

## **7. Items to be reviewed under standing orders 5k**

Where appropriate the Proper Officer has made recommendations.

v). Delegation arrangements to committees, sub-committees, staff and local authorities.

Currently delegated matters are complaints – to the complaints committee; staffing matters – to the staffing committee; authority to spend up to £500 as long as within their overall budget – to the village enhancement committee. The Council needs to consider if it wishes to continue to delegate these matters or not and to consider any other matters that it may wish to delegate.

Recommendation for a new delegation. As the Council meets bi-monthly, if a planning application/appeal is received between meetings and the Council wishes to respond, the Council has to call an Extraordinary meeting, which incurs additional costs. To avoid these costs, the Council could delegate decision making authority to the Proper Officer for responses to planning applications/appeals where these cannot be heard at an Ordinary meeting. Conditions could be stipulated that the planning application/appeal is published on the Council's Facebook page and website; any representations received are shared with councillors; all councillors are consulted; the response must reflect the majority view of councillors. The Council will be notified of the decision and response. The decision will be minuted at the next ordinary Council meeting.

vi). Review of the terms of reference for committees:

The complaints and staffing committees were established less than a year ago and in working have found that some terms of reference are unclear and need refining. No terms of reference were established for the village enhancement committee.

Recommendation: to ask the committees to bring proposed revised terms of reference back to the July meeting for approval.

vii). Appointment of members to existing committees.

Staffing committee – 3 members

Complaints committee – 2 members + independent

Village Enhancement – There were 2 members which reduced to 1

Recommendation: For the complaints committee it was suggested that an independent person should be a Borough or County Councillor. This proved impossible to arrange, so it is recommended that the scope of “independent person” is extended to include non-councillors who would reasonably be viewed as impartial.

viii). Appointment of any new committees.

Does the Council wish to form any new committees?

ix). Review of Standing Orders and Financial Regulations.

Recommendation: Both are overdue for review. Model templates are available. A working group could be established to adapt the latest templates to fit the Council’s needs, under the guidance of the Proper Officer.

x). Charters and Agency Agreements.

None

xi). Representation on/work with external bodies.

Current representation: Regen North East Copeland, Wild Ennerdale.

xiii). Review of the Asset Register. (See attached – updated for approval)

xiv). Confirmation of insurance arrangements.

Recommend that this is considered when the renewal schedule is received.

xv). Review of Council & staff subscriptions to other bodies.

This is reviewed when the budget is set. Recommend deferring review until then.

xvi). Review of complaints procedure.

This has only recently been adopted. Recommend that the complaints committee bring this back to the Council if they find that amendments are necessary.

xvii) Procedure for handling FOI/DPA requests.

Recommend as in ix above.

xviii) Press and Media Policy.

This was reviewed a little over a year ago and there has been no significant change since.

xix). Time and place of ordinary meetings for the next year.

If it remains as current – 3<sup>rd</sup> Tuesday of the month, bi-monthly, 6.30pm in The Gather, the meetings will fall as follows:

18<sup>th</sup> July 2023

19<sup>th</sup> September 2023

21<sup>st</sup> November 2023

16<sup>th</sup> January 2024

19<sup>th</sup> March 2024

21<sup>st</sup> May 2024 (Annual Council Meeting)