

ANGUS COUNCIL

10 SEPTEMBER 2015

REVISIONS TO STANDING ORDERS AND RELATED DOCUMENTS

REPORT BY SHEONA C HUNTER HEAD OF LEGAL AND DEMOCRATIC SERVICES

ABSTRACT

This Report makes revisions to the Standing Orders, the Order of Reference of Committees and the Scheme of Delegation to Officers to reflect the changes to the committee structure that were approved by the Council on 18 June 2015. The opportunity was also taken to clarify the statutory duties of the Chief Social Work Officer which are now detailed in the Scheme of Delegation to Officers. A number of other proposals are submitted specifically for approval.

1. RECOMMENDATION(S)

It is recommended that the Council:

- (i) notes the contents of the Report;
- (ii) notes the changes to the Standing Orders, the Order of Reference of Committees and the Scheme of Delegation to Officers, which are as a consequence of the revised committee structure, as detailed in **Appendix 1** to the Report;
- (iii) notes the changes to the Scheme of Delegation to Officers within the People directorate, which now details the statutory duties of the Chief Social Work Officer, as detailed in **Appendix 1** to the Report;
- (iv) approves the further revisions to the Standing Orders as detailed in Section 4 of the Report and **Appendix 1** to this Report; and
- (v) notes the revised Timetable of Meetings as detailed in **Appendix 2**.

2. ALIGNMENT TO THE ANGUS COMMUNITY PLAN/SINGLE OUTCOME AGREEMENT/COPORATE PLAN

Effective council governance contributes as a whole to the local outcomes contained within the Angus Community Plan and Single Outcome Agreement 2013-2016.

3. BACKGROUND

The core constitutional documents of the Council are the Standing Orders, which regulate the proceedings at council meetings; the Order of Reference of Committees, which details the Council's committees, sub committees and their associated remits; and the Scheme of Delegation to Officers, which details the delegation to a range of Chief Officers. (Three further sections relate to guidance issued by the Head of Legal and Democratic Services on categories of motions; guidance issued by the Head of Corporate Improvement and Finance on the application of Standing Order 15(9) and guidance relating to the disposal of land and property). All are reviewed on a regular basis to ensure they are fit for purpose.

4. PROPOSALS

Report No 237/15 was approved by the Council on 18 June 2015 which made a number of changes to the Council's committee structure. The main changes were the abolition of the Development and Enterprise Committee, with its remit being transferred to the Policy and Resources Committee and the abolition of the Police and Fire and Rescue sub committee with its remit being transferred to the Scrutiny and Audit Committee.

Appendix I to this report details the consequential changes to Standing Orders, the Order of Reference of Committees and Scheme of Delegation to Officers. Whilst these changes are for noting, they have been shown as tracked changes for ease of reference.

The Chief Social Work Officer has specific statutory duties which will now be listed separately within the Scheme of Delegation to Officers.

The opportunity was also taken to review all of the Standing Orders in keeping with the Council's governance arrangements. A number of changes are now proposed, which are detailed below and are asterisked in Appendix 1. These require the express approval of the Council.

Members should note that only those parts of the Standing Orders and Related Documents where changes are proposed have been appended to the report.

Standing Order on Petitions (New Standing Order 14)

To date the Council has not had a stated position with regard to how petitions are dealt with. The proposed procedure ensures transparency and consistency in how the Council will deal with petitions in the future.

Standing Order 39 - Delegation to Committees and Sub Committees

Changes are proposed to Standing Order 39 (3)(ii). This removes the existing facility for any two members to refer a matter to full Council when there has not been a division at the service committee where the matter was considered. It also precludes the referral of a report where the report was "for noting". In proposing these changes it is important to note that this does not reduce the scrutiny function of members, rather it is aimed at assisting members focus on the more significant issues.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this Report.

NOTE: No background papers, as detailed by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

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List of Appendices:

Appendix 1 Extracts from Standing Orders and Related documents
Appendix 2 Revised Timetable of Meetings 2015-2016