


Committee: Central Lincolnshire Joint Strategic Planning Committee

Report Title: Update to CLJSPC Memorandum of Understanding and Standing Orders

Meeting date: 13 April 2023

Decision information	
Does the report contain information which has been identified as confidential or exempt?	No
Report Authorisation	
Report authorised by Secretariat of the Local Plan Partnership	

A. Purpose of Report

A review of the Committee's Standing Orders and Memorandum of Intent has taken place, and the Committee are asked to consider the revisions and additional provisions that are proposed to be made.

B. Recommendations

1. That the updated Standing Orders for the Central Lincolnshire Joint Strategic Planning Committee be approved as set out in Appendix 1.
2. That the new Memorandum of Understanding shown in Appendix 3 be recommended by the Joint Committee for approval by each of the Partner Authorities.
3. That the updated 'public participation' leaflet be approved as set out at Appendix 5.
4. That the updated 'public participation' leaflet be recommended by the Joint Committee to be made available both in paper format at the offices of each of the four partner authorities and as an electronic copy on their respective websites.

C. Financial and risk implications

None specifically.

D. Human Resources Comments

Officer time in preparing and revising the Orders.

E. Legal implications

Standing Orders are required to regulate meeting proceedings and to ensure that the decision making process is clear, transparent and fair.

The current Memorandum of Intent sets out an agreement between each of the partner authorities in terms of commitment, resources and other considerations.

Members must be mindful of the Central Lincolnshire Joint Strategic Planning Committee Order 2009 Statutory Instrument No. 2467.

F. Consultation and communications

This review has been undertaken in discussion with Lead Officers from the Partner Authorities, and Legal Lincolnshire have been consulted.

G. Report details

1. Introduction

- 1.1. There is provision within the Central Lincolnshire Joint Strategic Planning Committee Order 2009 for the Central Lincolnshire Joint Strategic Planning Committee to create its own standing orders, for the regulation of its proceedings and to meet the needs of the Committee.
- 1.2. The Central Lincolnshire Joint Strategic Planning Committee last reviewed its Standing Orders in 2010, shortly after its inauguration.
- 1.3. It is good practice to carry out a periodic review to take account of changes in law or any other practical considerations, to ensure the Standing Orders remain fit for purpose and relevant to governance the needs of the Joint Committee.
- 1.4. As well as the Standing Orders, officers have reviewed the Central Lincolnshire Authorities' Memorandum of Intent to ensure that this too remains fit for purpose.
- 1.5. Updating these documents will ensure that the operation of the Committee and relationship with the Central Lincolnshire authorities remains effective.

2. The Standing Orders

- 2.1. The Standing Orders are the rules agreed by the Committee that govern the way it operates. A detailed review of the Committee's Standing Orders has been carried out by officers.

- 2.2. During this review it became apparent that some elements of the Standing Orders were in need of updating to ensure that they reflected current legislation and good practice and to ensure the effective operation of the Committee.
- 2.3. As a result a number of amendments and additions to the Standing Orders are now proposed. Appendix 1 of this report sets out the proposed new Standing Orders and Appendix 2 shows this document with track changes to show how the Standing Orders are proposed to be changed against the original.
- 2.4. It is important to note that the changes are proposed taking account of the statutory provisions set out in the Central Lincolnshire Joint Strategic Planning Committee Order 2009 No. 2467 and the Schedule to that Order.
- 2.5. The proposed revised Standing Orders have been discussed between officers at all partner organisations prior to being brought to Committee. It is the view of officers that the proposed revised Standing Orders will ensure that the Committee continues to operate effectively.
- 2.6. It is recommended that the Committee approve the Standing Orders as set out in Appendix 1 for use.

3. The Memorandum of Understanding

- 3.1. As well as the Standing Orders, officers have reviewed the Central Lincolnshire Joint Strategic Planning Memorandum of Intent. This is an agreement between the Local Planning Authorities that provide and support the Committee dating back to June 2009.
- 3.2. Upon review, it was found that the Memorandum of Intent contained a number of outdated references and other provisions that would benefit from being updated.
- 3.3. Furthermore, the term Memorandum of Intent is no longer fit for purpose given that the Committee has been established and in operation for more than a decade. It is therefore proposed to be renamed as the Memorandum of Understanding.
- 3.4. The proposed Memorandum of Understanding is set out in Appendix 3 with a track change version provided in Appendix 4.
- 3.5. The proposed revised Memorandum of Understanding has been discussed with officers at all partner organisations prior to being brought to the Committee. It is the view of officers that the new Memorandum of Understanding is fit for purpose, that the role and responsibilities of the Committee are clear, and it will ensure that the Committee continues to operate effectively.
- 3.6. The Memorandum of Understanding is an agreement between the Central Lincolnshire Authorities and as such will need to be adopted and signed by

each of the Partner Authorities. It is being brought before the Committee in order to obtain a recommendation that each of the Central Lincolnshire Authorities approve it through their individual Committees.

3.7. It is anticipated that this should be concluded by June 2023.

4. Public Participation Leaflet

- 4.1. The Committee is asked to consider the updated public participation leaflet and to suggest any revisions prior to approving a final version.
- 4.2. It is suggested that the updated guidance document be made available both in paper format at the offices of each of the four partner authorities and as an electronic copy on their respective websites. The leaflet can also be distributed at other appropriate venues suggested by Members.
- 4.3. In terms of ensuring and promoting accessibility, the scheme aims to ensure that everyone has access to the Joint Committee's range of public participation arrangements. For a member of the public with special needs or concerns about public speaking, the leaflet directs them to discuss these concerns with the Committee Secretariat, who will assist as much as possible.

H. Conclusion and reasons for recommendation

The amended documents will ensure that the operation of the Committee remains effective and to ensure that the provisions are up to date with latest legislation and best practice.

The recommendations have been made following a periodic review and following discussion with officers at each of the Central Lincolnshire organisations to ensure the Standing Orders and Memorandum of Understanding remain fit for purpose and relevant to the needs of the Joint Strategic Planning Committee.

I. Other options considered and reasons rejected

Not to conduct a review, which would fail to establish whether the current arrangements are fit for purpose.

J. Document Information	
APPENDIX NO.	TITLE
1.	Revised Standing Orders (clean version)
2.	Revised Standing Orders (track change version)

3.	Revised Memorandum of Understanding (clean version)
4.	Revised Memorandum of Understanding (track change version)
5.	'Public participation' leaflet
BACKGROUND PAPERS	
Title	Location of Background Papers
CLJSPC Statutory Instrument Memorandum of Intent	Democratic Services Democratic Services
Report Author:	Phil Hylton
Email:	Philip_hylton@central-lincs.org.uk
Tel:	