



## AGENDA

### EXTRAORDINARY ANNUAL MEETING OF THE PARISH COUNCIL

Convened Under Standing Order 6a

To be convened: Tuesday 23 May 2023

Time: 6:00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting  
to transact the following business.

Members are respectfully reminded that each item of business should be carefully  
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Celina Jefcoate

Cllr. Elliot Costa

Cllr Faiza Rivzi

Cllr Lisa Skingsley Morgan

Cllr Naveed Akhtar

Cllr Tes Gaffar

Cllr Rashni Chahal-Holden

Cllr Rochelle Hodds

Cllr Syed Raza

Cllr Renu Phull

Cllr Pranav Bhanot

**Members of the press and public are invited to attend this meeting. Photographing, recording, broadcasting or transmitting the proceedings may take place**

Cllr. Celina Jefcoate

Chair of Chigwell Parish Council

Date: 17th May 2023

## AGENDA

### 1. ELECTION OF A CHAIR

To **PROPOSE** and **SECOND** nominations for the Office of Chair and, if there is more than one nominee, to vote thereon.

### 2. ELECTION OF A VICE CHAIR

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chair and, if there is more than one nominee, to vote thereon.

### 3. APOLOGIES FOR ABSENCE

### 4. DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

### 5. MINUTES

To receive and confirm the minutes of the previous meeting held 17 May 2022 ([APPENDIX 1](#)) and 18 May 2023

### 6. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

### 7. STANDING WORKING COMMITTEES - TERMS OF REFERENCE REVIEW

The Terms of Reference defines purposes and structures of committees. They establish a basis for resolutions and the scope of that committee. They can describe the following;

- Vision, objectives, scope and deliverables (i.e. what has to be achieved)
- Roles and responsibilities
- Resources, financials and preparations (i.e. how will objectives be achieved)
- Work breakdown, structures, timetable, plan of actions (i.e. when will this be achieved)

Members are asked to **CONSIDER** and **APPROVE** the draft ToR for the following committees for the year 2023/24

Planning – **Appendix 2**

Finance and Governance – **Appendix 4**

Personnel – **Appendix 5**

Community Assets – **Appendix 6**  
Community Services – **Appendix 7**

## **9. STANDING COMMITTEES**

Members to **DETERMINE** Chair and Vice Chair of the following for the year 2023/24

- i. Planning (all members)

## **10. WORKING COMMITTEES**

Members to **DETERMINE** memberships of the following for the year 2023/24

- i. Finance and Governance
- ii. Personnel
- iii. Community Assets Committee
- iv. Community Services Committee

As per the ToR the Chairs and Vice Chairs of these committees will be appointed at their first meeting. The decisions of these working committees will be reported to council for information rather than for ratification, unless this decision would result in an expenditure in excess of that allowed by their Terms of Reference, whilst any decision that will result in an expenditure of over **£5,000.00** will require ratification from the Council, prior to implementation.

The Chair and Vice Chair of the council are both ex-officio members of all Committees and therefore may stand in if necessary to ensure that committee meetings are quorate

## **10. WORKING GROUPS – TERMS OF REFERENCE REVIEW**

Members are asked to **CONSIDER** and **APPROVE** the ToR for the Chigwell Climate Change Action Group and the GP Feasibility Group for the year 2023/24 - **Appendix 8, Appendix 9**

## **11. WORKING GROUPS**

Members to **CONFIRM** membership of the following for the year 2023/24. Chairs are appointed as per the ToR

- i. Chigwell Climate Change Action Group
- ii. GP Feasibility Group

## **12. REPRESENTATION ON OUTSIDE BODIES**

To **DETERMINE** the Council's representation on the following:

EFDC Standards Committee: previously Cllr Faiza Rizvi  
EFDC Local Councils' Liaison Committee ; the Clerk and the Chairman are automatically Members of this Committee. The Vice Chairman is also a Member  
Epping Forest Plan South; previously Cllr Celina Jefcoate

**13. GOVERNANCE AND ACCOUNTABILITY - REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL (APPENDIX 10)**

Members are advised that this agenda item is in preparation for the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2023/24. The Finance and Governance Committee will continue to have charge of the financial and accounting arrangements of the council, and where necessary make recommendations to full council.

