

1. **Standing Orders Amendment** (Pages 1 - 4)

## **BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

### **RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

#### **Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

#### **Articles**

##### **Changes to the Constitution**

15.04 **General** Changes to the Constitution may be made only by the Council after consideration by the Cabinet. The Monitoring Officer may unilaterally approve drafting changes to the Constitution where they correct obvious errors, to take into account changes in legislation or better give effect to the clear intention of the Constitution.

#### **Decision Taken**

Specify precise details of the decision taken

##### **Motions which may not be moved without notice**

In Standing Order 14.2 b)

To add the word "working" so it reads : to be delivered to the Chief Executive at least seven clear working days before the date of the meeting ....

#### **Reasons for the Decision**

Specify all reasons for taking the decision

It has been identified that the Standing Orders requires additional definitions on the meaning of 'clear days' and 'working days' and to ensure that there is consistency of application throughout, as it has been identified that there are a number of inconsistencies throughout the constitution in terms of the use of 'working days'.

Without the term clear working days the timeframe is such that the Council agenda will have to be published before or at the same time as the deadline for receiving motions. It cannot be the intention that the deadline for receiving motions is at the same time or after the deadline for issuing the agenda.

Accordingly, for the sake of practical reality of needing to know what is in the agenda before it is published, the additional word should be added so that there will be two working days to assess motions received for validity under the Standing Orders and to be considered by legal to ensure they are intra vires, before the agenda is published.

#### **Options considered**

To not make the change makes the issuing of agendas for Full Council unworkable.

**Once highlighted this requires amendment.**

**Any declarations of interest and details of any dispensations granted in respect of interests.**

None

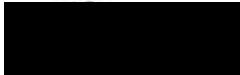
**List of Background papers**

Constitution

**Authorisation**

Post Held Monitoring Officer

Signature



Date **16/12/2020**

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

**Signed by Member as consulted:**

Date

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



|   |                            |  |          |         |        |
|---|----------------------------|--|----------|---------|--------|
| Name of policy/service/function   |                            |  |          |         |        |
| Is this a new or existing policy/ service/function?   |                            | New / Existing (delete as appropriate)             |          |         |        |
| Brief summary/description of the main aims of the policy/service/function being screened.<br><br>Please state if this policy/service rigidly constrained by statutory obligations   |                            |  |          |         |        |
| <b>Question</b>   | <b>Answer</b>              |  |          |         |        |
| <p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> |                            | Positive   | Negative | Neutral | Unsure |
|   | Age                        |  |          |         |        |
|   | Disability                 |  |          |         |        |
|   | Gender                     |  |          |         |        |
|   | Gender Re-assignment       |  |          |         |        |
|   | Marriage/civil partnership |  |          |         |        |
|   | Pregnancy & maternity      |  |          |         |        |
|   | Race                       |  |          |         |        |
|   | Religion or belief         |  |          |         |        |
|   | Sexual orientation         |  |          |         |        |
| Other (eg low income)   |                            |  |          |         |        |
| <b>Question</b>   | <b>Answer</b>              | <b>Comments</b>                                    |          |         |        |
| <b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b>   | Yes / No                   |  |          |         |        |
| <b>3. Could this policy/service be perceived as impacting on communities differently?</b>   | Yes / No                   |  |          |         |        |
| <b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>   | Yes / No                   |  |          |         |        |
| <p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b><br/>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>  | Yes / No                   | <b>Actions:</b>                                    |          |         |        |
|   |                            | <b>Actions agreed by EWG member:</b><br>Name ..... |          |         |        |
| <b>Assessment completed by:</b><br><b>Name</b>  |                            |  |          |         |        |
| <b>Job title</b>  | <b>Date</b>                |  |          |         |        |
| <p><b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b></p>   |                            |  |          |         |        |

