appropriate standing orders and financial regulations.
- viii) Review of representation on or work with external bodies and arrangements for reporting back.
- ix) In a year of elections, if a Council's period of eligibility to exercise the Power of General Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- x) Review inventory of land and assets including buildings and office equipment.
- xi) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xii) Review the Council's and employees' memberships of other bodies.
- xiii) Reviewing the Council's complaints procedure.
- xiv) Reviewing the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xv) Establish or review the Council's policy of dealing with the press and media.
- xvi) Setting the dates, place and times of ordinary meetings of the full Council for the year ahead up to and including the next annual meeting of the full Council.

If the above Policies and Procedures are not reviewed at the Annual Council Meeting, they may be reviewed as soon as is practicable.

## **5. Extra Ordinary Meetings of the Council & Committees**

- a) **The Chairman of the Council may convene an extra-ordinary meeting of the Council at any time.**
- b) **If the Chairman of the Council does not or refuses to 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 must be signed by the two Councillors.**
- c) The Chairman of a committee may convene an extra ordinary meeting of the committee at any time.

- d) If the Chairman of a committee does not or refuses to call any extraordinary meeting within 7 days of having been requested to do so by (3) members of the committee, any 3 members of the committee may convene and extraordinary meeting of a committee.

## **6 Previous Resolutions**

- a) A resolution shall not be reversed within six months except by a special motion, which requires a written request by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 7b, or by a motion moved in pursuance of the recommendation of a committee.
- b) When a motion moved pursuant to standing order 6a above has been disposed of, no similar motion may be moved within a further 6 months.

## **7. 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 it's wording to the Proper Officer at least 5 clear days before the meeting. (Clear days do not include the day of the notice or the day of the meeting.)
- c) The Proper Officer may correct obvious grammatical or typographical errors in the wording of a motion.
- d) If the Proper Officer considers the wording of the motion is not clear in meaning, then the motion shall be rejected until the mover or the motion resubmits it in writing to the Proper Officer at least 6 clear days before the meeting.
- e) If the wording of a proposed motion is considered improper the Proper Officer shall consult with the Chairman of the forthcoming meeting, or with the Councillors who have convened the meeting to consider whether or not the motion shall be included in the agenda or rejected.
- f) Subject to standing order 7(d) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

## **8. Motions that do not require written Notice**

The following may be moved at a meeting without written notice to the Proper Officer:

- I. To correct an inaccuracy of the draft minutes of a meeting.



- II. To move to a vote.
- III. To defer a decision.
- IV. To defer consideration of a motion.
- V. To refer motion to a particular group.
- VI. To appoint a person to preside.
- VII. To change the order of business.
- VIII. To proceed to the next business on the agenda.
- IX. To appoint a committee.
- X. To extend the time limits for speaking.
- XI. To exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- XII. To not hear further from 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 requirements).
- XV. To adjourn or close the meeting.

## **9. Voting on appointments**

- a) Where more than 2 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. The 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.

## **10. Handling of confidential or sensitive information**

- a) The agenda, papers that support the agenda and minutes of the meeting shall not disclose or otherwise undermine the confidential or sensitive information which for special reasons would not be in the public interest.
- b) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## **11. 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 11(a) above.

- c) The accuracy of draft minutes, including any amendments made to them, shall be confirmed by resolution and be signed and dated 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 shall sign the minutes and include a paragraph in the following terms:  
*'The Chairman of this meeting does not believe that the minutes of the meeting of the (date) held on in respect of were correct, but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.'*
- e) Upon a resolution which confirms the accuracy of the minutes of the meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) Draft Minutes will be placed on the website as soon as is practicable after the meeting to which they relate.
- g) Any draft Minutes that have been placed on the PC website, are for information only, and are subject to confirmation at a later meeting, will be removed and replaced with the agreed Minutes after being agreed and signed at a subsequent meeting.

## 12 Code of conduct and dispensations

- a) All Councillors and non –Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b) Unless he has been granted a dispensation a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considered a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered that the matter in which he/she had the interest.
- c) **Dispensation requests shall 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.
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e) A dispensation shall confirm
  - I. *The description and the nature of the disclosable pecuniary interest or other interest to which the request for a dispensation relates.*
  - II. *Whether or not the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.*

- III. *The date of the meeting or the period (this should not exceed 4 years) for which the dispensation is sought.*
  - IV. *An explanation as to why the dispensation is sought.*
- f) **A dispensation may be granted in accordance with standing order 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.***
  - II. ***Or granting the dispensation is in the interests of persons living in the Councils area. or***
  - III. ***It is otherwise appropriate to grant a dispensation.***

### **13 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 Councils code of conduct, the Proper Officer shall subject to standing order (b) & (c) below, report this to the Council.
- b) Where the notification in standing order (a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another 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 (d) below.
- c) The Council may:
  - I. Provide information or evidence where such disclosure is necessary to progress an investigation or complaint or is required by law:
  - II. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) **Upon notification by the District Council that a Councillor or non – Councillor with voting rights has breached the Councils code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

### **14 Proper Officer**

- a) The Proper Officer (PO) shall be the Clerk, or if absent another member of staff nominated by the Council to undertake the work of the PO when absent.
- b) The Proper officer shall:
  - I. **At least three clear days before a meeting of the Council or committee, serve on Councillors, a summons by email, confirming the time, place and**

