

**BUCKLAND PARISH COUNCIL**

**STANDING ORDERS**

**Adopted 13<sup>th</sup> May 2024**

**Proposed next review date May 2025**

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## **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 Chair of the Meeting.
- b An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- c If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- d One or more amendments may be discussed together if the Chair of the Meeting considers this expedient, but each amendment shall be voted upon separately.
- 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 Unless permitted by the Chair of the Meeting, a Councillor may speak 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 last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- g 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 identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the Meeting he is concerned by.
- h A point of order shall be decided by the Chair of the Meeting and his decision shall be final.
- i 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 or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the Meeting; or
  - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory requirements.
- j Before an original or substantive motion is put to the vote, the Chair of the Meeting shall be satisfied that the motion has been sufficiently debated.

- k Excluding motions moved under Standing Order 1(i) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chair 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 Chair of the Meeting shall request such person(s) to moderate or improve their conduct.
- b If a person disregards the request of the Chair of the Meeting to moderate or improve their conduct, any Councillor or the Chair 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 Chair 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 **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 notice was issued or the day of the Meeting.
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a Meeting shall be by a Resolution which shall give reasons for the public's exclusion.**
- e Members of the public may 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(d) above shall not exceed 15 minutes unless directed by the Chair of the Meeting.
- g Subject to Standing Order 3(e) above, a member of the public shall not speak for more than 5 minutes.
- h In accordance with Standing Order 3(f) above, a question shall not require a response at the Meeting nor start a debate on the question. The Chair of the Meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort) and shall direct his comments to the Chair of the Meeting.

- j Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the Meeting shall direct the order of speaking.
- k **Subject to standing order 3(l), 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.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **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.**
- n **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if any).**
- o **The Chair, if present, shall preside at a Meeting. If the Chair is absent from a Meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a Meeting, a Councillor as chosen by the Councillors present at the Meeting shall preside at the Meeting.**
- p **Subject to a Meeting being quorate, all questions at a Meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- q **The Chair 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.**
- r **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.
- s 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 present and absent;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. whether a Councillor or non-Councillor with voting rights left the Meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the Resolutions made.

- t **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.**
- u **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.**
- v **If a Meeting is or becomes inquorate no business shall be transacted,** the Meetings shall be closed and the business on the Agenda for the Meeting shall be adjourned to another Meeting.
- w A Meeting shall not exceed a period of 3 hours.

#### **4. Committees**

- a **Council may appoint Standing Committees at its Annual Meeting and Committees at any other time as may be necessary.**
- b **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless Council determines otherwise, all the members of an Advisory Committee may be non-Councillors.**
- d When Council appoints Committees, Council:
  - i. shall determine their terms of reference;
  - ii. may permit Committee to determine the number and time of its Meetings;
  - iii. shall appoint and determine the terms of office of Councillor and non-Councillors members of Committees;
  - iv. shall, after it has appointed the members of a Standing Committee, appoint the Chair of the Standing Committee;
  - v. may permit a Committee to appoint its own Chair at the first Meeting of the committee;
  - vi. shall determine the place, notice requirements and quorum for a Meeting of a Committee, which shall be no less than three;
  - vii. shall determine if the public may participate at a Meeting of a Committee;
  - viii. may dissolve or alter a Committee.

#### **5. Ordinary Council Meetings**

- a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the Annual Meeting of a Council shall be held on such 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 6pm.**
- d **In addition to the Annual Meeting of the Council, at least three other ordinary Meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the Annual Meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f **The Chair 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-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, he shall preside at the Meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual Meeting of the Council, the business of the annual Meeting shall include:
  - i. **In an election year, delivery by the Chair 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 Chair 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, employees and other local authorities;
  - vi. Review of the terms of reference for Committees;
  - vii. Appointment of members to existing Committees;
  - viii. Appointment of any new Committees in accordance with Standing Order 4 above;
  - ix. Review and adoption of appropriate Standing Orders and Financial Regulations;

- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. 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;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xvi. Determining the time and place of ordinary Meetings of the full Council up to and including the next Annual Meeting of full Council.
- And, unless the following items have been reviewed within the last year
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
  - xviii. Review of the Council's Complaints Procedure; and
  - xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

## **6. Extraordinary Meetings of the Council**

- a The Chair of the Council may convene an Extraordinary Meeting of the Council at any time.**
- b If the Chair 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.**

## **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 four Councillors to be given to the Proper Officer in accordance with Standing Order 9 below.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

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



## **9. Motions for a Meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the Meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a Meeting unless it is on the Agenda and the mover has given written notice of its wording to the 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, before including a motion on the Agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the Meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair 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.
- f Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the Agenda shall be final.

## **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 appoint a person to preside at a Meeting;
  - ii. to approve the absences of Councillors;
  - iii. to approve the accuracy of the draft Minutes of the previous Meeting;
  - iv. to correct an inaccuracy in the draft Minutes of a Meeting;
  - v. to change the order of business on the Agenda;
  - vi. to move to a vote;
  - vii. to defer consideration of a motion;
  - viii. to proceed to the next business on the Agenda;
  - ix. to refer a matter to a particular Committee or to an employee;
  - x. to appoint a Committee and its members;
  - xi. to note the Minutes of a Committee;
  - xii. to consider a report and/or recommendations made by a Committee or employee;
  - xiii. to consider a report and/or recommendations made by a professional advisor, expert or consultant;
  - xiv. to require a written report;
  - xv. to authorise the payment of monies in accordance with the Financial Regulations;

- xvi. to extend the time limits for speaking;
- xvii. to exclude the press and public from a Meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xviii. to not hear further from a Councillor or a member of the public;
- xix. to exclude a Councillor or member of the public for disorderly conduct;
- xx. to temporarily suspend the Meeting;
- xxi. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xxii. to adjourn the Meeting; or
- xxiii. to close a 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)(iv) above.
- c The accuracy of draft Minutes, including any amendment(s) made to them, shall be confirmed by Resolution and shall be signed by the Chair of the Meeting and stand as an accurate record of the Meeting to which the Minutes relate.
- d Upon a Resolution which confirms the accuracy of the Minutes of a Meeting, the draft Minutes and any recordings of the Meeting for which approved Minutes exist shall be destroyed.

- e If the Chair 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 Chair 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.”
- f **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall 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.**

### **13. 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 considering a matter in which he has a disclosable pecuniary interest. He may return to the Meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a Meeting when it is considering a matter in which he has another interest 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.
- 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 13(d) and (f) above, dispensations requests 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) above if having regard to all relevant circumstances the following applies:**
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the Meeting transacting the business as to impede the transaction of the business or**
  - ii. granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. Code of conduct complaints**

- a Upon notification by Mole Valley District Council (MVDC) 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 shall, subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall make arrangement to appoint a Councillor to assume the duties of the Proper Officer in relation to the complaint until it has been determined and Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the 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 MVDC that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. Proper Officer**

- a The Proper Officer shall be the Clerk and is appointed the Responsible Financial Officer. In the absence of the Clerk, the duties of the Clerk and Responsible Financial Officer shall be assigned at the direction of Council.
- b The Proper Officer shall
  - i. at least three clear days before a Meeting of the Council or a committee serve on Councillors a summons, by email, confirming the time, place and the Agenda;**
  - ii. give public notice of the time, place and Agenda at least three clear days before a Meeting of the Council or a Meeting of a Committee (provided that the public notice with Agenda of an Extraordinary Meeting of the Council convened by Councillors is signed by them);**

- iii. **convene a Meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of minutes by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from Councillors;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with Council's relevant policies and procedures;
- viii. liaise, as appropriate with the Office of the Information Commissioner;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a Resolution to the contrary;
- x. 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);
- xi. arrange for legal deeds to be executed; and
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- xiii. Manage access to information about Council via the publication scheme.

## **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 Practitioners' Guide (England)
- 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 All accounting procedures and financial records of the Council shall be prepared in accordance with the Accounts and Audit Regulations, appropriate guidance, proper practices and the Council's Financial Regulations.

