

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	3 November 2020		
TITLE:	Additional amendments to Standing Orders		
TYPE OF REPORT:	Constitution		
PORTFOLIO(S):	Leader of the Council		
REPORT AUTHOR:	Alexa Baker, Monitoring Officer		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
This report sets out the revisions to the Standing Orders within the Borough Council's Constitution, as proposed by Cabinet on 22 September 2020, which are to be submitted to Full Council for approval.
RECOMMENDATIONS:
The Corporate Performance Panel is invited to consider and comment on the three draft amended revisions to the Standing Orders.
REASONS FOR RECOMMENDATIONS:
It is the role of the Corporate Performance Panel to scrutinise and where it resolves to, may challenge the decisions of Cabinet and delegated decision-makers.

1. It is a statutory requirement for the Council have and maintain a Constitution, which must be publicly available. It contains the Council's rules of procedure and must contain provisions which are set out by statute.
2. On 22 September 2020 Cabinet resolved for the Monitoring Officer to draft three specified proposed revisions to the Standing Orders, to be submitted to the Leader for approval in time for submission to Full Council.
3. These proposed revisions are to Standing Orders 11, 29 and 33, and set out below:

New addition to SO11 (NB the format change of 11.2 (a) and (b) to 11.2.1 and 11.2.2):

11.2A The procedure for putting questions under Standing Order 11.2.1 shall be as follows:

11.2A.1 The period of time for putting questions and receiving responses shall not exceed 30 minutes for all Cabinet Members, excluding the Leader.

11.2A.2 The period of time for putting questions and receiving responses to the Leader shall not exceed 15 minutes.

11.2A.3 The order of putting questions shall commence with one Member from the largest opposition group, proceeding in descending order to the smallest opposition group, followed by a Member from the ruling group. This order shall repeat until the time for questions has elapsed or there are no more questions to be put.

New addition to SO29:

29.2A In the event the Chair of a Council Body (excluding Council and Cabinet) resigns or the Chair is otherwise permanently vacated, the Council may appoint a new Chair before the next Annual Meeting.

Change to SO33:

33.1 Unless the majority of Members present vote for the Meeting to continue, any Meeting that has lasted for 3 hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary Meeting.

33.2 The motion for voting to continue a Meeting at 33.1 above shall be for an extension of the duration of the Meeting for a period of one hour, unless the Chair proposes a different period of time. Upon the expiry of this or any other extension, the Meeting shall adjourn immediately unless the majority of Members vote for a further extension of the Meeting. Any such motion to further extend the duration of the Meeting beyond the first extension shall be limited to no more than one hour, as determined by the Chair.

4. Background Papers

The current Constitution is available to view on the Borough Council's website at <https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?CId=429&Mid=2220&Ver=4&bcr=1&info=1>

Cabinet Decision List and Minutes for Meeting 22 September 2020

Cabinet Member's Delegated Decision dated 27 October 2020