



Leaders' Committee AGM

Constitutional Matters – Amendments to London Councils Standing Orders

Item no: 15B

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Summary:

This report proposes a number of amendments to London Councils Standing Orders.

These provide additional clarity to procedures and consistency of wording throughout the document. The changes are minor and do not alter the provisions for managing meetings.

Recommendations:

Leaders' Committee is asked to agree to the proposed amendments to London Councils Standing Orders, as detailed in Appendix 1.

Constitutional Matters – Amendments to London Councils Standing Orders

1. London Councils Standing Orders (SOs) are contained in Schedule 6 of the Leaders' Committee Governing Agreement. In accordance with section 27.2 of the SOs, they can be amended by a decision of London Councils Leaders' Committee. The SOs have been amended a number of times since 2001. The current version was approved by Leaders' Committee on 2 June 2015.
2. The proposed amendments are detailed in Appendix 1. The current SOs and a revised version, as proposed, are available as background papers.
3. There are two changes of substance:

a) Declarations of interest

Declarations of interest are covered by SO 20 and very much follow guidance issued by government. However, they are framed quite narrowly and a further SO is proposed to give members the opportunity to declare an interest that they feel may be relevant but is not caught by the SOs as existing.

b) New Urgency Arrangements for Sub-Committees

Under the urgency arrangements in the current SOs, urgent matters of a Sub-Committee may be dealt with by the Chief Executive in consultation with the Elected Officers of the relevant joint committee. In some instances these arrangements do not provide sufficient flexibility because consultation is required with the Elected Officers of the relevant joint committee rather than the equivalent members of the Sub-Committee. New urgency arrangements are therefore proposed as set out in the Appendix.

4. There are further changes which are intended to provide additional clarity to procedures and for consistency, for example clarifying how arrangements for meetings are made. Some further minor drafting changes are also proposed to ensure clarity of language throughout the document. These minor drafting changes are not included in the Appendix attached but a version including all the proposed changes can be provided upon request.
5. Finally, it should be noted that in accordance with SO 1.8, sub-committee and forum substitute appointments must be made by the relevant joint committee in accordance with the political balance rules, unless the terms of reference (or constitution) of a sub-

committee or forum makes specific provision for the make up of its membership. These substitute appointments should be made at the relevant joint committee's AGM for the ensuing year.

Recommendations

Leaders' Committee is asked to:

- Agree to the proposed amendments to London Councils Standing Orders as detailed in Appendix 1.

Financial Implications for London Councils

There are no specific financial implications arising from this report.

Legal Implications for London Councils

It is necessary that changes to London Councils governance documents are properly made in a manner which is consistent with the joint committees' Governing Agreements. Leaders' Committee has the authority to approve changes to London Councils Standing Orders. Should these revised Standing Orders be approved, they will be deemed to be substituted as Schedule 6 to the Leaders' Committee Governing Agreement.

Equalities Implications for London Councils

There are no specific equalities implications for London Councils from this report.

Appendix 1: Proposed amendments to London Councils Standing Orders

Background Documents:

- The current Standing Orders (last revised June 2015)
- A revised version of London Councils Standing Orders as proposed in this Report

Proposed amendments to Standing Orders (SO)s Appendix 1

Wording of existing SOs that it is proposed to remove is indicated **thus** and new wording is indicated **thus**

