HEADBOURNE WORTHY PARISH COUNCIL STANDING ORDERS

Adopted by Headbourne Worthy PC September 2026

HEADBOURNE WORTHY PARISH COUNCIL

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	3
3.	Meetings generally	3
4.	Committees and sub-committees	5
5.	Ordinary council meetings	5
6.	Extraordinary meetings of the council and committees and sub-committees	6
7.	Previous resolutions	6
8.	Voting on appointments	7
9.	Motions for a meeting that require written notice to be given to the Proper Officer	7
10.	Motions at a meeting that do not require written notice	7
11.	Handling confidential or sensitive information	7
12.	Draft minutes	7
13.	Code of conduct and dispensations	8
14.	Code of conduct complaints	9
15.	Proper Officer	9
16.	Responsible Financial Officer	10
17.	Accounts and accounting statements	10
18.	Financial controls and procurement	11
19.	Handling staff matters	11
20.	Requests for information	12
21.	Relations with the press/media	12
22.	Execution and sealing of legal deeds	12
23.	Communicating with District and County or Unitary councillors	12
24.	Restrictions on councillor activities	12
25.	Standing orders generally	13

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

c. The Chair may exercise the following powers if they are considered necessary:

i) Comments by Councillors in meetings to be addressed through the Chair

ii) Interruptions of speakers can only take place with the leave of the Chair

iii) The Chair can determine the order in which Councillors speak.

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 person(s) disregard 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

Full Council Meetings and any committees or sub-committees

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 days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

d Meeting 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 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 in accordance with standing

order 3(d) above shall not exceed *20* minutes unless directed by the Chair of the meeting.

f Subject to standing order 3(e) above, a member of the public shall not speak for more than 3 minutes unless by permission of the Chair.

g In accordance with standing order 3(d) 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.

h A person may raise his hand when requesting to speak. The Chair of the meeting may at any time permit a person to be seated when speaking.

i A person who speaks at a meeting 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(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.**

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 their 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 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 their casting vote whether or not they gave an original vote.** *See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.*

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. the grant of dispensations (if any) to councillors and non-councillors with voting rights.

v. whether a councillor or non-councillor with voting rights 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.

t **A councillor 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.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

v **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.

w A meeting shall not exceed a period of 3 hours unless by agreement of the Council.

4. Committees and sub-committees

a **Unless the council determines otherwise, a committee may appoint a sub-committee or a working group 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 The non-councillor members of a Committee that have been given voting rights and will be subject to the same rules as Councillors regarding declaring interests in items on the Agenda.

d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

e The Council or a Committee may appoint standing committees or other committees and sub 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. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
ix. shall determine if the public may participate at a meeting of a committee;
x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
xii. may dissolve a committee or a sub-committee.

f The Chair of the Committee shall be agreed by the Council and will be a Councillor.

g The Council may appoint a Working Group to advice the Council on specific matters.

h Membership of the Working Group and the Terms of Reference will be agreed by the Council.

i Membership of the Working Group may include members of the public. The Chair of the Working Group will be a Councillor unless particular circumstances occur and there is authorisation from the Council for a member of the public to take the Chair temporarily. The Working Groups will operate in accordance with the HWPC Terms of Reference for Working Groups and any specific Terms of Reference for the group.

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 they resign 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 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 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 his acceptance of office form unless the council resolves for this to be done at a later date;**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

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. 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;

k During the year the Council shall;

i. Review and adoption of appropriate standing orders and financial regulations;

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

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

l During the year the Council may:

iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

v. Review of the terms of reference for committees;

vi. Review appointment of members to existing committees;

vii. Appoint new committees or sub-committees in accordance with standing order 4;

viii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

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

x. Review of inventory of land and other assets including buildings and office equipment;

xi. Confirm arrangements for insurance cover in respect of all insurable risks;

xii. Review of the Council's and/or staff subscriptions to other bodies;

xiii. Review of the Council's complaints procedure;

xiv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xv. Review of the Council's policy for dealing with the press/media;

xvi. Review of the Council's employment policies and procedures;

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

6. Extraordinary meetings of the council and committees and sub-committees

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.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

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

7. Previous resolutions

a A resolution may be re-visited if new information comes to light and notice is given on the agenda.

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 Motions may only be agreed if they are on the agenda

b 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.

c 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 4 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

d 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.

e 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 5 clear days before the meeting.

f 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.

g 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 Procedural matters at the meeting are a matter for the Chair.

b 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 or sub-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 suspend the meeting temporarily;
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. Handling confidential or sensitive 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) 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 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."

e Upon a resolution, which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall not contribute to that part of the meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

c **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

d A decision as to whether to grant a dispensation shall be made by a meeting of the council and that decision is final.

e 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.

f 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.

g A dispensation may be granted **in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**

a. 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

b. granting the dispensation is in the interests of persons living in the council's area or

c. it is otherwise appropriate to grant a dispensation.

h All councillors shall read and sign the code of conduct within six months of the delivery of their acceptance of office form.

14. Code of conduct complaints

a **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 shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **At least three clear days before a meeting of the council, serve on councillors by email, authenticated in such manner as the Proper Officer thinks fit, a signed summons, confirming the time, place and the agenda.**

ii **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;

iii. Subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;

iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**

v. facilitate inspection of the minutes by local government electors;

vi. receive and retain copies of bye-laws made by other local authorities;

vii. retain acceptance of office forms from councillors;

viii. retain a copy of every councillor's register of interests;

ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;

x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

xi. manage the organisation, storage of, access to 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 (eg: 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 the council's financial regulations;

xiv. If a planning application requires a response before the next meeting of the Council. The Proper officer should approach the planning authority to negotiate an extension. In any case the Proper Officer has delegated powers to respond to the planning matters having consulted members of the Council for their opinion;

xv. manage access to information about the council via the publication scheme.

See also standing order 22 below.

16. Responsible Financial Officer

a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

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 (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.

i. The Responsible Financial Officer shall supply to each councillor at meetings the council's receipts and payments for the months.

ii. the balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

c As soon as possible after the financial year end of` 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the council's receipts and payments for the

last quarter and the year to date for information; and

ii. to the full council, the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

d The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 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/or orders of payments; and

v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.

b Financial regulations shall be reviewed annually for fitness of purpose.

c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of** £60,000 **shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**

d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following 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 on the Council's website and in any other manner that is appropriate;

iv. tenders are to be submitted to the Proper Officer

v. tenders are to be reported to and considered by a working group before the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

e Neither the council, nor a committee or a sub-committee or working group with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f **Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with procurement rules.**

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 standing order 11 above.

b Subject to the council's policy regarding absences from work, staff absences shall be reported to the Chair and that person shall report such absence to parish council.

c The Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of clerk/RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by parish council.

d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of parish council.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk/RFO relates to the Chair or vice-Chair, this shall be communicated to another member of the parish council, which shall be reported back and progressed by resolution of the parish council.

f 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.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Requests for 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.

c Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the parish council. The Chair shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21 Responsibilities under data protection legislation

(Below is not an exclusive list).
See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

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

d **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.**

e **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.**

f **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 in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) above.

a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b **Subject to standing order any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.** This may be undertaken by suitable electronic means if advised as correct by the Solicitor.

23. Communicating with District and County or Unitary councillors

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

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

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

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 3 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.