

GOVERNANCE REFERENCE GROUP

Wednesday, 20 March 2024

In Attendance: Councillor Radley, Chairperson; Councillor Delaney (as a substitute for Councillor Yuill) and Councillor Mrs Stewart

Apologies: Councillor Yuill

Officers in attendance: Vikki Cuthbert, Steven Inglis, Jenni Lawson, Gogo Okafor, Martyn Orchard, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 1 June 2023	<p>The Group had before it the minute of the previous meeting of 1 June 2023 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group received a presentation from Vikki Cuthbert, Interim Chief Officer - Governance (Assurance) which (1) summarised the various commitments following on from the organisational structure having approved by Council in February; (2) advised that a lessons learned report would be going to Council in April on the Budget Protocol; (3) noted that all elements of the Scheme of Governance would be reported to Council in July, with the exception of the committee structure and terms of reference, which would be reported to Council in February 2025; (4) set out an associated timeline of events; and (5) noted a proposed plan based on Governance Reference Group meetings in March, April and May, reporting to Council in July and</p>		

GOVERNANCE REFERENCE GROUP

Monday, 29 April 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, Brooks, McLellan and Yuill.

Officers in Attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 20 March 2024 - for approval	<p>The Group had before it the minute of the previous meeting of 20 March 2024 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group had before it a paper regarding the Scheme of Governance Review 2024 which contained a summary of feedback from elected members following a questionnaire having been issued. The paper outlined other possible changes to key documents within the Scheme of Governance, particularly with regard to Powers Delegated to Officers and Standing Orders.</p> <p>Vikki Cuthbert - Interim Chief Officer - Governance (Assurance), spoke to the paper and sought direction from the Group in terms of next steps.</p> <p>The Group acknowledged that there had only been four responses from Councillors and agreed that there needed to be greater</p>	<p>Questionnaire to be reissued to all members seeking feedback, along with the summary of the feedback</p>	<p>Vikki Cuthbert</p>

	Item	Discussion	Action/Decision	By Whom
		<p>engagement. It was therefore agreed that the questionnaire be reissued, along with the summary of feedback already received, and that all responses would be considered at the next meeting.</p> <p>In terms of the feedback that had been provided, Councillor Yuill commented that he supported some of it but not all of it. With regard to planning applications recommended for refusal and the number of objections, it was suggested that this could be representations rather than just objections; and if the local Community Council were in support of the application it should automatically be placed on the agenda of the Planning Development Management Committee.</p> <p>Councillor McLellan enquired about benchmarking with other local authorities, particularly in terms of Standing Orders. In response, Steven Inglis – Legal, advised that benchmarking had taken place previously and there were not significant differences between Aberdeen City Council and other local authorities.</p> <p>Mrs Cuthbert noted that the committee structure and Terms of Reference were not due to be considered until February 2025, however there were some minor changes which could be submitted to Council in July 2024 and the Group was supportive of this course of action.</p> <p>The Group agreed that its next meeting would</p>	<p>already received.</p> <p>Planning scheme of delegation to be checked with colleagues</p> <p>Meeting to be arranged for 9 May</p>	<p>Alan Thomson</p> <p>Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>be on 9 May and all independent Councillors would be invited to attend the meeting.</p> <p><u>The Group resolved:-</u> to note the update provided and agree that the next meeting be held on 9 May 2024, with all independent Councillors to be invited as outlined above.</p>	2024 and all independent Councillors to be invited.	

GOVERNANCE REFERENCE GROUP

Thursday, 9 May 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, Boulton, Delaney (substituting for Councillor Yuill), McLellan and Van Sweeden.

Officers in Attendance: Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Michelle Pittendreigh and Helen Sherrit.

