

**Review of Standing Orders, other suggested changes relating to agendas and meetings.**

No.	Proposal	Why
1	Remove the requirement for the Clerk to issue a summons in advance of each meeting.	There is no basis for this in standing orders. Legally the summons and agenda are regarded as one and the same. The issue of the summons adds little value. Councillors can request items be placed on a meeting agenda at any time (subject to usual deadlines).
2.	Remove the councillors report section from the standard meeting agendas.	The current approach often results in fragmented discussions of issues, as related issues, e.g. roads or footpaths often come up under different councillors and reps reports. It is not common practice elsewhere to have individual councillors reports and an agenda focussing on themes or projects where there are substantive matters for discussion would work better.
3.	Remove the correspondence list item from agenda.	This requires up to 45 mins of the clerks time each month to prepare. As it is mainly a list of emails that have been forwarded to all members it adds little value. It is rare for items to be discussed under this item.
4.	<p>“Matters of Urgency “ item on agenda.</p> <p>Option 1. Remove the “matters of urgency item” completely – any items could be raised under items for future meetings.</p> <p>Option 2. Retain it, but mark it – “for discussion only”.</p>	LGA 1972 section 12 10(2)(b) states that business must be specified; therefore the Council cannot lawfully raise matters for decision that are not on the agenda. However it can discuss issues.