

ABERDEEN CITY REGION DEAL:

Powering Tomorrow's World

Report Name	Aberdeen City Region Deal – Proposed Changes to Standing Orders
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Date of Report	5 June 2020
Governance	City Region Deal Joint Committee

1:	Purpose of the Report
To present recommendations to facilitate and enable full remote decision-making to include confidential and exempt information for the Aberdeen City Region Deal Joint Committee (the Joint Committee) in light of the Covid-19 pandemic and UK and Scottish Government advice for people to restrict social contact.	

2:	Recommendations for Action
It is recommended that the Joint Committee:	
2.1 Agrees in principle an amendment to the Joint Committee's Standing Order 22 to enable the Chairperson and Vice Chairperson to cancel meetings as outlined at paragraph 3.4 of this report;	
2.2 Agrees in principle an amendment to the Joint Committee's Standing Order 32 and 33 to enable remote access for full meetings, including any confidential and exempt business as outlined in paragraph 3.5 of this report;	
2.3 Agrees in principle to delegate authority to the Chief Officer – City Growth, Aberdeen City Council and the Head of Economic Development and Protective Services, Aberdeenshire Council, following consultation with the Chair and Vice Chair of the Joint Committee, to submit performance reports as required by the Scottish Government in exceptional circumstances where a meeting of the Joint Committee cannot be held. Any such action to be notified to members of the Joint Committee; and	
2.4 Agrees that the situation be kept under review and that a report be submitted to the Joint Committee at the appropriate time.	

3:	Summary of Key Information
3.1 The recommendations set out above are designed to streamline the Joint Committee's decision-making structure to enable officers and Members to adhere to the UK and Scottish	

3: Summary of Key Information

Government's guidance and support the operational response to the Covid-19 pandemic whilst allow business of an urgent nature to be determined.

3.2 Any amendments to the Joint Committee's Standing Orders shall require the approval of the Constituent Authorities and must be carried out in consultation with Opportunity North East (ONE).

3.3 Any amendments to these Standing Orders shall be effective only after both Constituent Authorities have accepted the amendments after consultation with ONE.

3.4 Proposed Amendment to Joint Committee's Standing Order 22

3.4.1 At present there is no provision in the Joint Committee's Standing Orders for a meeting to be cancelled, therefore the following amendment to Standing Order 22 is proposed:-

(22) The Chairperson (or the Vice Chairperson if the Chairperson is unavailable) shall be permitted on giving due notice to **cancel**, change the date, time or location of any agreed meeting.

3.5 Proposed Amendment to the Joint Committee's Standing Orders 32 and 33

3.5.1 The Joint Committee's Standing Orders makes provision for Members to participate in meetings remotely, however it does not apply to items on the agenda which contain confidential or exempt business. The Standing Orders are also not explicit on the procedure for calling and holding a fully remote meeting. Therefore amendments to Standing Orders 32 and 33 are proposed below which would facilitate this:-

Existing Standing Orders 32 and 33

(32) A member who is unable to be present for a meeting of the Joint Committee at the venue identified in the notice calling the meeting shall be able to take part remotely in any location which allows their participation.

(33) Standing Order 32 will not apply in respect of items on the agenda which contain confidential or exempt information.

Proposed Amendments to Standing Orders 32 and 33

(32) Subject to the Member notifying the Clerk at least 4 hours (or, if this is not possible, as soon as practicable) in advance of the meeting and availability of suitable facilities, the Chairperson (whom failing, the Vice Chairperson) may direct that any Member who is unable to attend, or cannot reasonably be expected to attend, a meeting in person may participate from a remote location by video or other communication link. For the avoidance of any doubt, such participation includes voting. A Member remotely participating in this way is referred to in this Standing Order as a "Remote Member".

(32.1) In exceptional circumstances, the Chairperson (whom failing, the Vice Chairperson) may direct that a meeting shall be conducted solely by means of the participation of Remote Members. Such a direction may be made during a meeting or otherwise and may specify

3:	Summary of Key Information
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which mechanism of remote participation (including specifying which software) may be used.

(32.2) Remote Members will be counted for the purposes of determining whether there is a quorum and will also be able to participate in any vote.

(32.3) Where the Chairperson is participating remotely, the Vice Chairperson will take the Chair, except where the Vice Chairperson is also participating remotely or a direction has been made under Standing Order 32.1 in respect of that meeting.

(32.4) Except where a direction has been made under Standing Order 32.1 in respect of that meeting, the Member chairing the meeting must be physically present at the meeting venue, therefore where both the Chairperson and Vice Chairperson are participating remotely or have sent apologies, Members present at the meeting venue will appoint a Chairperson to chair the meeting from amongst their number.

(32.5) In the event that no agreement is reached between those Members present, the decision will be taken by means of a procedural motion

(33) Standing Order 32 will apply in respect of items on the agenda which contain confidential or exempt information. Any Remote Member must confirm that they are in a secure private location, and that no-one else is able to hear or view the proceedings from the device being used by that Remote Member, before they can participate in the Joint Committee's consideration of any confidential and/or exempt items of business.

(33.1) Any Remote Member who has declared an interest in an item and withdrawn must pause/exit the video/communication link whilst the item is being considered. The Clerk will inform/re-invite the Remote Member (whether by email or otherwise) when to re-start the link and resume their participation.

3.6 Members of the press and public would not be invited to attend remote meetings, but to ensure that the decision-making process is open and transparent, the Clerk would record meetings and arrange for the recording to be published on the Council's website as soon as practicable.

4:	Finance and Risk
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4.1 There are no financial implications relating to the recommendations of this report.

4.2 The risks are that if the Standing Orders are not amended, the Joint Committee would not be able to cancel meetings in case of emergency and/or in exceptional circumstances and would not be able to consider reports which were exempt/confidential, therefore be unable to carry out all its functions in accordance with their Terms of Reference.