

STANDING ORDERS PROPOSED REVISIONS - COMPARISON TABLE

Current Standing Orders	Proposed Change(s)
Standing Orders 1-4 containing definitions.	SOs 1-4 removed and replaced with a Glossary of Terms at the end of the document which includes all of the existing provisions as well as updated aspects. Proposed new Contract Standing Orders also referred to.
Standing Order 4 (1) (c) Meeting of the Council to set the Council Tax	Amendments for the budget setting meeting to be required by 5pm 2 working days in advance of the meeting, and not 5pm 1 day before as is currently provided for.
Standing Order 5	Removed. Standing Orders will apply to Council and all committees where appropriate.
Standing Order 6 First Meeting of the Council after the Elections	Heading Changed to "Appointments and Nominations." Now Standing Order 1. Wording added to clarify term of office and mechanism for potential removal now included.
Standing Order 5 (6)	
Standing Order 7(1) Conveners and Vice Conveners	Now incorporated in Standing Order 7 in relation to who will preside at a meeting and what happens when they are absent.
Standing Order 7(2) Term of Office of Conveners and Vice Conveners	Now Standing Order 1(2)(vi) and details process for removal.
Standing Order 7(3)(4) Office Holders	Now Standing Order 8(1) and (2) Office Holders.
Standing Order 8 - Meetings of the Council	Now Standing Order 2 which now includes wording regarding failure of a Member to attend meetings over a period of six consecutive months.
Parts of Standing Order 8 which relate to budget meetings	Now Standing Order 4 which now relates solely to Council budget meeting. (Options included in report for members to consider and agree at Council.)
Standing Order 9(a) Calling of Meetings	<p>Now Standing Order 5 Calling of Meetings</p> <p>SO5(1) - Application of Standing Orders to Committees and Sub Committees Normally have three Clear Days before a meeting for the notice to be sent. For a Committee or Sub-Committee a notice can, in terms of the legislation, be published less than three Clear Days before a meeting if that is necessary.</p> <p>SO5(4) & 5(5) Wording has been changed to convey that special meetings can be called by the respective Conveners of those Committees. Wording has been changed to convey that a Convener can cancel a special meeting also.</p>
Standing Order 9(b) - Remote Meetings Arrangements	Now SO6 Remote Attendance at Meetings Arrangements which relates solely to remote meetings and now includes a member's right to phone in to vote if they lose their connection. A Hybrid Meeting

	Protocol is also being developed and will be brought to a future council for approval.
Standing Order 10 - Quorum	Now Standing Order 9 Quorum
Standing Order 11 Order of Business	<p>Now Standing Order 3 Order of Business includes more detail on Declaring an Interest and the effect this might have on member's attendance. Also added reference to Statements of Transparency.</p> <p>Exempt Items now to be agreed at the start of a meeting.</p> <p>Removed as agreed with MOWG, that minutes from committees are put forward for approval.</p>
	New Standing Order 10 Meeting Agenda – reflects legislative requirements.
Standing Order 12 (Deputations)	Now Standing Order 11 and headed "Requests to Speak" with revisions at (1)(i), (6) and (7). Has been updated to clarify that the date the request is to be received excludes dates of any adjournment. Also updated to reflect items that are exempt or confidential are excluded from consideration under a request to speak. Also, reference added regarding if no change of circumstance has occurred.
Standing Order 13 Applicants, Supporters and Objectors	<p>Now Standing Order 12 – "Requests to Speak about a Planning Application that is on the Meeting Agenda". The number of sufficient copies of any papers from the speaker has been increased from 14 to 25 at the direction of members.</p> <p>SO12(2) A Request to Speak on a planning application must be made in writing and submitted to the Director of Legal and Democratic Services no later than 9.00am on the working day preceding the meeting at which they wish to be heard.</p> <p>SO12(6) For meetings that are not held remotely, the relevant party must have sufficient copies of any items to be tabled in terms of Standing Order 12(5) to be provided for all Members of the Committee and officers (minimum of 25) at the Meeting. All such papers etc should, where at all possible, be in an accessible format. In the case of meetings held remotely the clerk will be provided with an electronic copy at least 1 Clear Day in advance of the meeting to be circulated to Members and officers electronically.</p>
Standing Order 14 Petitions	<p>Now SO13 – Petitions. Clarification to reflect online petitions with a postcode now sufficient to verify Angus residency.</p> <p>The wording of SO13(2) has been changed to ensure that the criteria is uniform for all petitions.</p>
Standing Order 15 Order of Debate	<p>Now SO14 – "Order of Debate at Meetings" – simplified wording. Change at the direction of Members, SO14(2)(i) so that Members can ask more than one question.</p> <p>SO14(1) – Members who want to speak to raise their hand when asked to by the chair. Standing is to be optional.</p>
Standing Order 16 Motions and Amendments	Now SO15 – details rules of debate and how Motions and Amendments are moved and decided. Additional wording regarding competency – SO15(11). Also, SO15(2)(i)(c) has an addition

