

# **FALKIRK COUNCIL**

## **STANDING ORDERS**

**The Standing Orders of the Council consist of the Standing Orders Relating to Meetings and the Scheme of Delegation to Committees and Officers.**

**The Standing Orders apply and have effect from [ ] 2013 subject to such amendments as may from time to time be made by Council.**

# **STANDING ORDERS RELATING TO MEETINGS**

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## **STANDING ORDERS RELATING TO MEETINGS**

### **SECTION 1**

#### **PRELIMINARY MATTERS**

#### **1. APPLICATION OF INTERPRETATION ACT 1978**

- 1.1 The Interpretation Act 1978 will apply to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

#### **2. DEFINITIONS**

- 2.1 In the Standing Orders, unless the context otherwise demands, the following terms will have the undernoted meanings:-

<b>Term</b>	<b>Meaning</b>
The 1973 Act	The Local Government (Scotland) Act 1973
The 1989 Act	The Local Government and Housing Act 1989
The 1992 Act	The Local Government Finance Act 1992
The 1994 Act	The Local Government etc. (Scotland) Act 1994
Administration	The group or groups of councillors (including any individual councillor or councillors not part of any group) which the Leader of the Council has given written notice to the Chief Executive forms the Administration subject to the proviso that the notice will be signed by the leaders of all groups and by all councillors not part of any group, forming the Administration.
Budget	The budgets approved by Council each year consisting of the Revenue Budget, the General Services Capital Programme, the Housing Revenue Account and Council House Rents and the Housing Investment Programme.
Chief Officer	The Chief Executive, the Directors of Services and other officers holding posts recognised by the Council as having chief officer status including Heads of Service and Depute Chief Officers.

Clear days	When referring to service of Notices, the term “clear days” refers to weekdays, excluding weekends, Bank Holidays, local or national holidays, the day the Notice is posted and the day on which the meeting is held.
Clerk	The person attending a meeting to act as clerk to the Council, or any of its committees.
Committee	A committee of the Council.
Community Planning Partnership	The partnership of public bodies within the council area maintained by the Council in pursuance of Part 2 of the Local Government in Scotland Act 2003.
Convener	The person presiding at a committee duly appointed by the Council or by that committee where these Standing Orders so provide.
The Council	Falkirk Council constituted by virtue of and incorporated under the 1994 Act.
Councillor	A member of the Council duly elected at an election or by-election, and who has made and delivered to the Proper Officer of the Council a Declaration of Acceptance of Office in accordance with section 33A of the 1973 Act.
Corporate Plans	The Strategic Community Plan, the Corporate Plan and the Local Development Plan.
Depute Convener	The person presiding at a committee in the absence of the convener, duly appointed by the Council or by that committee where these standing orders so provide.
The Depute Provost	The Depute Convener of the Council duly appointed as such by a full meeting of the Council in terms of section 4(2) of the 1994 Act.
Employment Committees	The Appeals Committee and the Appointments Committee and any other committee established by the Council to discharge its functions in relation to individual employees.
Falkirk Community Trust	A charitable company established to provide cultural, leisure, sport, recreational and library services for the Falkirk council area.

Head of Paid Service	The person designated as such by the Council under section 4 of the 1989 Act. In Falkirk Council, that person is the Chief Executive.
Joint Board	The Central Scotland Joint Valuation Board.
Leader of the Council	The councillor designated as Leader for the purposes of the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007.
Monitoring Officer	The person designated as such by the Council under section 5 of the 1989 Act or, if that person is unable to act owing to absence or illness, the person nominated by him/her as his/her deputy under sub-section (7) of that section. In Falkirk Council, the Monitoring Officer is the Chief Governance Officer.
Portfolio Holder	A councillor appointed by the Council to perform the role set out in the schedule to the Scheme of Delegation to committees.
Proper Officer	The persons designated as such by the Council to undertake specific duties, as detailed in a list kept for public inspection within the head office of the Council which is situated at Municipal Buildings, Falkirk.
The Provost	The convener of the Council duly appointed as such by a full meeting of the Council in terms of section 4(1) of the 1994 Act.
Regulatory Committees	The Planning Committee, the Planning Review Committee, the Civic Licensing Committee and any other committee established by the Council to discharge any other similar regulatory function.

### **3. General Principles**

3.1 The following general principles will be given effect to in the application of the Standing Orders Relating to Meetings.

- (i) That the role of the Chair is to ensure that the business of the meeting is properly dealt with and clear decisions are reached;
- (ii) That the chair has a responsibility to ensure that the views of other participants are expressed including the advice of officers where this is necessary to inform the decision;
- (iii) That meetings are conducted in a proper and timely manner with all members sharing the responsibility for the proper and expeditious discharge of business;
- (iv) That meetings are conducted in compliance with these standing orders and that the role of the chair in reaching decisions on their application is respected and supported; and
- (v) That all councillors will show respect to each other and for employees of the Council at all meetings.



