



Procedures and good practice for 'Round Robin' agreements made by the Loose Parish Council (13 May 2024 onwards).

The Round Robin System is something brought about by the LPC, so that various actions/decisions can be circulated and agreed upon by email between meetings. This reduces the need to hold extraordinary meetings purely to; e.g. agree actions or to agree 'best value' when a quote is involved.

This paper has been produced to clarify the actions required in order that a Round Robin can be actioned for all committees. *(It is not the intention that Round Robins should interfere with Standing Orders already in situ).*

N.B. All matters to be agreed by Round Robins MUST have already been discussed at a meeting and can only be proposed by a Councillor.

- The LPC/Committee at the relevant scheduled meeting needs to establish exactly
 - what they want.
 - How much they would wish to spend and limit. *(must be within budget allowances and a max limit applied of £3,000).*
 - To provide specifications/style colour etc.*(important).*
 - Who will source the quotes if required?
 - If a site visit is required, then the Office can arrange this. A Councillor to be present if agreed beforehand by the relative committee.
- ALL the details as above to be minuted, and further agreed by the LPC/or committee that a decision on any ensuing quotation or other decision required, is to be agreed by Round Robin. In all cases a time limit to be set for a response from members on Round Robins is also to be stipulated and minuted. *(printed in red on the mins).*
- When quotes/or other information is circulated by the Office then the Round Robin decision can be accepted by a majority vote, and by no fewer than five Councillors/voting members for a LPC Round Robin and three Councillors/voting members on a Committee. Action will then be taken by the Office. If the decision is considered to be inconclusive by the Office, then the subject will need to go back to the next LPC/committee meeting
- It is not a requirement by the Office that Round Robins are circulated using the same 'email thread', as this can be difficult, as not all members use this method.
- At the next available meeting (LPC or Committee) the decision & action taken will be minuted accordingly and initials of the Councillors who ratified the decision/action noted.