

STANDING ORDER – SUMMARY OF PROPOSED AMENDMENTS. Amendments made based on National Association of Local Councils (NALC) Model Standing Orders April 22

<u>Standing Order No</u>	<u>Description</u>	<u>Proposed amendment</u>	<u>Detailed text</u>
1	Meetings (page 3)	Insert para (e – h)	<p>e) <i>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.</i></p> <p>(f) <i>The minimum three clear days for notice of a meeting does not include a 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.</i></p> <p>(g) <i>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.</i></p> <p>(h) <i>The Chair of the Council, if present, shall preside at the meeting. If the Chair is absent from a meeting the Vice Chair of the Council if present, shall preside. If both Chair and the Vice Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside.</i></p>
2	The Statutory Annual (page 4)	Insert para (c-d)	<p>c) <i>In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has</i></p>

			<p><i>been elected. The current Chair of the Council shall not have an original vote in respect of the election of a new Chair of the Council but shall give a casting vote in the case of an equality of votes.</i></p> <p>(d) <i>In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair has been elected. He/she/they 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.</i></p>
27	Disorderly conduct at meetings (page 11)	Insert para (d –e)	<p>(d) <i>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 longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.</i></p> <p>(e) <i>If a resolution made under standing order 27 (d) 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</i></p>
29	Disorderly Conduct (page 12)	Insert additional text in c	<p>(c) <i>Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Councils Code of Conduct, the Council should consider what ,if any , action to take against them. Such action excludes disqualification or suspension from office.</i></p>
49	Programme Committee Responsibilities (page 16)	Insert (e) Neighbourhood Plan Committee	<ul style="list-style-type: none"> • Lead on development update on Neighbourhood Plan/Priorities Statement. • To make recommendations to Council in respect of renewing/amending the NP and changes affecting the Parish or changes in government policy.

			Review protocols – Development/Developer meetings/discussions
66	Inspection of documents (page 19)	Delete current wording & Insert para (a-b)	<p>DELETE - All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council</p> <p>Replace with:</p> <p>a) <i>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.</i></p> <p>b) <i>The Council shall publish information in accordance with the requirements of the Local Government (Transparency requirements) (England) Regulations 2015</i></p>
76	Contracts (page 22)	Insert para (d-e)	<p><i>(d) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in 76(e) is subject to the 'light touch' arrangements under Regulations 109 – 114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement)</i></p> <p><i>(e) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either those Regulations apply, the</i></p>

			<i>Council must comply with procurement rules. NALC's procurement guidance contains further details</i>
82 (New)	Data Protection (page 24)	Insert para (a-e)	<p><i>(a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.</i></p> <p><i>(b) The Council shall have a written policy in place for responding to and managing a personal data breach.</i></p> <p><i>(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.</i></p> <p><i>(d) The Council shall ensure that information communicated in its privacy (notices(s) is in an easily accessible and available form and kept up to date.</i></p> <p><i>(e) The Council shall maintain a written record of its processing activities.</i></p>
83 (New)	Management Information (page 24)	Insert para (a-d)	<p><i>(a) The Council shall have in place and keep under review, technical and operational 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.</i></p> <p><i>(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 Councils 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).</i></p> <p><i>(c) The agenda papers that support the agenda and minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</i></p>

			<i>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</i>
82 originally –change to 84	Standing Orders given to members	- Change of numbering	-
83 originally – change to 85	Revocation of Previous Standing Orders	- Change of numbering	-

FINANCIAL REGULATIONS - SUMMARY OF PROPOSED AMENDMENTS. Amendments suggested based on National Association of Local Councils (NALC) Model Financial Regulations

<u>Financial Regulation No</u>	<u>Description</u>	<u>Proposed amendment</u>	
5	Banking Arrangements	Insert para 5.5 – 5.7	<p><i>5.5 No employee or councillor shall disclose any PIN or password relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.</i></p> <p><i>5.6 The council, and any members using computers for the council’s financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with high level security is used.</i></p> <p>5.7 <i>Where internet banking arrangements are made with any bank, the Clerk or other designated officer shall be appointed as the Primary Administrator. The bank mandate approved by the council shall identify a number of councillors/officers authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Primary Administrator alone ,or by the Primary Administrator with a stated number of approvals</i></p>
13	Procurement Of Goods & Services	Update contract values in tables	See Inserted tables

<p>13.2</p>	<p>Tenders to be invited by public advertisement</p>	<p>Delete one of the original paragraphs and replace with para a-c</p>	<p>INSERT</p> <p>a) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more , the council shall comply with the requirements of the regulations</p> <p>b) The full requirements of The Regulations, as applicable shall be followed in respect of tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time</p> <p>c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in the recommendation to the council</p> <p>DELETE</p> <p>Contracts which exceed £80,500 in valuation or amount for the supply of goods or materials or the execution of any work for which provision has been made in annual budget shall not be made unless at least ten days public notice has been given in one or more of the local newspapers circulating in the district.</p>
<p>15 (New)</p>	<p>Risk Management</p>	<p>Insert para 15.1</p>	<p>15.1 The council is responsible for putting place arrangements for the management of risk. The Clerk shall prepare, for approval by council, risk management policy statements in respect of all</p>

			activities of the council. Risk policy statements and consequential risk management arrangements should be reviewed by the council at least annually
16.2 (New)	Revision of Financial Regulations	Insert new paragraph	The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations