

HARVINGTON PARISH COUNCIL
STANDING ORDERS 2018

Adopted: May 9th 2018 Reviewed annually.

INTRODUCTION.....	2
1. RULES OF DEBATE AT MEETINGS	2
2. DISORDERLY CONDUCT AT MEETINGS	2
3. MEETINGS GENERALLY	2
4. COMMITTEES	5
5. ORDINARY COUNCIL MEETINGS.....	5Error! Bookmark not defined.
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES	Error! Bookmark not defined.
7. PREVIOUS RESOLUTIONS	Error! Bookmark not defined.
8. VOTING ON APPOINTMENTS	Error! Bookmark not defined.
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	Error! Bookmark not defined.
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	Error! Bookmark not defined.
11. MANAGEMENT OF INFORMATION	Error! Bookmark not defined.
12. DRAFT MINUTES	Error! Bookmark not defined.
13. CODE OF CONDUCT AND DISPENSATIONS	7
14. CODE OF CONDUCT COMPLAINTS	8
15. PROPER OFFICER	8
16. RESPONSIBLE FINANCIAL OFFICER	9
17. ACCOUNTS AND ACCOUNTING STATEMENTS	9
18. FINANCIAL CONTROLS AND PROCUREMENT ..	Error! Bookmark not defined.
19. HANDLING STAFF MATTERS	Error! Bookmark not defined.
20. RESPONSIBILITIES TO PROVIDE INFORMATION	Error! Bookmark not defined.
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	Error! Bookmark not defined.
22. RELATIONS WITH THE PRESS/MEDIA	Error! Bookmark not defined.
23. EXECUTION AND SEALING OF LEGAL DEEDS .	Error! Bookmark not defined.
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	11
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	11
26. STANDING ORDERS GENERALLY	11

INTRODUCTION

This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

1. RULES OF DEBATE AT MEETINGS

Councillors shall:

- a) arrive in good time prior to the start of the published meeting and shall be ready to participate;
- b) be fully prepared for meetings, having read the agenda, background and supporting paperwork circulated in advance;
- c) shall devote their full attention to the meeting, switch off all mobile phones and other communications equipment prior to the commencement of the meeting.

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 be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution that a person may no longer be heard or be excluded 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.

- 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) **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.

d) 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.

e) The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.

f) A member of the public shall not speak for more than 5 minutes.

g) The chairman may direct that a response to a question posed by a member of the public be referred to the Clerk for a written or oral response.

h) A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

i) 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.

j) 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.

k) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

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) 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).

n) 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 there is one) 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.

o) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and voting.

p) 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/her casting vote whether or not he gave an original vote.

q) 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.

r) 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;

iv) the grant of dispensations (if any) to councillors;

v) whether a councillor 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.

s. A 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.

t. 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.

u. 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.

v. A meeting shall not exceed a period of 2 hours so as to ensure that sufficient time is allocated to focus on the matters in hand without prior approval of all Councillors present.

4. COMMITTEES.

a) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

b) The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall 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;

iii. may dissolve a committee or a sub-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 7.45pm.

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. 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;

ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii) Receipt of the minutes of the last meeting of a committee;

iv) Consideration of the recommendations made by a committee;

v) Review of delegation arrangements to committees;

vi) Review of the terms of reference for committees;

vii) Appointment of members to existing committees;

viii) Review and adoption of appropriate standing orders and financial regulations;

ix) Review of representation on or work with external bodies and arrangements for reporting back;

x) 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;

xi) Review of inventory of land and other assets including buildings and office equipment;

xii) Confirmation of arrangements for insurance cover in respect of all insurable risks;

xiii) Review of the Council's and/or staff subscriptions to other bodies;

xiv) Review of the Council's complaints procedure;

xv) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

xvi) Review of the Council's policy for dealing with the press/media;

xvii) Review of the Council's employment policies and procedures;

xviii) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Xix) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND 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 within 7 days of having been requested to do so by 3 members of the committee any 3 members of the committee may convene an extraordinary meeting of the committee.

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 to be given to the Proper Officer at least 7 clear days before the meeting.

b) When a motion to reverse a resolution has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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 for which it is tabled 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 Proper Officer at least 7 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, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall 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 shall be included in the agenda or rejected.

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 Proper Officer:

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;

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 extend the time limits for speaking;

xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii) to not hear further from a councillor or a member of the public;

xiii) to exclude a councillor or member of the public for disorderly conduct;

xiv) to temporarily suspend the meeting;

xv) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi) to adjourn the meeting; or

xvii)to close the meeting.

11.MANAGEMENT OF INFORMATION

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)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 or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () 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)The Council will publish the minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

13.CODE OF CONDUCT AND DISPENSATIONS

a) All councillors shall observe the code of conduct adopted by the Council.

b) Unless he/she has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.

c) Unless he/she has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he had the interest.

d)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.

e). A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee-for which the dispensation is required and that decision is final.

