

Granborough Parish Council

Model Standing Orders

Adopted: 22nd May 2018; updated 12th May 2026

These model standing order update the National Association of Local Councils' (NALC) model standing orders 2013 to incorporate new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

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

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

The model standing orders do not include model financial regulations. These are documented separately.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. Granborough Parish council has adopted them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively, they have been amended where required, to suit Granborough Parish Council. For convenience, the word "Councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-Councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

- a. Items 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. The minutes will note any change in order so that they are a true representation of the meeting.
- b. As a small Parish Council our approach to meetings is informal with no restrictions placed on debate except that remarks must be relevant and respectful and Councillors should not interrupt one another.
- c. In the even that debate goes on too long, becomes rude or irrelevant, the Chair of the meeting shall call an end to the debate. The Chair's decision shall be final.
- d. When an item is under debate, no other items shall be discussed except;
 - i. To amend the item;
 - ii. To proceed to the next item;
 - iii. To adjourn the debate;
 - iv. To put the item to a vote;
 - v. To ask a person to be no longer heard or to leave the meeting;
 - vi. To refer an item 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 or legal requires.
- e. Before taking a vote, the Chair of the meeting shall be satisfied that the item has been sufficiently debate.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person(s) shall obstruct the transaction of business at a meeting or behave offensively or improperly. The Chair of the meeting will request any person(s) ignoring this standing order, improve their conduct.
- b. If person(s) disregards the request of the Chair of the meeting to improve their conduct, any Councillor or the Chair of the meeting may move that the person be 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) is ignored, the Chair may take further reasonable steps to restore order. This may include 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. (*Full Council*)**
- 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. (*Full Council*)**

- 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 unless the meeting is convened at shorter notice. (*Committee Meetings*)**
- 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. (*Full Council & Committee*)**
- e. Members of the public may make representations, answer questions and give evidence during the Open Forum part of the meeting, which they are entitled to attend in respect of items of Council Business.
- f. The period designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), 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 their hand when requesting to speak and await permission from the Chair of the meeting.
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. 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.
- 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. (*Full Council & Committee*)**
- 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. (*Full Council & Committee*)**
- 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. (*Full Council & Committee*)**
- 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).
(Full Council)

- 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.**
(Full Council)
- q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.** *(Full Council, Committee, Sub Committee)*
- 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. *(Full Council, Committee, Sub Committee)*
- 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 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.**
(Full Council)
- t. The minutes of a meeting shall include an accurate record of the following;**

 - i. The time and place of the meeting;**
 - ii. The names of Councillors who are present and the names of Councillors who are absent and reason for absence;**
 - 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.**
- u. A Councillor or a non-Councillor with voting rights who has a disposable 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.**
(Full Council, Committee, Sub Committee)
- 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. (Full Council)

- w. 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.
(Full Council, Committee, Sub Committee)**
- x. A meeting shall not exceed a period of 2 hours.**

4. COMMITTEES AND SUB-COMMITTEES

- 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.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. 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

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 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 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, he 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 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. **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 new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- 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 other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. 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);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, 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 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 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 5 days of having been requested to do so by a majority of members of the committee [or the sub-committee], any 2 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 shall not be reversed within six months except where new information comes to light, which could alter the Council's position. To re-examine a resolution, 2 Councillors or a committee or subcommittee, should submit a request to the proper officer to include the item on the next Agenda.
- b. When a motion moved pursuant to standing order 7(a) has been reconsidered, no similar item may be raised for 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. Items raised on the agenda shall be confined 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 item may be resolved at a meeting unless it is on the agenda. Councillors wishing to add an item to the Agenda must give notice to the proper officer in writing 6 clear days before the meeting is held. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Councillor provides wording for the agenda item which the Proper Officer considers is not clear in meaning, the Proper Officer will reword the item and inform the Councillor prior to the agenda being circulated.
- e. If the Proper Officer does not consider the item complies with standing order 9a, the Proper Officer will consult with the Chair of the Council to decide whether or not to include the item.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Items rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee 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 temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

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) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the 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:
- e. “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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.” (*Full Council, Committee, Sub Committee*)
- f. The Council shall publish draft minutes on a website which is publicly accessible and free of charge, and on the closed noticeboard, not later than 10 days after the meeting has taken place.
- g. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following 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(u)

