

WIMBORNE MINSTER TOWN COUNCIL

STANDING ORDERS

MEETINGS

- 1 Meetings of the Town Council shall normally be held in the Council Chamber and meetings of Committees shall normally be held in the Committee Room, at the Town Hall, 37 West Borough, Wimborne Minster, Dorset.
- 2 **The Statutory Annual Meeting of the Council (a) in an election year shall be held within FOURTEEN days after the date on which the Councillors elected at that election take office and (b) in a year which is not an election year shall be held on the first convenient Tuesday in May as the Council may decide.**
- 3 **The Town Council shall in every year hold, in addition to the Annual Meeting, such other meetings (not less than three) as it may determine.**
- 4
 - a) **The Chairman of the Council may call an EXTRAORDINARY MEETING of the Town Council at any time;**
 - b) **If the Chairman of the Council refuses to call an Extraordinary Meeting of the Council after a requisition for that purpose signed by TWO Members of the Council, or if, without so refusing, the Chairman does not call an Extraordinary meeting of the Council within SEVEN days after such a requisition has been presented, then any TWO Members of the Council may forthwith 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 Members who called the meeting.**

The summons shall set out the business to be considered at the EXTRAORDINARY meeting of the Council and no other business shall be transacted.

- 5 **The Annual Town Meeting shall be held between the First of March and the First of June in every year.**

PROPER OFFICER

- 6 Where statute, regulation or order confers functions or duties on the Proper Officer of the Council, he/she shall be the Town Clerk.

The Town Clerk shall also be the Responsible Financial Officer.

QUORUM

- 7 **FIVE Members shall constitute a Quorum.**
- 8 If a Quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared interest falls below the Quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman decides.

INFORMAL MEETING

- 9 Every year other than an election year the Town Council shall hold an informal meeting (chaired by the outgoing Mayor until the Mayor-elect is selected when he/she shall then take the chair for the remainder of the meeting) at least three weeks before the Annual Meeting of the Council to choose a Town Mayor elect and Deputy Town Mayor elect; to allocate seats to and agree the Chairmen elect and Vice-Chairmen elect of Committees and to agree appointments to outside bodies. Where these appointments are contested they shall be selected by the Council as a whole (that is to say by those councillors present at the informal meeting subject to Standing Order No 7) by secret ballot if necessary. The results of the Informal Meeting shall be submitted to the Annual Meeting of the Council for confirmation.

See also Standing Orders 42,43 & 44.

- 10 In an election year the informal meeting for the purposes mentioned above shall be held as soon as possible after the election.

MAYOR AND DEPUTY MAYOR ELECT

- 11 At the Informal Meeting of the Council mentioned above the voting (if any) for Town Mayor and Deputy Town Mayor Elect shall be by secret ballot.

NOMINATIONS FOR MAYOR AND DEPUTY MAYOR

- 12 Other than in an election year, the Town Clerk shall arrange for nomination papers for these appointments to be sent to all Members at least two weeks before the date of the Informal Meeting. Any completed nomination papers shall be returned to the Town Clerk by noon on the Friday before the Informal Meeting is due to take place. In an election year nomination papers shall be issued on the next day following the election unless there was no poll, in which case the papers shall be circulated as soon as possible.

VOTING

- 13 **Members shall vote by a show of hands, or, if at least two Members so request, by roll call. That is to say the Town Clerk shall record the names of Members who voted on any question so as to show whether they voted for or against it.**
- 14
- a) **Subject to (b) and (c) below the person presiding may be given an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he/she gave no original vote;**
 - b) **If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chairman and Vice-Chairman until the end of their term of office he/she may not give an original vote in an election for Chairman;**
 - c) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

NOTICE OF MEETINGS

- 15 At least THREE CLEAR DAYS before a Council meeting takes place, notice of the time and place of such meeting shall be displayed in some conspicuous place within the town.**

ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Acceptance of Office in the presence of the Town Clerk, before they attend the Annual Meeting of the Council.)

- 16 At each Annual Meeting of the Council the order of business shall be:**
- a) To elect a Chairman;**
 - b) To receive the Chairman's Declaration of Acceptance of Office or, if not received, decide when it shall be received;**
 - c) To elect a Vice-Chairman;
 - d) To appoint Standing Committees;
 - e) To appoint Representatives to outside groups and bodies;
 - f) To deal with business expressly required by statute to be done.**
- 17 At every meeting of the Council, other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent.** This shall be either the most recent past Mayor or if not present the longest serving Member present at the meeting.
- 18** After the first business has been completed as required by Standing Order 17, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
- a) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - b) After consideration, to approve the signature of the Minutes by the person presiding, as a correct record;
 - c) To receive and consider reports and minutes of Committees;
 - d) To dispose of business, if any, remaining from the last meeting;
 - e) To receive such communications as the person presiding may wish to lay before the Council;
 - f) To deal with business expressly required by a statute to be done;
 - g) To receive and consider reports from Officers of the Council;
 - h) To consider resolutions or recommendations which have been notified (i.e. notices of motion referred to in SO 20);

- i) Any other business specified in the summons.
- 19 A motion to vary the order of business on the grounds of urgency:
- a) May be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - b) Shall be put to the vote without discussion.