Apologies: Councillors Brooks and Yuill

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting of 29 April 2024 - for approval	<p>The Group had before it the minute of the previous meeting of 29 April 2024 for approval.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024	<p>The Group had before it an updated paper on the Scheme of Governance Review 2024 following the last meeting.</p> <p>Vikki Cuthbert – Interim Chief Officer – Governance (Assurance), spoke to the revised paper and advised that the questionnaire had been reissued to elected members, which resulted in two further responses, which had been incorporated.</p> <p>The Group discussed the following:-</p> <p>Member-Officer Relations Protocol (MORP) – the Group agreed with the suggestion to include reference to the MORP within Standing Order 27.1 regarding possible breach.</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>Standing Orders – introduce requirement for motions/amendments to be submitted the day before the meeting rather than “if possible”. The Group broadly supported the suggestion but acknowledged that exceptions would be required. It was felt that there would need to be earlier circulation of agendas to facilitate this. Vikki Cuthbert responded that deadlines could be brought forward by one day. Members also felt that more needed to be done regarding the relevancy of motions/amendments. Steven Inglis responded that an addition to Standing Order 29.6 was being proposed and this was included in the appendix.</p>	<p>Officers to review and come back with proposed wording to the next meeting.</p>	<p>Martyn Orchard</p>
		<p>Standing Orders - require amendments to be set and circulated in advance of the meetings with the exception of quasi-judicial items. The Group was open to exploring this suggestion but felt that motions/amendments should only be circulated to the relevant members and not published on the website, as there was scope for members to submit motions/amendments and not proceed with them on the day. It was hoped that circulating motions/amendments in advance of the meeting would make meetings run more smoothly and speed things up.</p>	<p>Officers to review and come back with proposed wording to the next meeting.</p>	<p>Martyn Orchard</p>
		<p>With regard to webcast meetings, Councillor van Sweeden highlighted that the public were often not aware of the detail of motions/amendments and asked what could be done in that regard. Some members felt that the onus should be on the member moving the motion/amendment to summarise it</p>	<p>Officers to investigate webcasting capability with regard to sharing motions/amendments.</p>	<p>Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>when moving it. Martyn Orchard advised that he would investigate what could be done with regard to the webcasting technology – officers did try to share motions/amendments on screen which meant people watching the webcasting could see them, however when motions/amendments were several pages long this made things difficult in terms of sharing on screen.</p> <p>Standing Orders – introduce a time limit when moving a budget. The Group discussed the suggestion and agreed that a time limit should be introduced, however there were different views in terms of what the time should be. After some discussion, it was considered that because three budgets were often combined (general fund, capital programme and common good) that a time limit of 30 minutes for moving a budget should be the starting point, with all other timings remaining the same, i.e. 10 minutes for seconding a budget, 5 minutes for speaking in debate and 10 minutes for summing up a budget.</p> <p>Standing Orders – consider introducing ‘decision times’ for Full Council meetings. The Group acknowledged that this was a longer term aim and therefore asked officers to take this away and report back next year.</p> <p>Powers Delegated to Officers – clearer guidelines/protocol for when officers will decide against using a delegation and ask members to determine. Vikki Cuthbert advised that this had been highlighted in a report by External</p>	<p>Officers to review and report back as part of 2025 Scheme of Governance Review.</p>	<p>Vikki Cuthbert</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Audit to the Audit, Risk and Scrutiny Committee which would be considered that afternoon, and that the onus was on members to specify which delegations they were concerned about. The Chairperson advised that she planned to ask the Chief Executive to conduct a review ahead of Council in July.</p> <p>Planning of Scheme Delegation – if 6 objections are received this should be taken to committee regardless of whether the officer recommendation is to approve or refuse; and need to introduce mechanism where the Convener can ‘call in’ an application for the committee to consider it. The Group had a thorough discussion and it had previously been suggested instead of “6 objections” this should be changed to “6 representations” or a response from a statutory consultee if it was contrary to the officer recommendation. There was also support for the Convener to have the ability to ‘call in’ applications, however it was acknowledged that this needed further exploration.</p> <p>In terms of the additional feedback – Councillor Boulton spoke to the suggestion of allowing local members to sit on the Local Review Body (LRB) and explained the rationale behind the proposal. The Chairperson advised that this was not part of the Scheme of Governance review, however she was happy for officers to look at it separately.</p> <p>With regard to the Audit, Risk and Scrutiny Committee meeting that afternoon, Vikki</p>	<p>Officers to report back to the next meeting on possible options.</p>	<p>David Dunne/ Daniel Lewis</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Cuthbert highlighted that there were reports on the agenda which would have an impact in terms of the Scheme of Governance review and that officers would progress as required.</p> <p>In terms of Appendix C, correspondence from the Minister for Local Government Empowerment and Planning regarding proxy voting, the Chairperson noted that it was not possible to progress with formal proxy voting at this time, however she asked officers to look at the options for paired voting, on a voluntary basis, and whether this could be incorporated in the Scheme of Governance.</p> <p>Lastly, with regard to the Budget Protocol, Vikki Cuthbert advised the Group that officers were currently looking at feedback following on from the lessons learned report to Council in April, and that there was an opportunity to look at the timescales for submission of budgets. The Group discussed the principle of circulating budgets in advance of the meeting which should be an aspiration, however this would require earlier submission and would have an impact on officers as well as members. It was agreed that this should be looked at and Jonathan Belford should be invited to the next meeting for discussion.</p> <p><u>The group resolved:-</u> to note the update paper and the various discussions and actions as set out above and to consider the matters further at the next meeting.</p>	<p>Officers to consider options for possible inclusion in Scheme of Governance.</p> <p>Jonathan Belford to be invited to the next meeting for discussion.</p> <p>Next meeting to be held in late May.</p>	<p>Steven Inglis</p> <p>Martyn Orchard</p> <p>Martyn Orchard</p>