## **SECTION 2**

### **MEETINGS OF THE COUNCIL**

#### **4. MEETINGS**

4.1 All Council meetings will take place in accordance with legal requirements. There are 3 forms of Council meeting:

- (i) The Statutory Meeting
- (ii) Ordinary Meetings
- (iii) Special Meetings

#### **5. STATUTORY MEETING**

5.1 The Statutory Meeting of the Council in the year of an election must be held within 21 days from the date of the election.

5.2 The Returning Officer for that election or, failing him/her, such councillor as may be selected by the meeting, will preside at the meeting until the Provost is elected following which the Provost will take the chair.

5.3 The following business will normally be transacted at the Statutory Meeting: -

- (i) elect the Provost of the Council;
- (ii) if it is resolved to do so, elect one or more Depute Provost of the Council;
- (iii) elect the Leader of the Council
- (iv) if it is resolved to do so, elect one or more Depute Leader
- (v) if it is resolved to do so, appoint one or more Baillies to deputise for the Provost
- (vi) appoint the conveners and members of committees including portfolio holders unless otherwise provided for in there Standing Orders
- (vii) appoint the members of the Licensing Board;
- (viii) make appointments to external bodies or organisations on which the Council is required by statute to be represented; and
- (ix) subject to the terms of these Standing Orders and of any statutory provision, deal with any urgent competent business.

The Council will decide the political balance on the Executive and other committees before appointing individual members

5.4 With the exception of items (i) and (ii) above, the order of business may be varied: -

- (i) by the Chief Governance Officer in advance of the meeting;
- (ii) by the Provost at his or her discretion, or
- (iii) by a motion put forward, seconded and carried without discussion, by a majority of the members at the meeting. No written notice of the motion is required.

5.5 The Provost, and any person appointed under Standing Order 5.3, will hold office until the date of the next election of councillors unless:-

- (i) otherwise decided by the Council by resolution following a Notice of Motion in terms of Standing Order 30, or any of these persons referred to above.
- (ii) the Provost delivers to the Chief Executive a letter of resignation specifying the date on which the resignation will take effect.

## **6. ORDINARY MEETINGS**

6.1 Meetings will normally be held in the Municipal Buildings, Falkirk at the time and on the day which is approved by the Council and in accordance with the programme circulated by the Chief Governance Officer, unless determined otherwise by:-

- (i) the Council; or
- (ii) the Provost and Depute Provost; or
- (iii) the Provost or Depute Provost, acting together with the Leader of the Council,

with due notice being given of any alteration to the ordinary meeting place or time in compliance with the provisions of the 1973 Act.

6.2 In extreme circumstances (for example severe weather conditions preventing councillors and the public from travelling safely to the meeting place) meetings may be cancelled or postponed by the Chief Executive or Chief Governance Officer in consultation with the Provost.

## **7. SPECIAL MEETINGS**

7.1 A Special Meeting of the Council may be called at any time:-

- (i) by the Provost; or
- (ii) in the absence of the Provost, by the Depute Provost; or
- (iii) on a requisition in writing specifying the business proposed to be transacted and signed by at least one-quarter of the whole number of members of the Council. The Chief Governance Officer in consultation with the Provost will arrange for the meeting to be held within fourteen days of receipt of the requisition.

## **8. NOTICE OF MEETING**

8.1 Public Notification: The Chief Governance Officer will notify the public of a meeting by publishing a notice at the Council's headquarters at least three clear days before the meeting or, if the meeting is convened at shorter notice, at the time the meeting is actually convened. The Notice of Meeting will comprise:-

- (i) the date, time and place of the meeting;
- (ii) the list of items of business to be transacted at the meeting; and
- (iii) if it is likely that the public is to be excluded during the whole or part of the meeting, notification of that fact.

8.2 Notice to councillors: The Chief Governance Officer will give notice of meetings to all councillors by leaving or sending a notice to them at their usual place of residence or such other address as any councillor may have notified to the Chief Governance Officer. The notice will be given at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time the meeting is actually convened and will comprise:-

- (i) the date, time and place of the meeting;
- (ii) the list of items of business to be transacted at the meeting, and
- (iii) copies of reports associated with every agenda item.

8.3 Want of service of a notice on any councillor will not affect the validity of a meeting.

- 8.4 Notice to the Press and Public: The Chief Governance Officer will give notice of meetings to the press and to the public by posting or delivering copies of the items specified in Standing Order 8.2 to the head office of local newspapers and to public outlets owned by the Council:-

- (i) at least three clear days before the meeting, or
- (ii) if the meeting is convened at shorter notice, at the time the meeting is actually convened.

However, no report containing confidential or exempt information as defined in Standing Orders 9.5 and 9.6 will be made available for public inspection.