MOTIONS MOVED ON NOTICE

- 20 Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk not later than the MONDAY of the week before the next meeting of the Council.
- 21 The Town Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given, unless the Member giving the notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- 22 If the subject matter of a motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 23 Every motion shall be relevant to some question over which the Council has power or which affects its area.

MOTIONS MOVED WITHOUT NOTICE

- 24 Motions dealing with the following matters may be moved without notice:
- a) To appoint a Chairman of the meeting;
 - b) To correct the Minutes;
 - c) To approve the Minutes;
 - d) To alter the order of business;
 - e) To proceed to the next business;
 - f) To close or adjourn the debate;
 - g) To refer a matter to a Committee;
 - h) To appoint a Committee or any Members thereof;
 - i) To adopt a report;

- j) To amend a substantive motion or a recommendation from Committee;
- k) To exclude the public and press (see Standing Order No 70);
- l) To silence or eject from the meeting a Member named for misconduct (see Standing Order No 34);
- m) To give the consent of the Council where such consent is required by these Standing Orders;
- n) To suspend any Standing Order other than those in bold type which reflect mandatory statutory or legal requirements (see Standing Order No 88).

QUESTIONS

- 25 A Member may ask the Chairman of the Council or the Chairman of a Committee or the Town Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 26 Every question shall be put and answered without discussion.
- 27 A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 28 No discussion shall take place upon the Minutes of the previous Council meeting(s) except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- 29
 - a) A motion or amendment shall not be discussed unless it has been proposed and seconded. It shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting;
 - b) A Member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period in the debate;
 - c) A Member shall direct his/her speech to the motion or amendment under discussion or to a personal explanation or to a point of order;
 - d) No speech by a mover of a motion shall exceed THREE minutes, and no other speech shall exceed TWO minutes except by the consent of the Council;
 - e) An amendment shall be:
 - i) to leave out words;
 - ii) to leave out words and insert or add others;
 - iii) to insert or add words;

- f) An amendment shall not have the effect of negating the motion before the Council;
- g) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved;
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved;
- i) The mover of a motion shall have a right of reply, not exceeding ONE minute. The mover of an amendment shall have no right of reply at the end of the debate on the amendment;
- j) A Member, other than the mover of a motion, shall not, without leave of the Council, speak more than ONCE on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in a personal explanation, or to move a closure motion;
- k) A Member may rise to make a point of order or a personal explanation. A Member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood;
- l) A motion or amendment may be withdrawn by the proposer at any time before the vote is taken on it;
- m) When a motion is under debate no other motion shall be moved except the following:
 - i) to amend the motion;
 - ii) to proceed to the next business;
 - iii) to adjourn the debate;
 - iv) that the question now be put;
 - v) that a Member named be not further heard;
 - vi) that a Member named do leave the meeting;
 - vii) that the motion be referred to a Committee;
 - viii) to exclude the public and press;
 - ix) to adjourn the meeting.

Except as provided in S.O. 33, upon any of the motions in m) above being moved the Chairman shall immediately seek a seconder and if seconded the motion shall be put to the vote without discussion.

30 A Member shall stand when speaking unless permitted by the Chairman to sit.

- 31 a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed;
- b) Members shall address the Chairman;
- c) If two or more Members rise the Chairman shall call upon one of them to speak and the others shall resume their seats;
- d) Whenever the Chairman rises during a debate all other Members shall be seated and be silent.
- 32 Non-Members of the Council may address the Council or a Committee if invited to do so by the Chairman of the meeting.

CLOSURE

- 33 At the end of any speech a Member may without comment move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

- 34 a) No Member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule;
- b) If, in the opinion of the Chairman, a Member has broken the provisions of paragraph (a) of this Standing Order, the Chairman shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If either of the motions mentioned in paragraph (b) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 35 The mover of a motion shall have the right to reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the original motion shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising his/her right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF MOTION

- 36 A Member may, with the consent of his/her seconder, reword his/her own motion/amendment.

RESCISSION OF PREVIOUS RESOLUTION

- 37 a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice whereof bears the names of at least FOUR Members of the Council, or in pursuance of a recommendation of a Committee.
- b) When a special motion has been disposed of, no similar motion may be moved within a further six months.