	<p>clarifying that a motion or amendment must be “arising from the debate”. Wording also simplified.</p> <p>SO15(9) - A Motion or an Amendment which would involve expenditure not provided for, or reduce income provided for in the Capital or Revenue Budgets which has arisen clearly as a result of a debate during the Meeting or in respect of business determined by the Provost to be a matter of urgency by reason of special circumstances in terms of Standing Order 3(1)(v) will not normally be considered competent unless accompanied by a statement from the Director of Finance or his nominee of the financial implications.</p> <p>SO15(10) - A Motion or an Amendment will be determined as not competent by the Convener if:</p> <ul style="list-style-type: none"> (i) The matter is already being pursued. In such circumstances, the Member may only resubmit the Motion after a period of six months from the date of submission of the Notice of Motion. (ii) The terms of the Motion or the Amendment could result in a breach in law. (iii) A Motion or an Amendment in similar terms has already been submitted for the same Meeting by another Member.
Standing Order 17 Time Allowed for Speaking	SO17 - Time Allowed for Speaking. Wording re budget meetings moved to SO4.
Standing Order 18 Closure of Debate	SO18. Wording simplified.
Standing Order 19 Voting	SO19 - Voting. Wording added at SO19(4) which details the difference in a member’s absence prior to any vote at a quasi-judicial meeting and also regarding entitlement to vote remotely.
Standing Order 20 Voting in the case of vacancies and appointments	SO20 – Voting in the case of vacancies and appointments. Some minor wording changes to simplify.
Standing Order 21 Adjournment and Duration of Meetings	<p>SO21. Adjournment and Duration of Meetings. SO21(3) has been revised to allow for the Convener to be able to fix a day and time for an adjourned meeting when called upon or after the meeting.</p> <p>SO21(5) has been amended to allow for meetings that go over the 3-hour limit to be moved to a further period, if approved by the majority of members present.</p>
Standing Order 22 Powers and Duties of Provost	SO22 – “Powers and Duties of Conveners.” Applies to Conveners not just Provost. Wording simplified.
Standing Order 23 Suspension of a Member	Suspension of a Member was found to be not competent/not in accordance with legislation and has therefore been removed.
Standing Order 24 Questions	Removed. Covered by new SO24 – Notices of Motion.
Standing Order 25 Notice of Motions	Now Standing Order 24. Notice of Motions. Extends period for lodging motions to 14 days and includes process for Chair to determine competency prior to papers being published.

	SO24(1) - At any Meeting, a Member may propose a Motion which does not directly relate to an item of business under consideration at the Meeting. Prior notice in writing of such Motion must be given to the Director of Legal and Democratic Services at least 14 days before the Meeting and at the same time given also to the Director of Finance should the Motion involve expenditure not provided for, or reduce income provided for in the Capital or Revenue Budgets. The Convener shall determine competency and relevancy of the Motion in accordance with Standing Order 22(3).
Standing Order 26 Alteration or Revocation of Previous Decision	Now Standing Order 25. Alteration or Revocation of Previous Decision - Provides a clearer process which now makes reference to the situation where a previous decision can no longer be implemented.
Standing Order 27 Suspension of Standing Orders	Now Standing Order 26. Suspension of Standing Orders - Removes the limited number of Standing Orders that can be suspended (leaving only those which cannot be suspended due to legislation) and details the process to be followed.
Standing Order 28 Admission of Public and Press	Now Standing Order 27 - Admission of Public and Press - Includes reference to confidential reports SO27(3) and includes reference to public access to papers SO27(4).
Standing Order 29 Exclusion from Meeting of Members with other Interests	Now Standing Order 28 - Exclusion from Meeting of Members with other Interests. Includes list of Sub-Committees.
Standing Order 30 Appointment of Committees	Now Standing Order 29. Appointment of Committees. Minor wording "tidy-up".
Standing Order 31 Standing Committees	Now Standing Order 30. A list of standing sub-committees has been added. The Standing Sub-Committees of the Council shall be: <ol style="list-style-type: none"> (1) School Attendance Sub-Committee (2) Special Cases Sub-Committee (3) Staffing Sub-Committee (4) Education Records Review Sub-Committee (5) Special Appeal Sub-Committee (6) Executive Sub-Committee (7) Public Procession Sub-Committee (8) Land Reform Sub-Committee (9) Environmental Appeals Sub-Committee (10) Employee Appeals Sub-Committee (11) Special Sub-Committee
Standing Order 32 Membership of Standing Committees	Now Standing Order 31 - Membership of Standing Committees. Some wording simplification and numbers updated to reflect decision of Council in Sept 2021.
Standing Order 33 Appointment of Sub Committees	Now Standing Order 32 - Appointment of Sub Committees. Para 1 removed. Some simplification of wording and deletion of parts (5) and (6). Wording for meetings of Executive Subs simplified.
Standing Order 34 Memberships of Sub Committees	Now Standing Order 33. Some simplification of wording. Added para 33(4).
Standing Order 35 Days and Times of Meetings	Now incorporated in Standing Order 5 - Calling of Meetings.
Standing Order 36	Now Standing Order 34 - Right of Member to attend meetings and/or place items on agenda. SO34(2) Wording updated in terms of

Right of Member to attend meetings and/or place items on agenda	members ability to be present at certain meetings. Also extends period for lodging requests for items to be placed on agenda to 14 clear days.
Standing Order 37 Notice and Order of Business of Meetings	Now Standing Order 35 – “Notices of Meetings” and SO3 – “Order of Business”. Duplication of wording removed (2) and (3).
Standing Order 38 Quorum	Now Standing Order 9 - Quorum. Clarifies the minimum quorum.
Standing Order 39 Minutes of Meetings of Committees and Sub Committees	Removed.
Standing Order 40 Delegations to Committees and Sub Committees	Now Standing Order 36. Delegations to Committees and Sub Committees SO 3(ii) deleted as has been found not to be competent. Added (4)(iii) relating to statutory contractual or legal binding timescales. Ref to Best Value included (7). Part 13, 14 and 15 deleted. 36(3) Addition of exception when the delegation to committee/sub-committee will not apply - “following a vote, prior to the matter being determined two Members who are present at the Meeting, immediately indicate that they wish the matter to be referred to the Council (or Committee) for decision.”
Standing Order 41 Exclusions from Delegation	To be included in Orders of Reference of Committees.
Standing Order 42 Attendance at Meetings, Conference or other Functions	Removed as not relevant to Standing Orders.
Standing Order 43 Expenditure on Hospitality	To be moved to Financial Regulations.
Part IV Covering Standing Orders 44-47 Officers of the Council	To be included in the Schemes of Delegations of the respective officers.
Standing Order 48 Reports to Members	Removed to be part of Committee Report Template and Guidance.
Standing Order 49 Appointment of Staff	Relevant parts to be inserted in the relevant Orders of Reference of Committees.
Standing Order 50 Relatives of Members and certain officers not to be employed without approval of Council	Removed. To be re-phrased and inserted in Scheme of Delegation of the Director of HR, Digital Enablement, IT and Business Support.
Standing Order 51 Property Transactions involving Members, Certain Officers or their Relatives	Removed and to be inserted in the Scheme of Delegation of the Director of Vibrant Communities and Sustainable Growth
Standing Order 52 Restriction on staff engaging in other remunerative employment	Removed. Potential for inclusion in Employees Code of Conduct or Handbook
Part V Covering Standing Orders 53 – 55 General	Removed. SO 53: To be included in the Scheme of Delegation of the Director of Legal and Democratic Services

	<p>SO 54: To be included in the Scheme of Delegation of the Director of HR, Digital Enablement, IT and Business Support.</p> <p>SO 55: To be included in the Scheme of Delegation of the Director of Legal and Democratic Services.</p>
Glossary Terms	<p>In the Glossary of Terms, which is now at the end of the document, the definition of a clear day has been changed to exclude the phrase “working day”. Which means that a clear day is any day of the week, whether weekends or public holiday, subject to where we have specified expressly to be clear working days.</p> <p>All statutory references have been changed slightly to include “as amended and updated from time to time”.</p> <p>Various definitions changed or added: -</p> <p>“Administration Group” – definition amended slightly.</p> <p>“Annual Accounts” definition amended by Ian L.</p> <p>“Area” definition added.</p> <p>“Best Value” definition added.</p> <p>“Chair” definition added.</p> <p>“Committee” definition added.</p> <p>“Contract Standing Orders” definition included</p> <p>“Convener” definition amended to include Depute Convener.</p> <p>“Financial Regulations” definition included</p> <p>“Meeting” definition added.</p> <p>“Ordinary Meeting” definition added.</p> <p>“Standing Sub-Committee” definition added.</p>