

INTRODUCTION

These Standing Orders are based on the **National Association of Local Councils (NALC) Model Standing Orders 2025 (England)** and have been formally adapted for use by **Chevington Parish Council**.

Standing Orders are the written rules that govern the procedures of the Council. They are essential for the orderly and lawful conduct of meetings and for ensuring transparency, accountability, and good governance.

These Standing Orders incorporate:

- All mandatory statutory requirements
- All updates introduced in the **2024 and 2025 NALC revisions**, including amendments to Standing Orders **14** and **18**
- Gender-neutral language
- Local provisions specific to Chevington Parish Council, including:
 - A maximum meeting duration of **2.5 hours**
 - Public participation limited to **15 minutes total** and **5 minutes per speaker**
 - Provision for both **committees** and **working groups**
- References to relevant legislation, including the Local Government Act 1972, the Localism Act 2011, and current transparency and data protection requirements.

These Standing Orders replace all previous versions adopted by the Council.

HOW TO USE THESE STANDING ORDERS

Standing Orders regulate:

- The conduct of meetings
- The roles and responsibilities of councillors and officers
- The management of information
- Financial controls and procurement
- Delegation arrangements
- Public participation

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- Code of Conduct matters
- The formation and operation of committees and working groups

Standing Orders should be read alongside:

- The Council's **Financial Regulations**
- The **Code of Conduct**
- The **Scheme of Delegation** (if adopted)
- Relevant policies (e.g., Data Protection, FOI, Press & Media)

Where Standing Orders refer to statutory requirements, these are shown in **bold** and must not be amended or suspended.

DRAFTING NOTES

- Standing Orders in **bold** contain mandatory statutory requirements and must be followed without alteration.
- Standing Orders not in bold may be amended by the Council to suit local needs.
- The term "**councillor**" includes any non-councillor with voting rights, unless the context indicates otherwise.
- References to the **Chair** include the Vice-Chair where appropriate.
- References to committees include sub-committees unless otherwise stated.
- Chevington Parish Council may establish **committees** and **working groups**, with or without delegated authority, as permitted under Standing Order 4.

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order in which they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been proposed.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. A motion (including an amendment) may be withdrawn by the proposer.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation. The councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which is considered to have been breached or specify the irregularity giving cause for concern.
- g. A point of order shall be decided by the Chair of the meeting and the Chair's decision shall be final.
- h. 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;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend particular Standing Orders (except those which reflect mandatory statutory requirements).

- i. Before a motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated.

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 shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the Chair's request, any councillor or the Chair may move that the person be no longer heard or be excluded from the meeting. If seconded, the motion shall be put to the vote without discussion.
- c. If a resolution under Standing Order 2(b) is ignored, the Chair may take further reasonable steps to restore order or progress the meeting, including 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 reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include 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, a bank holiday, or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- 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 or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution giving reasons for the public's exclusion.**
- e. Members of the public may make representations, ask questions, and give evidence at meetings they are entitled to attend.
- f. The period designated for public participation shall not exceed **15 minutes**, unless directed otherwise by the Chair.
- g. An individual member of the public shall not speak for more than **5 minutes**.

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- h. A question shall not require a response at the meeting nor start a debate. Matters raised may be added to a future agenda.
 - i. A person shall raise their hand when requesting to speak.
 - j. A person who speaks shall direct their comments to the Chair.
 - k. Only one person may speak at a time. The Chair shall direct the order of speaking.
 - l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n. **The press 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.**
 - o. **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 their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) 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.**
 - q. **Subject to the meeting being quorate, all questions shall be decided by a majority of councillors (and non-councillors with voting rights) present and voting.**
 - r. **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 their casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s. **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**

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their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t. The minutes shall include an accurate record of the following:
- i. time and place of the meeting;
 - ii. names of councillors present and absent;
 - iii. number of other persons present
 - iv. declarations of interest;
 - v. dispensations granted;
 - vi. details of councillors leaving due to interests;
 - vii. whether a public participation session took place;
 - viii. resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w. **If a meeting 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.
- x. A meeting shall not exceed **2.5 hours**.

4. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non councillors**

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- d. The Council may appoint standing committees, other committees, or working groups as 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. The council allows each committee (except for its *ordinary* or routine meetings) to decide *how often it meets and when*. So, committees can set their own meeting schedule, unless it's their standard, regular meetings.
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee; *This means the council itself decides who sits on each committee, and how long each member serves on that committee.*
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee; *The committee does not choose its own chair.*
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee; *For non-standing committees (temporary, task-and-finish, or ad-hoc committees), the committee members themselves choose their chair at their first meeting.*
 - vii. The council will determine the place, notice requirements and quorum. The quorum for any committee or sub-committee must never be fewer than three members.
 - viii. shall determine whether the public may participate.
 - ix. shall determine whether the public and press may attend.
 - x. shall determine whether the public may participate at meetings they may attend.
 - xi. may dissolve a committee, sub-committee, or working group.
 - xii. A steering group provides direction, oversight, and coordination for a project or initiative. It may guide the work of one or more working groups, but it still cannot make decisions or spend money unless the Council explicitly delegates authority
 - xiii. A working group is an informal, non-decision-making body created by the Council or a committee to carry out research, gather information, or develop

proposals. Working groups are not committees or sub-committees and therefore are not required to meet in public or follow the formal procedures that apply to committees. They may include non-councillors. Working groups may not incur expenditure or make decisions on behalf of the Council. Any recommendations must be referred to the Council or to a committee with delegated authority for decision.

5. ORDINARY COUNCIL MEETINGS

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) 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 their successor is elected at the next annual meeting of the Council.**
- g. The Vice-Chair 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 Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual 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 shall 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, they shall preside at the annual 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 shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair and Vice-Chair, the business shall include:**

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- i. In an election year, delivery by the Chair 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 Chair of the Council of their 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, sub-committees, staff 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.
- ix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
Following ji-ix the Clerk will direct the need to undertake x-xxi
- x. Review and adoption of appropriate standing orders and financial regulations.
- xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xii. Review of representation on or work with external bodies and arrangements for reporting back.
- xiii. 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.
- xiv. Review of inventory of land and other assets including buildings and office equipment.
- xv. Confirmation of arrangements for insurance cover in respect of all insurable risks.
- xvi. Review of the Council's and/or staff subscriptions to other bodies.
- xvii. Review of the Council's complaints procedure.

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- xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation 13 (see also standing orders 11, 20 and 21).
- xix. Review of the Council's policy for dealing with the press/media.
- xx. Review of the Council's employment policies and procedures.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. confirmation of minutes.

6. EXTRAORDINARY MEETINGS

- a. **The Chair may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair 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 chair of a committee or working group may convene an extraordinary meeting of that body.
- d. If the chair does not call such a meeting within three days of a request by three members, those members may convene it.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except by a special motion signed by at least three councillors or by a motion moved pursuant to a committee recommendation.
- b. When a motion under Standing Order 7(a) has been disposed of, no similar motion may be moved for 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 has received an absolute majority of votes in their favour, the name of the person with 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.
- b. 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 for which it is tabled and shall relate to the performance of the Council's statutory functions, powers, or obligations, or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved unless it is on the agenda and written notice of its wording has been given to the Proper Officer at least **seven clear days** before the meeting.
- c. The Proper Officer may correct obvious grammatical or typographical errors in the wording of a motion before including it on the agenda.
- d. If the Proper Officer considers the wording unclear, the motion shall be rejected until clarified and resubmitted at least **five clear days** before the meeting.
- e. The Proper Officer's decision on whether to include a motion on the agenda shall be final and recorded with the reason for rejection.

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

- a. The following motions may be moved without written notice to the proper officer:
 - i. to correct an inaccuracy in the draft minutes.
 - ii. to move to a vote.
 - iii. to defer consideration.
 - iv. to refer a motion to a committee or sub-committee.
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business.
 - vii. to proceed to the next business.
 - 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 for confidential or prejudicial matters.
 - xii. to not hear further from a councillor or 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 mandatory).
- xvi. to adjourn the meeting.
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also Standing Order 20.

- a. **The Council shall have in place and keep under review technical and organisational measures to keep secure information (including personal data) held in paper or 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 draft minutes of a preceding meeting have been served on councillors with the agenda at which they are due to be approved for accuracy, they shall be taken as read.
- b. No discussion shall take place except regarding accuracy. Corrections shall be moved under Standing Order 10(a)(i).
- c. The accuracy of draft minutes including any amendments shall be confirmed by resolution and signed by the Chair at the end and initialled on each page.
- d. If the Chair does not consider the minutes accurate, they shall sign them and include a statement to that 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 this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it 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.**
- f. Following approval of minutes, draft minutes or recordings shall be destroyed, subject to Standing Order 12(e) & 20(a).

13. CODE OF CONDUCT AND DISPENSATIONS

(see also standing order 3(u).)

