

Title of meeting:	Governance & Audit & Standards Committee
Date of meeting:	9 March 2018
Subject:	Changes to the Standing Orders (Council Procedure Rules)
Report by:	City Solicitor
Wards affected:	N/A
Key decision:	No
Full Council decision	Yes

1 Purpose of Report

To ask members to consider a proposed revision to the content of the Standing Orders.

2 Recommendations

It is recommended that the Committee:

- 2.1 Considers the proposed amendments to the Standing Orders in accordance with the revisions set out in Appendix 1 to this report.
- 2.2 Recommends to Council that the revised Standing Orders are adopted.
- 2.3 Agrees that the City Solicitor may make amendments to the standing orders to reflect any changes arising out of legislative changes, deal with typographical alterations or amend the layout of the document, none of which would change the material substance of the standing orders.

The Local Democracy Manager shall provide copies of the revised Standing Orders to all Councillors prior to the start of the next Council meeting following their approval.

3 Background

- 3.1 Whilst changes to standing orders have been made from time to time over recent years, they were last fully reviewed by the then Standards Committee on 14 September 2009.
- 3.2 The views of the Standing Orders Working Party have been sought prior to the preparation of this report. Their views have been taken into account in the preparation of the proposed amendments.
- 3.3 It is important that the Standing Orders clearly and unambiguously set out how council meetings are to be regulated.
- 3.4 The proposed amendments are intended to bring the document up to date and promote orderly business in Council meetings.

4 Reasons for recommendations

The following proposed amendments are made for consistency and clarity:

- 4.1 There are a number of minor amendments that relate to gender neutral language, syntax, officer / postholder titles and unnecessary duplications. These minor amendments are shown in the Appendix.

The following significant amendments have been made:

- 4.2 *Standing Order 13 (b)(vi)* - this clause has been amended so that a member is allowed to propose an adjournment of 10 minutes to allow (with the agreement of the Lord Mayor) the presentation of any amendment to a petition response.
- 4.3 *Standing Order 14* - the Six Month Rule has been amended to make it clear that it applies to both members of the public and Councillors.
- 4.4 *Standing Order 28* - this has been amended to make it clear that where there is questioned and objected business a Councillor may question or object.
- 4.5 *Standing Orders 32 and 41* - Notices of Motion order and Motions and Amendments order have each been amended to make it clear that submitted notices of motion are validly received by email service.
- 4.6 *Standing Order 60* - this has been amended to make it clear that the Chair has the authority to adjourn the meeting.

5 Equality Impact Assessment (EIA)

- 5.1 The contents of this report do not have any relevant equalities impact and therefore an equalities assessment is not required.

6 Legal implications

- 6.1 The City Solicitor's comments are included in this report.

7 Director of Finance's comments

- 7.1 There are no financial implications arising from the recommendations set out in this report.

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Signed by: City Solicitor

Appendices:

Appendix 1 - Standing Orders (tracked copy)

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	N/A