

REPORT TO FULL COUNCIL

REVIEW OF STANDING ORDERS



Report Reference C-21-10
Meeting Date 6th September 2021
Agenda Item 15
Prepared by Town Clerk

1.0 BACKGROUND

The council's Standing Orders are one of its principal policy documents and are required to be reviewed annually. In recognition of their importance, Standing Order 115 sets out that any resolution to permanently add, vary or revoke a Standing Order shall stand adjourned from one meeting to the next. The Town Clerk issued a circular email seeking any proposals from members for amendments to Standing Orders, one proposal was received and is included within section two. The changes in section two were submitted to the March Council meeting and accordingly stood adjourned without debate.

2.0 PROPOSED CHANGES TO STANDING ORDERS

The proposed changes are minor amendments to the committee terms of reference.

The first is to specify that draft budgets shall be agreed by the end of October, this replaces the current wording specifying that it be agreed at an October meeting. This aligns with Financial Regulation 2.1.

- a) Assets and Operations committee TOR 5 delete "at its October meeting annually" and insert "annually by 31st October"
- b) Environment and General Purposes committee TOR 5 delete "at its October meeting annually" and insert "annually by 31st October"
- c) Events and Town Centre Management committee TOR 5 delete "at its October meeting annually" and insert "annually by 31st October"

It was noted that the term is absent from the Personnel Committee, the following amendment is therefore suggested:

- d) Personnel committee insert new TOR 4 "The Committee shall, annually by 31st October, agree a recommended budget for the forthcoming financial year which will be presented for consideration by the Finance Committee."

Similarly, for the Finance Committee, it specifies agreeing the overall council budget but not its own, and specifies a meeting for the amalgamation of the budgets the following amendments are suggested:

- e) Finance committee insert new TOR 7 "The Committee shall, annually by 31st October, agree a draft budget for the forthcoming financial year"

- f) TOR 8 delete “at its November meeting annually” and insert “by 30th November”

The Finance Committee amended the terms of reference for the Internal Audit Working Group to include a member of the Personnel Committee. The committee terms of reference direct it to appoint a working group comprising three members *of the committee*. The committee agreed its terms of reference should be updated as follows:

- g) In existing TOR 7 delete “of the committee”

3.0 DECISIONS REQUIRED

Council should consider the approval of the outlined amendments.