

Agenda Item	23
Report No	HC/38/17

HIGHLAND COUNCIL

Date: 7 September 2017

Report Title: Review of Standing Orders Relating to the Conduct of Meetings

Report By: Depute Chief Executive /Director of Corporate Development

1. Purpose/Executive Summary

1.1 This report highlights proposed changes to Standing Orders Relating to the Conduct of Meetings.

Annual Review of Standing Orders is a requirement of the Council's Code of Corporate Governance.

1.2 A copy of the current version of Standing Orders can be found on the Council website –

https://www.highland.gov.uk/downloads/file/11817/standing_orders_for_the_conduct_of_meetings

2. Recommendation

2.1 The Council is asked to consider and agree the proposed changes to Standing Orders Relating to the Conduct of Meetings as detailed.

3. Proposed Changes to Standing Orders

Members are advised that the main changes proposed in relation to Standing Orders are as follows – and are highlighted in red -

3.1 SO 8.1 – Notice of Meetings

'Notice of the place, date and time of a meeting of the Council *and Committees (including agendas and reports)* will be emailed to every Member of the Council not later than the seventh day before the meeting.

(Note for meeting - the Convener and Leader of the Council and Chairs of Committees will also be included in this new arrangement – i.e. agendas and reports will be emailed – unless they request otherwise for their role as Chair).

3.2 SO 16 – Sederunt

In order to streamline business at Council meetings, it is proposed that the *sederunt* be taken by *electronic means* in future – as opposed to calling of the roll.

4. Other Administrative Changes

4.1 Minor administrative changes will be made as necessary to remove duplication and to clarify existing arrangements.

5. Implications Arising from the Report

5.1 There are no specific Resource, Legal, Community (Equality, Poverty and Rural), Climate Change/Carbon Clever, Risk or Gaelic implications.

Designation: Depute Chief Executive/Director of Corporate Development

Date: 29 August 2017