

Standing Orders 13, 16, 34 and 40 - Proposed Changes

13. Reports by Officers

- 13.1 Reports to the Council, Committees or Sub Committees will be in the name of the Chief Executive, Directors, Statutory and Chief Officers or by the Council's Internal or External Auditors; or by a representative of Police Scotland or the Scottish Fire and Rescue Service.
- 13.2 Reports must be provided in draft to the following for consultation in accordance with the published timetable:
- 13.2.1 Chief Officer - Finance
 - 13.2.2 Chief Officer - Governance
 - 13.2.3 Chief Officer – Strategic Place Planning
 - 13.2.4 Chief Executive
 - 13.2.5 Clerk
 - 13.2.6 Administration Leaders Co-Leaders (for reports to Council and the City Growth and Resources Committee only)
 - 13.2.7 Convener of the City Growth and Resources Committee
 - 13.2.8 Convener and Vice Convener of Council or the relevant Committee or Sub Committee
 - ~~13.2.9 Business Manager~~
 - 13.2.910 Executive Lead for their respective committee

16. Rights of Members to Attend Meetings

- 16.1 Subject to Standing Orders 12.14, 16.2 and 16.3 any Member will be entitled to attend any Committee or Sub Committee meeting of which they are not a member and will, ~~with the consent of the Convener,~~ be entitled to ask questions or address the meeting.
- 16.1.1 The Member may not propose or second any motion or amendment or vote.
- 16.2 A Member cannot be present at a meeting of a Committee or Sub Committee for which they are not a member when all of the following three conditions apply:-
- 16.2.1 The press and public have been excluded from the meeting; **and**
 - 16.2.2 The meeting is likely to involve the taking of a decision which may affect the interests of any person or body following a hearing; **and**

- 16.2.3 The person or body has a right in terms of the law, Standing Orders or other administrative procedure, to be heard at that meeting in person or through a representative, for example the Appeals Sub Committee or Licensing Committee.
- 16.3 In respect of the following, Members will only be entitled to make representations through, as applicable, the formal statutory process or other procedure agreed by Council, Committee or Sub Committee:
- 16.3.1 quasi-judicial matters;
- 16.3.2 individual housing allocation decisions; or
- 16.3.3 reviews to be undertaken by the Community Asset Transfer Review Sub Committee.
- 16.4 Prior to sitting as a member or a substitute of the Pensions Committee and the Appeals Sub Committee, a Councillor must have undertaken the required training.

34. Referrals

- 34.1 Immediately following a vote at Committee or Sub Committee, at least 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 (see Glossary for calculation).
- 34.1.1 With the exception of items of business which are of a Quasi-Judicial nature, a Member does not require to have participated in the initial vote to participate in a referral.
- 34.2 Subject to Standing Orders 34.3 and 34.4, should the matter be referred in terms of Standing Order 34.1, the Clerk will then arrange for the matter to be referred to the next meeting of Council, relevant Committee or Sub Committee for determination. For referrals to Council, where the next Council meeting is in the opinion of the Leader too late for the matter to be appropriately dealt with, the matter can instead be considered at a meeting of the Urgent Business Committee.
- 34.3 Standing Orders 34.1 and 34.2 will not apply to any proceedings relating to:-
- 34.3.1 The appointment of or retirement of staff;
- 34.3.2 Grievance or disciplinary appeals by staff;
- 34.3.3 School attendance;
- 34.3.4 Bursaries;
- 34.3.5 Admission of any particular child to school;
- 34.3.6 Provision of school transport for any particular child;
- 34.3.7 The granting of any licence, registration or certificate;
- 34.3.8 Assumption of parental rights or adoption in the case of any individual; or
- 34.3.9 Aids and adaptations to premises for the benefit of social work clients.

34.4 Where an item is referred to a meeting of the Council, Committee or Sub Committee, and it is not possible for the item to be open to the public for inspection at least three Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.

33.4.1 The Convener of the Council, Committee or Sub Committee to which the item is referred will then determine whether it is added to the agenda.

40. Length of Meetings

40.1 The Convener can call a break in proceedings at any time. Breaks in proceedings should be called on a regular basis and in consultation with the Executive Lead.

40.2 Meetings will not last longer than six hours (said duration including, for the avoidance of doubt, any break(s) in proceedings). For example, if a meeting begins at 10.00am, it shall not continue beyond 4.00pm - irrespective of the number and duration of any breaks. ~~where there has been no break in proceedings. On such occasions, there shall be a break in proceedings of no shorter than 20 minutes before the meeting goes beyond six hours.~~

~~40.2.1 For the avoidance of doubt, the calculation of six hours will not include any break in proceedings.~~

40.3 If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume.