



AGENDA ITEM 9

Chichester City Council

Standing Orders Amendment: Briefing Document

Decision Required at Annual Council Meeting on 17 May 2023:

To adopt revised Standing Orders, with revisions made to section 2h (i -xvi)

Officer Recommendation:

TO RESOLVE

- 1) to adopt revised Standing Orders, with the amendments to section 2h (i-xvi)
- 2) to adopt the Statutory Policies and Procedures review schedule as detailed in Appendix 4.

Background

The Annual Council Meeting of the City Council is held in May each year. This is a statutory requirement, laid down in law under the Local Government Act (1972), Schedule 12, para.8.

The Annual Council Meeting at the City Council is a largely ceremonial affair, serving as the Annual Mayor Making Ceremony. The agenda for the meeting is generally very short and local dignitaries and guests are invited to attend the ceremony which is traditionally followed by a reception for drinks.

Our current Standing Orders are based upon the National Association of Local Councils (NALC) standard model. They include a large number of items which it is stated will be reviewed at the Annual Council Meeting;

(h) Following the election of the Mayor (Chairman of the council), appointment of the Deputy Mayor (Vice-Chairman of the council) and election of the Bailiff at the annual meeting of the council, the order of business shall be as follows:

- (i) In an election year, delivery by councillors of their declarations of acceptance of office, if these have not previously been delivered to the Town Clerk, unless scheduled for a later date*
- (ii) Confirmation of the accuracy of the minutes of the last meeting of the council and to receive and note minutes of and/or to determine recommendations made by committees, working groups.*
- (iii) Review of delegation arrangements to committees, sub-committees and working groups; employees and other local authorities.*
- (iv) Review of the terms of references for committees, sub-committees and working groups.*

- (v) *Receipt of nominations to existing committees, sub-committees and working groups.*
- (vi) *Appointment of any new committees, sub-committees and working groups, confirmation of the terms of reference, the number of members and receipt of nominations to them.*
- (vii) *Review and adoption, if appropriate, of standing orders and financial regulations.*
- (viii) *Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.*
- (ix) *Review of representation on or work with external bodies and arrangements for reporting back.*
- (x) *In a year of elections, if the council's period of eligibility to exercise the power of well being or current equivalent expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.*
- (xi) *Review of inventory of property and other assets including buildings.*
- (xii) *Review and confirmation of arrangements for insurance cover in respect of all insured risks.*
- (xiii) *Review of the council's memberships of other bodies.*
- (xiv) *Review, if appropriate, of the council's complaints procedure.*
- (xv) *Review, if appropriate, of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.*
- (xvi) *Review, if appropriate, of the council's policy for dealing with the press/media.*

If all of these items were to be completed at the Annual Council meeting, the Mayor Making would cease to be a largely ceremonial event and would instead become a more traditional Council meeting.

The proposal is to revise the standing orders so that the ceremonial nature of the Annual Mayor Making can be retained, and to instead adopt a review schedule that spreads the requirements throughout the year. The revised standing orders will read as follows:

- (h)
 - (i) *Following the election of the Mayor (Chairman of the council), appointment of the Deputy Mayor (Vice-Chairman of the council) and election of the Bailiff at the annual meeting of the council, the order of business shall be as follows:*

- (i) In an election year, delivery by councillors of their declarations of acceptance of office, if these have not previously been delivered to the Town Clerk, unless scheduled for a later date*
- (ii) Confirmation of the accuracy of the minutes of the last meeting of the council and to receive and note minutes of and/or to determine recommendations made by committees, working groups.*
- (ii) Throughout the year statutory policies and procedures will be reviewed according to the Council's adopted policy review schedule (Appendix 4).*

Policy Review Schedule (Appendix 4 to Standing Orders)

	Item	Review Body	Frequency	Timing	Last review date	Minute ref.
1	Review of standing orders and financial regulations.	Finance	Annual	January		
2	Review of Council risk assessment statements and confirmation of arrangements for insurance cover in respect of all insured risks.	Finance	Annual	January		
3	Review, if appropriate, of the council's policy for dealing with the press/media.	Full Council	Annual	February		
4	Review of variable Direct Debits, Standing orders, and online banking arrangements.	Full Council	Bi-annual	February		
5	Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.	Community Affairs	Annual	March		
6	Review of representation on or work with external bodies and arrangements for reporting back.	Community Affairs	Annual	March		
7	Adoption of standing orders and financial regulations.	Full Council	Annual	April		
8	Receipt of nominations to existing committees, sub-committees and working groups.	Full Council	Annual	May		
9	Appointment of any new committees, sub-committees and	Full Council	Annual	May		

	Item	Review Body	Frequency	Timing	Last review date	Minute ref.
	working groups, confirmation of the terms of reference, the number of members and receipt of nominations to them.					
10	Review of inventory of property and other assets including buildings.	Finance	Annual	June		
11	Review delegation arrangements for committees, sub-committees and working groups, employees and other local authorities	Full Council	Annual	September		
12	Review of the terms of references for committees, sub-committees and working groups.	Full Council	Annual	September		
13	Review of the council's memberships of other bodies and annual subscriptions.	Finance	Annual	September		
14	Review of the council's complaints procedure.	Full Council	Annual	December		
15	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.	Full Council	Annual	December		