## **9. THE AGENDA**

- 9.1 Each item of business to be transacted at a meeting will be noted on the agenda. No other item of business will be considered at the meeting unless, by reason of special circumstances, the Provost is of the opinion that the item should be considered as a matter of urgency. The nature of the special circumstances will be recorded in the minute of the meeting.
- 9.2 Each agenda item will be accompanied by a report, unless special circumstances exist for non-availability of any report.
- 9.3 Copies of the agenda and accompanying reports will be open for inspection by members of the public at the headquarters of the Council at least three clear days before the meeting, except:-
- (i) where the meeting is convened at shorter notice, in which case the agenda and reports will be available for public inspection from the time the meeting is convened;
  - (ii) where an item is added to an agenda, copies of which are open for inspection by the public, copies of the item (or of the revised agenda), and copies of any report for the meeting relating to the item, will be open for inspection from the time the item is added to the agenda;
  - (iii) there may be excluded from the copies of reports the whole or part of any report which relates only to items during consideration of which, in the opinion of the Chief Governance Officer, the meeting is likely not to be open to the public;
  - (iv) the whole or part of any report which discloses confidential information will be excluded from publication.

9.4 The agenda will be divided into the following parts:-

PART I Unrestricted Items: permitting full public inspection.

PART II Exempt Items: see Standing Order 9.5.

PART III Confidential Items: see Standing Order 9.6.

9.5 What is meant by “exempt information” is set out in section 50J and Schedule 7A to the 1973 Act. The following categories of information are defined as being “exempt”:-

- (i) Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office holder or applicant to become an office holder under, the Council;
- (ii) Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority;
- (iii) Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the Council;
- (iv) Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the Council;
- (v) Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement of that child made under the Children (Scotland) Act 1995;
- (vi) Information relating to the financial or business affairs of any particular person (other than the Council);
- (vii) Information relating to anything done or to be done in respect of any particular person for the purposes of any matter referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons);
- (viii) The amount of any expenditure proposed to be incurred by the Council under any particular contract for the acquisition of property or the supply of goods or services;
- (ix) Any terms proposed or to be proposed by or to the Council in the course of negotiations for a contract for the acquisition or disposal of any property or the supply of goods or services;

- (x) The identity of the Council (as well as any other person, by virtue of item (vi) above) as the person offering any particular tender for a contract for the supply of goods or services;
- (xi) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Council;
- (xii) Any instructions to Counsel and any opinion of Counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:-
  - (a) any legal proceedings by or against the Council, or
  - (b) the determination of any matter affecting the Council, (whether, in either case, proceedings have been commenced or are in contemplation);
- (xiii) Information which, if disclosed to the public, would reveal that the Council proposes:-
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
  - (b) to make an order or direction under any enactment;
- (xiv) Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime;
- (xv) The identity of a protected informant.

9.6 What is meant by “confidential information” is set out in section 50A(3) of the 1973 Act. The following categories of information are defined as being “confidential”:-

- (i) Information furnished to the Council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public, and
- (ii) Information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

9.7 Every report which includes confidential or exempt information will be marked, respectively:-

(i) “Not for publication by virtue of the confidential nature of the information as defined in section 50A(3) of the Local Government (Scotland) Act 1973”,

or

(ii) “Not for publication by virtue of the exempt nature of the information as defined in paragraph ..... of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973”.

## **10. PUBLIC ACCESS TO MEETINGS**

10.1 All meetings of the Council will be open to the public, except in the circumstances detailed below:-

(i) whenever it is likely at any meeting, in view of the nature of the business to be transacted or the nature of the proceedings, that there will be a disclosure of exempt information (see Standing Order 9.5), the public may be excluded from the meeting while the particular matter is being considered.

(ii) whenever it is likely at any meeting, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information (see Standing Order 9.6) will be disclosed in breach of the obligation of confidence, the public will be excluded while the particular matter is being considered.

(iii) the Provost has power to exclude any member of the public from a meeting in order to suppress or prevent disorderly conduct or other misbehaviour which is impeding or likely to impede the work or proceedings of the Council.

(iv) if a member of the public interrupts the proceedings at any meeting, the Provost will give a warning. If the interruption continues, the Provost will order the removal of the person from the meeting place. In the case of general disturbance in any part of the meeting place open to the public, the Provost may order that part to be cleared.

10.2 No member of the public will be permitted to speak or to take any other part in the proceedings of a meeting of the Council except when addressing the meeting as a member of a deputation under Standing Order 34.

- 10.3 The right of public access to meetings does not include a right to photograph, record or broadcast the proceedings at the meeting. The Council may permit such photography, recording or broadcasting. A request for such permission should be made to the Council by close of business on the working day prior to the date of the meeting and will be considered as part of the business of the meeting.

## **11. NON-ATTENDANCE OF MEMBERS**

- 11.1 Should a member of the Council be unable to attend a meeting for whatever reason, (s)he may tender his/her apologies either by intimating them to the Chief Governance Officer in advance of the meeting or by another councillor doing so at the commencement of business, and these apologies only will be incorporated in the minute of the meeting.
- 11.2 Subject to the provisions of the 1973 Act, if a councillor fails throughout a period of six consecutive months to attend any meeting of the Council, (s)he will, unless the failure to attend was due to some reason approved by the Council, cease to be a member of the Council.
- 11.3 Subject to the provisions of the 1973 Act, the Council may grant a leave of absence to any councillor who, for a reason approved by Council, is unable to attend any meeting of the Council for a continuous period of six months.
- 11.4 Attendance at any committee of the Council or any joint committee, Joint Board or other body to which any function of the Council has been delegated or any meeting of any body of persons at which the councillor is authorised to represent the Council is deemed to be attendance at a meeting of the Council for the purposes of this Standing Order.

## **12. PERSON PRESIDING AT MEETINGS OF THE COUNCIL**

- 12.1 Without prejudice to the provisions of Standing Order 5, the Provost will preside at all meetings of the Council. In his/her absence, the Depute Provost will preside, in the absence of both, the clerk will preside until the Council appoints a convener from amongst its number.



### **13. QUORUM**

- 13.1 At all meetings of the Council, one quarter of the membership will form a quorum and if, within fifteen minutes after the time appointed for the meeting, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed, and the minute of the meeting will disclose this fact.
- 13.2 If, at any time after a meeting has commenced, the number of members present falls below the quorum, the Provost will suspend the proceedings.
- 13.3 If, after the lapse of five minutes, the Provost finds that the quorum has not been achieved, (s)he will adjourn the meeting to such other date and time as may be fixed.

### **SECTION 3**

#### **ORDER AND CONDUCT OF BUSINESS** **AT MEETINGS OF THE COUNCIL**

#### **14. ORDER OF BUSINESS**

14.1 The business of the Council at Ordinary Meetings will proceed in the following order, subject to its division into Parts I, II and III as referred to in Standing Order 9.4:

- (i) The sederunt;
- (ii) Declarations of interests
- (iii) The minutes of the last ordinary meeting and of any special meeting of the Council since held;
- (iv) The Information Bulletin and Volume of Minutes;
- (v) Questions submitted in accordance with Standing Order 33;
- (vi) Public announcements by the Provost regarding matters of immediate local concern;
- (vii) Recommendations from committees;
- (viii) New business;
- (ix) Urgent items added to the agenda under Standing Order 9.1
- (x) Motions of which notice has previously been given in accordance with Standing Order 30;

14.2 The order of business in items (i) (ii) and (iii) of Standing Order 14.1 may not be changed. The order of any other business may be varied:-

- (i) by the Provost at his or her discretion either at or before the meeting; or
- (ii) by a motion put forward, seconded, and carried without discussion, by a majority of members at the meeting. No written notice of motion is required.

## **15. MINUTES**

- 15.1 Minutes of Council meetings will be compiled and kept by the Chief Governance Officer and will be signed at the next Ordinary Council Meeting by the Provost.
- 15.2 The Provost will move that the minutes of the meeting of the Council held on the ..... day of ..... are a true record.
- 15.3 There will be no discussion of the minutes except on their accuracy. Any question of accuracy must be raised by amendment to the Provost's motion and voted on without discussion. No written notice of motion is required. The Provost will sign the minutes once they are deemed accurate.
- 15.4 A Council meeting which has had its minutes properly signed will be deemed to have been held, and all councillors present at the meeting will be deemed to have been duly qualified, until the contrary is proved.

## **16. POWERS AND DUTIES OF THE PROVOST**

- 16.1 The Provost will preside at all meetings of the Council. In the absence of the Provost, the Depute Provost will preside and, in the absence of both, the clerk will preside over the meeting until the Council appoints a convener for that meeting.
- 16.2 The Provost shall have the duty:-
  - (i) to ensure that Standing Orders are followed;
  - (ii) to ensure that councillors are treated equally and that they are given a fair opportunity to express their views on any item of business while having regard to the terms of Standing Order 17.6 on the requirement to ensure the proper and expeditious discharge of business; and
  - (iii) to preserve order within the meeting.
- 16.3 Without prejudice to any other provision of these Standing Orders, the Provost shall have power:
  - (i) to decide on all matters of decorum, order, competency and relevancy;
  - (ii) to determine all matters of procedure for which no provision is made in these Standing Orders;
  - (iii) to determine the order in which councillors may speak;
  - (iv) in ruling that certain language is unacceptable, to seek withdrawal of a remark, an apology or any other action required, in the Provost's opinion, to allow the meeting to proceed properly;

- (v) to rule on the acceptability of behaviour during the course of the meeting;
- (vi) in the event of disorder arising, to adjourn the meeting to a time and date as the Provost shall fix then or later, and the Provost leaving the chair in such circumstances shall, without further procedure, have the effect of a formal adjournment of the meeting;
- (vii) to order the exclusion of any members of the public in the event of disorderly conduct or other misbehaviour;
- (viii) to exercise both a deliberative and a casting vote unless otherwise provided by statute;
- (ix) to exercise the powers set out in Standing Order 28.

