Comprehensive List of Changes in NALC Model Standing Orders 2025 Compared to OSG Standing Orders 2024

Below is a detailed comparison of the Ogbourne St George Parish Council Standing Orders 2024 (OSG 2024) and the NALC Model Standing Orders 2025 (NALC 2025). The changes are organized by section, noting updates, additions, deletions, or modifications. Mandatory statutory requirements (in bold in NALC 2025) and discretionary provisions are distinguished. Unique OSG 2024 provisions are highlighted for consideration.

1. Rules of Debate at Meetings

1. **Gender-Neutral Language (Discretionary)**:

   NALC 2025 uses "chair" consistently (e.g., 1.a, 1.g).

   OSG 2024 uses "chairman" (e.g., 2, 8).

   Impact: Updating to "chair" aligns with NALC 2025's gender-neutral language, a modern governance practice.

   No Substantive Changes: The structure and rules for motions, amendments, points of order, and debate procedures remain identical in content, with minor rephrasing for clarity (e.g., "their" instead of "his/her" in NALC 2025).

2. Disorderly Conduct at Meetings

NALC 2025 Reference: Section 2 (a–c)

OSG 2024 Reference: Section 36 (37–39)

Changes:

No Substantive Changes: Both documents outline identical procedures for handling disruptive behavior, including the chair's request to moderate conduct, a motion to silence or exclude the person, and further steps to restore order.

Gender-Neutral Language: NALC 2025 uses "chair" (2.a, 2.b); OSG 2024 uses "chairman" (37, 38).

Impact: Update “chairman” to “chair” for consistency with NALC 2025.

3. Meetings Generally

NALC 2025 Reference: Section 3 (a–x)

OSG 2024 Reference: Section 40 (41–69, x)

Changes:

1. **Public Notice for Meetings (Mandatory and Discretionary)**:

   NALC 2025 (3.c): Offers two options for committee meeting notice periods:

   Option 1: “The minimum three clear days’ public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice” (mandatory).

   Option 2: Same as above but without the “unless” clause (discretionary).

   OSG 2024 (43): Adopts the first option verbatim for committee meetings.

   Impact: OSG 2024 is compliant with the mandatory option. The Council can retain this or adopt the stricter discretionary option, which removes the possibility of shorter notice.

2. **Request to Speak (Discretionary)**:
    1. NALC 2025 (3.i): Offers two options:
    2. Option 1: “A person shall stand when requesting to speak and when speaking” (with exceptions for disability or discomfort).
    3. Option 2: “A person shall raise their hand when requesting to speak and stand when speaking” (with same exceptions).
    4. OSG 2024 (49): States, “A person shall raise his hand when requesting to speak and choose to stand or remain seated.”
    5. **Impact**: OSG 2024 aligns closely with Option 2 but allows flexibility on standing. The Council can adopt either NALC 2025 option, modifying OSG 2024’s provision to require standing (with exceptions) or retain the current flexibility.
3. **Meeting Duration (Discretionary)**:

   NALC 2025 (3.x): Introduces a new provision: “A meeting shall not exceed a period of ( ) hours.”

OSG 2024 (x): Specifies a 2-hour limit, extendable by two 15-minute increments via separate resolutions.

Impact: OSG 2024's detailed rule can be adapted into NALC 2025's placeholder (e.g., "2 hours"), but the extension mechanism would need to be explicitly retained as a local amendment, as NALC 2025 does not include it.

4. **Minute Content (Discretionary)**:

   NALC 2025 (3.t): Expands the list of required minute contents to include "the grant of dispensations (if any) to councillors and non-councillors with voting rights."

   OSG 2024 (60): Does not explicitly list dispensations in the minute contents.

   Impact: Add "grant of dispensations" to the minute contents to align with NALC 2025, enhancing transparency.

5. **Gender-Neutral Language**: NALC 2025 uses "Chair" and "Vice-Chair" (e.g., 3.o, 3.p); OSG 2024 uses "Chairman" and "Vice-Chairman" (e.g., 55, 56).

   Impact: Update to gender-neutral terms for consistency.

4. Committees and Sub-Committees

1. **NALC 2025 Reference**: Section 4 (a–t)
2. **OSG 2024 Reference**: Section 70 (71–86)

   No Substantive Changes:

5. Ordinary Council Meetings

NALC 2025 Reference: Section 5 (a–)

OSG 2024 Reference: Section 87 (88–97)

Changes:

1. **Business of Annual Meeting (Discretionary)**:

   NALC 2025 (5.j): Reorganizes and slightly expands the list of business items, replacing “including any charters and agency agreements” (OSG 97.10) with “including legal agreements with other local authorities, not-for-profit bodies and businesses” (5.t).

