Welshampton and Lyneal Parish Council

STANDING ORDERS

These Standing Orders were adopted by the Council

at the meeting held 5 March 2008

Welshampton and Lyneal Parish Council will undertake a review of its Standing Orders annually.

Standing Orders are required to execute the Council's business and procedures and are decided by full Council.

Standing Orders highlighted in **bold type** are mandatory because they incorporate statutory requirements. These cannot be altered unless there are changes in legislation.

Unless otherwise indicated, the term "Chairman" means the person presiding at a meeting.

Unless otherwise indicated, the term "Councillor" includes persons co-opted onto the Council.

Where these standing orders refer to meetings they shall be taken to apply to meetings of the Council and meetings of any Committees of the Council unless stated.

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1. **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. **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.**
   d. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda or, at the discretion of the Chairman, of public interest.
   e. The period of time which is designated for public participation in accordance with Standing Order 1d above shall not exceed 15 minutes unless at the Chairman's discretion.
   f. Subject to Standing Order 1e above, a member of the public shall not speak for more than 3 minutes unless at the Chairman's discretion.
   g. In accordance with Standing Order 1d above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
   h. A person shall raise his hand when requesting to speak.
   i. A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
   j. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
   k. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting must comply with the Openness of Local Government Bodies Regulations. 2014.** Members of the public and press wishing to film or record a public meeting should refer to the DCLG Open and accountable local government guide dated August 2014 and give reasonable notice to the Council so that all necessary arrangements can be made.

l. **The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

m. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**

n. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

o. **Subject to a meeting being quorate all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**

p. **The Chairman 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 also Standing Orders 4(h) and ij) below.)*

q. **Unless Standing Orders provide otherwise, voting on any 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.

r. The minutes of a meeting shall record the following:

   i. names of Councillors present and those who have offered apologies and whether those apologies have been approved;

   ii interests that have been declared by Councillors and non-Councillors with voting rights;

   iii whether a Councillor or non-Councillor with voting rights left the meeting;

   iv if there was a public participation session; and

   v the resolutions made

s. **A Councillor or non-Councillor with voting right 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.**

t. **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 3.

u. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. The business on the agenda for the meeting shall be adjourned to another meeting.

v. **Meetings shall not exceed a period of 2.5 hours.**

2. Committees and sub-committees

a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose term of reference and members shall be determined by the committee.

b. The members of the 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 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 Full 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 Order 2(b) and (c) above, appoint and determine the terms of office of members of such a committee:

v. may, subject to Standing Order 2(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace ordinary members at a meeting of a committee if ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own Chairman 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 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 meeting 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;

xii. may dissolve a committee.

3. Disorderly Conduct

a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b. If person(s) disregard the request the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c. If a resolution made in accordance with Standing Order 3(b) above is ignored, the Chairman of the meeting may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4. Ordinary Council Meetings

a. In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b. In a year which is not an election year, the Annual Meeting of a Council shall be held on such day in May as the Council may direct.

c. If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.

d. In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e. The first business conducted at the Annual Meeting of the Council shall be the election of the Chairman and Vice-Chairman **of the Council.**

f. The Chairman 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-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

j. Following the election of the Chairman of the Council of the Council and Vice-Chairman at the Annual meeting of the Council, the business of the Annual Meeting shall include in addition to those items included for an ordinary meeting:

i. In an election year, delivery by 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 Chairman of the Council of his Acceptance of Office form unless the Council resolves for this to be done at a later date.

ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

iii. Review of the Terms of References for committees.

iv. Receipt of nominations to existing committees.

v. Appointment of any new committees, confirmation of the Terms of Reference, the number of members (including, if appropriate, substitute Councillors) and receipt of nominations to them.

vi. Review and adoption of appropriate Standing Orders, Financial Regulations and

Procedures for Dispensations in relation to Disclosable Pecuniary Interests.

vii. Review of arrangements, including any Charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

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

ix. In an election year, if the Council has previously passed a resolution that it had met the eligibility criteria to exercise the Power of General Competence, it must pass a resolution to reaffirm eligibility if it still meets the criteria.

x. In an election year to obtain Councillors consent to email service of a summons and the email address they will use.

5. Extraordinary Meetings

a. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

b. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

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

d. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or sub-committee, any 2 members of the committee or sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

6. Rescission of Previous Resolutions

a. A resolution of the Council, excluding those made in connection with Planning Applications, shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b. When a special motion or any other motion moved pursuant to Standing Order 5(a) above

has been disposed of, no similar motion may be moved within a further 6 months.

7. Voting on Appointments

a. Voting on appointments for a position to be filled by the Council may be held by secret ballet if passed by a resolution of the Council.

b. Where more than 2 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. Any tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

8. Motions for a meeting that require written notice be given to the Proper Officer

a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and lawful 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 Council's Proper Officer at least 12 clear days before the next 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 in the agenda received in accordance with Standing Order 8(b) above, 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 8(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 10 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 Chairman 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. Subject to Standing Order 4(e) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

g. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

9. 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 appoint a person to preside at a meeting.

ii. To approve the absences of Councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To change the order of business on the agenda.

vi. To proceed to the next business on the agenda.

vii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

viii. To appoint a committee or sub-committee or their members.

ix. To defer consideration of a motion.

x. To require a written report.

xi. To move to a vote.

xii. To extend the time limits for speaking.

xiii. To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.

xiv. To not hear further from a Councillor or a member of the public.

xv. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xvi. To temporary suspend the meeting.

xvii. To suspend a particular Standing Order (unless it reflects mandatory statutory requirements).

xviii. To adjourn the meeting.

xix. To close a meeting.