GOVERNANCE REFERENCE GROUP - 29 MAY 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, Boulton, Brooks, McLellan, Mrs Stewart, van Sweeden and Yuill.

Officers in attendance: Jonathan Belford, Vikki Cuthbert, Steven Inglis, Gogo Okafor, Martyn Orchard, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minute of Previous Meeting	<p>The Group had before it the minute of its previous meeting of 9 May 2024.</p> <p><u>The Group resolved:-</u> to approve the minute.</p>		
2	Scheme of Governance Review 2024 - Table of Proposed Changes	<p>The Group had before it a table of proposed changes to the various documents which comprised the Scheme of Governance. The relevant officers went through it and responded to questions where applicable.</p> <p>Councillor Yuill referred to references to Co-Leaders compared to Council Leader or Leader, and requested that there be consistency where possible, with Leader covering all scenarios.</p> <p>There was an extended discussion regarding the proposed changes to the delegated powers for Chief Officer - Strategic Place Planning, which were relatively extensive, with Councillors Boulton and Mrs Stewart in particular emphasising that there needed to be more time to go through it and hear back from officers, given that there were no officers from</p>	<p>Officers to take on board</p> <p>Councillors Boulton and Mrs Stewart to discuss separately with David Dunne/Daniel Lewis</p>	<p>Steven Inglis</p> <p>David Dunne/ Daniel Lewis</p>

	Item	Discussion	Action/Decision	By Whom
		<p>Strategic Place Planning in attendance. Officers acknowledged the concerns and suggested that any queries could be dealt with outwith the meeting, however they were working to a tight timetable in order to report to Council on 3 July. It was agreed that Councillors Boulton and Mrs Stewart would liaise with David Dunne and/or Daniel Lewis as soon as possible and any areas of concern could be brought back to the next meeting.</p> <p>At this juncture, the Group agreed to pause consideration of the item, in order to hear from Jonathan Belford with regard to the Budget Protocol item.</p>		
3	Budget Protocol	<p>The Group had before it the latest version of the Budget Protocol with changes proposed.</p> <p>Vikki Cuthbert spoke to the matter, highlighting that the main change was regarding timings around submission of budgets and the publication, or sharing, of budgets in advance of the meeting.</p> <p>Jonathan Belford advised that elected members would be required to submit their budgets the fourth working day before the meeting and all competent budgets would be published no later than the second working day before the meeting, e.g. for a meeting on a Wednesday they would be published on the Monday.</p> <p>The Group discussed the matter and whilst generally supportive, queried what the process</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>would be in terms of making changes to budgets after they had been submitted. Jonathan acknowledged that adjustments may be required from time to time, however this necessitated going through the process again and there had to be a line drawn at some point. With regard to adjustments proposed at the meeting, Jonathan added that there was a difference between making adjustments having seen other budgets and making adjustments if, for example, an additional sum of money had been added to the Council's settlement. In terms of the former, Jonathan added that you were then speaking about moving towards a collaborative budget situation.</p> <p><u>The Group resolved:-</u> to support the Budget Protocol in principle, subject to a timeline being included and officers continuing to benchmark with other Councils in terms of what they did with regard to publishing budgets before the meeting.</p>	Officers to benchmark with other Councils regarding publication of budgets	Jonathan Belford/ Vikki Cuthbert
4	Scheme of Governance Review 2024 - Table of Proposed Changes continued	<p>The Group resumed its consideration of the table of proposed changes from Article 2 of this minute, focusing on the Standing Orders in particular.</p> <p>With regard to Standing Order 2.10 and the proposed addition of wording regarding the Lord Dean, the Group discussed the matter. Alan Thomson explained that officers felt it was good practice to expressly mention the Lord Dean and that confidentiality was the primary reason. He added that the Lord Dean was aware of the requirement for</p>	Alan Thomson to speak to the Lord Dean following the meeting about the proposed inclusion	Alan Thomson

