



**Governance and Audit
Committee**

Tuesday, 20 January 2026

**Subject: Proposed Amendment to Council Procedure Rules -
Recorded Vote Threshold**

Report by:

Monitoring Officer

Contact Officer:

Lisa Langdon,
Assistant Director People and Democratic
(Monitoring Officer),
Katie Storr
Democratic Services & Elections Team Manager
lisa.langdon@west-lindsey.gov.uk,
katie.storr@west-lindsey.gov.uk

Purpose / Summary:

To consider an amendment to Council
Procedure Rules to increase the threshold at
which Members may request a full recorded vote
on a Council decision following a benchmarking
exercise.

RECOMMENDATION(S):

- (1) That Members, having considered the report, recommend to Council that the threshold at which Councillors can request a full recorded vote against a Council decision be amended, and determine the appropriate threshold to be recommended

IMPLICATIONS

Legal:

Under Section 9P of the Local Government Act 2000, councils are legally required to maintain an up-to-date constitution that includes Procedure Rules

Many rules within Council Procedure rules are a legal requirement under acts such as the Local Government Act 1972 and the Local Government Act 2000.

Financial :

There are no financial implications arising from this report

Staffing :

There are no staffing implications arising from this report

Equality and Diversity including Human Rights :

There are no implications arising from this report

Data Protection Implications :

There are no implications arising from this report

Climate Related Risks and Opportunities :

There are no implications arising from this report

Section 17 Crime and Disorder Considerations :

There are no implications arising from this report

Health Implications:

There are no implications arising from this report

Title and Location of any Background Papers used in the preparation of this report:

Constitutions of Lincolnshire Council's – located on their websites.

Risk Assessment :

n/a

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

x

No

☐

1 Background and Introduction

- 1.1 Council procedure rules (often referred to as standing orders) are a core component of a local authority's constitution. They exist to provide a formal framework for how a council operates, ensuring that its business is conducted in a lawful, transparent, orderly and efficient manner.
- 1.2 The Procedure rules govern the technical conduct of meetings, such as the order of business, time limits for speeches, and how to handle motions or procedural points of order. They control how the meeting proceeds, allowing for structured debate and efficient handling of complex business, preventing unending discussions. Council Procedure Rules should also seek to ensure all councillors have a chance to speak, ask questions, and participate in decisions, protecting minority views and ensuring robust debate.
- 1.3 Under Section 9P of the Local Government Act 2000, councils are legally required to maintain an up-to-date constitution that includes Procedure Rules
- 1.4 Many rules within Council Procedure rules are a legal requirement under acts such as the Local Government Act 1972 and the Local Government Act 2000. They ensure the council acts within its legal powers and follows mandatory procedures for meetings and financial management.
- 1.5 While incorporating mandatory rules, there is provision for councils to adapt non statutory parts to suit their specific needs and local circumstance.
- 1.6 One example of this being the threshold at which a full recorded vote will be taken against a Council decision.
- 1.7 West Lindsey District Council's Constitution currently states: -

Rule - *14.4 If any two Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. (this is also the threshold applied to Committee meetings)

- 1.8 Officers have been asked to review the threshold for a recorded vote and as part of that have undertaken benchmarking of the thresholds applied by other Lincolnshire councils for requiring recorded votes on Council decisions.
- 1.9 It is not proposed that there will be any change to the threshold for recorded votes at Committee meetings which is 2 members.
- 1.10 It should also be noted that changing the threshold for a full recorded vote would not affect a Councillor's right to require that their individual vote be recorded against any decision made as set out in Rule 14.5.

Rule 14.5* Where any Member requests it immediately after a vote is taken, his/her vote will be so recorded in the minutes to show whether he/she voted for or against the motion or abstained from voting.

2 Benchmarking Results

- 2.1 The table below sets out, for each Council in Lincolnshire, their total number of councillors, and the number of councillors who must request a recorded vote (for a Council decision) as set out in their respective constitutions.

Council	Total No Of Cllrs	No. of Cllrs required to request a recorded vote	As a %
City of Lincoln	33	10	30.3
North Kesteven	43	9	20.9
East Lindsey	55	10	18.2
South Kesteven	56	10	17.9
Lincolnshire County	70	12	17.1
South Holland	39	5	12.8
Boston Borough	30	2	6.7
West Lindsey	36	2	5.6

- 2.2 As can be demonstrated from the benchmarking above, West Lindsey's threshold for its Members requesting a recorded vote is set at a lower rate than other Lincolnshire Councils.
- 2.3 The committee is asked to determine the proposed threshold and make a recommendation to Full Council.

3 Recommendation

- (1) That Members, having considered the report, recommend to Council that the threshold at which Councillors can request a full recorded vote against a Council decision be amended, and determine the appropriate threshold to be recommended.