

Report No. TC02920 Appendix: D Agenda Item: 11	Council  12 <sup>th</sup> August 2020
<b>OAKHAM TOWN COUNCIL</b>	
Report Author: Cllrs Romney and Lowe Policies and Procedures Working Group	Title: Councillors
Title: Revise Council's Standing Orders	
Applicable Strategy Strategic Aims: Provide development for Councillors to enable them to fulfil their role skillfully and effectively	

The working group recommend the following changes to Standing orders:

**35 E-mail Accounts (add)**

- a. All Council business electronic mail between the Clerk's office and Councillors will be made via Council provided e-mail addresses. An electronic copy of all correspondence to be maintained by Council. **With the caveat a Councillor can choose to use its own email address to receive Agendas and summons**

**2 Ordinary Council Meetings (add)**

- e. **A Councillor should have served at least 2 years' service on the Council before being considered as Chairman or Vice Chairman and should have completed Chairman training or attended with 6 months**

**15 Committees, Sub & Working Groups (add)**

- j. **The Chairman of the Recreation and Planning Committee will be the Vice Chairman of the Council**

**Decision**

The council accepts the working group recommendations with immediate effect