	Item	Discussion	Action/Decision	By Whom
		<p>confidentiality and had signed a confidentiality agreement, however he would speak to her following the meeting to make her aware of the proposed inclusion in the Standing Orders. It was noted that confidentiality extended beyond the Council meeting itself and that “where applicable” would be added to the proposed wording.</p> <p>With regard to competency of Notices of Motion and motions/amendments, the Group discussed various issues and Councillor Boulton cited instances where she had not been given a reason for a Notice of Motion being deemed incompetent by the Convener. Officers responded and explained that there were different rules for Notices of Motion compared to motions/amendments, however the principles were broadly the same.</p> <p>With regard to Standing Order 27, Councillor Yuill referred to common law being quoted at a recent Council meeting and emphasised the need for Councillors to be specific. Officers responded that there was an expectation that the relevant legislation should be quoted but ultimately it was for the Convener to rule on the matter.</p> <p>The Group began to discuss the proposed changes to Standing Order 29.1 when it was acknowledged that the meeting had overrun with a lot of business still to be considered.</p> <p><u>The Group resolved:-</u> to note the table of changes meantime and to</p>	<p>Follow-up meeting to be arranged.</p>	<p>Martyn Orchard/</p>

	Item	Discussion	Action/Decision	By Whom
		resume consideration of the matter at a date and time to be determined in early course.		Gogo Okafor

GOVERNANCE REFERENCE GROUP - 3 JUNE 2024

In Attendance: Councillor Radley, Chairperson; and Councillors McLellan, Mrs Stewart, van Sweeden and Yuill.

Apologies: Councillors Allard and Brooks

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

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Scheme of Governance Review 2024	<p>The Group resumed from its previous meeting of 29 May 2024. The Chairperson suggested that in order for more time to be given to the Scheme of Governance Review, that the Budget Protocol be decoupled from the Scheme of Governance and reported on its own to the Council meeting on 3 July, with the remaining documents to be reported to the Council meeting in August, with a further meeting of the Group to be held in June or July to go through the remaining business.</p> <p>There was unanimous support for the Chairperson's suggestion, with an acknowledgement that it was going to be an extremely busy month ahead.</p> <p>With regard to the previous meeting, Councillor Mrs Stewart advised that Councillor Boulton had met David Dunne in terms of the proposed changes to delegated powers and that she was content.</p> <p>Vikki Cuthbert spoke in furtherance of the Budget Protocol and advised that she would</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>need to liaise with Jonathan Belford with regard to timescales. In terms of publishing budgets in advance of the meeting, there was widespread support for publishing by 12 noon the day before the meeting.</p> <p><u>The Group resolved:-</u></p> <p>(i) to agree that the Budget Protocol be reported to the Council meeting on 3 July, with the remaining elements of the Scheme of Governance to be reported to Council on 21 August; and</p> <p>(ii) to meet again in late June or July, and that officers arrange the meeting accordingly.</p>	<p>Reports to be submitted to Council on 3 July and 21 August</p> <p>Next meeting to be arranged</p>	<p>Vikki Cuthbert/ Jonathan Belford</p> <p>Gogo Okafor</p>

GOVERNANCE REFERENCE GROUP - 20 JUNE 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Boulton, Copland (substituting for Councillor Allard), Henrickson (substituting for Councillor McLellan), van Sweeden and Yuill.

Apologies: Councillors Allard and McLellan

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

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Scheme of Governance Review 2024	<p>The Group resumed from its previous meetings of 29 May and 3 June 2024.</p> <p>With regard to the proposed new Standing Order 32.9 regarding pairing arrangements for voting, the Chairperson requested that it refer to adoption leave in addition to maternity and paternity leave.</p> <p>In terms of the proposed Standing Order 34.3.11 (Referrals not applying to any proceedings relating to matters where, in the opinion of the relevant Director, the delay caused by a referral is likely to result in serious adverse consequences), the Group expressed their reservation and were of the view that this could put Directors in a difficult position. Members considered that reference to significant financial implications could be added which was more quantifiable, however the current wording was open to interpretation and the general view was that those present did not support it.</p>	<p>Officers to take on board</p> <p>Officers to reflect and come back with amended wording</p>	<p>Martyn Orchard</p> <p>Steven Inglis/ Martyn Orchard</p>

