

PERTH AND KINROSS COUNCIL

23 JUNE 2021

REVIEW OF STANDING ORDERS

Report by Interim Chief Executive (Report No. 20/103)

PURPOSE OF REPORT

This report presents the revised Standing Orders for approval.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Council is required to adopt Standing Orders for the regulation of the business of the Council in terms of Paragraph 8, Schedule 7 of the Local Government (Scotland) Act 1973. The current [Standing Orders](#) were last formally reviewed in March 2018 and, in terms of good governance, a further review has taken place.
- 1.2 A report was submitted to the Council's Modernising Governance Member/Officer Working Group in August 2019 seeking initial feedback on revisions to the current standing orders. As a result of having to direct resources and prioritise activities to respond to the global COVID-19 pandemic however, further work on the revision of the Council's Standing Orders was delayed.
- 1.3 Since March 2020, the Council has had to adapt its processes and procedures to ensure the delivery of operational services and effective decision-making in these challenging and unprecedented times. A substantial element of council business has been and continues to be conducted on-line during this time. Standing Orders have had to be significantly changed therefore, from what was previously anticipated, to ensure that they are fit for purpose in the current virtual environment and can support new ways of working in the future.
- 1.4 As part of the consultation exercise on the Standing Orders a workshop for all elected members was held in 2020. The proposed changes have been shaped and considered in detail over the course of several meetings of the Governance Member/Officer Working Group from autumn 2020.

2. PROPOSAL

- 2.1 The sections below summarise the proposed changes that are made to the standing orders (detailed in Appendix 1):
 - The different sections of the standing orders (SO) have been re-named and re-ordered in their entirety to assist with the flow of the document and for ease of reference both out with and during meetings.

- Expanded list of definitions to assist with the operation of the Standing Orders and Scheme of Administration.
- Clarity provided over training requirements for membership of certain committees (Section 6).
- Clarity on the role of the Convener and Vice-Convener (Section 7).
- Revised order of business for meetings to deal with substantive ordinary business of the agenda before additional political business items (Section 11)
- Minutes of committees no longer submitted to Council meetings for noting to assist with timescales for scrutiny of main business.
- Use of Points of Clarification / Points of Order / clarification from officers set out (Section 16).
- More detailed procedures on motions, amendments and voting to assist with the decision making process (Sections 18 and 21).
- Further timescales set out on contributions from Councillors at meetings (Section 19).
- Procedures confirmed based on current practice for the annual setting of the revenue and capital budgets (Section 19).
- Rules on conduct at meetings set out (Section 26).
- Appendix 1 is a reference to categories of exempt information.
- Appendix 2 sets out a protocol for the consideration of deputations.
- Appendix 3 is being further developed and will set out a protocol for the consideration of petitions.
- A protocol for virtual Council and committee meetings that has been developed as part of new ways of working following COVID-19 is included as Appendix 2 to this report. The protocol has previously been subject to considerable discussion and feedback from all political groups. It is proposed that at present the protocol continues to be used as best practice for virtual meetings and is published on the Council website. It is anticipated that further revisions to the standing orders that would incorporate elements of the protocol will be required in due course as part of a transition to Hybrid meetings.

3. CONCLUSION AND RECOMMENDATION

- 3.1 Council is asked to approve the revised Standing Orders as set out in Appendix 1 of the report.

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Approved

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Barbara Renton	Interim Chief Executive	16 June 2021

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	N/A
Corporate Plan	N/A
Resource Implications	
Financial	N/A
Workforce	N/A
Asset Management (land, property, IST)	N/A
Assessments	
Equality Impact Assessment	N/A
Strategic Environmental Assessment	N/A
Sustainability (community, economic, environmental)	N/A
Legal and Governance	Yes
Risk	N/A
Consultation	
Internal	Yes
External	No
Communication	
Communications Plan	N/A

1. Strategic Implications

Community Plan/Single Outcome Agreement

1.1 N/A

Corporate Plan

1.2 N/A

2. Resource Implications

Financial

2.1 N/A

Workforce

2.2 N/A

Asset Management (land, property, IT)

2.3 N/A

3. Assessments

3.1 Equality Impact Assessment

N/A

3.2 Strategic Environmental Assessment

N/A

3.3 Sustainability

N/A

Legal and Governance

3.4 The Head of Legal and Governance Services has been consulted on the contents of this report.

3.5 Risk

N/A

4. Consultation

Internal

4.1 The revised standing orders have been discussed by the Executive Officer Team, the Governance Member/Officer Working Group and were also considered at a workshop for all elected members.

5. Communication

5.1 The Council's Standing Orders are available via the Council's website.

2. BACKGROUND PAPERS

N/A

3. APPENDICES

Appendix 1: Revised Standing Orders

Appendix 2: Protocol for Virtual Meetings