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the councillor has disclosed a pecuniary interest. The councillor may return to the meeting after it has considered the matter.
- c. Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which the councillor has another interest if so required by the Council’s code of conduct. The councillor may return to the meeting after it has considered the matter.
- 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 the Proper Officer OR by a meeting of the Council, or committee or sub-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), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-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;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. **Upon notification by the 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) a councillor 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, 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 items in the usual order;

- 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. liaise, as appropriate, with the Council's Data Protection Officer if appointed.
- 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. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. Refer a planning application received by the Council to the councillors within two working days of receipt to facilitate an additional meeting if the planning application requires consideration before the next ordinary meeting of the Council;
- xvi. Where the Parish Council is unable to consider a planning application at a properly convened and quorate meeting, the Council hereby delegates authority to the Clerk (as Proper Officer) to submit the Parish Council's comments to the Local Planning Authority following consultation with councillors by email, subject to the conditions set out below. This delegated authority may only be exercised where one of more of the following circumstances apply:
 - a. A request for an extension of time to allow consideration at the next scheduled meeting of the Council has been refused by the Local Planning Authority.
 - b. There is insufficient time to convene an extraordinary meeting of the Council within the required notice period, including during periods of Council recess; or
 - c. A meeting cannot be held, or would be inquorate, due to the absence or unavailability of councillors.

In exercising this delegated authority:

- a. The Clerk shall circulate the planning application and invite comments from all councillors, allowing a reasonable period for responses having regard to the determination deadline.

Participation by the Chair or Vice Chair shall not be required for

delegated authority to be exercised.

- b. The Clerk shall not submit Parish Council comments unless responses are received from not fewer than three councillors.
- c. The comments submitted shall reflect the majority view of councillors responding.
- d. Where no clear majority view is expressed, or where councillors' views are materially divided, no Parish Council comment shall be submitted.
- e. Councillors' responses shall be treated as expressions of opinion for the purpose of delegated authority and shall not constitute a decision of the Council taken outside a meeting.
- f. Where the Parish Council is unable to submit comments under this delegated authority, the Clerk may notify the Local Planning Authority that the Parish Council was unable to form a corporate response within the consultation period, for reasons such as insufficient time or inability to obtain sufficient councillor responses.

Any comments submitted under this delegated authority shall be:

- a. Clearly identified to the Local Planning Authority as comments submitted under delegated authority.
- b. Reported to the next available meeting of the Council; and
- c. Recorded in the minutes of that meeting for information and transparency.

Nothing in this procedure prevents the Parish Council from submitting comments outside the statutory consultation period where the Local Planning Authority is willing to accept them; however, this shall not be relied upon and will be considered only in exceptional circumstances.

This delegation shall be used only in exceptional circumstances and shall not replace consideration of planning applications at meetings of the Council wherever a meeting can lawfully be held.

xvii. manage access to information about the Council via the website

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Clerk shall undertake the work of the Responsible Financial Officer.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor monthly;
 - i. the Council's receipts and payments against budget for the financial year, highlighting any potential overspends.
 - ii. the total receipts and payments for the financial year
 - iii. a monthly bank reconciliation
 - iv. the Council's receipts and payments for devolved services for the financial

- d. As soon as possible after the financial year end, the Responsible Financial Officer shall provide the monthly accounts made up to 31st March as specified above.
- e. The year-end accounting statements shall be prepared in accordance with proper practices for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors along with variances and a bank reconciliation, as soon as they have been signed off by the internal auditor. These will be considered for approval at a Council meeting before 30th June, and submitted for external audit.

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 an annual report from the internal auditor;
 - 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] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed 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 the clerk that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the clerk shall notify the Chair of the Council if absence is occasioned by illness or for other reasons and the Chair shall report such absence to Council at its next meeting.
- c. The Chair of the Council or in their absence, the vice-Chair shall upon a resolution, conduct a review of the performance and appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the clerk shall contact the Chair of Council or in their absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of 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 relates to the Chair or vice-Chair, this shall be communicated to another member of Council, which shall be reported back and progressed by resolution of Council.
- f. 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.
- 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. RESONSIBILITIES 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.**

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** if required.

- 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.**

22. 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.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii)

- 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.

The above is applicable to a Council without a common seal.

24. COMMUNICATION 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 OR Unitary 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 OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. 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.

26. STANDING ORDERS GENERALLY

Granborough Parish Council – Standing Orders

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.