- a. All councillors and non-councillors with voting rights shall observe the Council’s adopted Code of Conduct.
- b. Unless a dispensation has been granted, a councillor (or non councillor with voting rights) with a disclosable pecuniary interest shall withdraw from the meeting during consideration of the matter.
- c. Unless a dispensation has been granted, a councillor (or non councillor with voting rights) with another interest shall withdraw if required by the Code of Conduct.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** upon receipt of the meeting summons, but the Proper Officer may also consider a written request made at the start of the meeting.
- e. A decision on a dispensation shall be made by the Proper Officer/Monitoring Officer and is final.
- f. A dispensation request shall include:
 - i. the nature of the interest;
 - ii. whether the dispensation is for discussion only or discussion and voting;
 - iii. the date or period (not exceeding four years) dispensation requested.
 - iv. the reason for the request.
- g. Subject to standing orders 13(d) and (f), a dispensation may be considered at the beginning of the meeting of the Council, or committee or sub 18 committee 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; *(This includes, but is not limited to, situations where the meeting would not be quorate.)*
 - 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

Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a. The **Proper Officer** is the person legally authorised to carry out certain official duties for the council (e.g., issuing notices, receiving declarations, handling formal documents). The Council should resolve a replacement in their absence.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it.

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- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.
- iv. **facilitate inspection of the minute book by local government electors.**
- v. **receive and retain copies of byelaws made by other local authorities.**
- vi. hold acceptance of office forms from councillors.
- vii. hold a copy of every councillor's register of interests.
- viii. 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.
- ix. act as the Council's Data Protection Lead.
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. 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).
- xii. arrange for legal deeds to be executed.
(see also standing order 23).
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations
- xiv. Submit every planning-related response agreed by the Council to the local planning authority for all planning applications notified to the Council.
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council [or committee].
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER (RFO)

- a. The Council shall appoint a Responsible Financial Officer (RFO) to administer the Council's financial affairs in accordance with proper practices. The RFO may be the Proper Officer [Clerk]
- b. The RFO shall:
 - i. Prepare financial reports for the Council.
 - ii. Administer the Council's banking arrangements.
 - iii. Maintain the Council's accounting records.
 - iv. Prepare the annual budget and precept recommendation.
 - v. Prepare the annual accounting statements.
 - vi. Manage the Council's financial controls and internal audit arrangements.
 - vii. Ensure compliance with the Council's Financial Regulations.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. Proper practices [the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide" [currently 2026 SAPPF]], and the Council's Financial Regulations. *[FEBRUARY 2026]*
- b. All payments and transactions made by the Council shall be authorised, approved, and paid in accordance with the law, proper practices
- c. The RFO shall supply each councillor with a statement summarising the Council's receipts and payments at least quarterly. *Usually presented at each meeting*
- d. The accounting statements shall be prepared in accordance with proper practices and submitted to the Council for approval. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. 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.
- e. The Council shall ensure that there is an adequate and effective system of internal audit.
- f. The Council shall comply with the requirements of the Accounts and Audit Regulations.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 or 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. 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 or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is**

subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff shall be considered in the absence of the press and public.
- b. The Council shall appoint a staffing committee or designate councillors to manage employment matters.
- c. The Chair of the Council or the Chair of the staffing committee with an additional councillor shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council
- d. Disciplinary and grievance matters shall be handled in accordance with the Council's adopted policies and relevant employment legislation.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters

20. RESPONSIBILITIES TO PROVIDE INFORMATION

(see also standing order 21)

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000]**
- c. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015. [If gross annual income or expenditure (whichever is the higher) exceeds £200,000]**
- d. The Proper Officer shall manage requests for information.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(below is not an exclusive list) (see also standing order 11)

- a. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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.
- f. The Council may appoint a Data Protection Officer but better referred to as Data Protection Lead

22. RELATIONS WITH THE PRESS / MEDIA

- a. Requests from the press or other media for information, comments, or interviews shall be directed to the Proper Officer.
- b. Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media that purport to represent the Council without prior authority.
- c. The Council may nominate a spokesperson to represent the Council's position on specific matters.

23. EXECUTION AND SEALING OF LEGAL DEEDS

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to Standing Order 23(a), 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 District and County Councillors representing the area.
- b. Unless the Council determines otherwise, District and County Councillors may attend meetings and may speak at the discretion of the Chair.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless authorised by the Council, no councillor shall:

- i. inspect any land or premises which the Council has a right or duty to inspect.
- ii. issue orders, instructions, or directions.
- iii. make representations or commitments on behalf of the Council.

26. STANDING ORDERS GENERALLY

- a. All or part of a Standing Order, except those which are mandatory by law, may be suspended by resolution of the Council for a specific item of business.
- b. A motion to add to or vary or revoke one or more Standing Orders shall be proposed in writing and shall be decided by the Council.
- c. The Proper Officer shall provide a copy of the Council's Standing Orders to each councillor upon delivery of their acceptance of office.
- d. The Council's Standing Orders shall be reviewed regularly and at least once every two years.
- e. Standing Orders shall be interpreted in accordance with the statutory provisions in force at the time.