

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: TUESDAY, 19 JANUARY 2020  
title: REVIEW OF STANDING ORDERS  
submitted by: CHIEF EXECUTIVE  
principal author: HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To review the Council's Standing Orders (Part 4 of the Council's Constitution) to ensure clarity.

1.2 Relevance to the Council's ambitions and priorities:

- Council's Ambitions – N/A
- Community Objectives - N/A
- Corporate Priorities – To be a well-managed Council. The Council's standing orders contain the necessary provisions to allow for matters to be discussed and voted upon in an orderly and proper manner
- Other considerations – It is important that the Council's constitution is kept up-to-date, to ensure that all legislative requirements are reflected within them.

### 2 BACKGROUND

2.1 Section 37 of the Local Government Act 2000 provides that every Local Authority is required to prepare and keep up to date a constitution containing amongst other things a copy of its Standing Orders. The Council's constitution is very much a living document. It has been divided into parts and these parts are available on the Council's website.

2.2 The Council's Head of Legal and Democratic Services, in her role as Monitoring Officer, has carried out a review of Standing Orders, which form Part 4 of the Council's Constitution.

### 3 ISSUES

3.1 The Council's Standing Orders are the rules, which govern the conduct and proceedings of the Council's meetings (including those of its committees and sub-committees). This Council approved the last changes to the Council's Standing Orders in May 2020 to include a temporary addendum including provisions for remote meetings.

3.2 A number of amendments have been made to pick up minor typographical errors, and also to more clearly link the provisions with regard to notice provisions for summons to the provisions of the Local Government Act 1972. The proposed amendments are shown as track changes in the copy of Standing Order enclosed at **Appendix 1**.

3.3 Article 11.3 of the Council's Constitution provides that only the Council will approve changes to the Constitution after consideration of the proposal by the Monitoring Officer. The Council's Head of Legal and Democratic Services, in her role as Monitoring Officer, supports the amendments set out in Appendix 1 to this report.

## 5. RISK ASSESSMENT

5.1 The approval of this report may have the following implications:

- Resources – The Council will make any necessary changes and put new documents onto the website. A revised version of Standing Orders will be circulated to Members and Officers
- Technical, Environment and Legal – No implications identified
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

## 6. RECOMMENDED THAT COMMITTEE

6.1 Approve the changes outlined in the report above and shown in **Appendix 1** to this report.

6.2 Refer the proposed changes to the Council with a recommendation for their approval.

MAIR HILL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

## BACKGROUND PAPERS

For further information please ask for Mair Hill on extension 4418.

REF: MJH/POLICYANDFINANCE/19 January 2020