However, this annual review is in future to be carried out by the full council to meet the requirements of the external auditors. Members are encouraged to refer to "[Governance and Accountability, A Practitioners' Guide](#)", which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting

Members are asked to **REVIEW** and **APPROVE** the Statement of Internal Control for the year 2023/24

**14. REVIEW OF COUNCIL SUBSCRIPTIONS**

The council presently subscribes to the following:

- National/Essex Association of Local Councils
- Rural Community Council of Essex
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks
- Clerks and Councils Direct
- National Allotment Association

In accordance with Standing Orders, Members are now asked to **REVIEW** and **APPROVE** any subscriptions for the year 2023/24 (**APPENDIX 11**)

**15. CODE OF MEMBER CONDUCT - LOCALISM ACT 2011, S28 - APPENDIX 12**

The Localism Act 2011 requires Parish Councils to adopt a Code of Member conduct, which confirms the conduct expected of the membership. The Chigwell Parish Code of Member Conduct was adopted on 5 July 2022 and is based on the

Members are asked to **REVIEW** and **APPROVE** the Chigwell Parish Code of Member Conduct for the year 2023/24

**16. LAND AND ASSETS REGISTER REVIEW – APPENDIX 13**

The Parish Council's Standing Orders require that an inventory of land and assets, is annually reviewed by council. Members to **REVIEW** the Land and Assets Register and **APPROVE** an appropriate course of action

**17. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW - APPENDIX 14 and APPENDIX 15**

It is requirement that the Standing Orders and Financial Regulations are reviewed at the Annual Council Meeting.

Members are now asked to **CONSIDER** and **APPROVE** the draft Standing Orders (2023) and Financial Regulations (2023), as shown at **APPENDIX 14 and APPENDIX 15**, respectively.

## **18. GENERAL POWER OF COMPETENCE**

The Parish Council resolved to confirm it satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council at the Annual Meeting on 20 May 2021 . This statutory power allows an eligible council to do anything subject to statutory prohibitions, restrictions and limitations.

Members are further advised that the council's period of eligibility begins on the date that the resolution was made (20 May 2021) and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections. The council 's General Power of Competence thus expires the day before the Annual Meeting of the Council in 2024

## **19. INSURANCE COVER AND FIDELITY GUARANTEE REVIEW**

Members to **CONSIDER** and **REVIEW** the Insurance cover and fidelity guarantee for the year 23/24 and **AGREE** an appropriate course of action (**APPENDIX 16**)

## **20. POLICY REVIEW**

To **REVIEW** and **ADOPT** the following policies for the council year 23/24 - **APPENDIX 17-29**

CCTV Policy  
Complaints Policy  
Grant Policy  
Information and Data Protection Policy (with Transparency & Accountability Information)  
GDPR Policy  
Environment Policy  
Public Participation Policy  
Email Policy  
Social Media Policy  
Retention Policy  
Co-option policy  
Expenses Policy  
Media Policy

## **21. GRANT APPLICATION - APPENDIX 30**

To **REVIEW** a grant application from the Limes Farm Community Group for 23/24 and **AGREE** an appropriate course of action

## **22. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING**

To **NOTE** any matters which a Member may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.

## **23. TO AGREE THE MEETING DATES FOR 2023/24 - Appendix 31**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

### **Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.

## **Chigwell Parish Council Planning Committee Terms of Reference**

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### **1. Committee**

The Planning Committee is constituted as a Standing Committee of Chigwell Parish Council.

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### **2. Membership**

All Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.

All members of the Planning Committee are required to complete a recognised Councillor planning training programme within three months of their appointment. This shall be valid for two years from date of completion.

Any Parish Councillor who has submitted a planning application to Epping Forest District Council up to five years prior of the beginning of the Parish Council's term for anything other than works relating to or the construction of a single dwelling or workplace that is in their own or close family member's ownership shall not be appointed to the Planning Committee. This exclusion shall also apply if the employer of any Councillor or their close family member or any company in which they hold, either directly or indirectly, more than 5% of the shares, has made a planning application to EFDC up to five years prior of the beginning of the Parish Council's term for anything other than for works relating to or construction of a single dwelling or workplace in their ownership.

The quorum of the Committee shall be four Members.

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### **3. Chairperson**

The Chairperson and Vice Chairperson of the Committee will be elected annually at the first meeting of the committee.

If the Chairperson or Vice Chairperson resigns from the Committee/Council during the year a new Chairperson or Vice Chairperson will be appointed at the next appropriate Full Council or Planning meeting. The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

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### **4. Voting**

Only appointed members may vote and participate at a meeting.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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### 5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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### 6. Meetings

The Committee will meet at least 12 times a year with additional meetings as the workload requires, with a minimum of 5 clear days notice given.

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### 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 1 to these Terms of Reference.

Where it is known in advance that the press and public are likely to be excluded from the meeting, this will be advertised on the Committee's agenda.