	Item	Discussion	Action/Decision	By Whom
		<p>With regard to the proposed addition to Standing Order 37.2 in terms of reference to members regulating their own behaviour and observing the Member-Officer Relations Protocol, Vikki Cuthbert clarified the intention behind the addition and explained that there had been suggestions in the past that officers should be intervening at meetings with regard to member behaviour, however that was not the case and the onus was on members themselves and the Convener in terms of his/her role, however that was already covered in the Standing Order on the powers of the Convener.</p> <p>In terms of the Procurement Regulations, Michele Pittendreigh went through the proposed changes and explained the purpose of the Demand Management Control Board. In response to a question from Councillor Boulton, Michele explained that opening of tenders by elected members was before her time, however it was most likely no longer required as a result of digital bidding for contracts.</p> <p><u>The Group resolved:-</u> to endorse the proposals with the exception of Standing Order 34.3.11 which required to be looked at again as outlined above.</p>		
2	Member-Officer Relations Protocol	The Group had before it proposed changes to the Member-Officer Relations Protocol, which were spoken to by Vikki Cuthbert.		

	Item	Discussion	Action/Decision	By Whom
		<p>The Group welcomed the addition of the new section on leadership.</p> <p><u>The Group resolved:-</u> to endorse the proposed changes to the Member-Officer Relations Protocol.</p>		
3	<p>Corporate Landlord - Review of Delegated Powers</p>	<p>The Group had before it a paper setting out possible changes to delegated powers for the Chief Officer - Corporate Landlord. It was noted that Stephen Booth was unable to be in attendance and that members would need to discuss the matter with him separately at a later date, and not necessarily at a formal meeting of the Group.</p> <p>Councillor Copland queried delegated power 18 regarding the granting of new leases and the variation of existing leases in terms of whether this related to internal or external leases. Officers responded that they would check with Stephen Booth.</p> <p><u>The Group resolved:-</u> to note the proposals meantime and that a separate meeting required to be arranged with Stephen Booth for further discussion.</p>	<p>Officers to check with Stephen Booth</p> <p>Members to meet with Stephen Booth separately</p>	<p>Alan Thomson</p> <p>Stephen Booth</p>
4	<p>Scrutiny Proposal</p>	<p>The Group had before it a paper which set out initial thinking on how the scrutiny function remit within the terms of reference for the Audit, Risk and Scrutiny Committee could be activated more through a supporting framework, which itself could be informed by some of the statutory and non-statutory</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>guidance available to English local authorities.</p> <p>The paper proposed next steps, which included reporting to Council in February 2025, however for relevant matters to be reflected in the next report to Council for noting and draft guidance to be submitted to the Audit, Risk and Scrutiny Committee later in the year for consideration.</p> <p>Vikki Cuthbert advised that further work would be carried out over the summer and an update would be brought to the next meeting of the Group.</p> <p><u>The Group resolved:-</u> to note the paper meantime and that a further update would be provided at the next meeting.</p>	<p>Further work to be carried out over the summer ahead of update being brought to the next meeting.</p>	<p>Vikki Cuthbert</p>

GOVERNANCE REFERENCE GROUP - 2 AUGUST 2024

In Attendance: Councillor Radley, Chairperson; and Councillors Allard, McLellan, van Sweeden and Yuill.

Officers in attendance: Vikki Cuthbert, Steven Inglis, Helen Sherrit and Alan Thomson.

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	Minutes of Previous Meetings of 29 May, 3 June and 20 June 2024	<p>The Group had before it the minutes of its previous meetings of 29 May, 3 June and 20 June 2024.</p> <p><u>The Group resolved:-</u> to approve the minutes.</p>		
2	Scheme of Governance Review 2024	<p>The Group received a presentation from Vikki Cuthbert which focused on (1) developing scrutiny; (2) a sweep of final proposed changes to the Scheme of Governance; and (3) delegated powers relating to property under the Chief Officer - Corporate Landlord.</p> <p>With regard to developing scrutiny, Vikki reminded members that this had emanated from Audit Scotland's Best Value Thematic report a few months ago which recommended that there was scope to use the Audit, Risk and Scrutiny Committee more effectively to scrutinise Council decisions. Vikki explained that officers had sought input from Internal and External Audit and their feedback suggested that the Council should take a proportionate approach and use the Terms of Reference review to bring about changes which would</p>		