16.4 The decision of the Provost on all matters within his/her powers shall be final and shall not be open to question or discussion.

## **17. COUNCILLORS' CONDUCT AT MEETINGS**

- 17.1 All councillors must comply with the requirements of the Councillors' Code of Conduct and associated guidance as issued by the Standards Commission for Scotland from time to time.
- 17.2 Deference shall at all times be paid to the authority of the Provost. When the Provost rises or begins to speak, any councillor addressing the meeting shall give way. The Provost shall be heard without interruption.
- 17.3 As a matter of courtesy, councillors should stand when addressing the Provost. When a councillor is speaking, all other councillors should remain seated, unless rising to a point of order. When the Provost rises, any councillor then standing will resume his or her seat.
- 17.4 All councillors must respect the Provost, colleagues, Council employees and any members of the public present during meetings or other formal proceedings of the Council.
- 17.5 Councillors are accountable for their own individual conduct in meetings of the Council irrespective of the conduct of others. Abusive or offensive language shall not be acceptable.
- 17.6 All councillors must comply with rulings from the Provost in the conduct of business of the Council. This includes rulings on the proper and timely conduct of meetings, the acceptability of language used and the fairness and sufficiency of debate. Councillors present at the meeting share responsibility for the proper and expeditious discharge of business.
- 17.7 No behaviour disruptive of the meeting shall be acceptable and, where appropriate, the sanctions specified in Standing Order 28 will be applied.

- 17.8 Councillors shall ensure that all mobile phones, handheld devices and pagers are switched to silent mode during meetings or are turned off.

## **18. POINTS OF ORDER**

- 18.1 A councillor may raise a point of order at any time during a meeting. In doing so, the councillor must refer to the particular Standing Order that he/she considers is being infringed and must limit his/her intervention strictly to that point. The councillor then speaking will give way to enable the Provost to rule on the point. No other councillor may speak on it. The Provost will decide on the question. That decision will be final and not subject to question by any councillor.

## **19. PERSONAL EXPLANATIONS**

- 19.1 If a councillor considers that he/she has been abused or unfairly accused of a misdemeanour or, having previously spoken on an item of business, that some part of his/her speech has been misunderstood in the debate or some statement or act has been wrongly attributed to him/her, the councillor may, with the consent of the Provost and subject to the terms of Standing Order 22.6, give a personal explanation but, in doing so, shall not interrupt any councillor then speaking but shall rise only when the previous speaker has concluded his or her speech.
- 19.2 Where any councillor seeks to speak in explanation under the preceding Standing Order, he/she must confine his/her remarks wholly and strictly to the point and must not refer to other matters nor endeavour to elaborate a former speech by new arguments or reply to other councillors.
- 19.3 In the event of the Provost ruling against the admissibility of a point of order or a personal explanation, he/she will, if asked, give a reason for the ruling.

## **20. ADVANCE NOTICE OF MOTIONS ON ITEMS OF BUSINESS**

- 20.1 A motion on an item of business at a meeting of Council other than a motion notice of which has been given in terms of Standing Order 30 or a motion which may be moved without notice in terms of Standing Order 26 will be moved by the Leader or relevant Portfolio Holder.
- 20.2 The motion will consist of the recommendations contained within the report relating to the item of business except where the Leader or Portfolio Holder gives notice of a motion other than the recommendations. The Leader or Portfolio Holder shall give notice where the recommendations consist of alternatives or are otherwise not capable of being adopted as a decision of the council.

- 20.3 Notice in terms of Standing Order 20.2 will be given to the Chief Governance Officer prior to the meeting and will be published with the Notice of the meeting.
- 20.4 Any amendment to a motion to which standing order 20.1 applies will be submitted to the Chief Governance Officer by noon on the working day prior to the meeting.

## **21. MOTIONS AND AMENDMENTS**

- 21.1 A motion or amendment will not be discussed or put to the meeting unless it has been moved and seconded.
- 21.2 Without prejudice to Standing Order 21.11, a motion to which no amendment is moved will be declared carried and will not be the subject of debate unless the Provost, at his sole discretion, allows the mover and seconder of the motion to speak in explanation if the subject matter is considered by the Provost to be of special interest to the meeting. No other speeches will be allowed.
- 21.3 Should any councillor wish to ask a question or to seek clarification in order to determine whether he or she supports the motion or an amendment, the consent of the Provost should be sought to do so whenever the motion has been moved and seconded.
- 21.4 A councillor must direct any speech strictly to the question under discussion or to a personal explanation or to a point of order.
- 21.5 Motions or amendments made but not seconded will not be discussed or recorded in the minutes. When a motion or amendment has been moved but not seconded, the mover may require his or her dissent in respect of a decision taken on the item of business to which the motion or amendment relates to be entered in the minute.
- 21.6 Only one amendment may be moved and discussed at a time and no further amendment may be moved (although notice of it should be given) until the amendment under discussion has been dealt with. No member may move more than one amendment to a motion.
- 21.7 If an amendment is lost, other amendments may be moved on the original motion but only where notice has been given. If an amendment is carried, the amended motion replaces the original motion and becomes the substantive motion upon which any further amendment may be moved.

