

Briefing Note
Full Council Monday 7th September 2020
 Review of Standing Orders

Recommendation – the recommendation is to amend Standing Orders as follows to reflect the structure of the Parish Council and update in procedures/legislation.

1. Meetings

Removal of colour coded system for the – this is confusing and is better clarified within the wording to state that paragraphs a – y are mandatory for Council, Committee and Sub-Committee meetings (this does not include Working Party Meetings).

2. Ordinary Council Meetings

The proposal is that the ability to appoint substitute Cllrs to Committees is removed. There does not appear to be a benefit to appointing substitute members and it has been difficult to appoint substitutes.

Deletion under paragraph v

“(including substitutions). At the Annual Parish Council Meeting a substitute for each Committee will be elected to attend meetings in the place of a Cllr that has submitted their apologies. The substitute will count towards the quorum of the Committee and will have voting rights.”

Deletion under paragraph vi

“(including, if appropriate, substitute Councillors)”

3. Proper Officer

Amendment to paragraph a to acknowledge structure

To read:

“The Council’s Proper Officer shall be either (i) the Clerk, Duly Authorised Deputy or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer’s and Duly Authorised Deputy’s absence. The Proper Officer or Duly Authorised Deputy and the employee appointed to act as such during the Proper Officer’s absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.”

Amendment to paragraph x to reflect changes in legislation

To read:

“Process all requests made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and data subject requests made under the General Data Protection Regulation ((EU) 2016/679) or the Data Protection Act 2018, in accordance with and subject to the Council’s procedures relating to the same.”

4. Motions not requiring written notice

Addition to paragraph a ii for clarification

To read:

“to approve the absence of Councillors, if requested by the Cllr to which that absence relates”

Deletion of paragraphs x, xi and xii for transparency

Notice of the intention to create, amend or dissolve a committee should be included on the Agenda to provide appropriate notice of the intention.

Addition of paragraphs to read:

“to appoint a Working Party for a specific purpose or project or any Councillors thereto”

“to dissolve a Working Party”

Deletion of paragraph xvi contradictory

Amendment to paragraph xvii to expedite business

To read:

“to authorise the payment of monies within the agreed budget and terms of reference”

Deletion of paragraph xxii not required

6. Rules of Debate

Amendment to paragraph c

To read:

“a motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall be drawn to the attention of the Chairman who shall determine the order in which they are considered.”

Amendments to paragraph o & p

from he and his to “they” and “their”.

7. Code of Conduct – amendment to paragraph numbers to reflect current Code of Conduct.

Move previous Standing Order 33 to this point to include all items relating to the Code of Conduct

8. Allegations of breaches of Code of Conduct

Amendment to paragraph a

To read:

“on receipt of notification that there has been an alleged breach of the Code of

Conduct the Proper Officer shall refer it to the Monitoring Officer”.

Deletion of paragraphs b – g.

9. Training

Addition of Standing Order 9 and paragraph a

To read:

“To support Councillors in their role the Parish Council will provide, and Councillors are expected to attend New Councillor Training as a minimum. Members of the Finance and Personnel Committee must attend relevant Human Resources and/or Employment Training in order to assist them in the role this Committee provides in relation to the Council's duties as an employer.”

16. Execution and Sealing of Legal Deeds

Deletion of

“(See also Standing Order 5 (a) (xvi))”

Inclusion of new paragraph

To read:

“Licences and Hire Agreements for Parish Council land and property may be approved and executed on behalf of the Council by the Proper Officer or Duly Authorised Deputy.”

17. Committees

Deletion of

paragraphs iv & v to reflect removal of substitute members.

Amendment to paragraph ix

To read:

“If a Councillor does not attend a Committee Meeting, on which they are a Committee Member, for more than three consecutive meetings the Councillor ceases to be a Committee Member unless the absence is authorised by the Committee and will not be eligible to re-join the committee until the next Annual meeting of the Parish Council”.

Addition of paragraph

To read:

“The Councillor appointed as the Allotment Representative must also be a member of the Parks & Playing Fields Committee.”

20. Advisory Committees

Addition of wording to paragraph a for clarification:

To read:

“The Council and Committees”.

22. Estimates/Precepts – change of wording of “estimate” to “budget”
24. Inspection of documents – inclusion of the word “public” in line three

To read:

“inspect any public document”.

26. Confidential Business

Addition of paragraph c

To read:

“A breach of confidentiality by a Councillor could lead to further action being taken through the Monitoring Officer of the Council’s adopted Grievance Procedure.”

28. Matters affecting Council employees

Deletion of paragraphs a, b c, d & e

Inclusion of paragraph a

To read:

“The Executive Officer, or Duly Authorised Deputy, is responsible for the Management of the Parish Council Offices and staff. The management of staff will be carried out in accordance with the Parish Council’s adopted policies and procedures and any matters outside of this should be referred by the Executive Officer or Duly Authorised Deputy to the Finance and Personnel Committee.”

Inclusion of paragraph b

To read:

Any matter relating to a Council employee will not be dealt with until the Press and Public have been excluded from the meeting pursuant to Standing Order 1 (c) above.

Amendment to paragraph g

To read:

“all paper records shall be secured under lock and electronic records stored securely and only accessible to the Executive Officer and Duly Authorised Deputy”.

Amendment to paragraph h

To read:

“records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to the Executive Officer, Duly Authorised Deputy or medical practitioner if appropriate”.

Deletion of paragraph i

Amendment to paragraph j

Change wording of “(post holder)” to “Executive Officer or Duly Authorised Deputy” and deletion of subsequent text from the paragraph.

33. Liaison with District and County or Unitary Councillors

Deletion of paragraph b.

36. Standing Orders to be given to Councillors

Amendment to paragraph a
“his” to “their”

Amendment to paragraph c
“him” to “them”.

Deletion of
“in accordance with Standing Orders”.

V Woodhouse
September 2020