

**THE HIGHLAND COUNCIL**

**29 October 2009**

|             |  |
|-------------|--|
| Agenda Item |  |
| Report No   |  |

**STANDING ORDERS RELATING TO THE CONDUCT OF MEETINGS**

**Report by the Assistant Chief Executive**

**Summary**

As agreed at the last meeting on 3 September 2009, this report outlines proposals for amendment to the Council's Standing Orders Relating to the Conduct of Meetings in relation to the current Notice of Amendment (Planning) procedure.

**1. Main Amendments**

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

**1.1 SO 10. 4 – Notice of Amendment (Planning)**

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

“Should a Member of a Planning Applications Committee wish to have a decision on a planning matter *re-considered* 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 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 *Notice of Amendment (Planning)* 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 25 – Motions and Amendments – General**

It is proposed to delete the following wording within **Standing Order 25.3**:-

“...or Notice of Amendment (Planning)” – (first line); and  
reference to Standing Order 10.4 – (second line).

It is proposed to include the following wording within **new Standing Order 25.3(a)**:-

“A planning matter that is the subject of a Notice of Amendment (Planning) submitted in terms of Standing Order 10.4 specified on the agenda will be re-considered at the Planning, Environment and Development Committee and that

Committee's determination on the matter will become the decision of the Council. In reaching that determination, a motion, moved and seconded, to uphold the decision of the Planning Applications Committee that is the subject of the Notice of Amendment (Planning) will be treated as the motion before the Planning, Environment and Development Committee and any amendment, moved and seconded, seeking a different determination will be debated as an amendment to that motion.

Nothing in this Standing Order will prevent the Planning, Environment and Development Committee from deferring consideration of the matter under discussion until a future meeting of the Committee or from referring the matter back to the appropriate Planning Applications Committee while bearing in mind the provisions of the Development Management Regulations on time limits for decision making."

It is also proposed to include the following wording within **new Standing Order 25.3(b)**:-

"In the determination of any matter before a Planning Applications Committee or a planning application before the Planning, Environment and Development Committee, to be entitled to participate, a Member must be present throughout all of the proceedings for all of the relevant item, including the site inspection if any.

This also applies to the determination of a Licensing Committee or Licensing Board item."

### **Recommendation**

The Council is asked to approve the proposed amendments to the Standing Orders Relating to the Conduct of Meetings as detailed on the basis 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 16 October 2009