VOTING ON APPOINTMENTS

- 38 Where the Council is required to fill any appointment or appointments and there are more nominations than the number of positions to be filled a secret ballot shall be held to determine which councillor(s) fill(s) the position(s). If there is not an absolute majority in favour of the number of persons which need to be appointed, the name of the person having the least votes (or persons if there is an equality of lowest votes) shall be struck off the list and a fresh ballot taken, and so on until a majority of votes is given in favour of the number of person(s) required.

DISCUSSIONS AND DECISIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 39 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or the Committee (as the case may be) has excluded the public and press from the meeting.

EXPENDITURE

- 40 Orders for the payment of money shall be authorised in accordance with the Council's Financial Regulations.

SEALING OF DOCUMENTS

- 41 **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.**

COMMITTEES, SUB-COMMITTEES, WORKING GROUPS AND TASK & FINISH GROUPS

- 42 The current Committee structure of the Town Council comprises the following standing Committees:
Personnel, Policy and Strategy Committee
Resources Committee
Planning & Environment Committee
Recreation & Leisure Committee

The terms of reference of and delegation to these Committees are specified in Appendix A attached.

- 43 The Council may at the Annual Meeting of the Council appoint standing Committees and may at any other time appoint such other Committees as the Council deems necessary. However, the Council:
- a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting of the Council;
 - b) May at any time dissolve or alter the Membership of a Committee.
- 44 Unless the Council otherwise directs, the Personnel, Policy and Strategy Committee shall be appointed annually at the Annual Council meeting with the following Membership:
- Chairman and Vice-Chairman of the Council and Chairmen of the other standing Committees or Vice-Chairmen if the Chairmen be absent for a particular meeting.
- The Personnel, Policy and Strategy Committee shall meet when it is considered necessary for the proper governance of the Council or when a matter is referred from Council. Its Quorum shall be 3 Members.
- 45 The Chairman of the Personnel, Policy and Strategy Committee shall be the Chairman of the Council at the time unless the holder of that office in their Mayoral year declines that Chairmanship in which case the Council shall select an alternative Chairman until the next Annual Meeting of the Council.
- 46 The Chairman of the Council and Vice-Chairman of the Council shall be ex-officio Members of every other Committee with full voting rights
- 47 The Chairman of a Committee or the Town Clerk may call a special meeting of that Committee at any time.
- 48 Every Committee may appoint sub-Committees for purposes to be specified by the Committee.
- 49 The Council or any Committee may, within its remit, or if requested to do so by Council, set up a working group or task and finish group for the detailed study of any matter referred to it but such groups shall report to the body from which it was formed and shall not have power to exercise on behalf of the Council any authority nor incur expenditure without the prior authority of the Council or Committee from which it was formed. The groups shall not issue instructions to officers of the Council which in the opinion of the Town Clerk will use excessive time without the prior approval of the Council or the Committee from which it was formed. The working group or task & finish group may co-opt non-councillors to sit on the groups to assist in their deliberations and studies but only the councillors shall have voting rights. The Chairman of the working group or task & finish group shall be selected by the Committee from which it was formed.
- 50 Except where ordered by the Council, business shall not be transacted at a meeting of any Committee unless at least FOUR Members thereof are present. Except where ordered by the Council or by the Committee which

has appointed it, business shall not be transacted at a sub-Committee, working group or task & finish group unless at least THREE Members thereof are present.

- 51 All Standing Orders shall, where appropriate, apply to Committees, sub-Committees, working groups and task & finish groups, including rules of debate (except those parts relating to standing and speaking more than once) and the Standing Orders on interests of Members in contracts and other matters.
- 52 Unless otherwise provided in these Standing Orders where voting on an issue is required, Members of Committees, sub-Committees, working groups and task & finish groups shall vote (if requested by the Chairman) by show of hands. The person presiding at these meetings shall have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 53 All Council Members may attend any meeting of a Committee or sub-Committee and may speak with the permission of the Chairman but may not vote.
- 54 A Member who has proposed a motion which has been referred to any Committee of which he/she is not a Member, may explain his/her motion to the Committee but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENTS

- 55 The financial procedures of the Council shall follow those laid down in its Financial Regulations, attached as Appendix B.
- 56 The Town Clerk shall present the Annual Statement of Account to the Council in accordance with Financial Regulations.

ANNUAL BUDGET

- 57 The Council shall set its Annual Budget and Precept for the coming financial year in accordance with Financial Regulations.

CODE OF CONDUCT

- 58 Members of the Council shall at all times observe the Council's Code of Conduct attached as Appendix C to these Standing Orders.

