



City of Westminster

# General Purposes Committee

<b>Date:</b>	<b>2 November 2016</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Update to Standing Orders</b>
<b>Report of:</b>	<b>Head of Committee and Governance Services</b>
<b>Wards Involved:</b>	<b>Not Applicable</b>
<b>Financial Summary:</b>	<b>There are no financial implications arising from this report</b>
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## **1. Executive Summary**

- 1.1 This report seeks approval to minor changes to Standing Orders to reflect the provision of the notice and related papers being submitted, with their approval, to Members electronically.
- 1.2 Also included is a minor change to the Standing Order 51(7) to reflect updated consultation requirements.

## **2. Recommendations**

- 2.1 That the Council be recommended to amend Standing Order 24 as set out in paragraph 4.1 below.
- 2.2 That the Council be recommended to amend Standing Order 51(7) as set out in paragraph 4.3 below.

## **3. Reason for Decision**

- 3.1 The local Government Act 1972 was amended in 2015 to allow Local Authorities to submit the agenda and related papers electronically to those Members who consent to receive them in this way. In view of this change it is necessary to make minor related changes to Standing Orders.
- 3.2 Minor changes to Standing Order 51(7) are also included.

#### 4. Background Information

- 4.1 Following recent changes to legislation it is now possible for Local Authorities to issue summons and related documentation for full Council meetings where the Member has given consent for these documents to be transmitted in electronic form. This report sets out the proposed revised Standing Orders.

##### Standing Order 24 – Notice of Meetings

- (1) At least five clear days before a meeting of the Council:-
- (a) Notice of the time and place of the meeting shall be published at the Council's offices, and where the meeting is called by members of the Council the notice shall be signed by those Members and shall specify the business proposed to be transacted; and
  - (b) A summon to attend the meeting, specifying the business and accompanied by such reports as are available, and **authenticated in such a manner as the Chief Executive thinks fit** shall be sent by post to the usual place of residence of every Member of the Council (or by post to such other address as the Member may request) **or if so requested by the relevant Member electronically to an email address supplied for these purposes**. Any summons sent to a Member by post to an agreed address **or electronically to an agreed email address** shall be deemed sufficient service of the summons.

(NB: The words shown in bold have been added).

- 4.2 Officers have also reviewed Standing Order 31, which relates to the notice of meetings of the Cabinet, Committees and Sub-Committee. No change is considered necessary to allow for the submission of papers for these meetings by electronic means, which will also be provided in this way to those Members who request this.

##### 4.3 Standing Order 51(7) – Minor Changes

Minor changes are also proposed to Standing Order 51(7) which relates to the Appointment and Dismissal of Chief Officers. The changes, shown in bold, reflect minor changes to consultation when a delegation to officers is proposed so that this is extended to include the Cabinet Member for Finance and Corporate Services who has responsibility for HR and the Director of Law.

- (7) (i) Every appointment of a Chief Officer and a Deputy Chief Officer of the Council shall be made by the Appointments Sub-Committee. In the case of Chief Officers and Deputy Chief Officers these appointments (and dismissals) shall also be made by the Appointments Sub-Committee except where the relevant Cabinet Member, in **consultation with the Cabinet Member for Finance and Corporate**

**Services**, Chief Executive and the **Director of People Services**, indicates that they wish the Chief Executive or Senior Officers to do on the Sub-Committee's behalf. These arrangements shall also apply to appointments of Chief Officers and Deputy Chief Officers made as part of the Tri-borough arrangements. For such appointments to be made the Appointments Sub-Committee (or similar) of each of the participating boroughs must have agreed.

## **5. Legal Implications**

- 5.1 Schedule 12 of the Local Government Act 1972 (which relates to the meetings and Proceedings of Local Authorities) has been amended to allow for the provision of summons and related papers for full Council meetings to be sent electronically to those Members who give their consent. Accordingly the Council is being asked to amend Standing Orders to reflect this provision.
- 5.2 Standing Order 51 accords with the requirement to have Standing Orders for the appointment (and dismissal) of Chief and Deputy Chief Officers.

## **6. Other Implications**

- 6.1 None.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact Mick Steward: 7641 3134;  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1972  
BACKGROUND PAPERS - None**