

**THE HIGHLAND COUNCIL**

**10 May 2018**

Agenda Item	17
Report No	HC/14/18

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

**Report by the Head of Corporate Governance**

**Summary**

As agreed at the last Council meeting, this report outlines proposal for amendment to specific Standing Orders Relating to the Conduct of Meetings.

In this regard, Members are asked to note that a full annual review of Standing Orders will be submitted to the Council in September as normal.

**Recommendation**

The Council is asked to approve the proposed amendments to the specified Standing Orders as detailed in the report.

Designation: Head of Corporate Governance

Date: 26 April 2018

## 1. Main Amendments

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

### 1.1 SO 8 – Notice of Meetings

SO8.2 Current Version – A Special Meeting of the Council will be called by the Head of Corporate Governance (a) on being required to do so by the Convener of the Council or (b) on receipt of a requisition in writing for that purpose (i) stating the business proposed to be transacted at the meeting and (ii) signed by at least a quarter of the membership (i.e. 19 Members of the Council, the relevant number in the case of a Committee being subject to a minimum of 3) and the meeting will be held within fourteen days of receipt of the requisition by the Head of Corporate Governance.

SO8.2 Proposed Version – A Special Meeting of the Council will be called by the Head of Corporate Governance (a) on being required to do so by the Convener of the Council or (b) on receipt of a requisition in writing for that purpose (*for the avoidance of doubt, only individual emails from Members and/or individual written signatures will be accepted for such requisitions*) (i) stating the business proposed to be transacted at the meeting and (ii) signed by at least a quarter of the membership (i.e. 19 Members of the Council, the relevant number in the case of a Committee being subject to a minimum of 3) and the meeting will be held within fourteen days of receipt of the requisition by the Head of Corporate Governance.

### 1.2

### SO 10 – Notices of Motion

SO10.1 Current Version – A Notice of Motion for submission to a future meeting of the Council will be in writing, signed by the Member of the Council giving Notice, counter-signed by at least one other Member (entitled to exercise a deliberative vote in respect of the Motion) and sent to the Head of Corporate Governance.

SO10.1 Proposed Version - A Notice of Motion for submission to a future meeting of the Council will be in writing, signed by the Member of the Council giving Notice, counter-signed by at least one other Member (entitled to exercise a deliberative vote in respect of the Motion) and sent to the Head of Corporate Governance. (*Only individual emails from Members and/or individual written signatures will be accepted in each case*)

### 1.3

### SO 42 – Question Time

SO42.1 Current Version – A Member may submit to the Leader of the Council, Depute Leader of the Council or Chair of a Committee, for consideration at an ordinary meeting of the Council, a written question relating to the business of the Council or of that Committee, to be answered in writing by the recipient in advance of the meeting. The answer will be circulated to the other Members of the Council.

SO42.1 Proposed Version – A Member may submit to the Leader of the Council, Depute Leader of the Council or Chair of a Committee, for consideration at an ordinary meeting of the Council, a written question (*in addition to individual written questions, individual emails from Members will also be accepted*) relating

to the business of the Council or of that Committee, to be answered in writing by the recipient in advance of the meeting. The answer will be circulated to the other Members 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.