

| Clause Ref. | New Mandatory clause   | Clause Ref.           | Existing clause   |
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| 3 (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. | 3 (l)                 | Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.  |
| 3 (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.  | New additional clause |   |
| 3 (p)       | The Chairman <i>of the Council</i> , if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council <i>(if there is one)</i> 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.   | 3 (o)                 | 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.  |
| 3 (q)       | Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors <i>and non</i> -councillors with voting rights present and voting.  | 3 (p)                 | 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.  |
| 5 (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 <i>annual</i> 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  | 5 (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 |

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|        | election of the new Chairman of the Council but <b>shall</b> give a casting vote in the case of an equality of votes  |                       | casting vote in the case of an equality of votes   |
| 5 (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 <b>annual</b> 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 <b>shall</b> give a casting vote in the case of an equality of votes.  | 5 (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. |
| 11     | <b>MANAGEMENT OF INFORMATION</b>  |                       | <b>HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION</b>  |
| 11 (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.  | New additional clause |  |
| 11 (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). | New additional clause |  |

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| 11 (c) | <b>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.</b>  | 11 (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.  |
| 11 (d) | <b>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</b>  | 11 (b)                       | Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.   |
| 12 (e) | <b>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.</b>  | <b>New additional clause</b> |   |
| 13 (h) | <p><b>A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances <i>any of the following apply</i>:</b></p> <ul style="list-style-type: none"> <li>i. <b>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;</b></li> <li>ii. <b>granting the dispensation is in the interests of persons living in the Council's area; or</b></li> <li>iii. <b>it is otherwise appropriate to grant a dispensation.</b></li> </ul> | 13 (h)                       | <p>A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:</p> <ul style="list-style-type: none"> <li>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 or</li> <li>ii. granting the dispensation is in the interests of persons living in the council's area or</li> <li>iii. it is otherwise appropriate to grant a dispensation.</li> </ul> |
| 15 (b) | <p>The Proper Officer shall:</p> <ul style="list-style-type: none"> <li>i. <b>at least three clear days before a meeting of</b></li> </ul>   | 15 (b)                       | <p>The Proper Officer shall:</p> <ul style="list-style-type: none"> <li>i. <b>at least three clear days before a meeting of the council, a committee and a sub-</b></li> </ul>  |

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|        | <p>the council, a committee or a sub-committee,</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• <b>Provide, in a conspicuous place</b>, 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).</li> </ul> |                              | <p>committee <b>serve on councillors, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.</b></p> <p>ii. <b>give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);</b></p> |
| 18 (c) | <p><b>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.</b></p>           | 18 (f)                       | <p>Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) 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 EU procurement rules.</p>   |
| 18 (f) | <p><b>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the</b></p>  | <b>New additional clause</b> |  |

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|        | 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. |        |   |
| 20     | <b>RESPONSIBILITIES TO PROVIDE INFORMATION</b>   |        | <b>REQUESTS FOR INFORMATION</b>   |
| 20 (a) | <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.</b>   | 20 (a) | Requests for information held by the council shall be handled 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 and any subsequent legislation.                    |
| 20 (b) | <i>[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]</i> <b>The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.</b>   | 20 (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. |
|        | <b>NEW SECTION: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION</b>   |        |   |
| 21 (b) | <b>The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</b>   |        |   |

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| 21 (c) | <b>The Council shall have a written policy in place for responding to and managing a personal data breach.</b>   |  |  |
| 21 (d) | <b>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.</b> |  |  |
| 21 (e) | <b>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.</b>                  |  |  |
| 21 (f) | <b>The Council shall maintain a written record of its processing activities.</b>   |  |  |