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### 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee. The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 3 working days, these will be replaced with the approved minutes.



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## 9. Meeting Duration

The duration of the Planning Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Planning Committee Meeting.

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## 10. Funding

The Committee shall have the remit to commit/spend up to £100 of the Council expenditure. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Full Council will review and approve these Terms of Reference each year at the Annual (or First) Council Meeting. The Planning Committee can review them at any time and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The purpose of the Committee is to deal with all Planning matters within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Planning Applications received from the District and County Councils.
- Correspondence relating to the Planning Committee and Planning Matters.
- Consultations with regard to Planning Matters on behalf of the Parish Council as appropriate.

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## 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered, amended and approved by the Committee at its Annual meeting on 23 May 2023.

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see Appendix 2

## **Chigwell Parish Council**

### **Finance and Governance Committee Terms of Reference**

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#### **1. Committee**

The Finance and Governance Committee is constituted as an Executive Committee of Chigwell Parish Council.

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#### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members including the Chairman or Vice Chairman of Council.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members.

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#### **3. Chairman**

The Chairperson and Vice Chairperson of the Committee will be elected annually at the first meeting of the committee.

If the Chairperson or Vice Chairperson resigns from the Committee/Council during the year a new Chairperson or Vice Chairperson will be appointed at the next appropriate Full Council or Finance and Governance meeting. The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action

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#### **4. Voting**

Only appointed members may vote and participate at a meeting. Non-member Councillors may attend and participate but not vote.

Members of the public may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

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#### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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## 6. Meetings

The Committee will meet at least once in each financial month to approve payments and salaries with additional meetings as the workload requires, with a minimum of 5 working days notice given.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 2 to these Terms of Reference.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Finance and Governance Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Finance and Governance Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The Committee will have overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These responsibilities include:

1. The reviewing of the Council's banking arrangements.
2. The reviewing of the Council's accounting practices and systems
3. Guide the Parish Council in the formulation and review of Corporate Governance and Financial matters.
4. Oversight of the preparation and review of the Council's annual budget and three year budget forecast which shall be drawn up by the RFO.
5. Ensure that financial procedures are followed correctly, the budgeted expenditure is adhered to and identify virements for recommendation to Full Council, via up-to-date Bank Reconciliation statements, Budget Monitor and Income & Expenditure Cost Centre Reports, which shall be drawn up by the RFO and presented at all committee meetings.
6. Authorise expenditure, payments and virements within the level of authority laid down in the Council's Financial Regulations or delegated to the Committee from time to time.
7. Making a recommendation to the Council at the January meeting each year of the level of precept required
8. To consider forward planning and provide earmarked reserves for the replacement of equipment and property.
9. Oversee the preparation of the Budget and Precept for approval by Full Council.
10. Consider contract proposals for expenditure not specifically dealt with by any other committee.
11. To review both Internal and External Audit Reports and arrange for implementation of any recommendations.

12. Undertake a review of Standing Orders, Financial Regulations, the Investment Policy, Terms and Conditions of Borrowing, System of Internal Audit, Asset Register, Risk Management and Insurance, Freedom of Information Act Publication Scheme, GDPR, and any other policies not specifically dealt with by any other committee on a regular basis, at least annually.
13. To oversee all legal matters pertaining to leases, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, debt recovery and make recommendations to Full Council.
14. To negotiate the rent or purchase of land or properties on behalf of the Council when instructed to do so by resolution of the Council and to make recommendations to Full Council regarding the terms of the negotiation.
15. Respond to consultations on behalf of the Parish Council as a whole or, where appropriate, where no other committee clearly has relevant responsibility.
16. In coordination with other committees, organise and recommend future meeting dates for the Parish Council and all committees.
17. Deal with items not dealt with by other named committees or sub-committees.
18. The Committee is authorised to establish Advisory Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work;
19. Advisory Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee;
20. Advisors shall have no voting rights.
21. Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

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### 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered and approved by the Committee at its Annual meeting on 23 May 2023.

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix

## **Chigwell Parish Council**

### **Personnel Committee Terms of Reference**

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#### **1. Committee**

The Personnel Committee is constituted as an Executive Committee of Chigwell Parish Council.

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#### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members including the Chairman or Vice Chairman of Council.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members.

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#### **3. Chairman**

The Chairperson and Vice Chairperson of the Committee will be elected annually at the first meeting of the committee.

If the Chairperson or Vice Chairperson resigns from the Committee/Council during the year a new Chairperson or Vice Chairperson will be appointed at the next appropriate Full Council or Personnel meeting\*

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#### **4. Voting**

Only appointed members may vote and participate at a meeting.