	SO no.	Existing	Proposed	Reasons
1	1.6	Meetings may be called at such time and such place as may be determined by:	Meetings may be called by:	To clarify how arrangements for meetings are made having regard to the operation of SO 3.1 which relates to the date, time and place of meetings
2	1.9(iii)	... approve nominations of Councillors appointed to committees.	... receive nominations of Councillors appointed to committees by the participating London Local Authorities	Clarifies that the participating London Local Authorities appoint to London Councils committees
3	2.6	The Lead Member for Equalities of London Councils and any other Lead Member appointed in respect of any issue...	Any Lead Member appointed in respect of any issue...	No need to single out the Lead Member for Equalities.
4	2.14	New SO	The following shall be the Elected Officers of any sub-committee appointed by Leaders' Committee, associated joint committees or sectoral joint committees: (i) Chair (ii) Vice Chair/Deputy/s	Included for the purposes of new urgency arrangements for sub-committees. Also refer to SO 19.9 below
5	3.1	The time and place of meetings will be determined by the Chief Executive and notified in the summons.	The date , time and place of meetings will be determined by the Chief Executive and notified in the summons.	To clarify how arrangements for meetings are made having regard to the operation SO 1.6 which relates to calling meetings.
6	4.1	The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules.	The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. <i>footnote reference</i> Under Part VA of the Local Government Act 1972	Citing reference for information and clarification
7	4.2	... The notice will give the date, time and place of each meeting and specify the business to	... The notice will give the date, time and place of each meeting and specify the business to	To reflect the provisions of The Local Government (Electronic Communications) (England) Order 2015 that

		be transacted, and will be accompanied by such reports as are available.	be transacted, and will be accompanied by such reports as are available. Where the recipient has given consent for the summons to attend the meeting to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), the summons may be sent in electronic form to that address.	provide that where a member has given consent, a summons to attend the meeting to be transmitted in electronic form
8	9.1	Except for motions which can be moved without notice under Standing Order 10 or consideration of any matters of urgency brought forward by leave of the Chair, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting and clear days are deemed to exclude the day of delivery, the day of the meeting and any Sunday. These will be entered in a book open to public inspection.	Except for motions which can be moved without notice under Standing Order 10 or consideration of any matters of urgency brought forward by leave of the Chair, written notice of every motion, signed by at least 5 members, must be delivered to the Chief Executive not later than 10 clear days before the date of the meeting and clear days are deemed to exclude the day of delivery, the day of the meeting and any Sunday. These will be open to public inspection.	Update to reflect London Councils practices
9	13.2	Subject to Clause 11.1, 12.1 of the Leaders' Committee Governing Agreement and Standing Order 14.1...	Subject to Clause 11.1, 12.1 of the Leaders' Committee Governing Agreement and Standing Order 21.1...	To correct reference
10	13.5	... in accordance with 13.6 (b) below.in accordance with 13.6 below.	To correct reference
11	15.1	At every meeting, each representative of a member authority and all other representatives present in accordance with Standing Order 2 (Membership), shall enter his/her name in an	At every meeting, the Clerk to the Meeting will record the attendance of each representative of a member authority and all other representatives present in accordance with	Update to reflect London Councils practices

		attendance book provided by the Clerk to the Meeting.	Standing Order 2 (Membership).	
12	19.6	The urgency procedure to be followed by Transport and Environment Committee is as in 19.1-19.5 above, with the substitution of “Corporate Director” for “Chief Executive” and referring to the Elected Officers of the Transport and Environment Committee.	The urgency procedure to be followed by Transport and Environment Committee is as in 19.1-19.5 above, with the substitution of “Director, Transport & Mobility” for “Chief Executive” and referring to the Elected Officers of the Transport and Environment Committee.	Reflects change to London Councils staffing structure
13	19.9	New SO	The urgency procedure to be followed by any sub-committee appointed by Leaders’ Committee, associated joint committees or sectoral joint committees is as in 19.1-19.5 above, referring to the Elected Officers of that sub-committee and a Corporate Director or senior officer. designated by that sub-committee	Introduces new urgency arrangements for sub-committees.
14	20.6	New SO	You must declare any private interests, both pecuniary and non-pecuniary, including your membership of any Trade Union that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests	To give members the opportunity to declare an interest that they feel may be relevant but is not caught by the existing SOs
15	27.2	Any of these Standing Orders except Standing Orders 13.8, 14.2 and 27.2 may be suspended at any meeting...	Any of these Standing Orders except Standing Orders 13.7, 14.2 and 27.2 may be suspended at any meeting...	To correct reference