

Agenda Item	18
Report No	HC/69/13

STANDING ORDERS RELATING TO THE CONDUCT OF MEETINGS – AMENDMENTS

Report by the Depute Chief Executive

Summary

This report outlines proposals for further amendment to the Council's Standing Orders Relating to the Conduct of Meetings.

1. Main Amendments

The proposed changes at this time to Standing Orders (**SO**) are highlighted below for consideration.

1.1 SO 8.4 – Notice of Meetings

It is proposed to amend wording as follows:-

Current Version - Public Notice of a meeting of the Council will be given by posting a Notice outside the Council Headquarters, Glenurquhart Road, Inverness or outside any other place where the meeting is to take place...

Proposed Version – Public Notice of a meeting of the Council will be given by posting a Notice outside the Council Headquarters, Glenurquhart Road, Inverness or outside any other place where the meeting is to take place *or on the Council Website.*

1.2 SO 13.2 – Non Members of Committee/Substitute Members

It is proposed to amend wording as follows:-

Current Version – For Planning Application Committees, one Substitute Member can be nominated from each Ward to provide cover in the event that a Substantive Member is unable to attend a meeting.

Proposed Version – For Planning Application Committees, one Substitute Member can be nominated from each Ward to provide cover in the event that a Substantive Member is unable to attend a meeting *or a vacancy exists for a Substantive Member within the Ward.*

1.3 SO 30 – Voting – Election, Selection or Appointment of Members to any Particular Office or Committee

It is proposed to create a new Standing Order 30.5 as follows:-

Proposed Version (30.5) – For the avoidance of doubt, any Member of the Council elected, selected or appointed to any particular office, Committee or other Group or as a representative of the Council on an outside body, may be removed from that position before the date of the next ordinary election of the Council provided that a majority of the Members of the Council present and voting so decide. No proposal to remove a Member from any such position shall be made without notice being given by way of a motion to Council in accordance with Standing Orders 10.1 and 10.2.

1.4 **Other Administrative Changes**

A number of other minor administrative changes will be made as necessary to remove duplication and to clarify the changes to the titles of Strategic Committees and the relevant Officers of the Council.

2. **Implications Arising from the Report**

- 2.1 There are no resource, legal, climate change/carbon clever, equalities or risk implications arising from these proposals.

3. Recommendation

3.1 The Council is asked to approve the proposed amendments to Standing Orders Relating to the Conduct of Meetings as detailed.

Designation: Depute Chief Executive

Date: 4 March 2014