

28 January 2015

Agenda Item	10
Report No	VAL 8/15

Review of Standing Orders and Scheme of Delegation

Report by the Clerk

Summary

This report seeks approval of an amendment to the Board's Standing Orders relating to the Conduct of Meetings.

1. Background

1.1 Standing Order 5 of the Board's Standing Orders relating to the Conduct of Meetings provides that the Board will review its Standing Orders (SOs) at the end of each year. It is appropriate to review the Board's Scheme of Delegation at the same time. Both documents were accordingly reviewed at the end of 2014 and a proposed change to Standing Orders is set out below. No changes to the Scheme of Delegation are recommended at this time. The current versions of both documents have been in place since January 2014.

2. Notice of Meetings

2.1 Currently, **SO 7.4** reads: "Public Notice of a meeting of the Board will be given by posting a Notice outside The Highland Council Headquarters, Glenurquhart Road, Inverness, or outside any other place where the meeting is to take place, at least four clear working days before the meeting, or, if the meeting is convened at shorter notice, then at the time it is actually convened."

2.2 It is recommended that this be amended to read: "Public Notice of a meeting of the Board will be given by posting a Notice outside The Highland Council Headquarters, Glenurquhart Road, Inverness, or outside any other place where the meeting is to take place, *or on The Highland Council website, or on the Comhairle nan Eilean Siar website when the meeting is scheduled to take place within that Council's area. Such Notice will be posted* at least four clear working days before the meeting, or, if the meeting is convened at shorter notice, then at the time it is actually convened."

4. Recommendation

4.1 Members are asked to approve with immediate effect the amendment to the Board's Standing Orders relating to the Conduct of Meetings set out at paragraph 2.2 above.

Designation: Clerk

Date: 7 January 2015

Author: Rhona Moir, Assistant Clerk to the Board