

Standing Orders for Council, Committees and Sub Committees

- 2.2.3 Appointment of a Business Manager and Depute Business Manager;
- 2.5 In the absence of the Business Manager, the Depute Business Manager will fulfil the duties of the Business Manager.
- 2.6 There will be no more than one appointment made to the roles of:
- Lord Provost;
 - Depute Provost;
 - Depute Leader (if appointed);
 - Business Manager;
 - Depute Business Manager; and
 - Convener.
- 2.7 The Convener and Vice Convener of the Audit, Risk and Scrutiny Committee must be a member of the opposition.
- 5.1 Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co-Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12.
- 5.4 Following debate, a proposal as to whether to remove from office the office bearers detailed at Standing Order 5.1 will be voted on and decided by simple majority.
- 12.5 Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency.
- 12.17 Any motion proposing a nomination for Freedom of the City must be signed by at least 23 Members of the Council.
- 13.2.5 Administration Leaders
- 13.2.8 Business Manager
- 13.12 Any officer listed under Standing Order 13.1 will have the authority to withdraw his/her report from the agenda, following consultation with the Business Manager.
- 14.6 Competency in respect of Standing Order 14.5 will be determined by the Convener.
- 14.12 Competency in respect of Standing Order 14.11 will be determined by the Convener.

- 28.3.3 the Council is meeting to consider its annual revenue budget, in which case the Convener of the City Growth and Resources Committee will have the prior right to the motion. Following the moving of each budget, the spokesperson of the biggest Opposition Group will have the right to propose an amendment.
- 28.13.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 29.7 Summing up a Council budget – 10 minutes
- 30.2.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 31.2 A Member can move that an alternative method of voting is used, such as roll call or show of hands, by means of a Procedural Motion.
- 33.1 Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision, unless the Convener determines otherwise (see Glossary for calculation).

Original Standing Order 33.3 deleted due to rewording of 33.1 above

- 39.2 Meetings will last no longer than six hours.
- 39.2.1 If a meeting continues beyond six hours, and where there has been no break in proceedings, the Convener must call a twenty minute break in proceedings in line with the Working Time Regulations 1998.
- 42.1 Non-material amendments can be made to the Standing Orders by the Chief Officer - Governance, following consultation with the Business Manager, without the requirement to report to Council.

45. Member Access to Documents

- 45.1 The additional rights of access to documents for Members are as set out in Appendix 5 to the Standing Orders.

Glossary

Business Manager

A Councillor appointed by Council to liaise with Chief Officers and Members of all parties in respect of Council business and governance matters.

Depute Business Manager

A Councillor appointed by Council who acts as Business Manager in the absence of the Business Manager.

Appendix 3

- 1.2 The Panel will be chaired by the Convener of the City Growth and Resources Committee unless otherwise agreed by the Members on the Appointment Panel.

Appendix 4

7. The Convener of the Staff Governance Committee and Leader of the Council, whom failing the Business Manager, will be entitled to attend all meetings of the joint negotiating bodies responsible for the negotiation of conditions of service for the Council's employees.

Appendix 5

New Appendix 5 – Member Access to Documents

Financial Regulations

5.3.4 Uncollectable/Bad Debt and Write Off of Debt

The Chief Officer - Finance has authority to write off debts up to £25,000.

Procurement Regulations

Reg 3.9(e)

Add "subject to Procurement Regulation 4.1.1.3" after the word "Council".

Reg 4.1.1.2

Delete "up to £1,000,000 (both supplies/services and works)" from the heading.

Delete "up to £1,000,000 (both supplies/services and works) shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement Services) seeking authority to conduct a procurement for the purchase of supplies, services or works to be submitted by the relevant Chief Officer to the Head of Commercial and Procurement Services and the approval of the Head of Commercial and Procurement Services, prior to procurement being undertaken"

And replace with "shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a Business Case (conforming to a template approved by the Head of Commercial and Procurement Services) to be submitted by the relevant Chief Officer to the Strategic Commissioning Committee and the approval of that Committee prior to the procurement being undertaken."

Reg 4.1.1.3

Delete and replace with new Procurement Reg 4.1.1.3: -

Contracts above £5,000 for consultancy and accountancy services and services provided by Advocates and QCs

Where the estimated value of a contract or appointment for: -

- a) Business and management consultancy and related services;
- b) Financial consultancy and accountancy related services; or
- c) Services provided by Advocates or QCs;

exceeds £5,000, the relevant Chief Officer may only give authority to engage the services following consultation with the Leader of the Council.

