

11. **AMENDMENT TO STANDING ORDERS**

1. **Purpose of the report**

The Authority's Standing Orders are periodically reviewed to make sure they incorporate legislative changes, changes to the organisation and to reflect on their operation. The report proposes a number of amendments identified following recent reviews.

Key Issues

- **The Authority's Standing Orders are made up of 7 parts. The report proposes changes to Part 1.**
- **Part 1 relates to the rules governing meetings and procedures. The proposals here recommend an amendment to Standing Order 1.34 (2) so that in addition to the Chief Executive, The Head of Law and Democratic Services Manager, Assistant Solicitors are also authorised to attest to the sealing of documents.**

2. **Recommendation**

1. **To amend Standing Order 1.34(2) to read as follows:**

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Monitoring Officer, The Head of Law, The Democratic Services Manager and the Assistant Solicitors. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

How does this contribute to our policies and legal obligations?

3. The Authority has a duty to keep its constitutional documents up to date. The Authority has not delegated its ability to update and amend Standing Orders.

Background Information

4. This report proposes a change to the Authority's Standing Orders. Full details of the proposed changes and the reasons for them are set out in the proposals section below.
5. Standing order 1.34 sets out the arrangements for the sealing of documents and names the post holders who are authorised to attest the sealing. This standing order was last reviewed in 2017 when it was agreed to add the Democratic Services Manager to the list of authorised officers. Previously this post had been included only as a deputy in the absence of the Chief Executive and Monitoring Officer.
6. Following the recent organisational staffing changes it is now proposed to include the Assistant Solicitors in the list of authorised officers allowed to seal documents.

Proposals

7. It is proposed that Standing Order 1.34(2) be amended as follows (Changes in **Bold**):

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Monitoring Officer, Head of Law, the Democratic Services Manager or the Assistant Solicitors. An entry of

every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

Are there any corporate implications members should be concerned about?

Financial:

8. None.

Risk Management:

9. None.

Sustainability:

10. None.

Equality:

11. None.

Climate Change

None.

13. Background papers (not previously published)

None.

14. Appendices

None.

Report Author, Job Title and Publication Date

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