

Council Standing Orders

STANDING ORDER 13 DECISIONS OF THE EXECUTIVE

- (1) (a) A notice setting out all Executive decisions shall be published within two working days of the meeting. A copy of such notice shall be sent to all members electronically.
- (b) Where a key decision has been delegated to an Executive member ~~with relevant portfolio or an officer, then notice~~ any such decision shall be recorded and published on the Friday following the decision with notice of Call – In to be required within 5 working days. This in accordance with Standing Order 13(1)(a) shall be published within two working days of the decision. It shall be sent to all members electronically.
- (c) The notice published in accordance with Standing Order 13(1)(a) must include:
- a record of the decision
 - a record of the reasons for the decision
 - details of the options considered and rejected by the Executive Committee
 - a record of any conflict of interest declared by any member, together with a note of any dispensation granted by the Standards Committee
- (d) The notice published in accordance with Standing Order and 13(1)(b) must include:-
- a description of the matter including the officer's report
 - the name of the Executive member exercising the delegated authority where the decision is made under SO 1(b)
 - the decision together with the reasons for it
 - the options considered
 - who was consulted before the decision was made
 - The date when the decision was made.
 - any corporate, financial, legal, HR or other management implication.
 - background papers
 - ~~a record of the decision.~~
 - ~~a record of the reasons for the decision.~~
 - ~~details of the options considered and rejected by the Executive committee.~~

~~— a record of any conflict of interest declared by any member, together with a note of any dispensation granted by the Standards Committee.~~

- (2) (a) All decisions published in accordance with this Standing Order shall come into force 5 working days after publication unless called in by a Scrutiny Committee.
- (b) For the avoidance of doubt, a decision shall come into force immediately where the matter in question is urgent as defined in Standing Order 17(5)(c)(ii).
- (3) Minutes of the Executive meeting shall be published and circulated to all members electronically as soon as is reasonably practicable after they are finalised.

STANDING ORDER 17 SCRUTINY OF EXECUTIVE RESOLUTION (CALL-IN)

- (1) (a) A Special meeting of a relevant Scrutiny Committee shall be called to consider a ~~specified~~ decision made by an Executive Committee or Executive member published in accordance with Standing Order 13(1) provided the reasons for Call - In fall within the criteria set out in paragraph 5 of the Executive Procedure Rules.
- (b) Any such Call - In shall require notice in writing delivered to the Assistant Chief Executive not later than 10.00 am 5 days after publication of the decision by ~~where~~ at least one third of the Members of that Committee, ~~shall so request in a written notice delivered to the Assistant Chief Executive not later than 10.00 am, 5 days after publication of the decision.~~
- (2) The special meeting must normally take place within 5 working days of receipt of such notice.
- (3) The Chair of that meeting may call the appropriate Executive member/s and/or officer/s of the Council to attend to answer any questions regarding the matter called in for scrutiny.
- (4) A member of the Scrutiny Committee may ask any Executive member with relevant portfolio any question on an item which has been called in under Standing Order 17(3).
- (5) After consideration of a decision, the Scrutiny Committee may:-
 - (a) resolve to take no further action.
 - (b) refer the matter back to the Executive for reconsideration, setting out in writing the reason for its request.
 - (c) refer the matter to Council who may refer the decision back to the Executive for reconsideration setting out in writing the reasons for its request.

Provided always that where the decision is required to be made by the Executive, the Executive may or may not amend its decision.

- (6) (a) Where notice in accordance with Standing Order 17(1) is not delivered to the Assistant Chief Executive, any decision made by the Executive and/or officer with delegated authority for a key decision shall be final.
- (b) A decision made by the Executive and/or officer with delegated authority for a key decision may only be called in once for re consideration.
- (c) The Call-In procedure set out in this Standing Order shall not apply:-
 - (i) to any report/item already considered by the appropriate Scrutiny Committee prior to the decision being made by the Executive or officer with delegated authority for a key decision or
 - (ii) where the decision taken is urgent.

A decision is urgent where the interest of the Council or public require immediate action and will be urgent if any delay caused by the call in process would prejudice the interests of the Council or the public.

STANDING ORDER 37 APPOINTMENT OF EXECUTIVE

- (1) The ~~Council~~ shall, at its Annual Meeting, appoint the Executive as nominated by the Leader of the Council
- (2) The Executive shall consist of the Leader together with up to nine other members.
- (3) ~~The number of Executive members shall not exceed 10 in number. A member from each political group shall be allocated a seat. The provisions of Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) shall not apply.~~
- (3) ~~The Council shall,~~ at the Annual Meeting, on the nomination of the Leader appoint such Executive Portfolios and portfolio holders as the Leader shall consider appropriate

STANDING ORDER 38 PROCEEDINGS OF COMMITTEES & EXECUTIVE TO BE CONFIDENTIAL

- (1) All agenda, reports and other documents and all proceedings of Committees, Sub-Committees and the Executive shall be treated as confidential unless and until they become public in the ordinary course of the Council's business.

STANDING ORDER 39 ELECTION/REMOVAL OF LEADER AND CHAIR AND DEPUTY CHAIR OF COMMITTEES

- (1) The Council shall at its Annual Meeting elect the Leader of the Council whose term of office shall start on the day of his/her election to that office and end on the day when the Council holds its first Annual Meeting after the Leader's normal day of retirement as a councillor unless:
 - (a) he/she resigns from the office; or

(b) he/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or

(c) he/she is no longer a councillor.

(d) He/she is removed from office by resolution of the Council by way of majority vote.

For the avoidance of doubt any motion to remove the Leader from office must comply with the provisions of Standing Order 6.

- (2) The Chairs and Deputy Chairs of each Committee shall be elected by Council at the Annual Meeting. In the absence from a meeting of the Chair and Deputy Chair, a Chair for that meeting will be appointed. No member of the Council shall be eligible to be appointed Chair of more than one Standing Committee.

STANDING ORDER 46 MEMBERS' ABSENCE FROM MEETINGS

- (1) If any member fails throughout a period of six consecutive months to attend any meeting of full Council, a Committee or Sub - Committee of which he/she is a member, the circumstances shall be reported to the Executive and he/she shall cease to be a member of the Council unless the failure to attend is due to some reason approved by the Executive.

STANDING ORDER 47 VARIATION AND REVOCATION OF STANDING ORDERS BY COUNCIL

- (1) Except on the recommendation of the Executive, a motion to add, vary or revoke these standing orders shall (when proposed and seconded) stand adjourned without discussion to the next ordinary meeting of the Council and that motion shall not be carried except by a majority of two-thirds of the members of the Council present and voting.

STANDING ORDER 48 SUSPENSION OF STANDING ORDERS BY COUNCIL

- (1) Subject to paragraphs (2) and (3) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting of Council, where its suspension is moved.
- (2) No suspension of standing orders shall be permitted so as to negate the requirements for notice to be given under Standing Orders 10(7) (Council tax), 39(1) (Removal of the Leader) and 47 (variation/revocation of Standing Orders).
- (3) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 7) unless there shall be present at least one-half of the whole number of the members of the Council.