Non-member councillors and members of the public may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

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#### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

\* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

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## 6. Meetings

The Committee will meet a minimum of three times per year. The Committee will schedule its own meetings as the workload requires, with a minimum of 3 clear days notice given in line with the Council's Standing Orders.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 2 to these Terms of Reference.

Given the likely confidential nature of the discussions, it is likely that parts of these meetings will be in closed session, excluding not only the public but also on occasion, the staff

When it is known in advance that the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Personnel Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Personnel Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The Committee will have overall responsibility for the management of the Council's personnel, HR staffing and grievance matters in accordance with legislative requirements, regulations and guidelines. These responsibilities include:

1. To establish and keep under review the staffing structure
2. To draft, implement, review, monitor and revise policies for staff in accordance with current guidance from NALC
3. To establish and review salary pay scales for all categories of staff in accordance with current guidance from NALC
4. To appoint or release staff, both permanent and interim under the requirements of the Standing Orders
5. To oversee that the Clerk has executed new employment contracts and any changes to contracts for Parish staff
6. To establish, review and receive performance management (including annual appraisals) and staff training programmes for all staff in line with the Council's Appraisal Policy
7. To consider requirements for succession planning
8. To approve and oversee any disciplinary process that may lead to the sanctioning or dismissal (including redundancy) of any staff
9. To keep under review staff working conditions, well being and health and safety matters
10. To monitor and address regular or sustained staff absence



11. The Committee is authorised to obtain external legal or other professional advice or to secure the attendance of anyone it considers has relevant experience or expertise
12. To agree new job descriptions, advertising for all new staff, conducting interviews and appointing staff (other than the Clerk)
13. To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £5,000. Recommended changes exceeding £5,000 are to be referred to the relevant committee or Council under the requirements of the Standing Orders;
14. The appointment and dismissal of the most senior officer of the Council should be reserved for a Full Council meeting
15. The Committee is authorised to establish Advisory Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work;
16. Advisory Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee;
17. The Personnel Committee will supervise and manage the Clerk's work, to administer their leave requests, record and monitor the Clerk's absences, handle grievance and disciplinary matters and pay disputes.
18. The Personnel Committee delegates the responsibility to the Clerk to provide oversight, direction, guidance and support for the work of the council staff. The Clerk is responsible for ensuring Staff are completing tasks in relation to their job descriptions. The Clerk is also responsible for managing and recording annual leave, sick leave and approved time in lieu. The Clerk must report any staffing concerns to the Personnel Committee. The Clerk is also responsible for the timely completion of staff appraisals at year end.
19. Advisors shall have no voting rights
20. Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

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### 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered and approved by the Council at its Annual meeting on 23 May 2023.

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix

## **Chigwell Parish Council**

### **Community Assets Committee Terms of Reference**

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#### **1. Committee**

The Community Assets Committee is constituted as an Executive Committee of Chigwell Parish Council.

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#### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members. Up to three non-Councillors can be appointed as per the Standing Orders.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members to include no less than two Councillors.

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#### **3. Chairperson**

The Chairperson of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting.

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#### **4. Voting**

Only appointed members may vote and participate at a meeting in line with standing order. Non member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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#### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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\* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

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## 6. Meetings

The Committee will meet at least four times a year, with a minimum of 5 working days notice given.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings (see attached appendix). All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Community Assets Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Community Assets Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The purpose of the Committee is to manage all Community Assets within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Station Green
- The Cemetery and Parish Office space and buildings
- Grove Lane Meadow
- Queen Elizabeth Meadow
- Recreational Areas and Open Spaces
- Victory Hall and the Community Club
- Street furniture (including cycle parking and EV charging)
- Other items on the Asset Register
- Street/litter cleaning and waste/recycling collection (including Parish bins)
- Relevant H & S oversight
- Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

---

## 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered, amended and approved by the Committee at its Annual meeting on 23 May 2023.

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix

## **Chigwell Parish Council**

### **Community Services Committee Terms of Reference**

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#### **1. Committee**

The Community Services Committee is constituted as an Executive Committee of Chigwell Parish Council.

---

#### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members. Up to three non-Councillors can be appointed as per the Standing Orders.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members to include no less than two Councillors.

---

#### **3. Chairperson**

The Chairperson of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting.

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#### **4. Voting**

Only appointed members may vote and participate at a meeting. Non member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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#### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

\* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

---

## 6. Meetings

The Committee will meet at least four times a year, with a minimum of 5 working days notice given.