PECUNIARY INTERESTS AND DISPENSATIONS

- 59 **Unless he/she has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.**
- 60 **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting for which the**

dispensation is required. A decision as to whether to grant a dispensation shall be made by the Council and that decision is final.

61 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 the date of the next ordinary election of councillors) for which the dispensation is sought; and**
- iv. an explanation as to why the dispensation is sought.**

A dispensation may be granted 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.**

CODE OF CONDUCT COMPLAINTS

62 Upon notification by the Unitary Council that it is dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall report this to the Council.

63 Where the notification in standing order 62 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman 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 65.

64 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;**

65 Upon notification by the Unitary Council that a councillor has breached the Council's code of conduct, the Council shall consider what, if any,

action to take against him/her. Such action excludes disqualification or suspension from office.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 66 a) Canvassing of Members or of any Committee, directly or indirectly for any appointments under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the significance of this sub-paragraph of this Standing Order to every candidate;
- b) A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment but nevertheless, a Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 67 Standing Order No 66 shall apply to tenders as if the person making the tender were a candidate for an appointment.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 68 No Member of the Council shall in the name of or on behalf of the Council:
- a) Inspect any lands or premises;
- b) Issue orders;
- c) Incur expenditure unless authorised to do so;
- d) Give instructions to staff.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 69 **The public shall be admitted to all meetings of the Council and its Committees and sub-Committees, which may however, temporarily exclude the public and press by means of the following resolution: "that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw".**
- 70 Members of the public shall have a right to speak for no more than 3 minutes at meetings of the Council and its Committees, to ask questions, give evidence and to make representations. Such rights shall be exercised at Town Council meetings immediately after the Chairman opens the meeting.

At Committee meetings such rights shall be exercised either immediately after the Chairman opens the meeting or at the beginning of the item in which the member of the public has an interest. As soon as Councillors begin their deliberations on the item on which the member of the public has spoken, no member of the public shall be permitted to speak except in exceptional circumstances at the discretion of the Chairman in consultation with the Clerk of the meeting.

No written communications or representations connected with items on the agenda shall be circulated to Councillors unless they have been received by the Town Clerk and circulated at least two days in advance of the meeting.

RIGHT OF THE PUBLIC TO FILM AND RECORD MEETINGS

- 71 The photographing, recording, filming or other reporting of a meeting of the Council and its Committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) standing orders 72, 73 or 75 below apply.
- 72 The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or Committee meeting is not permitted unless an adult responsible for them has given permission.
- 73 Oral reporting or commentary about a Council or Committee meeting by a person who is present at the meeting is not permitted.
- 74 The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or Committee meeting at which they are entitled to be present.
- 75 If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she do leave the room.

CONFIDENTIAL BUSINESS

- 76 No Member of the Council shall disclose to any person not a Member of the Council any business declared to be confidential by the Council. Failure to comply with this Standing Order will be regarded as a breach of the Code of Conduct and the Member may be reported to the Monitoring Officer.

LIAISON WITH DORSET COUNCILLORS

- 77 Every summons to attend Council meetings shall also be sent to the Councillors representing the town on Dorset Council.

CONTRACTS

- 78 The rules governing contracts and procurement procedures are laid out in the Financial Regulations attached as Appendix B.

COMPLAINTS PROCEDURE

- 79 The Council shall deal with complaints about its services and staff in accordance with the procedure set out in its Complaints Procedure attached as Appendix D.

RECORD OF ATTENDANCE and NON ATTENDANCE

- 80 The Town Clerk shall record the attendance of Members in the minutes of each Council or Committee meeting together with the names of those Members who are not present.

MEMBERS FAILURE TO ATTEND MEETINGS

- 81 If a Member fails to attend any meeting of the Council, or a Committee, or a sub-Committee, throughout a period of SIX consecutive months, then he/she shall cease to be a Member of the Council unless:
- a) The failure to attend was due to some reason within the terms of Sections 80 and 83 of the Local Government Act 1972, relating to Members of the armed forces of the Crown;
 - c) The failure to attend was due to some reason approved by the Council.

MEMBER RESIGNATIONS

- 82 Any Member may, at any time, deliver his/her written and signed resignation from office, to the Chairman of the Council, which shall have immediate effect upon receipt.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- 83 A copy of these Standing Orders shall be given to each Member of the Council by the Town Clerk upon delivery to him/her of the Member's declaration of acceptance of office.

MANAGEMENT OF INFORMATION

- 84
- a) The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.
 - b) 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.
 - c) 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.
 - d) 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).

- e) 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.
- f) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- 85
- a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
 - b) 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.

DRESS CODE

- 86 When attending any formal meeting of the Council or its Committees, Members shall, as a minimum, be dressed in smart casual clothing.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 87 Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- 88 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next meeting of the Council.

Approved by Council 10 December 2019