

CONTENTS

		Page Number
Part One	<u>The Parish Council</u>	1
	1. Introduction	2-3
	2. Powers and Functions of Parish Councils	4-6
	3. A rough guide to who does what	7-8
Part Two	<u>The Parish Clerk and Other Employees</u>	9
	1. Introduction – Roles and Responsibilities	10
	2. Signposting on Employment Issues	11
	3. Model Contract of Employment and Job Description	12-21
Part Three	<u>Ensuring Effective Governance</u>	22
	1. Introduction	23-24
	2. Connecting with your Community – Why good communication matters	25
	• Agenda	25
	• Agenda Management (including business items)	26-28
	• Minutes and Minutes Production	28-29
	• Reports	30
	• Other Communication Methods	30-31
	3. Model Protocol on Communications	32-33
	4. Governing Documents for Parish Councils	34
	• Standing Orders	34-35
	• Examples of Standing Orders and Procedural requirements	36
	- Council Meetings	36-44
	- Committee Meetings	44-46
	- Appointment of Committees and Delegations	47-48
	- Access to Information Arrangements	49
	- Financial Arrangements	49
	- Frequently Asked Questions	50-51
	• Terms of Reference for Committees & Delegations	51-52
	• Arrangements for Access to Information	52-53
	• Arrangements for Administration of Financial Affairs	53-54
	• Standing Orders for Entering into Contracts	54
	• Members' Code of Conduct	54
	• Employees Code of Conduct	54
	• Other Documents	55
	• References	55
	5. The Conduct of the Annual Town or Parish Meeting	56-57
	6. Guidance on Gifts and Hospitality	58-61
	7. Relationships between Councillors and Council Employees (including Model Protocol)	62-65
	8. Protocols on Bullying and Harassment	66-68
	9. Guidance Notes on Whistle Blowing	69-70
	10. The Complaints Procedure (including model procedure)	71-73

Part Four	<u>Public Engagement and Managing Information</u>	74
	1. Freedom of Information Act Guidance for Parish Councils	75
	• The Basics of the Freedom of Information Act	75-76
	• Publication Schemes	76
	• Relationships with other Legislation	76
	• Freedom of Information Act Regulations	77-78
	• Sources of Further Information	79
	APPENDIX – List of Freedom of Information Act Exemptions	80
	2. Guidance on Data Protection	81
	3. Guidance on Health and Safety	83
	4. Guidance on Defamation (Frequently Asked Questions)	84
Part Five	<u>A Guide to the Role and Responsibilities of Parish Councillors</u>	85
	1. Introduction – What Parish Councillors do	86
	2. The Role of the Chair	87-88
	3. Guide to the Code of Conduct – Complaints and Investigations	89
	4. Guide to the Code of Conduct – Frequently Asked Questions	90
	5. Guide to Lobby and Campaign Groups and Dual-hatted Members	91-93
	6. Guidance on Appointments to Outside Bodies	94
	• Matters to consider before appointment	94-95
	• Directors Duties	95-96
	• Charitable Trustees	96-97
	• Unincorporated Organisations	97
	• Conflicts of interest and bias	97
	• Involvement and Reporting	98
	• Further Advice	98
	7. Guide to Probity and Planning	99-100
Part Six	<u>Elections</u>	101
	1. Guide to Filling a Casual Vacancy in the Office of a Parish Councillor	102-103
	2. Model Notice of Vacancy	104
Part Seven	<u>Formation of New Parish and Town Councils</u>	105
	1 Formation, Abolition and Alteration of Parish Councils	106
	• Community Governance Review	106

	• Community Governance Petition	106
	• Reorganisation Orders	106
2.	Forming a New Parish	107
	• Grouping or De-Grouping	107
	• Electoral Arrangements	107
	• Regulations	107
	• Guidance	107-108
	• Financial Arrangements for New Parish Councils	108
	• First Meeting of a New Parish Council	108-109
	• Form of Agenda for first meeting	110-113
3.	References	114
Part Eight	<u>Useful Source Material</u>	115
	Essential Source Material for Town/Parish Council Clerks	116-117

**NOTE: The Toolkit does not contain any model Standing Orders.
These can be obtained from NALC.**