

Policy and Finance Committee

Date: 21 January 2019

Title: Standing Orders

Purpose of the Report: To consider recommending to Council approval of updated Standing Orders.

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 recommending to Council approval of draft updated Standing Orders, in accordance with the 2018 revised NALC Model and per the recommendations of the Standing Orders Task and Finish group meeting held on 26 November 2018.**

(Note: in accordance with Standing Orders any proposed changes will, once proposed and seconded at Council, stand adjourned until the next ordinary meeting of the Council).

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 Current 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 Further to the resolution made by Committee on 17 September 2018, a Task and Finish group was convened to review the new NALC Model in comparison with existing Town Council Standing Orders.

- 3.4 The Task and Finish Group met on 26 November 2018 to review and compare both documents. It was agreed that the majority of NALC amendments be included in new Standing Orders, whilst also retaining the majority of existing Standing orders which were not referred to in the Model. For future ease of reference, it was agreed that new Standing Orders should follow the format and numbering of the NALC Model.
- 3.5 The attached draft document is therefore based on the NALC 2018 Model but incorporates the content of the existing Standing Orders. Brand new content is shown in green type. The only changes beyond this from the current Standing Orders are in respect of:
- i) Removing any reference to the requirement for councillors to stand when speaking at a Council meeting
 - ii) Changing references to “Chairman” to “Chair”
 - iii) Changing references from “he” to “s/he” and from “him” to “him/her”
 - iv) In respect of Committees, to advise that the Chair of standing committees will be appointed by Council
 - v) That the elected Chair of any other committee or sub-committee should not also be the appointed Chair of a standing committee

4. RECOMMENDATIONS

- 4.1 The Committee is asked to consider recommending to Council approval of the updated Standing Orders to reflect compliance with recent legislation and a format in keeping with the national NALC Model.
- 4.2 In accordance with current Standing Order 28, a motion to permanently amend any of the Council’s Standing Orders will, when proposed and seconded at Council, stand adjourned without discussion until the next ordinary meeting of the Council.

End.