

Agenda Item	
Report No	

STANDING ORDERS RELATING TO THE CONDUCT OF MEETINGS – AMENDMENTS

Report by the Assistant Chief Executive

Summary

This report outlines proposals for amendment to the Council's Standing Orders Relating to the Conduct of Meetings. Annual Review of Standing Orders is a requirement of the Council's Code of Corporate Governance.

1. Main Amendments

The main changes to Standing Orders (**SO**) are highlighted below for consideration.

1.1 SO 10. – Notices of Motion etc for Submission to Future Meetings

It is proposed to amend the wording within **Standing Order 10.2** as follows:-

“Such a Notice of Motion must be received not later than *fourteen days* prior to the meeting of the Council concerned and no later than 5pm on the final day. In calculating the *fourteen days* notice, the day of the Council meeting will be excluded. If a Notice of Motion is late, it will be referred to the next available meeting of the Council at the request of the Members involved.”

It is proposed to amend the wording within **Standing Order 10.4** as follows:-

“Notice of Amendment (Planning) – Should a Member of a *Planning Applications Committee* wish to have a decision on a planning matter debated at the Planning Environment and Development Committee, he or she must submit to the Assistant Chief Executive a Notice of Amendment (Planning) not more than three working days after (but excluding) the date of the Committee meeting at which the resolution or decision was passed and no later than 5pm on the final day. This Notice must be in writing and signed by eight Members of the Council including at least one third of the membership of the relevant *Planning Applications Committee*. The matter will be determined by the Planning Environment and Development Committee with no further opportunity to refer the matter to the Council in terms of Paragraph 10.3”.

1.2 SO 13 – Non-Members of Committee

It is proposed to amend the wording with **Standing Order 13.2** as follows:-

“Where a non-Member of a *Planning Applications Committee* or Licensing Committee has a special interest as a local Member in an item on the agenda, then the Member shall become a full voting Member for that item as long as long

as that interest and the wish to exercise a vote has been intimated in writing to the Assistant Chief Executive not later than 5pm on the day prior to the meeting taking place. The matter will be determined by the Assistant Chief Executive in consultation with the relevant Chairman. In the event of any dispute as to entitlement to vote on the basis of such special interest, the matter will be determined by the Committee before consideration of the item starts”.

1.3 **SO 41 – Submission of Minutes of *Planning Applications Committees* and Licensing Committees**

It is proposed to amend the wording within **Standing Order 41.1** as follows:-

“The Minutes of Meetings of the *Planning Applications Committees* will be submitted to the Planning Environment and Development Committee for information only unless a Notice of Amendment (Planning) has been received in terms of Standing Orders 10.3 or 10.4 in which case the particular decision concerned will be dealt with under the relevant procedure”.

1.4 **SO 42. – Question Time at Council Meetings**

It is proposed to amend the wording within **Standing Order 42.2** as follows:-

“Any such question must be sent to the Assistant Chief Executive and received not later than *fourteen days* prior to the meeting of the Council concerned and no later than 5pm on the final day. In calculating the *fourteen days* notice, the day of the Council meeting will be excluded. If the question is submitted late, it will be referred to the next available meeting of the Council at the request of the Member concerned.”

Recommendation

The Council is asked to approve the proposed amendments to the Standing Orders Relating to the Conduct of Meetings as detailed and to note that an amended copy will be circulated to all Members following the meeting for inclusion in the Council Handbook.

Signature:

Designation: Assistant Chief Executive

Date 26 August 2009