	Item	Discussion	Action/Decision	By Whom
		<p>satisfy the Audit Scotland recommendation. Both had referenced Aberdeenshire Council's model of scrutiny and improvement which included a committee review process which was explained by way of a flow chart.</p> <p>The Group discussed the matter and shared some concerns, adding that they did not want to make any changes to the terms of reference at this stage and that further work was required in order to avoid duplication or adopting a system which might not fit the Council's requirements.</p> <p><u>The Group resolved:-</u> to request officers to take on board the feedback and include a recommendation in the Scheme of Governance report to the August Council meeting regarding a comparison of other scrutiny models available.</p> <p>In terms of the sweep of proposed changes to the Scheme of Governance, Vikki outlined proposed new wording for Standing Order 32.9 regarding electronic voting, and explained the background to the addition, as follows:-</p> <p><i>“Votes taken by means of the electronic voting system at Council will be published on the Council website within 24 hours. The details of individual votes may be provided earlier on request.”</i></p> <p>The Group noted the reasons why it had been included and discussed the associated pros and cons. It was acknowledged that the matter</p>	<p>Recommendation to be included in the report to Council in August.</p>	<p>Vikki Cuthbert</p>

	Item	Discussion	Action/Decision	By Whom
		<p>was not as simple as it might seem and there were resource implications, however there was unanimous agreement that there was a need for greater transparency in terms of the public interest. On balance, the Group agreed that it should be included in Standing Orders, however officers would look at the wording again, and include a deadline of 12 noon the next working day rather than within 24 hours.</p> <p><u>The Group resolved:-</u> to request officers to revise the wording as discussed and run it past the Chairperson before inclusion in the report.</p> <p>Vikki explained that at the last meeting, the Group had expressed their concern about the additional wording for Standing Order 34.3.11 (referrals not applying to any proceedings relating to matters where, in the opinion of the relevant Director, the delay caused by a referral is likely to result in serious adverse consequences) and advised that it would be removed accordingly.</p> <p><u>The Group resolved:-</u> to agree to remove the wording outlined above at Standing Order 34.3.11.</p> <p>In terms of the Powers Delegated to Officers, the Group was advised (1) of a proposed addition regarding interpretation in light of any organisational restructure; (2) of the removal of a delegation under Education and Lifelong Learning which had been delivered; and (3) that further amendments were still being made,</p>	<p>Wording to be amended and discussed with the Chairperson</p> <p>Wording to be removed from the table of proposed changes</p>	<p>Vikki Cuthbert</p> <p>Steven Inglis</p>

	Item	Discussion	Action/Decision	By Whom
		<p>however these would be included in the report to Council.</p> <p>Vikki advised that the Local Code of Corporate Governance was also being updated with regard to sources of assurance and this would be reflected in the report to Council.</p> <p><u>The Group resolved:-</u> to note the updates.</p> <p>With regard to the property delegations under Chief Officer - Corporate Landlord, the Group noted that this had also emanated from Audit Scotland's Best Value Thematic Report. Stephen Booth had met Councillors to consider the matter further. The Group discussed whether they wished to make changes to the Corporate Landlord delegations, and agreed that the balance was appropriate, however that some powers could include the addition of consultation with other relevant Chief Officers prior to a power being exercised.</p> <p><u>The Group resolved:-</u> to agree that no substantial changes to the delegated powers under Chief Officer - Corporate Landlord were required at this stage.</p> <p>The Group considered any other business, at which point Councillor Yuill raised the issue of Councillors referring to common law when raising a Point of Order under Standing Order 27. Officers had taken account of this in the</p>	<p>Officers to incorporate minor amendments as discussed with Stephen Booth</p>	<p>Stephen Booth</p>

	Item	Discussion	Action/Decision	By Whom
		<p>proposed additions to Standing Order 27.2, and agreed to look at the matter again to strengthen the wording so that the relevant principle required to be specified.</p> <p>Councillor McLellan highlighted the growing trend of Councillors citing Article 10 of the Human Rights Act and queried whether this was something that needed to be addressed. Officers responded that citing Article 10 did not give members any additional protection, and therefore they felt the matter did not require to be addressed in the Scheme of Governance.</p> <p>Councillor van Sweeden queried some aspects regarding the Member-Officer Relations Protocol with regard to member behaviour and respect. Vikki responded that this was already covered in the Protocol. The Group discussed the matter and acknowledged that members worked in different ways and were ultimately responsible for their own actions and behaviour. Councillor van Sweeden advised that she would consider the matter further and discuss with officers as appropriate.</p> <p><u>The Group resolved:-</u> to note the updates and agree that officers update Standing Order 27.2 as discussed.</p>	<p>Officers to update Standing Order 27.2 regarding common law.</p>	<p>Steven Inglis</p>