- the agenda, along with all papers and reports**, provided any such email contains an electronic signature and title of the Proper Officer.
- II. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council or committee. (Provided that the public notice with an agenda of an extra-ordinary meeting of the Council convened by a Councillor is signed by them.
  - III. **Convene a meeting of a full Council for the election of a new Chairman of the Council occasioned by a casual vacancy in his office.**
  - IV. **Receive and retain copies of byelaws made by other local authorities.**
  - V. Members of the public may request a hard copy of agreed Minutes-
  - VI. Retain acceptance of office forms from Councillors.
  - VII. Retain a copy every Councillor's register of interests.
  - VIII. Assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures.
  - IX. Receive and send general correspondence and notice on behalf of the Council except where there is a resolution to the contrary.
  - X. Manage the organisation, storage of and access to and destruction of information held by the Council in paper and electron forms.
  - XI. Arrange for legal deeds to be executed.
  - XII. Arrange and manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Councils financial regulations.
  - XIII. Record every planning application notified to the Council and the Councils response to the planning authority on an electronic spread sheet.
  - XIV. Refer a planning application received by the Council to the next Council meeting or Finance and General purposes meeting, whichever comes first to facilitate Councils comments being sent to the planning authority in a timely manner.
  - XV. Manage access to information about the Council via publication scheme.

## 15. Responsible Financial Officer (RFO)

- a) The Council shall appoint appropriate staff members to undertake the work of the RFO when the RFO is absent.

## 16. Accounts and accounting statements

- a) Proper practices in standing orders refer to the most recent version of {Governance and Accountability for Local Councils – a practitioner Guide (England)}
- c) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- d) The Responsible Financial Officer (RFO) shall supply each Councillor as soon as is practicable 6 monthly and each year-end a statement to summarise
  - I. The Council's aggregate receipts and payments for the year to date.
  - II. The balances held at the end of the 6 monthly being reported.

- III. And which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

As soon as possible after the financial year end 31<sup>st</sup> March, the RFO shall provide.

- i. Each Councillor with a statement summarising the Council's receipts and payments for the 6 months and the year to date for information; and
- ii. To the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- iii. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments) for year-end 31<sup>st</sup> March.
- iv. A completed draft annual return shall be presented to each Councillor before the end of the following month of May.
- v. The annual return of the Council, which is subject to external audit, including the annual governance statement shall be presented to Council for consideration and formal approval before 30<sup>th</sup> June.

## 17 Financial controls and procurement

- a) The Council shall consider and approve financial regulations drawn up by the RFO, which shall include the 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, 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 for payment; and
  - V. Procurement policies (subject to standing order C below including the setting of values for different procedures where a contract has an estimated value of less than £60,000
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) **Finance regulations shall confirm that a proposed contract for the supply of good, materials, services and the execution of works with an estimated value in excess of £60,000 shall be based on a formal tender as summarised in standing order (f) below.**
- 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.
  - 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 the Council's specification, the time, date and address for the submission of tenders, the date of the Council's written response to the tender and the prohibition on the prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process.
  - III. The invitation 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 and considered by the appropriate meeting of the Council or committee with delegated responsibility.
  - Vii. The Proper Officer can purchase items relating to the running of the Council up to the value of £450 in any one transaction.
  - Viii. In the case of an emergency the Clerk can spend up to the value of £1,000, after consultation with the Chairman of the Parish Council, and or the Chairman of the Finance & General Purposes (F&GP) Committee to prevent costs being incurred by the Council,
- e) Neither the Council nor a committee with delegated responsibility for considering tenders is bound to accept the lowest value tender.
- f) **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SINo5, as amended) and the Utilities Contracts Regulations 2006 (SI No 6, as amended) apply to the contract and, if either of the regulations apply, the Council must comply with EU procurement rules.**

## 18 Handling staff matters

- a) A matter personal to a member of staff that is being considered by a meeting of the Council or the F&GP committee is subject to standing order 10a above.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Council, or if he is not available the Vice Chairman of the Council of absence and this will be reported to the next meeting of the Council or F&GP committee
- c) The Chairman of the Council or F&GP Committee or in his absence the Vice Chairman if any, of the PC, shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisals shall be reported in writing and is subject to approval by resolution of the Council.

- d) Subject to the Council's policy regarding the handling of grievances matters, the Council's most senior employee shall contact the Chairman of the Council or F&GP Committee in respect of a formal or informal grievance, and this matter shall be reported and progressed by resolution of the Council or F&GP committee.
- e) Any person responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievances or disciplinary matters as confidential and secure.
- f) The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g) Only persons with line management responsibilities shall have access to staff records referred to in standing order (e) and (f) above if so justified.
- h) Access and means to access by keys and/or computer passwords to records of employment referred to in standing orders 19 (e) &(f) above shall be provided only to (post holder) and/or the Chairman of the Council or the Chairman of the F&GP Committee.

## **19. Requests for information**

- a) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- c) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper officer to the Chairman of the F&GP Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **20. Relations with the press/media**

- a) Requests from the press or other media for an oral or written comment or statement for 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 media.

## **21 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 21(a) above any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**22. Communicating with District and County Councillors**

- a) An invitation to attend the Annual Council meeting and the Annual Parish Meeting shall be sent, together with the agenda to the Ward Councillor and the County Councillor.
- b) Invitations to attend additional meetings shall be sent if requested by the Council.

**23. Restrictions on Councillor Activities**

- a) Unless authorised by a resolution, no Councillor shall;
  - I. Inspect any land and/or premises which the Council has a right or duty to inspect: or
  - II. Issue orders, instructions or directions.

**24. Standing Orders Generally**

- a) All or part of standing orders, except one that incorporates mandatory statutory requirements may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c) A motion to add vary or revoke one of more of the Councils standing orders, shall except one that incorporates mandatory statutory 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 7(a) & (b) above.
- d) The Proper Officer shall provide a copy of the Council’s standing orders to a Councillor as soon as possible after he has delivered he acceptance of office form.
- e) The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed	March 2024
Adopted	14/05/2024