21.8 A councillor may only alter the text of his or her motion or amendment with the consent of the Provost on cause shown. The alteration must amend the motion or amendment and not be an entirely new motion or amendment. If the motion or amendment has been moved and seconded, the seconder must also give consent to the alteration.

21.9 A motion or amendment once made and seconded may only be withdrawn with the unanimous consent of those present at the meeting. No councillor may speak on the motion or the amendment after the mover has asked permission for its withdrawal, unless permission has been refused.

21.10 An amendment must be relevant to the motion and will be either:-

- (i) to refer a subject of debate to a committee for consideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others, or
- (iv) to insert or add words,

but such omission, insertion or addition of words must not have the effect of introducing new subject matter into or negating the motion before Council.

21.11 Except where the Provost notes that those councillors at the meeting are in general agreement with regard to any unopposed motion, each motion will be put to the vote.

## **22. SPEECHES**

22.1 Each councillor will introduce his or her speech by indicating whether (s)he is speaking in support of the motion or the amendment or introducing it.

22.2 Except with the consent of the Provost, a speech must not exceed six minutes, when a councillor is moving an original motion or an amendment and three minutes in any other case.

22.3 A councillor must direct his or her speech to the question under discussion or a personal explanation or a point of order.

22.4 A councillor may only speak once during the debate on an item of business to either move an amendment or motion or second or speak to an amendment or motion moved by another member.

22.5 The exceptions are:-

- (i) to speak on the substantive motion;
- (ii) to exercise a right of reply;
- (iii) on a point of order; and
- (iv) by way of personal explanation.

22.6 The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. No councillor shall speak after the mover of the motion has exercised his right of reply. If an amendment is moved, the mover of the original motion is entitled to a right of reply at the close of the debate on the amendment but must not otherwise speak on the amendment. The mover of an amendment has no right of reply to the debate on that amendment. At the end of the debate, the Provost will call on the original mover of the motion to exercise his/her final right of reply after which the question will be put.

## **23. VOTING**

23.1 Unless dispensed with by the Provost, the clerk will read out to the meeting the terms of the motion and the amendment. Thereafter the clerk will:-

- (i) call for votes for the amendment, and subsequently
- (ii) call for votes for the motion.

23.2 The clerk will then announce the result of the vote on the basis of a simple majority of those voting.

23.3 After the clerk has announced the issue on which a vote is to be taken and has started to take the vote, no councillor will be permitted to offer an opinion, ask a question or otherwise interrupt the proceedings, until the result of the vote is declared.

23.4 Voting will be by show of hands, except in the following circumstances:-

- (i) If not less than one-quarter of the Council present and voting so request, the clerk will call over the names of all the councillors and will record in the minutes of the meeting the names of those:-
  - (a) voting for or against the motion or amendment; or
  - (b) abstaining from voting, or



- (c) absent from the meeting when the vote was taken.
  - (ii) on a motion put forward, seconded, and carried without discussion, by a majority of members at the meeting, voting will be by ballot which will be undertaken by the clerk to ensure the secrecy of the vote. No written notice of motion is required.
- 23.5 If, immediately after a vote is taken, a councillor requests his or her vote to be recorded, there will be noted in the minute of the meeting whether the councillor:-
  - (i) cast his or her vote for or against the question, or
  - (ii) abstained from voting,except in any case where the vote is taken by roll call.
- 23.6 In the case of an equality of votes, the Provost will have a second or casting vote and may exercise it at his/her discretion except when voting on appointments as detailed in Standing Order 24.

## **24. VOTING ON APPOINTMENTS**

- 24.1 Where more than two persons are nominated for any position to be filled by the Council, the councillor to be elected will be determined by a vote in which each councillor may vote for one candidate per vacancy only, the vote being put to the meeting in the order in which nominations have been proposed and seconded. Where any one candidate has an absolute majority, he/she will be declared as elected.
- 24.2 Where, after the first vote in accordance with Standing Order 24.1, there is an equality of votes for two or more candidates, the candidate to be elected will be decided by lot, which will be conducted by the clerk.

## **25. THIRD PARTY INTERESTS**

- 25.1 For the purposes of clarification, where voting takes place on an agenda item where third party interests are directly affected, e.g. where a planning application is being considered, or where appointments are being made in accordance with Standing Order 24, only those councillors who have been present during the whole of the discussion will be entitled to participate in the vote, save where as otherwise provided within these Standing Orders.

