

Report No. TC04717 Appendix: J Agenda Item: 14	Council Date of Meeting: 13/09/2017
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OAKHAM TOWN COUNCIL

Report Authors: Cllrs Michael Haley, Peter Ind	Title Standing Orders
Subject: Standing Orders amendments	

Background

The Policies and Procedures Working Group is required to periodically review Financial Regulations. These were last reviewed and approved by Council in May 2017. Since that time Council resolved to amend Standing Orders to include e-mail Accounts. In light of recent events the working group is also recommending changes to other sections as below.

Recommendation

The following changes are made to Standing Orders:

Page 5 (Meetings, section s) - delete *supported by two other councillors* and replace with **supported by a majority vote of councillors present**

Page 6 (Meetings, section t vi) - add **and actions required**

Page 10 (Proper Officer, section (a)) - delete *by the Council to undertake the work of the Proper Officer* and replace with **by the Chairman to undertake such work as is necessary**. Delete last two sentences

Page 11 (Proper Officer, section (b) xviii) - delete *and Parks*

Page 15 (Rules of Debate, section e) - delete third sentence and replace with **The contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting. Councillors will be allowed to speak once only during each item of business, except by invitation of the Chairman in order to clarify a point previously made.**

Page 17 (Rules of Debate, section r) - *delete entire section* (now subsumed within section e as amended/expanded above)

Page 17 - sections s and t to be re-lettered r and s to take account of previous change

Page 20 (Disorderly Conduct, section d) - delete *may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting* and replace with **will adjourn the meeting and may reconvene it at an appropriate venue.**

Page 29 (Delegation of Functions, section a) - delete *and Parks*

Page 29 (Delegation of Functions, section b) - delete *Sub-committee* and replace with **Committee**

Page 30 (Delegation of Functions, section c) (i)- insert **in the opinion of the Staffing Committee it appears**

Page 30 (Delegation of Functions, section c) (iv) insert **specific**

Page 30 (Delegation of Functions, section c) (vi) insert **by means of reports to Full Council**

Page 30 (Delegation of Functions, section c) add **(vii)These delegated powers shall also apply to all staff related issues.**

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