

# FAREHAM

## BOROUGH COUNCIL

### **Report to Audit and Governance Committee**

**Date**                    **25 November 2013**

**Report of:**            **Director of Regulatory and Democratic Services**

**Subject:**              **UPDATES TO THE CONSTITUTION**

#### **SUMMARY**

This report proposes changes to Part Four of the Constitution - Standing Orders with Respect to Meetings, following a review undertaken by the Head of Democratic Services.

#### **RECOMMENDATION**

That the Audit and Governance Committee considers the updated Standing Orders with Respect to Meetings and recommends any comments or further amendments before consideration by the Executive and adoption by the Council.

## **INTRODUCTION**

1. The Head of Democratic Services has undertaken a review of the Council's Standing Orders with Respect to Meetings and is now consulting the Audit and Governance Committee on the suggested updates before making final recommendations to the Executive via the Scrutiny Board.
2. The Council may then make changes to the Constitution and the Standing Orders with Respect to Meetings after consultation with the Scrutiny Board and the Executive as per Standing Order 62.1 – Variations and Revocations of Standing Orders.

## **BACKGROUND**

3. As part of the implementation work following the Localism Act 2011, the Head of Democratic Services has undertaken a complete review of the Council's Constitution and will be recommending updates for each chapter and section of the Constitution which has been affected by recent legislative changes. The first section to be considered for update is the Standing Orders with Respect to Meetings as it has an effect on all of the Council's committee and panel meetings.
4. The current Standing Orders with Respect to Meetings were adopted in April 2007 and have subsequently been amended on four separate occasions (December 2008, April 2009, May 2010 and August 2011).

## **PROPOSED CHANGES**

5. This review provides an opportunity for the Standing Orders to be updated in full and a copy of the proposed updated document is attached at Appendix A.
6. The following key changes have been incorporated into the document:
  - (a) all references to the Standards Committee have been removed;
  - (b) additional and amended wording is highlighted in bold text and underlined (for ease of reference);
  - (c) where applicable, cross-references to other parts of the Council's Constitution have been entered;
  - (d) spelling, typing and formatting errors have been corrected; and
  - (e) wording amended throughout to ensure the use of plain English.

## **RISK ASSESSMENT**

7. There are no significant risk considerations in relation to this report

## **CONCLUSION**

8. The proposed changes contained in the document at Appendix A are put to the Audit and Governance Committee for comment. The changes will also be reviewed by the

Scrutiny Board on 21 November and the Executive on 2 December before being submitted for approval by the Council on 12 December 2013.

**Appendix A:**            [Revised Standing Orders with Respect to Meetings](#)

**Background Papers:**   None

**Reference Papers:**    Constitution; Standing Orders with Respect to Meetings  
                                  Localism Act 2011

**Enquiries:**

For further information on this report please contact Leigh Usher. (Ext 4553 )