---

## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 1 to these Terms of Reference.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Community Services Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Community Services Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

---

## 12. Responsibilities

The purpose of the Committee is to manage all Community Services within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Road, pavement, footpath, bridlepath and cycle path issues
- Local event management (CPC and third party)
- Street Lighting
- CCTV
- Public safety (e.g. local policing, NHW, Speedwatch, special constables)
- Community relationships, liaison and consultations
- Website and social media management
- Liaison with Local Highways Panel
- Relevant H & S oversight
- Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

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## 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered and approved by the Committee at its Annual meeting on 23 May 2023

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix 2



## **Chigwell Parish Council**

### **Climate Action Working Group Terms of Reference**

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#### **1. Introduction**

The Climate Action Working Group is constituted as a advisory group of Chigwell Parish Council.

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#### **2. Membership**

The advisory group will comprise of a minimum two Councillors from Parish, District or County plus members of the public with a maximum membership of 10. Members will be appointed by the advisory group as voting members.

Non-council members will be appointed in conjunction with an appeal for members via the Council's social media, other local social media and other public means as available/appropriate. Non-council members should be residents of Chigwell who have demonstrated relevant experience and knowledge with regard to the objectives of the advisory group. Non-council members who are resident outside Chigwell may attend and participate but will not have voting rights

If a councillor resigns from the advisory group/Council during the year a new councillor will be appointed at the next advisory group meeting.

The quorum of the advisory group shall be three Members to include no fewer than two Councillors.

---

#### **3. Chairperson**

The Chairperson and Vice Chairperson will be appointed by the advisory group at their first meeting after the Annual Meeting.

If the Chairperson or Vice Chairperson resigns from the advisory group/Council during the year a new Chairperson or Vice Chairperson will be appointed by the advisory group.

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#### **4. Voting**

Only appointed members may vote and participate at a meeting in line with standing order. Non-member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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## 5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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## 6. Meetings

The Advisory group will meet at least four times a year, with a minimum of 5 working days' notice given. As a non-statutory Council body, meetings of the advisory group can continue to take place remotely or may take place at a location specified on the published agenda in line with the Council's Standing Orders.

---

## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council, its committees and advisory groups take, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the advisory group in line with the Council's Standing Orders.

---

## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Advisory group. If the Advisory group does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days. These will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Climate Action Advisory group's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business will be taken at the beginning of the next Advisory group Meeting.

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## 10. Funding

The Advisory group shall have no remit to commit/spend. Any proposal to spend will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Advisory group will review these Terms of Reference each year at the first meeting of the Advisory group following the Annual (or First) Council Meeting and

when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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### 12. Responsibilities

The purpose of the Advisory group is to help Chigwell combat the twin emergencies of climate change and biodiversity loss, and specifically to help Chigwell reach its stated carbon emissions target of Net Zero by 2030.

Considered by the Council at its Annual meeting on 20th May 2021.

Final version approved by the Council at its Council meeting on 23 May 2023.

Review Date: May 2024

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## Specific Terms of Reference for the GP Feasibility Working Group

The Parish Council as the parent body formed the GP Feasibility Working Group (Minute 16/23 FC 26.01.23) to carry out specific detailed task of liaising with potential stakeholders to examine the feasibility and establish the possibility of using Parish premises as an NHS GP surgery.

Specific Terms of Reference, including if necessary delegated powers, are agreed by the GP Feasibility Working Group at the inaugural meeting for ratification at the next Full Council Meeting. The GPFWG shall continue to meet while awaiting ratification of the Specific Terms of Reference

These Terms of Reference were ratified at the Full Council meeting of 20 March 2023 (Minute 29/23b)

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### 1. Membership

Members of the GPFWG have been agreed by Full Council as the current (22/23) Chairs of the four Parish Council committees (Personnel, Community Assets, Community Services and Finance & Governance)

With the authority of the Full Council the working group can co-opt members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for the members of the working group will be for a period of one year from the date of the first meeting of the GPFWG.

Should any member resign, the GPFWG shall propose a new member to be appointed at the next Full Council meeting

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### 2. Leader

The first item of business at the inaugural meeting will be the appointment of a leader for the GPFWG

The leader of the GPFWG will be the main point of contact for the Clerk to Council, Council members and members of the public, and should be an elected member of the Council.

---

### 3. Powers

The GP Feasibility Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the GPFWG will be subject to approval by the Full Council.

The GPFWG can engage with outside bodies, individuals and organisations as it sees fit.

---

### 4. Responsibilities and Areas of Operation

To liaise with the local Primary Care Network and any other relevant parties as required

To identify and investigate the options available to the Council as required

To examine the feasibility of using Parish premises as an NHS GP surgery in detail, read reports and related materials, examine options, and obtain advice for the Council.

