



LEIGHTON-LINSLADE TOWN COUNCIL

Policy and Finance Committee

Date: 17 September 2018

Title: Standing Orders

Purpose of the Report: To consider forming a Task & Finish group to review potential amendments to Standing Orders, as a result of revised Model Standing Orders issued in April 2018 by NALC.

Contact Officer: Sarah Sandiford, Head of Democratic and Central Services

Corporate Objective/s	LLTC Three Year Plan – Aim 1: to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
Implications:		
Financial	X	
Human Resources	X	
Operational/Service delivery	X	
Procedural/Legal	√	To ensure LLTC Standing Orders are correct, up to date with legislative requirements and fit for purpose.
Risk/Health and Safety	X	

1. RECOMMENDATION/S

Should Members be minded, the proposals are:

- 1.1 To consider establishing a Task & Finish Group of no less than 4 Councillors to review existing Standing Orders and the revised NALC model Standing Orders, with a view to recommendations being made to the Policy and Finance Committee at its meeting on 21 January 2019.

2. BACKGROUND

- 2.1 Parish councils do not have a Constitution as such but are required to adopt and regularly review Standing Orders and Financial Regulations, which govern the operation of a council.
- 2.2 Standing Orders include a number of mandatory legislative requirements as well as regulations agreed by each individual council regarding conduct, meeting management, rules of debate, committees, substitutes, voting and other governance matters.
- 2.3 The National Association of Local Councils (NALC) issues model Standing Orders for parish councils to use as a starting point. The model clearly denotes which rules are required by law and which may be subject to amendment by a council.
- 2.4 Leighton-Linslade Town Council Standing Orders were adopted by Council in April 2013, with some minor amendments later adopted in January 2015.
- 2.5 In line with best practice recommendations, the Town Council reviews its Standing Orders and Financial Regulations each year. No further amendments have been considered necessary since January 2015.
- 2.6 In April 2018, NALC published revised model Standing Orders for parish councils. The new document includes mainly minor amendments but includes:
 - 2.6.1 incorporating the requirements of new legislation introduced since the publication of the previous model in 2013.
 - 2.6.2 encouraging corporate responsibilities in relation to the provision and management of information, including personal data.

3. REVIEW PROCESS

- 3.1 Historically, the Town Council has either formed a specific working group to review Standing Orders (last done in 2010) or has amended Terms of Reference for a relevant Committee/Sub-Committee to include authority to do this (last done in 2012, with the Honorary Burgess Sub Committee).
- 3.2 Whilst officers can undertake the preliminary work of reviewing and comparing the model with the existing Standing Orders, councillors will wish to debate and consider the merits or otherwise of amending existing rules.
- 3.3 It is therefore proposed that consideration be given to the formation of a Task and Finish group for the purpose of reviewing the 2018 NALC model and making recommendations back to the Policy and Finance Committee.
- 3.4 The Committee is reminded that a Task and Finish group will be of less than six months' duration and will comprise of no less than four councillors.

3.5 The proposed timeline for the review process is as follows:

October – November 2018	Task and Finish group to review Standing Orders (this may require one or two meetings).
21 January 2019	Recommendations put forward to the Policy and Finance Committee for consideration.
28 January 2019	Any recommendations for changes to Standing Orders to be put forward to Council. In accordance with SO 28b, proposed changes would when proposed and seconded stand adjourned without discussion until the next ordinary meeting of the Council.
29 April 2019	Council to consider proposed recommendations.

4. RECOMMENDATIONS

4.1 The Committee is asked to consider establishing a Task & Finish Group of no less than 4 Councillors to review existing Standing Orders and the revised NALC model Standing Orders, with a view to recommendations being made to the Policy and Finance Committee at its meeting on 21 January 2019.