

<b>Report to Shared Revenues and Benefits Service Joint Committee</b> <b>Meeting to be held on 10 December 2018</b>	<b>Electoral Ward Affected</b> All
<b>Report submitted by: Director of Corporate Services</b>	
<b>Portfolio Holder: Cabinet Member for Resources and Performance</b>	
<b>REVISED PROCEDURE RULES</b>	

## **1. Background**

- 1.1 On 1 November 2011 the Shared Revenues and Benefits Service Joint Committee (“the Joint Committee”) approved procedural rules to govern the conduct of its meetings and proceedings. This report seeks to amend those procedural rules.

## **2. Decision Required**

- 2.1 The Joint Committee is recommended to
- (i) remove rules 10 and 15 from its standing orders for regulating its proceedings at meetings; and
  - (ii) approve the Shared Revenues and Benefits Service Joint Committee Procedure Rules, as set out in Appendix 1 to this report.

## **3. Information**

- 3.1 When Preston and Lancaster City Councils’ established the Joint Committee to carry out, on their behalf, some of their revenues and benefits functions, both Cabinets delegated those functions to the Joint Committee.
- 3.2 The Shared Revenues and Benefits Agreement (“the Agreement”) sets out a number of provisions relating to the conduct of meetings and proceedings of the Joint Committee. The Agreement further provides that the Joint Committee can make Standing Orders for the regulation of its business and proceedings.
- 3.3 The Joint Committee at a meeting, on 1 November 2011, determined to adopt a number of rules from Preston City Council’s “Council Procedure Rules”, to regulate proceedings during meetings. The rules adopted being 10, 11, 13 to 17 (save rules 16.1, 16.3 and 16.4) and 19 to 22 (save rule 20.1), with any reference therein to ‘the Council’ and ‘the Mayor’ being read as ‘the Joint Committee’ and ‘the chair/person presiding’ respectively.
- 3.4 A review of the rules, referred to in the above paragraph, have been undertaken. It is proposed that the following rules are deleted from the Joint Committee’s standing orders in regulating its proceedings –

- (i) Rule 10 (from Preston’s Council Procedure Rules) – provides that a Member from either Council can attend a Joint Committee meeting in order to ask the Joint Committee a question falling within its Terms of Reference. In the past 7 years no Member from either Council has attended a meeting of the Joint Committee to ask it a question.

If a Member from either Council would wish to ask a question regarding the Joint Committee they could do so at a full meeting of their respective Council.

- (ii) Rule 15.1 (from Preston’s Council Procedure Rules) – provides that a motion (or amendment) to rescind a decision made at a meeting of the Joint Committee cannot be moved within six months of that decision.

The Joint Committee usually meets twice a year so this rule is generally ineffective.

- (iii) Rule 15.2 (from Preston’s Council Procedure Rules) – provides that a motion (or amendment) in similar terms to a motion that has been rejected at a meeting of the Joint Committee cannot be moved within six months.

The Joint Committee usually meets twice a year so this rule is generally ineffective.

The above rules are set out in full in Appendix 2 to this report.

- 3.5 The provisions regulating the conduct and proceedings, of the Joint Committee meetings, from both the Agreement and the adopted rules from Preston’s “Council Procedure Rules” have been placed in one document for ease of reference, and is attached at Appendix 1 to this report. For consistency some minor amendments have been made for example references to “paragraph” “their” have be replaced to read “rule” “its” respectively, any reference to officer posts now refer that they are from the Host Authority. It is recommended that the Joint Committee approves the procedure rules as set out in Appendix 1.

## **4. Implications**

### Legal

- 4.1 The Shared Revenues and Benefits Agreement sets out provisions relating to the conduct of meetings and proceedings of the Joint Committee. The Agreement further provides that the Joint Committee can make Standing Orders for the regulation of its business and proceedings, and may vary or revoke those Standing Orders, subject to any provisions contained within the Shared Revenues and Benefits Agreement.
- 4.2 The provisions set out that are proposed to be deleted do not affect the provisions contained in the Shared Revenues and Benefits Agreement relating to the conduct and proceedings of meetings.

### Finance

4.3 No financial impact.

**5. Impact Statement**

5.1 Rules regulating the conduct and procedures of meetings of the Joint Committee will ensure that decision making is clear and transparent.

**6. Reason for Inclusion in Part B**

6.1 N/A

**Background Documents:**

Background documents open to inspection in accordance with Section 100D of the Local Government Act 1972:

Paper	Date	Contact/Directorate/Ext
Report to Cabinet – Shared Services for Revenues and Benefits	6 April 2011	Julie Grundy Corporate Services 01772 906112
Report to Cabinet – Shared Services for Revenues & Benefits	19 April 2011	Adrian Robinson Head of Shared Service/Deputy Director Customer Services 01772 906023
Report to Shared Revenues & Benefits Service – Joint Committee	1 November 2011	Julie Grundy Corporate Services 01772 906112

**Contact for further information:**

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