   Impact: Update OSG 2024’s wording to reflect NALC 2025’s broader scope, which includes non-profit bodies and businesses.

6. Extraordinary Meetings

NALC 2025 Reference: Section 6 (a–d)

OSG 2024 Reference: Section 98 (99–102)

No Substantive Changes: Provisions for council extraordinary meetings are identical.

7. Previous Resolutions

NALC 2025 Reference: Section 7 (a–b)

OSG 2024 Reference: Section 103 (104–105)

Changes:

No Substantive Changes: Provisions are identical.

8. Voting on Appointments

NALC 2025 Reference: Section 8 (a)

OSG 2024 Reference: Section 106 (107)

Changes:

No Substantive Changes: Both documents describe the same elimination voting process for appointments.

9. Motions Requiring Written Notice

NALC 2025 Reference: Section 9 (a–h)

OSG 2024 Reference: Section 108 (109–115)

Changes:

1. **Motion Tracking (Discretionary)**:

   NALC 2025 (9.g): Adds that motions received shall be "recorded and numbered in the order that they are received."

   OSG 2024: No equivalent provision.

   Impact: Adopt this provision to enhance transparency and organization of motions.

   No Substantive Changes: Other provisions (e.g., motion relevance, rejection process) are identical.

10. Motions Not Requiring Written Notice

NALC 2025 Reference: Section 10 (a–y)

OSG 2024 Reference: Section 116 (117–134)

Changes:

No Substantive Changes: The list of motions is identical, with minor rephrasing for clarity.

11. Management of Information

NALC 2025 Reference: Section 11 (a–d)

OSG 2024 Reference: Section 135 (a–d)

Changes:

No Substantive Changes: Both sections are identical, with mandatory requirements for data security and retention policies.

12. Draft Minutes

NALC 2025 Reference: Section 12 (a–f)

OSG 2024 Reference: Section 136 (137–140, e–f)

Changes:

No Substantive Changes: Both sections align on minute approval processes and publication requirements for councils with income/expenditure under £25,000.

13. Code of Conduct and Dispensations

NALC 2025 Reference: Section 13 (a–h)

OSG 2024 Reference: Section 141 (142–156)

Changes:

No Substantive Changes: Other provisions (e.g., withdrawal for interests, dispensation criteria) are identical.

14. Code of Conduct Complaints

NALC 2025 Reference: Section 14 (a)

OSG 2024 Reference: Section 157 (158–163)

Changes:

1. **Simplified Provisions (Mandatory)**:

   NALC 2025 (14.a): States only that the council considers action (excluding disqualification/suspension) upon notification of a breach by the Principal Council.

   OSG 2024 (158–163): Includes additional procedures, such as reporting breaches to the council, handling complaints by the Proper Officer, and providing/seeking information.

   Impact: NALC 2025's single mandatory provision is included in OSG 2024 (163). The additional OSG procedures are discretionary and can be retained for clarity or removed to align with NALC 2025's brevity.

2. **Terminology Update**:

   NALC 2025 (14.a): Uses "Principal Council."

   OSG 2024 (158, 163): Uses "Unitary Council."

   Impact: Update to "Principal Council" for consistency, as it encompasses Unitary, District, or County Councils.

15. Proper Officer

NALC 2025 Reference: Section 15 (a–s)

OSG 2024 Reference: Section 164 (165–166)

Changes:

1. **Data Protection Officer Liaison (Discretionary)**:

   NALC 2025 (15.k): Adds that the Proper Officer liaises with the Data Protection Officer (if appointed).

   OSG 2024: No equivalent provision.

   Impact: Adopt this provision to reflect best practices in data protection.

No Substantive Changes: Other duties (e.g., summons, minute book inspection) are identical.

16. Responsible Financial Officer

NALC 2025 Reference: Section 16 (a)

OSG 2024 Reference: Section 167 (1)

Changes:

1. **Appointment Flexibility (Discretionary)**:

   NALC 2025 (16.a): Specifies appointment of "staff member(s)" as RFO when absent.

   OSG 2024 (1): Allows "staff member or Councillor."

   Impact: NALC 2025 excludes councillors, aligning with best practices to avoid conflicts. Consider removing "Councillor" from OSG 2024 to align, or retain if justified by council size/resources.