- 25.2 Absences for brief periods during consideration of business will be disregarded in these situations. In all other cases, only those councillors who have been in attendance during the whole or part of the discussion on the agenda item giving rise to the vote will be entitled to participate in that vote.

## **26. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

- 26.1 The following motions and amendments may be moved without notice to:-

- (i) appoint a Chair of the meeting;
- (ii) question the accuracy of the minutes;
- (iii) move that an item of business on the agenda takes precedence;
- (iv) give leave to withdraw a motion;
- (v) move that “the question be now put”;
- (vi) move that “the debate be now adjourned”;
- (vii) move that “the Council proceed to the next business”;
- (viii) move that “the Council do now adjourn”;
- (ix) move that “the vote be taken by ballot”;
- (x) move that “the time for the meeting be extended”;
- (xi) exclude or re-admit the press and public under section 50A(4) of the 1973 Act;
- (xii) move that a member is not further heard or is required to leave the meeting in terms of Standing Orders 27 or 28;
- (xiii) give consent of the Council where consent is required by these Standing Orders;
- (xiv) grant urgent action powers.

## **27. MOTIONS WHICH MAY BE MOVED DURING DEBATE AND CLOSURE MOTIONS**

- 27.1 When a motion is under debate no other motion may be moved except:-

- (i) to amend the motion;
- (ii) motions moved by the Provost or another member that a member:-
  - (a) “be not further heard”;
  - (b) “must leave the meeting”;
- (iii) motions to exclude the press and public;
- (iv) closure motions under the following paragraph.

27.2 The following closure motions will be permitted during discussion of another motion. They will be moved, seconded and put to a simple vote without discussion. The Provost will proceed as follows:-

- (i) on a motion to “proceed to the next business”:

Unless, in the Provost’s opinion, the matter before the meeting has been discussed insufficiently, the Provost will first give the mover of the original motion a right of reply and then put to the vote the motion to proceed to the next business; if that motion is carried, the original motion will lapse and the Council will proceed to the next business.

- (ii) on a motion that “the question be now put”:

Unless, in the Provost’s opinion, the matter has been discussed insufficiently, the Provost will first put to the vote the motion that the question be now put and if it is carried, then give the mover of the original motion a right of reply before putting the original motion to the vote.

- (iii) on a motion to adjourn the meeting or debate:

If the Provost is of the opinion that the matter has not been discussed sufficiently and cannot reasonably be discussed sufficiently on that occasion, the adjournment motion will be put to the vote without giving the mover of the original motion a right of reply on that occasion; if the adjournment motion is carried, the original motion and/or any remaining business will then stand over as uncompleted business until the next ordinary meeting of the Council.

27.3 If a closure motion is not carried, a similar motion may be made after every three additional councillors have spoken.

## **28. MISCONDUCT**

- 28.1 The Provost may check a councillor for irrelevance, tedious repetition, failure to address the Chair, unbecoming language, reflections of a personal character on another member or any breach of order and may direct such councillor speaking to discontinue his or her speech.
- 28.2 In the event of persistent misconduct of a councillor by disregarding the ruling of the Provost, or behaving improperly or offensively, or using racist or sexist or unbecoming language, or wilfully obstructing the business of the Meeting, the Provost may take any of the following courses either separately or in sequence:-
- (i) direct the councillor to refrain from speaking during the remainder of the debate on the matter under discussion;
  - (ii) move “that the councillor be not further heard” which motion will not require to be seconded, will be put to a simple vote without discussion and, if carried, the councillor named must not speak further at that meeting. If the councillor named continues the misconduct after a motion under the foregoing paragraph has been carried and does not heed a further warning from the Provost, the Provost is empowered to require the councillor to leave the meeting. The Council Officer will act on such order as he/she may receive from the Provost in pursuance of such action;
  - (iii) adjourn the meeting for such period as seems expedient to the Provost;
  - (iv) in the event of general disturbance, which in the opinion of the Provost renders the due and orderly despatch of business impossible, the Provost may, in addition to any other power vested in him/her, without the question being put, suspend the meeting for such period of time that he/she considers expedient.

## **29. PROTESTS OR EXPRESSIONS OF DISSENT**

- 29.1 Without prejudice to Standing Order 21.5, no protest or expression of dissent made by any councillor or councillors will be entered in the minutes of the Council.

## **30. MOTIONS - GENERAL**

- 30.1 Every notice of motion must be in writing, signed by the councillor giving the notice and countersigned by one other councillor. Every motion must be relevant to some matter in relation to which the Council has powers or duties or which affects the area of the Council.

