

Agenda item 4

For decision - Adoption of Standing Orders

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Summary

This report recommends that Council approves the revised Standing Orders. There are no significant changes and minor alterations to bring them in line with new legislation.

Council must re-adopt Standing Orders every year. This year, all proposed changes are minor, generally they have been related to formatting and ensuring the statutory items are noted in bold.

The most significant changes that should be noted are:

Section 30, on Management of Information: the wording has been taken from the National Association of Local Council's Model Standing Orders. This section ensures we are being compliant with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

The wording is as follows:

- a *The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data*
- b *The Council shall have a written policy in place for responding to and managing a personal data breach*
- c *The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken*
- d *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*
- e *The Council shall maintain a written record of its processing activities*

We have been advised on this wording and the necessary changes to policy and practice by an expert company called *DP Assist*. They have mapped our data storage, audited how we manage it and are making a series of recommendations to ensure that we are compliant. A note confirming that we are compliant will be tabled at a future Council Matters Committee meeting.

Section 13, on Lead Cllrs, council coordinators and project champions: this section has been amended to reflect the new roles that have been introduced for 2018/19.

The wording is as follows:

- a *These three roles advise, support, be a critical friend to the member of staff responsible for an area of work or a project and inform other Cllrs of progress. A lead Cllr provides a strategic overview, a council coordinator provides internal oversight and a project champion provides a tactical input to a project.*
- b *These three roles are not decision makers and appointed by Council.*

If Cllrs would like to see the complete document with all the changes, please let us know and we will forward it.

Recommendation

Approve the revised Standing Orders for 2018/19.