



Standing Orders Task and Finish Group

Date: 11 January 2021

Title: Standing Orders

Purpose of the Report: To consider points of interest included in other larger Town Council Standing Orders.

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

Corporate Objective/s	To consolidate processes and procedures, ensuring operational efficiency.	
Implications:		
Financial	None	
Human Resources	None	
Operational/Service delivery	Yes	To ensure the Town Council's governing procedures are clear and fit for purpose to guide decision making processes.
Legal	None	Existing Town Council Standing Orders are compliant with legislative requirements.

1. RECOMMENDATION

- 1.1 To consider the points of interest highlighted in other larger town council Standing Orders (see para 3.4) for possible inclusion in any recommended changes to existing Leighton-Linslade Town Council Standing Orders.

2. BACKGROUND

- 2.1 Parish councils are empowered by the Local Government Act 1972 (Sch 12) to make Standing Orders to regulate their business and proceedings, and to vary or revoke them.
- 2.2 The National Association of Local Councils (NALC), which is the national body representing the 10,000 parish councils in England, issues Model Standing Orders for parish councils to use as a basis for their own Standing Orders.
- 2.3 The NALC Model includes reference to all legislation which parish councils are required to adhere to, such as for example the Local Government Act 1972,

The Public Bodies (Admissions to Meetings) Act 1960, the Localism Act 2011, the Data Protection Act 2018.

- 2.4 The NALC Model clearly indicates which Standing Orders are essential for compliance with legislation and which are open to consideration by individual councils. Town Council Standing Orders have for many years been based upon the NALC Model but also include a number of additions which are specific to LLTC.
- 2.5 Standing Orders are reviewed each year, primarily to include any new recommendations arising from NALC. At its meeting held on 21 September 2020, the Policy and Finance Committee agreed that a Task and Finish Group be formed to review current Standing Orders.
- 2.6 At its first meeting on 26 November 2020, the group raised a couple of queries relating to NALC Model Standing Orders which have been passed on to NALC for a response.

3. NEXT STEPS

- 3.1 At its meeting held on 26 November, the group agreed to review the Standing Orders of several other town councils of comparable size, to identify any areas which differed and might be appropriate for inclusion in any future revised version of the Town Council's Standing Orders.
- 3.2 Standing Orders reviewed include those of: Salisbury City Council, Weymouth Town Council, Chippenham Town Council, Trowbridge Town Council, Weston-super-Mare Town Council, Truro City Council, Banbury Town Council and Central Swindon South Parish Council.
- 3.3 Whilst there is some variation in the format, all Standing Orders have been based on the NALC Model. In several cases there are either no variations or only very minor variations from the Model, but there are a few exceptions which are relevant to the points raised by the Task and Finish Group and which feature in more than one set of other Standing Orders.
- 3.4 For reference, a copy of Weymouth Town Council's Standing Orders is attached with sections highlighted for further consideration and discussion, as per the below:
 - (a) Section 3.26 – Public Questions
 - (b) Section 5.11 – Ordinary Council meetings
 - (c) Section 15.17 – delegated authority
 - (d) Section 26 – urgent matters
 - (e) Section 27 – Leader of the Council and political groups
 - (f) Section 29 – Questions/statements by councillors
- 3.5 For comparison, the **attached** document provides links to the other Town Council Standing Orders and identifies points of interest.

End.