## **17. Financial controls and procurement**

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** 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 and compliance with current regulations and proper practices.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to the light touch arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee with delegated responsibility.
- e Neither the Council, nor a committee with delegated responsibility for considering a tender is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated Vat inclusive value in excess of £214,904 for a public service or supply contract or in excess of £5,372,609 for a public works contract (in accordance with the thresholds contained within the Government Procurement Agreement or such thresholds as are in future periodically determined by the Office of Government Commerce) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.

## **18. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a Meeting of Council or Committee is subject to Standing Order 11.
- b The Chair or in his absence, the vice-Chair shall, upon a Resolution, conduct a review of the performance and appraisal of the work of the Clerk. Reviews and appraisals shall be reported in writing and be subject to approval by Resolution of Council.
- c Council's Disciplinary and Grievance Procedures shall be followed and any reports to Council be in accordance with that set down.

- d Any persons responsible for all or part of the management of staff shall treat the written records of all Meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- e The Council shall keep all written records relating to employees secure. All paper records shall be kept secure and electronic records shall be password protected and encrypted.
- f Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 18(d) and (e) above if so justified.
- g Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 18(d) and (e) above shall be provided only to the post holder and/or the Chair of the Council.

#### **19. 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 Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

#### **20. 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.**

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

- a 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 as follows:
  - i. The Council's communications with the media seeks to represent the corporate position and views of Council. If the views of Councillors differ to those of Council, they shall make this clear;
  - ii. The Proper Officer may contact the media if Council wants to provide a statement, information or other material about Council;
  - iii. Council does not seek to regulate Councillors in their private capacity. Councillors are free to communicate their position and view provided they do not misrepresent the Council's position.

## **22. 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.**

## **23. Communicating with District and County Councillors**

- a A copy of the Agenda for a meeting of Council shall be sent, to the Councillor(s) of the District Council and County Council representing the area of Council.

## **24. Restrictions on Councillor activities**

- a Unless authorised by a Resolution, no Councillor shall issue orders, instructions or directions, nor inspect any land and/or premises which the Council has a right or duty to inspect.

## **25. Standing orders generally**

- a All or part of a Standing Order, 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.
- 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 requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chair of a Meeting as to the application of Standing Orders at the Meeting shall be final.



## **26.Virtual Meetings**

- a Instructions for obtaining a link to a remote meeting will be included on agendas published for meetings of Council and its Committees.
- b Meeting agendas will be published on the village website, displayed on Council's main noticeboard and issued by email to Councillors.
- c All Councillors should mute their microphones unless speaking.
- d If a Councillor, having declared a pecuniary interest, needs to leave the meeting, the Clerk will place the Councillor in the Meeting Waiting Room. As soon as the relevant item has concluded, the Clerk will re-admit the Councillor from the Waiting Room to enable them to re-join the meeting.
- e Councillors wishing to speak should raise a hand or key a '?' in the chat box. The Chair will control speaking in the usual manner.
- f Voting will be by show of hands, unless a recorded vote is requested. A recorded vote will require Councillors to type 'Agreed', 'Against' or 'Abstain' in the chat box.
- g The Chair will manage the Open Forum in accordance with the usual rules about public speaking and, upon conclusion of the Open Forum remind members of the public that whilst they are welcome to stay to observe the remainder of the meeting they will not have any right to speak.
- h Any person who attempts to disrupt the meeting will be removed from the meeting following normal Standing Orders. For the avoidance of doubt, the Clerk, as meeting host shall be authorised to place any such person in the waiting room to enable to meeting to proceed in an orderly manner.
- i Items to be considered in private and confidential session will be listed at the end of the agenda. At this time, once the Council has resolved using the usual procedure to go into confidential session, the Chair will ask any remaining members of the public to leave the meeting. For the avoidance of doubt the Clerk shall be authorised to place any remaining members of public in the Waiting Room to enable the private and confidential session to commence.

END.

### **Sheena Boyce**

Clerk to Buckland Parish Council

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