- f) A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. A dispensation may be granted in accordance with standing order 13(e) 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 has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b) Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact. 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 that a councillor 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

The Proper Officer shall be the clerk, or a suitable replacement, determined by the Council, to undertake the work of the Proper Officer when the Proper Officer is unavailable. The Proper Officer shall:

- i) a) at least three clear days before a meeting of the council, or a committee**
- b) 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**
- c) 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).**
- 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) 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;
- vii) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- viii) 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);
ix) arrange for legal deeds to be executed;
x) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
xi) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
xii) refer a planning application received by the Council in between meetings as per delegation scheme (Clerk and 3 members) within two working days of receipt. If the nature of a planning application requires Full Council decision before the next ordinary meeting of the Council-an Extraordinary meeting to be arranged.
xii) manage access to information about the Council via the publication scheme

16. RESPONSIBLE FINANCIAL OFFICER

The Council has appointed the Proper Officer as the Responsible Finance Officer.

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 authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) The Responsible Financial Officer shall supply to each councillor at each meeting a statement summarising the Council's receipts and payments, balances in comparison to budget plus balances in accounts held for the year to date.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

Each councillor with a statement summarising the Council's receipts and payments to year end for information; and 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.

- e) 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) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 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
 - v) whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) 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 (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) 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.

d) The Council when considering tenders, is not bound to accept the lowest value tender.

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 the Council's policy on confidentiality.

b) Subject to the Council's policy regarding absences from work, the Proper Officer shall notify the chairman of the Council or the vice-chairman of the Council of absence and that person shall report such absence to the Council at its next meeting.

c) The chairman of Council or in his absence, the vice-chairman, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.

d) Subject to the council's policy regarding the handling of grievance matters, the Proper Officer shall contact the chairman or vice-chairman of the Council in respect of an informal/formal matter and this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council.

e) Subject to the Council's policy on confidentiality, persons with line management responsibilities shall have access to staff records.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

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) The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

b) The Council shall have a written policy in place for responding to and managing a personal data breach.

c) 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.

d) 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.

e) 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 Council's policy in respect of dealing with the press and/or other media.

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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24.COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

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

b) Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

24.RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall:
inspect any land and/or premises which the Council has a right or duty to inspect; or
issue orders, instructions or directions.

25. 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.

26. PLANNING APPLICATIONS.

a) The Clerk shall, as soon as it is received record the following particulars of every planning application notified to the Council: -

i) the date on which it was received

ii) the name of the applicant

iii) the place to which it relates.

b) When the Clerk receives notification of a Planning application if the deadline for response is within 21 days of the next meeting the application will be placed on the Agenda to comply with the date of response requested by Wychavon District Council.

c) If not the application will be dealt with by delegation procedure:

i) The Council delegates decisions arising under development control consultations to the clerk in consultation with three members of the Council to be chosen by the Clerk.

ii) Consultation may be by correspondence, including email, or in person.

iii) Decisions made under delegation will be reported to and minuted at the next council meeting.

iv) Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that an extraordinary meeting of the council be called to consider the matter.

27. URGENT DEISIONS OF THE COUNCIL BETWEEN SCHEDULED MEETINGS.

i. Urgent decisions required between scheduled meetings of the Council are delegated to the Proper Officer in consultation with the Chairman of the Council and Vice/Chairman or Councillor.

- ii. Decisions made under this delegation will be reported to and minuted at the next council meeting.
- iii. Under this delegation the Proper Officer may decide that an Extraordinary meeting of the Council be called.

28. WORKING GROUPS.

a) Finance and General Purposes Group:

- i. The Group will consist of four Councillors appointed by Council, to include the Chair, Vice-Chair and the Proper Officer.
- ii. The Group will meet as required by the Council to monitor financial records, budgetary control, other internal financial control measures, policy and contract matters.
- iii. The Group will review information received and draft papers for Council in regard to budget planning, financial regulations, standing orders, appointment of RFO and Internal Auditor, Risk Management, Asset Register, Internal and External Auditor reports, policies and contract matters.
- iv. The Group can invite individuals to attend if relevant for information gathering.

b) Personnel Group.

- a) The Personnel Group will consist of at four councillors appointed by Council to include the Chair, Vice-Chair and the Proper Officer.
- b) The Group will be mindful:
 - i. Of the legal framework for and good practice in employment matters.
 - ii. Of the confidential nature of employer-employee matters.
 - iii. Of the nationally negotiated model contract and terms and conditions for the employment of the clerk to the council.
 - iv. Of the CALC model member-officer protocol.
 - v. That the clerk is the line manager for all other staff.

The Group will receive reports from the Clerk and review information received in regard:

- a) Staffing & office requirements.
- b) Budget allocation.
- c) All policy issues relating to staff.

