

Broadclyst Parish Council: Clerks Report to Full Council
Ex-Officio Membership of Committees
23rd February 2026

1. PURPOSE OF REPORT

To review the current use of “Ex-Officio” status within the Committee and Working Group Membership Schedule and to consider whether formal amendment to the Council’s Standing Orders is required.

2. BACKGROUND

The 2025/26 Committee & Working Group Membership Schedule identifies:

“EO = Ex-Officio Member”

However:

- The adopted Standing Orders (May 2025) do not contain any reference to ex-officio membership
- The adopted Terms of Reference for Committees (May 2025) do not contain any reference to ex-officio membership

Standing Order 4 sets out how Committees are appointed and structured

There is currently no automatic membership provision for the Chair of the Council or any other office holder.

3. LEGAL AND PROCEDURAL POSITION

The adopted Standing Orders follow the National Association of Local Councils Model format.

The Drafting Notes confirm:

- Text in bold reflects mandatory statutory or legal requirements.
- Text not in bold may be amended to suit the Council’s needs

The provisions within Standing Order 4 relating to committee structure and membership are not in bold. Therefore:

- The Council may amend Standing Order 4 by ordinary resolution.
- A special motion under Standing Order 26(b) is not required in this instance.
- No mandatory statutory wording is altered.

This gives the Council clear authority to regularise ex-officio status through a standard resolution of Full Council.

4. GOVERNANCE CONSIDERATIONS

At present, ex-officio status is being applied in practice but is not supported by the Council’s adopted governance documents.

For clarity, transparency and good governance:

- Committee membership arrangements should be clearly stated in Standing Orders.
- Practice should align with adopted documents.
- Decision-making authority should be clear and consistent.

This supports the Council’s commitment to openness and accountability, in line with its governance responsibilities and strategic objectives.

5. PROPOSED AMENDMENT

It is recommended that Standing Order 4 (Committees and Sub-Committees) be amended by inserting the following additional clause:

“The Chair of the Council shall be an ex-officio member of all Committees and Working Groups of the Council, with full voting rights unless otherwise resolved by the Council.”

This provides clarity and ensures consistency between practice and adopted governance documents.

6. RECOMMENDATION

It is recommended that:

- A. The Council recognises that ex-officio status is not currently provided for within Standing Orders.
- B. The Council amends Standing Order 4 as set out above.
- C. The amended Standing Orders be published on the Council’s website in accordance with transparency requirements.
- D. That the following clarifying line be added to Section 4 (Membership) of the Council’s Terms of Reference:
“In accordance with Standing Orders, the Chair of the Parish Council shall serve as an ex-officio member of all Committees and Working Groups.”

This concludes my report

Angie Hurren

Broadclyst Clerk

23.02.2026