

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: TUESDAY, 9 APRIL 2022
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 2022.

3.2 Having reviewed standing orders some small amendments have been made to the order of business for Full Council and to public participation at Planning Committee meetings. The amendments to standing order 5, simply reflects the position in the agenda at which reports to Full Council are considered. The amendments to public participation at planning committee (standing orders 22.2 and 22.3) seeks to ensure clarity between the rules which apply to individual applications in agenda item 5 at

planning committee and those which apply to other matters before the planning committee. These amendments are shown in track changes for ease of reference in 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/28 March 2022