In determining the estimated contract value of any contract or appointment covered by this Regulation 4.1.1.3, each individual contract or appointment shall be considered separately and there shall be no aggregation of separate contracts or appointments for the purposes of arriving at an estimated expenditure.”

Reg 4.1.1.4 (iv)

Delete “£1 million” on the 2nd line and replace with “the thresholds stated in Procurement Regulation 4.1.1.2”.

Delete “of expenditure of £1 million” in the 5th line and replace with “the applicable thresholds”.

Reg 8.7.1

After “sub-contractors” in the 1st line, add “shall be done in accordance with Procurement Regulation 4.1.1.3. Such appointments”

Reg 14.6

In the 3rd and 4th lines replace “Head of Commercial and Procurement Services” with “Strategic Commissioning Committee”.

Reg 15.2(iii)

In the 1st column delete “up to £1 million” and replace with “and above”.

In the 3rd column delete “Submission of a Business Case by the relevant Chief Officer to the Chief Officer of the Integrated Health & Social Care Partnership, and approval by the Chief Officer of the Integrated Health & Social Care Partnership, prior to procurement being undertaken”

and replace with “Submission of a Business Case by the relevant Chief Officer to the IJB or, if applicable, the Strategic Commissioning Committee and approval by the IJB or the Strategic Commissioning Committee prior to the procurement being undertaken.”

Reg 15.2(iv)

Delete (i.e. the 4th row in the table)

Reg 15.5.2

After “approved by” add “the IJB or, if applicable, the Strategic Commissioning Committee in advance of the procurement being undertaken”

Reg 15.5.3

Delete.

Powers Delegated to Officers

General Delegation 6 - reference to outwith the United Kingdom deleted.

General Delegation 24 - amended to reflect that where the Chief Officer proposes to refuse an application it must be referred to the appropriate committee.

General Delegation 26 - addition of “which has been hereby delegated, and in compliance with the ACC Procurement Regulations.

General Delegation 34 - replacement of the relevant Committee Convener(s) with the Business Manager.

General Delegation 37 - reworded to “Following consultation with the Leader of the Council, to submit a Council response to an external consultation on an operational matter, thereafter to inform the relevant Convener and Vice Convener and notify all Group Leaders that the response has been submitted.”

General Delegation 38 (responding to an external consultation on a policy matter) - deleted.

Chief Executive 3 - revised wording:- “Following consultation with the Chief Officer - Governance and the Chief Officer - People and Organisation, to authorise a settlement agreement with an employee below Tier 3, including in relation to his/her leaving the Council’s employment. Settlement agreements with employees at Tier 3 and above can only be authorised following consultation with the Chief Officer - People and Organisation, the Chief Officer - Governance and the Leader of the Council.”

Chief Officer - Early Intervention and Community Empowerment. Libraries 2 – delete reference to opening hours and refer any changes to City Growth and Resources Committee for approval.

Chief Officer - Capital - 5 - Leader of the Council added in terms of consultation and Convener of the City Growth and Resources Committee specified.

Chief Officer - People and Organisation - 5 - revised wording:- “Following consultation with the Chief Executive, to approve applications for Voluntary Severance and Early Retirement for officers below Tier 3. Applications from officers at Tier 3 and above should only be approved following consultation with the Chief Executive and the Leader of the Council.”

Chief Officer - People and Organisation - 9 - revised wording:- “Following consultation with the Chief Executive and Chief Officer - Governance, to authorise a settlement agreement with an employee below Tier 3, including in relation to his/her leaving the Council’s employment. Settlement agreements with employees at Tier 3 and above can only be authorised following consultation with the Chief Executive, Chief Officer - Governance and the Leader of the Council.”

Chief Officer - Corporate Landlord - 13 - Leader of the Council added in terms of consultation.

Chief Officer - Corporate Landlord - 14 - £1million reduced to £250,000.

Chief Officer - Strategic Place Planning - 2(d) deleted - determine applications for Modifications or Discharge of Planning Obligations etc.

Chief Officer - Strategic Place Planning - 3 - Convener of the relevant Committee changed to Convener of the Planning Development Management Committee and Business Manager added.

Chief Officer - Governance - 1 - Lord Provost replaced with Business Manager in terms of consultation.

Chief Officer - Governance - 38 - replacement wording:- “To authorise the Lord Provost whom failing the Depute Provost to incur expenditure to meet the expenses of his/her office on the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities, organisations, members of the Council or others.”