

Report No. TC01019 Appendix: F xvi Agenda Item: 13	Council 20th March 2019
OAKHAM TOWN COUNCIL	
Report Authors: Cllrs David Romney And Sally-Anne Wadsworth	Title: Councillors
Title: Revise Standing Orders	
Applicable Strategy: Provide development for Councillors to enable them to skillfully and effectively fulfil their role.	

Background

The Polices working group have concerns over members access to both the office and papers. Which is taking the staff away from there duties.

An understanding was in place that members access to the office was limited to the stable door, e mail or telephone. (However, this has never amended in the standing orders).

The working group recommend the following changes to Standing orders:

35 E-mail Accounts (add)

E: councillors using abusive language about other members will have their account suspend for a month. As determined by the Clerk and two other Councillors. Repeat offenders will have the account suspend for 6 months.

36 Office Access (new)

- A: Day to day access to the office is limited to email, telephone or office counter.
- B: Consultation with the Clerk will be by appointment only to suit work load
- C: Members access papers will be appointment and papers will be available for inspection in the council chamber
- D: Members will not be allowed to remove papers from the office
- E: Access to sensitive papers i.e. contracts, leases or financial paper will be limited to Working group meetings, Committee or full Council.
- F: Councillors should treat all papers as confidential until they have been resolved by Committee or full Council (Code of conduct 4 . 4.1.5)

37 Members training (new)

- A: All members will undertake Councillor training for Planning
- B: The council will provide members with training opportunities

Decision

The council accepts the working groups recommendations with immediate effect