

Report to **South Downs National Park Authority**
 Date **11 July 2023**
 By **Head of Governances and Monitoring Officer**
 Title of Report **Revisions to Authority Standing Orders**
Decision

Recommendation: **The Authority is recommended to agree the revised Standing Orders for Regulation of Authority Proceedings and Business (“Standing Orders”) as set out at Appendix 1 and instruct the Chief Executive to publish the updated Standing Orders on the Authority’s website.**

1. Summary and Background

- 1.1 This report sets out proposed changes arising from the annual review of the Authority’s Standing Orders.
- 1.2 The annual review of Standing Orders forms part of the review of the effectiveness of the Authority’s system of internal control as required by the Accounts and Audit Regulations 2015 and is undertaken by the Head of Governance and Monitoring Officer, based on the application of Standing Orders throughout the year.

2. Standing Orders Review

- 2.1 The following changes are proposed to the Authority’s Standing Orders. Where necessary additional information for the changes is set out below:

Reference	Suggested Change	Rationale
SO 2.11	Include references to both 2.9 and 2.10.	Correction
SO 5.1	The Authority Chair and Deputy Chair are elected, rather than appointed.	Correction
SO 6.3	Removal of the discretion of the Chair in relation to discussion on the minutes, except on their accuracy, to reflect best practice.	Update
SO 7.3	Removal of this paragraph as it conflicts with a provision in the Terms of Reference of the Appointment, Management and Standards Committee.	Update
SO 7.4	Amended wording to make clear the role of the Appointment, Management and Standards Committee.	Correction

SO 8.5	Clarification to reflect that the Deputy Chair/s of committees could be elected or appointed	Clarification
SO Appendix 3 Paragraph 3.1	Correction to the numbers of Local Authorities dealing with planning matters on the SDNPA's behalf	Correction
SO Appendix 3 Paragraph 3.4	Correction to read "meeting" rather than "committee"	Correction
SO Appendix 4 P&R Committee ToRs Paragraph 4.3	To make clear the P&R Committee's role in monitoring the Authority's compliance with relevant health and safety policies and plans adopted by the Authority	Update
SO Appendix 7 Paragraph 3.19	Delegation to the Chief Executive to approve the commencement of a recruitment process for non-voting co-opted members of the Policy and Resources Committee	Update
SO Appendix 8	Amendment to the job titles of those who may carry out the proper officer functions in the absence of the Chief Executive or the S151 Officer.	Update

Future recruitment of non-voting co-opted members of Policy and Resources Committee

- 2.2 The appointment of non-voting Co-opted Members of Policy and Resources Committee is a decision for the National Park Authority to take; this cannot be delegated. However, the commencement of a recruitment process leading to an appointment is largely an administrative process. Therefore, it is proposed to delegate the authority to approve the commencement of a recruitment process to the Chief Executive, in consultation with the Chair of the Policy & Resources Committee.
- 2.3 Under this delegation, the Chief Executive would approve the public advertisement of the role, determine the associated documentation and approve the setting up of a selection panel to undertake the shortlisting and interview process leading to a recommendation to appoint which would be brought to the Authority for decision.
- 2.4 It is proposed that the following delegation be included in Appendix 7 of the Authority's Standing Orders under the Delegation of Functions to the Chief Executive.
- That the Chief Executive is hereby authorised to: *In advance of the terms of office of co-opted members coming to an end or when vacancies arise, in consultation with the Chair of the Policy & Resources Committee, approve the commencement of a recruitment process for non-voting co-opted members of the Policy and Resources Committee, to include the advertisement of the role, application process and the setting up of a selection panel to undertake the shortlisting and interview process, leading to a recommendation to the Authority to appoint.*
- 3. Options & cost implications**
- 3.1 The Authority is required to have standing orders and it is incumbent upon the Authority to have regard to relevant best practice requirements and advice from its Officers.
- 3.2 There are no additional costs directly associated with the proposals.
- 4. Next Steps**
- 4.1 If the revised Standing Orders are approved by the Authority, it is recommended that they be published on the Authority's Website.
- 4.2 Members requiring advice on anything arising from Standing Orders should contact the Head of Governance or the Monitoring Officer.

5. Other implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	No
Does the proposal raise any Resource implications?	There are no resource implications arising from the report.
How does the proposal represent Value for Money?	Effective organisational governance represents value for money by ensuring the correct decisions are taken in the most appropriate manner.
Which PMP Outcomes/ Corporate plan objectives does this deliver against	Effective organisational governance contributes to the delivery of all PMP Outcomes and Corporate Plan objectives.
Links to other projects or partner organisations	None
How does this decision contribute to the Authority's climate change objectives	Effective organisational governance ensure appropriate decision-making and performance monitoring can take place to support the Authority's objectives.
Are there any Social Value implications arising from the proposal?	None
Have you taken regard of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	No equality implications have been identified.
Are there any Human Rights implications arising from the proposal?	None
Are there any Crime & Disorder implications arising from the proposal?	None
Are there any Health & Safety implications arising from the proposal?	None
Are there any Data Protection implications?	None
Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy?	The proposals support the principle of promoting good governance

6. Risk Associated with the Proposed Decision

- 6.1 Failure to have robust and up to date governance arrangements and Standing Orders increases the risk of successful challenge of the Authority's decisions. The proposals set out in this paper seek to mitigate these risks.

RICHARD SANDIFORD

Head of Governance

South Downs National Park Authority

Contact Officer:	Richard Sandiford
Tel:	01730 819357
Email:	richard.sandiford@southdowns.gov.uk
Appendices	I. Proposed amended Standing Orders
SDNPA Consultees	Chief Executive; Monitoring Officer.
External Consultees	None
Background Documents	Authority Standing Orders