17. Accounts and Accounting Statements

NALC 2025 Reference: Section 17 (a–e)

OSG 2024 Reference: Section 168 (2–11)

Changes:

1. **Annual Return Presentation (Discretionary)**:

   NALC 2025 (17.e): Requires the draft annual governance and accountability return to be presented to councillors at least 14 days before approval.

   OSG 2024 – not present

Impact: Add this provision to OSG 2024 to enhance transparency and preparation time for councillors.

2. **Section Reference Update**:

   NALC 2025 (17.d): Refers to “Section 2” of the annual return.

   OSG 2024 (10): Refers to “Section 1.”

   Impact: Correct to “Section 2” to reflect current governance practices.

18. Financial Controls and Procurement

NALC 2025 Reference: Section 18 (a–e)

OSG 2024 Reference: Section 169 (12–18)

Changes:

1. **Tender Process (Discretionary)**:

   NALC 2025 (18.c): Removes OSG 2024’s requirements for advertising in a local newspaper (169.15.k) and sealed envelopes (169.15.l).

   Impact: Simplify the tender process by adopting NALC 2025’s streamlined steps, or retain OSG 2024’s additional requirements for local engagement.

2. **Contract Value Threshold (Discretionary)**:

   NALC 2025 (18.a.m): Sets a placeholder of “£60,000” for contracts exempt from tendering due to special circumstances.

   OSG 2024 (169.12.5): Uses £25,000.

   Impact: Update to £60,000 or retain £25,000 based on council needs.

3. **Procurement Legislation (Mandatory)**:

NALC 2025 (18.e): Adds a requirement to consider current procurement legislation for contracts exceeding government-specified thresholds, with reference to NALC's procurement guidance.

OSG 2024: No equivalent provision.

Impact: Adopt this mandatory provision to ensure compliance with evolving procurement rules.

4. **Threshold Updates**:

   OSG 2024 (169.14, 169.17–18): Specifies exact thresholds (e.g., £181,302, £4,551,413) tied to Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016.

   NALC 2025 (18.e): Refers to thresholds "specified by the Government from time to time," avoiding hardcoded values.

   Impact: Adopt NALC 2025's flexible wording to avoid outdated thresholds, as values may change biennially.

19. Handling Staff Matters

NALC 2025 Reference: Section 19 (a–g)

OSG 2024 Reference: Section 170 (19–25)

Changes:

1. **Committee Specification (Discretionary)**:

   NALC 2025 (19.b–e): Uses placeholders for the committee/sub-committee handling staff matters (e.g., "( ) committee").

   OSG 2024 (20–23): Refers specifically to the Council and Chairman/Vice-Chairman.

   Impact: Replace OSG 2024's references with a specific committee (if applicable) or retain the Council's role.

No Substantive Changes: Provisions are identical.

20. Responsibilities to Provide Information

NALC 2025 Reference: Section 20 (a–})

OSG 2024 Reference: Section 171 (a–b)

Changes:

No Substantive Changes: Both sections align on transparency requirements, with options based on income/expenditure thresholds (£25,000 or £200,000).

21. Responsibilities Under Data Protection Legislation

NALC 2025 Reference: Section 21 (a–f)

OSG 2024 Reference: Section 172 (a–f)

Changes:

1. **Data Protection Officer (Discretionary)**:

   NALC 2025 (21.a): States the Council "may appoint" a Data Protection Officer.

   OSG 2024 (172.a): States the Council "shall appoint."

   Impact: Update to "may appoint" to reflect NALC 2025's flexibility, as smaller councils may not require a dedicated DPO.

22. Relations with the Press/Media

NALC 2025 Reference: Section 22 (a)

OSG 2024 Reference: Section 173 (26)

Changes:

No Substantive Changes: Both sections are identical.

23. Execution and Sealing of Legal Deeds

NALC 2025 Reference: Section 23 (a–b)

OSG 2024 Reference: Section 174 (27–28)

Changes:

No Substantive Changes: Provisions are identical.

24. Communicating with District and County or Unitary Councillors

NALC 2025 Reference: Section 24 (a–b)

OSG 2024 Reference: Section 175 (a–b)

Changes:

No Substantive Changes: Both sections are identical.

25. Restrictions on Councillor Activities

NALC 2025 Reference: Section 25 (a)

OSG 2024 Reference: Section 176 (a)

Changes:

No Substantive Changes: Both sections are identical.

26. Standing Orders Generally

NALC 2025 Reference: Section 26 (a–d)

OSG 2024 Reference: Section 177 (a–d)

Changes:

No Substantive Changes: Both sections are identical.