

## COUNCIL

<b>DATE</b>	17 <sup>th</sup> December 2020
<b>REPORT OF</b>	The Monitoring Officer
<b>SUBJECT</b>	Amendment to Council Standing Orders
<b>STATUS</b>	Open
<b>FORWARD PLAN REF NO.</b>	Not applicable

### CONTRIBUTION TO OUR AIMS

Good governance arrangements contribute directly to the achievement of the Council's strategic aims.

### EXECUTIVE SUMMARY

A report advising of a proposed amendment to the Council's Standing Orders regarding questions on the minutes of Cabinet and Committee meetings.

### RECOMMENDATIONS

That Standing Order 10B be amended as set out in paragraph 1.2 of the report now submitted, effective from the next ordinary meeting of Council in December, 2020.

### REASONS FOR DECISION

The Standing Orders form part of the Council's Constitution and any changes to the Constitution have to be notified to full Council for formal approval.

#### 1. BACKGROUND AND ISSUES

- 1.1 In order to facilitate the effective management of Council meetings, it is proposed that the procedure for submission of Cabinet and Committee Minutes to Council be amended to require that questions on the minutes be submitted in advance of the Council meeting.
- 1.2 As such, it is proposed that Standing Order 10B be amended to read as follows:

**10B      Cabinet & Committee Minutes – Procedure for Submission to Council**

- 10B.1 At each of the scheduled Ordinary meetings of the Council, the Minutes of the Cabinet, Scrutiny and Committees (otherwise referred to as the "Minute Book") shall be moved en bloc (normally) by the Leader of the Council and seconded (normally) by the Deputy Leader of the Council prior to being put to the vote.
- 10B.2 The Mayor shall only invite questions on the minutes of Cabinet, Scrutiny Panels and Committees (otherwise referred to as the "Minute Book"), where such questions have been received on Notice.

- 10B.3 Questions on Notice must be submitted to the Chief Executive and / or the Monitoring Officer by no later than 11.59pm on the second day before the date of the Council meeting (for example, by 11.59pm on the Tuesday if the meeting is on a Thursday). Questions will be referred to the appropriate Member referred to in 10.B.7. The Member shall provide a response at the Council meeting.
- 10B.4 A schedule of questions received in accordance with this Standing Order shall be made available at the meeting. At the relevant point, the Mayor will invite the questioner to read out their question. One minute shall be permitted for the question to be read out as submitted (without introductory preamble or comment). A supplementary question of one minute in duration (and without introductory preamble or comment) is permitted provided that it arises from the answer to the first question. The Member questioned shall use reasonable endeavours to appropriately respond to the supplementary question. Where a specific data set is requested a written response shall be deemed reasonable.
- 10B.5 No motion shall be permitted in respect of such Minutes except as to accuracy.
- 10B.6 In the case of any Minutes that have been referred to Council for a decision (i.e. a recommendation to Council) the report to the Cabinet or the non-executive committee or Scrutiny meeting which resulted in such a recommendation shall be set out in the agenda for members' information.
- 10.B.7 In the case of questions relating to Cabinet or individual Portfolio Holder business, the Cabinet member whose Portfolio covers the area concerned shall reply. In the case of questions relating to Minutes of a Scrutiny meeting and questions relating to Minutes of any other committee, the relevant Chairman shall reply provided that, in respect of any Scrutiny matter if a question concerns a matter of Council policy, the relevant Portfolio Holder shall also have the right of reply.

## **2. RISKS AND OPPORTUNITIES**

The proposed amendment to Standing Orders is suggested as an improvement to the way full Council meetings are managed while still retaining the opportunity for all Elected Members to question the business of Cabinet and the Committees of the Council.

## **3. OTHER OPTIONS CONSIDERED**

Not applicable.

**4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS**

These matters are reported to the Council as required by the Constitution and to support the continued good governance of the Council.

**5. FINANCIAL CONSIDERATIONS**

There are no financial considerations to be taken into account as a result of the recommendations within this report.

**6. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

There are no climate change or environmental implications arising from the recommendations within this report.

**7. CONSULTATION WITH SCRUTINY**

Not applicable.

**8. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the recommendations in this report.

**9. LEGAL IMPLICATIONS**

As set out in the main body of the report.

**10. HUMAN RESOURCES IMPLICATIONS**

There are no direct human resources implications arising from the recommendations in this report.

**11. WARD IMPLICATIONS**

All wards are potentially affected.

**12. BACKGROUND PAPERS**

None.

**13. CONTACT OFFICER(S)**

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