10. 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 Chairman of the meeting.

b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c. A motion on an agenda that is not moved by its proposer, may be treated by the Chairman 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 it 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 Chairman of the meeting is expressed in writing to the Chairman.

h. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, an 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 chairman of the meeting.

j. Subject to Standing Order 6(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.

k. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l. A Councillor may not mover 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 the very end of debate and immediately before it is put to the vote.

o. Unless permitted by the Chairman 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. in exercise of a right of reply.

p. During the debate of 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 irregularity in the meeting he is concerned by.
q. A point of order shall be decided by the Chairman 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 silent or for him 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 a particular standing order(s), except those which reflect mandatory statutory requirements.
s. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall first be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate to exercise or waived his right of reply.
t. Excluding motions moved under Standing Order 6(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the Chairman of the meeting.

11. Confidential Business

a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft Minutes

a. If draft minutes of a preceding meeting has 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 minutes shall be raised in accordance with Standing Order 9(a)iv above.

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

d. If the Chairman 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 Chairman of this meeting does not believe that the minutes of the meeting of the [Council/committee/sub-committee] held on [date] ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

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

13. Code of Conduct

a. All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.

b. Unless he has 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. He may return to the meeting after it has considered the matter in which he had the interest.

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

d. A decision as to whether to grant a dispensation shall be made in accordance with the adopted Dispensations Procedure and that decision is final.

14. Code of Conduct complaints

a. Upn notification by Shropshire Council that it is dealing with a complaint that a Councillor or noon-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.

b. Where the notification in Standing Order 14(a) above related to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and together put in place appropriate arrangements so that the Proper Officer does not carry out duties 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 progress an investigation of the complaint or is required by law;

    ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

d. **Upon notification by Shropshire 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 Council's Proper Officer shall be the Parish Clerk.

b. The Council's Proper Officer shall:

    i. At least 3 clear days before the meeting of the Council or committee serve on Councillors by delivery or post at their residences or by email a signed summons

confirming the time, date, venue and agenda.

ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**.

iii. Subject to Standing Orders 8b – f above, include in the agenda all motions in the order received unless a Councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it.

iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 3(b)i** and 3(b)ii **above**.

v. Make available for inspection the minutes of meetings.

vi. **Receive and retain copies of byelaws made by other local authorities.**

vii. Receive and retain Declarations of Acceptance of Office from Councillors.

viii. Retain a copy of every Councillor's Register of Disclosable Pecuniary Interests.

ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

x. Receive and send general correspondence and notices on behalf of the Council except where policies/procedures state or there is a resolution to the contrary.

xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xii. Arrange for legal deeds to be executed *(see Standing Order 21))*

xiii. Arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

xiv. Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate a Planning meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council. .

16. Accounts and Accounting Statements

a. 'Proper practices' in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and Council's Financial Regulations.

b. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement to summarise:

   i. the Council's receipts and payments for the each quarter;

   ii. the Council's receipts and payments for each quarter;

   iii. and the balances held at the end of a quarter.

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May.

e. The Statement of Accounts of the Council (which is subject to external audit), including the Annual Governance Statement, shall be presented to Council for formal approval before 30 June.

17. 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 accounting records and systems of internal control;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the Internal Auditor 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;

   v. procurement policies (subject to Standing Order 17b below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

b **Any proposed contract for the supply of goods, materials, services and the execution of**

works with an estimated value of £25,000 or more shall be procured on the basis of a formal tender as summarised in Standing Order 17e below.

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;

ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;

v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e **Where the value of a contract is likely to be £25, 000 or more (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with the Regulations and where appropriate EU procurement rules.**

f Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

g. The Council's Financial Regulations shall be reviewed once a year.

h. The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

18. Handing Staff Matters

a A matter personal to a member of staff that that is being considered at a meeting of the Council or the Employment Committee is subject to Standing Order 11 above.

b Only persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance and capabilities, grievance and

disciplinary matters.

c The Council shall keep written records relating to employees secure.

d Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

e Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 18(b) and (d) above if so justified.

19. Requests for Information

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

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

20. Relations with the Press/Media

a. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's Media Policy and should be handled:

   i. Openly, transparently and honestly

   ii. Quickly and effectively

21. Execution and Sealing of Legal Deeds *see also Standing Order 15(a)xii above*

a. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b. **In accordance with a resolution made under Standing Order 21(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

22. Liaison with Shropshire Councillors

a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to

all Councillors of Shropshire Council representing its electoral ward.

23. Unauthorised Activities

a Unless authorised by a resolution, 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.

24. Standing Orders Generally

a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to an item on the agenda for a meeting.

b A motion to add to or to vary or to revoke one or more of the Council's Standing Orders except one that incorporates mandatory statutory requirements shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to th ePropoer Officer in accordance with Standing Order 8 above.

c The Parish Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

d The decision of the Chairman of a meeting as to the application of Standing Orders at the meetings shall be final.

Standing Orders adopted 5 March 2008

Reviewed and adopted 19 December 2012

Reviewed and adopted 24 June 2015

Reviewed and adopted 23rd September 2015

Reviewed and adopted 25 May 2016

Reviewed and adopted 14 June 2017

Review date May 2018