

## GOVERNANCE REFERENCE GROUP

### MINUTE OF MEETING OF 9 MAY 2023

**In attendance:** Councillor Radley (Chairperson); and Councillors Crockett, Delaney (as substitute for Councillor Yuill), Houghton, McLellan and Nicoll.

**Apologies:** Councillor Mrs Stewart.

**Officers in attendance:** Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Michele Pittendreigh and Helen Sherrit.

No.	Agenda Item	Notes of Discussion/Decisions	Action	By Whom
1.	Minute of Previous Meeting of 27 April 2023	<p>The Group had before it the minute of its previous meeting of 27 April 2023.</p> <p><b><u>The Group resolved:-</u></b> to approve the minute.</p>		
2.	Scheme of Governance Review - proposed changes working document	<p>The Group had before it a summary document which set out the proposed changes to the various documents which comprised the Scheme of Governance. Vikki Cuthbert, Interim Chief Officer - Governance (Assurance) emphasised that the document was a moving feast and that the documents and proposed changes were continuously being reviewed and refined.</p> <p>Councillor Houghton referred to the previous meeting which he had been unable to attend and noted that there was nothing in the minute with regard to the allocation of committee places which had been referred to the Group by the Council on 26 April. Martyn Orchard explained that it had been touched upon very briefly, however it had not been minuted. He explained that at the Statutory Council meeting in May 2022, the motion which had been approved allocated committee places to the Partnership as a whole and therefore subsequent references had simply reiterated that allocation which had been approved by the Council.</p>		

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		<p>Councillor Houghton referred to Standing Order 7.3 which allowed the Convener to cancel, advance or postpone meetings and felt that it should be tweaked to ensure that the reason was explained to the membership. The Group agreed that this was a worthwhile suggestion and should be incorporated.</p> <p>With regard to the proposed change to Standing Order 29.1 to insert a deadline of two working days prior to the meeting for submission of draft motions/amendments, the Group discussed the matter and felt that the deadline needed to be shortened. Officers agreed to revisit the matter with a view to finding a compromise.</p> <p>In terms of Standing Order 29.4 and the proposed addition that the Convener would have the prior right to the motion at any special meeting called in terms of Standing Order 8.2, there was extended discussion and the Group felt it needed to be looked at again. Steven Inglis advised that the Council was not bound by any legislation on this point and that they could agree to add an additional exception.</p> <p>Councillor Nicoll raised a point under any other business regarding people being required to sign in and out of the Town House in the evenings and weekends and reminded members of this requirement. It was noted that a communication had recently been issued in this regard. Councillor Crockett suggested that consideration be given to the completion of an electronic form rather than a hard copy. Vikki Cuthbert undertook to liaise with Lee Taylor in Facilities on the matter.</p> <p>The Group noted that a further meeting may be required to consider some of the above and that this would be confirmed in due course.</p> <p><b><u>The Group resolved:-</u></b></p> <p>(i) to request officers to revisit the proposals contained within Standing Orders 7.3, 29.1 and 29.4, as outlined above, and report back to the Group if required; and</p> <p>(ii) to otherwise note the summary document and the updates from officers.</p>	<p>Matter to be raised with Facilities</p> <p>To revisit Standing Orders 7.3, 29.1 and 29.4</p>	<p>Vikki Cuthbert with Lee Taylor</p> <p>Vikki Cuthbert/ Martyn Orchard/ Steven Inglis</p>