To report to Full Council the feasibility of using Council premises as an NHS GP surgery

To make recommendations to Full Council

To explain the recommendations, reasons, options to Full Council by way of a written report.

To answer questions from the Council.

No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement

The working group will arrange its own meetings and schedule of work.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

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## 5. Meetings of THE GP FEASIBILITY Working Group

A working group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of GPFWG.

Meetings can be held virtually if necessary

Formal agendas and Minutes are not required

The quorum of the group shall be three elected members, lay members will not count towards the quorum.

The GPFWG shall report to each meeting of the Full Council

The GPFWG will report formally to the Full Council at its Annual Meeting if required.

Frequency of meetings will be as required.

The continuing need for the GPFWG will be reviewed by the Full Council on a 12 monthly basis unless otherwise specified.

Considered, amended and approved by the Committee at its Annual meeting on 23 May 2023.

Review Date: May 2024

# **CHIGWELL PARISH COUNCIL**

## **STATEMENT OF INTERNAL CONTROL**

### **FOR THE YEAR ENDING 31st MARCH 2023**

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#### **1. SCOPE OF RESPONSIBILITY**

Chigwell Parish Council (like all parish councils) forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Much of the law to which Parish councils are subject may seem pedantic at the parish level and can be onerous, but it is nevertheless essential for Parish councils to adhere to it.

In discharging this overall responsibility, Chigwell Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

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#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place at the Council for the year ended 31st March 2022 and up to the date of approval of the annual report and accounts.

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#### **3. THE INTERNAL CONTROL ENVIRONMENT**

##### **The Council:**

The Council has appointed a Chairperson who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

Each November the Council reviews its obligations and objectives and approves budgets for the following year. The Council approves the level of precept for the following financial year.

The Council has appointed a Finance & Governance Committee, that meets regularly during the municipal year. Members of this committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the committee meetings are published and all Members of this committee are Members of the council.

The council receives relevant and regular reports from the Chairperson of the Finance & Governance committee. The Council carries out regular reviews of its internal controls, systems and procedures.

##### **Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and is responsible for the administration of the council's monetary affairs. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also facilitates advice to assist the Council in ensuring the adopted procedures, policies and control systems are applied.

**Payments:**

Prior to commitment to spend any proposed expenditure other than that for regular contracts (e.g. utilities) must be approved, recorded and reported by committee, Full Council, the Chair/Vice Chair/Committee Chair or the Clerk under emergency authorisations as per the Standing Orders and Financials Regulations.

Prior to the engagement of any contractor or purchase a PO must be raised and signed by two Councillors in line with the requirements of the Standing Orders and Financial Regulations.

Each calendar month a 'List of payments/Incomes/Account Balances' is received by the council and/or by the Finance & Governance committee, to be examined, checked and signed accordingly by two Councillors as correct.

Each bank payment is authorised by two Councillor signatories directly with the bank

**Reconciliation of Parish Council Bank Accounts with the Accounts Package:**

Each calendar month two Members of the council are required to Propose and Second that the reconciliation of the Bank Accounts with the Finance Accounts has been examined, checked and signed as being correct.

**Confirmation of Staff Salary Payments**

Each calendar month two Councillors examine, check and sign accordingly, that the Staff salary payments are correct.

**Risk Assessments / Risk Management:**

The Council has adopted a Risk Management policy which was reviewed by the Finance & Governance committee at the meeting held on 7 December 2022 and is currently being updated

A Finance and Governance Incident book has been established to identify and highlight any failures to comply with policy

**Internal Audit:**

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management
- Reviews

The effectiveness of the Internal audit is reviewed annually and was reviewed at the Finance and Governance meeting of 9 March 2023.

**2 External Audit:**

The External Auditors for the council submit an annual Certificate of Audit, which is received by the Council, each municipal year.

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## 4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- Council;
- Finance & Governance Committee;
- Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the system of internal control, of the council;
- the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Clerk/Responsible Financial Officer, Chairman and the Internal Auditor. The external auditors issue an annual audit certificate;
- the number of significant issues that are raised during the year.

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## 5. SIGNIFICANT INTERNAL CONTROL ISSUES

One recommendation remains outstanding from the audit of 21/22 which is that officers should obtain a closing statement on the HSBC account which was closed and confirm the funds were fully transferred to other Chigwell PC accounts.

Significant staff restructuring is being undertaken in the light of the auditor's findings in 21/22 and the interim audit of 22/23 found no significant internal control issues although it was noted Part 3 of the AGAR for 21/22 had not been published on the new website. This has since been published

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Proper Officer)

### TABLE OF REVIEW

8th March 2018  
6th March 2019  
5th March 2020  
11th March 2021  
8th April 2021  
17th May 2022



# **Chigwell Parish Council**

## **Standards of Councillor Conduct**

I understand the following are my obligations, which are the minimum standards of conduct required of me as a councillor. Should my conduct fall short of these standards, a complaint may be made against me, which may result in action being taken.

### **General Conduct**

The general conduct guidance follows below:

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, I can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. I should not, however, subject individuals, groups of people or organisations to personal attack.

In my contact with the public, I will treat them politely and courteously. I understand that rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, I have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening I am entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. Impartiality of officers of the council**

**As a councillor:**

### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. I understand I can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, I understand I must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## **4. Confidentiality and access to information**

**As a councillor:**

- **4.1 I do not disclose information:**
  - **a. given to me in confidence by anyone**
  - **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
    - **i. I have received the consent of a person authorised to give it;**
    - **ii. I am required by law to do so;**
    - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
    - **iv. the disclosure is:**
      - **1. reasonable and in the public interest; and**
      - **2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
      - **3. I have consulted the Monitoring Officer prior to its release.**

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined

circumstances. I will work on this basis, but understand there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, I am trusted to make decisions on behalf of my community and my actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. I am aware that my actions might have an adverse impact on me, other councillors and/or my local authority and may lower the public's confidence in me or my local authority's ability to discharge my/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring my local authority into disrepute.

I am able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

My position as a member of the local authority provides me with certain opportunities, responsibilities, and privileges, and I make choices all the time that will impact others. However, I will not take advantage of these opportunities to further my own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

**7.1 I do not misuse council resources.**

**7.2 I will, when using the resources of the local authority or authorising their use by others:**

- **act in accordance with the local authority's requirements; and**
- **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

I may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to me to help me carry out my role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

## **8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for me as a councillor to demonstrate high standards, for me to have my actions open to scrutiny and for me not to undermine public trust in the local authority or its governance. If I do not understand or are concerned about the local authority's processes in handling a complaint I undertake to raise this with my Monitoring Officer.

## **9. Protecting your reputation and the reputation of the local authority**

### **9. Interests**

**As a councillor:**

#### **9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

I understand I need to register my interests so that the public, local authority employees and fellow councillors know which of my interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects me by allowing me to demonstrate openness and a willingness to be held accountable. I am personally responsible for deciding whether or not I should disclose an interest in a meeting, but understand it can be helpful for me to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by me or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

I note and understand that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, I will always seek advice from the Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect my position and the reputation of the local authority, I exercise caution in accepting any gifts or hospitality which are (or which I reasonably believe to be) offered to me because I am a councillor. My presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case I may accept it but will ensure it is publicly registered. I understand I do not need to register gifts and hospitality which are not related to my role as a councillor, such as Christmas gifts from my friends and family. I note that it is appropriate to accept normal expenses and hospitality associated with my duties as a councillor.

Name:

Signed:

Date:

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not

act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer

of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### **Disclosure of Other Registrable Interests**

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### **Disclosure of Non-Registrable Interests**

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –

- your own financial interest or well-being;
- a financial interest or well-being of a relative or close associate; or
- a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

### Subject Description

<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>

<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and  (b) either— (i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

a) any unpaid directorships

b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion

or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

***Adopted at the Council meeting of: 23 May 2023***

***Review due: May 2024***

*Timetable of Review:*

*29 June 2022*

## REGISTER OF MEMBER'S INTERESTS

I, .....  
(please insert full name)

as a Member or co-opted Member of

# Chigwell Parish Council

give notice to the Monitoring Officer of the Epping Forest District Council of the following disclosable pecuniary interests, as required by Section 30 of the Localism Act 2011, and other interests, as required by this Council's code of conduct.

## 1. Disclosable Pecuniary Interests

\* **Note:** In the notice below my spouse or partner means anyone who meets the definition in the Localism Act, i.e. my spouse or civil partner, or a person with whom I am living as husband or wife or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest.

**Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain, including any person or company who employs or who has appointed you or your spouse/partner to receive salary, dividends and/or other benefits

**Sponsorship**

Any payment or provision of any other financial benefit (other than from the Council named above) made or provided within the period of 12 months ending today in respect of any expenses incurred by me in carrying out duties as a member, or towards my election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

<b>Myself</b>	<b>My spouse or partner*</b>

**Contracts**

Any contract which is made between

- me or my spouse or partner\*, or
- a firm in which either of us is a partner, or
- a body corporate of which either of us is a director, or
- a body in the securities of which either of us has a beneficial interest)

and the Council named above—

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged.

<b>Myself</b>	<b>My spouse or partner*</b>



## Land

Any beneficial interest in land which is within the area of the Council named above.

Myself	My spouse or partner*
<p data-bbox="202 331 421 358">Address of land:</p>	<p data-bbox="807 331 1024 358">Address of land:</p>

## Licences

Any licence (alone or jointly with others) to occupy land in the area of the Council named above for a month or longer.

Myself	My spouse or partner*

**Corporate tenancies**

Any tenancy where (to my knowledge)—

(a) the landlord is the Council named above; and

(b) the tenant is a body in which I or my spouse or partner\* has a beneficial interest.

<b>Myself</b>	<b>My spouse or partner*</b>

**Securities**

Any beneficial interest in securities of a body where—

(a) that body (to my knowledge) has a place of business or land in the area of the Council named above; and

(b) either—

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which I or my spouse or partner\* has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

<b>Myself</b>	<b>My spouse or partner*</b>

**Other Registrable Interests**

I understand I must register as an Other Registrable Interest :

a) any unpaid directorships (paid directorships, including dividends, to be declared under section 1)

b ) any body of which I am a member or are in a position of general control or management and to which I am nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature (e.g. school governing body or another council):

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which I am a member or in a position of general control or management

**Gifts and hospitality**

The interests of any person from whom I have received (in my capacity as a member/co-opted member) a gift or hospitality with an estimated value of at least £50.

- (a) Date of receipt
  - (b) Details of gift
  - (c) Gift Donated by
  - (d) Estimated value of gift
  - (e) Declaration that gift was accepted or refused
- 

Signed .....

Date.....

**CHIGWELL PARISH  
COUNCIL  
STANDING  
ORDERS  
2023**

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## 1. **RULES OF DEBATE AT MEETINGS**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k. One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave



offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) moderate or improve their conduct.

- b. If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or 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 Chairperson 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	●
Committee meetings	●
Sub-committee meetings	●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 5 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 Chairperson of the meeting may direct that a written or oral response be given.
- i. A person shall raise his hand when requesting to speak and stand if they wish when speaking. The Chairperson of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson 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.**
- 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 Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**
- p. **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 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.**
-

- r. **The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson 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 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.
- 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;
  - 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 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.**
- 
- 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 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.
- 
- x. A meeting shall not exceed a period of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next meeting of

#### 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 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chairperson 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 Chairperson and Vice-Chairperson (if there is one) of the Council.**
- f. **The Chairperson 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-Chairperson of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson 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 Chairperson of the Council has been re-elected as a member of the Council, he shall preside at the annual**

**meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**

- j. Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairperson 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 Chairperson of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, 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 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 Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b. If the Chairperson 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 Chairperson 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 Chairperson 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 shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved 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 Chairperson 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 in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. In the case of Standing Order 9(e), the decision of the Clerk as to whether or not to include the motion on the agenda shall be final
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions 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

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- 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
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chairperson 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 Chairperson 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
- 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. 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

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 they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer.**
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Finance and Governance Committee and the Clerk 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 Finance and Governance Committee before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) 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 District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary 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 him. 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 or (iii) the Chair and Vice Chair together to convene meetings and any other activities necessary to enable the continuing functions of the Council and sign the summons for said meetings 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 motions in the order received unless a councillor has given written notice at least 1 day before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of by-laws 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 there is one);
  - 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 or digital format for such purpose;
- xv. refer a planning application received by the Council to the Chairperson or in his absence the Vice-Chairperson (if there is one) Planning Committee 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 Planning 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**

- a. The Council or the Personnel Committee 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".
- 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 as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. 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. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. 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.

## **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 **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and/or social media/online and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least three councillors after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by 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 with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder**



website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairperson of Personnel or, if they are not available, the vice-Chairperson of the Personnel of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c. The Personnel Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The Clerk shall carry out reviews of the performance and annual appraisals of the work all other staff. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairperson of the Personnel committee or in their absence, the vice-Chairperson of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Council's most senior member of staff (or other members of staff) relates to the Chairperson or vice-Chairperson of Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- 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. **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. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* The Council, shall publish information in accordance with the requirements of the Local Government (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.
- 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) and (xvii).*

- 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), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

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 ward councillor(s) of the District and County Council.
- b. Unless the Council determines otherwise, a copy of each letter sent by the Clerk to the District and County 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**

- 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 5 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.
- d. The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were adopted by the council at its meeting held on 23 May 2023