- 30.2 Notices of motion must be delivered to the Chief Governance Officer at his or her office not later than 12 noon at least seven clear days before the date of the next meeting of the Council. Motions of which notice has been received after that time will neither appear on the agenda nor be moved at the meeting unless the Provost decides, in terms of section 50B(4)(b) of the 1973 Act, that the matter is one of urgency.
- 30.3 The motion may be delivered by hand, post or e-mail. In the case of email, electronic signatures will be acceptable.
- 30.4 The Chief Governance Officer has power to refuse to accept any notice of motion which, by reason of any enactment, or other rule of law, or any provision in these Standing Orders, could not be considered at the meeting for which it is given. In the event of such power being exercised, the Chief Governance Officer will give written reasons to the member submitting the motion within five working days following delivery of the notice of motion in terms of Standing Order 30.2 above.
- 30.5 If the Chief Governance Officer has any doubts about any motion for reasons of propriety, he or she may refer it to the Provost.
- 30.6 If the Provost considers the motion to be vexatious, irrelevant or otherwise improper, the Chief Governance Officer will return it to the member who submitted it by noon of the third clear day after submission and will explain to the member in writing why it will not be included on the agenda. The motion will only be included on the agenda if it is resubmitted by noon on the third clear day before the date of the next meeting of the Council and is signed by at least one quarter of the whole members of the Council.
- 30.7 All motions considered valid by the Chief Governance Officer and of which notice has been duly given will be included in the agenda for the next meeting in the order in which they were received by the Chief Governance Officer.
- 30.8 If more than one such motion, in the opinion of the Chief Governance Officer, having consulted with the Provost, deals with the same subject matter, only the motion first lodged will be considered.
- 30.9 If a motion, notice of which is specified in the agenda, is not moved either by the councillor who has given the notice or by some other councillor on his/her behalf when it arises on the agenda, it will, unless postponed by leave of the meeting, be considered as dropped and may not be moved without fresh notice.

At the meeting, the Provost will, if need be, give a ruling as to whether the motion is relevant and/or competent.

## **31. MOTIONS – BUDGETS**

31.1 Standing Order 20 will apply to motions in respect of, and amendments to, the annual budgets submitted to council, subject to the following modifications:-

- (i) the notice of meeting will be published at least 5 clear days prior to the meeting; and
- (ii) notices of amendments will be given to the Chief Governance Officer by noon on the second working day prior to the meeting.

31.2 Any motion or amendment which seeks to add to, take from or otherwise alter or amend the annual budgets submitted to Council shall require to take the form of an alternative budget which shall detail the cost of the proposal(s) being advanced or the savings proposed to be achieved and the consequential impact of that cost or those savings on the annual budget.

31.3 Motions or amendments which, if approved, would involve the Council incurring revenue or capital expenditure must:

- contain information regarding the full amount of such expenditure; and
- state whether the expenditure is recurring or one-off.

31.4 The Chief Finance Officer shall advise, where possible, on the financial implications of such motion or amendment. In the event that the Chief Finance Officer is unable to give advice on the matter at the meeting, the matter will not be determined until such time as he/she has had the opportunity to consider the implications and give advice on them.

## **32. MOTIONS THAT STAND REFERRED**

32.1 Motions submitted to Council that refer to matters within the remit of the Executive or the Education Executive will stand referred to the Executive or the Education Executive, as the case may be (unless ruled out of order by the Provost), and there shall be no discussion on them at the Council meeting unless:

- (1) special circumstances exist which, in the opinion of the Provost, requires an exception to be made to the general rule, or
- (2) two thirds of the members present at the meeting vote in favour of the matter being discussed

32.2 Where a motion to Council stands referred to the Executive or the Education Executive, the councillor who submitted the motion, if he or she is not a member of the Executive or the Education Executive, will be entitled to attend the Executive or the Education Executive meeting

at which the motion is to be considered and to be heard on it before it is considered or debated for a period not exceeding five minutes.

- 32.3 A councillor shall not submit a motion to Council for remit to a committee if he or she is a member of that committee.

### **33. QUESTIONS**

- 33.1 At each ordinary meeting of Council, any councillor may put questions to the Leader of the Council or to the relevant Executive Portfolio Holder on any matters relating to business transacted at any meeting of the Executive or Education Executive where the minute of that meeting is to be in the minute volume for that meeting of council. Written notice of the question(s) must be given to the Chief Governance Officer not later than 12 noon at least five clear days before the meeting takes place. In the event that any minute to be considered at council has not been published, the question may be submitted no later than two working days after the minute has been made available to members of the council.
- 33.2 The question will be put at the meeting by the councillor who lodged it. If that councillor is absent, another councillor may put the question on his behalf provided the original questioner has given his or her consent.
- 33.3 Questions will be answered by the Leader or the appropriate Portfolio Holder. The Provost will determine the order in which the questions will be answered and, in doing so, will endeavour to ensure a fair allocation of questions among Portfolio Holders. An answer may take the form of:
- a direct oral answer at Council; or
  - where the reply cannot conveniently be given orally, a written answer will be provided and circulated at the Council meeting.
- 33.4 The councillor who submitted the question may ask one supplementary question of the councillor who answered the question. The supplemental question must arise directly out of the original question or reply.
- 33.5 The Provost may disallow any supplementary question if he/she is not satisfied that it meets the requirements of Standing Order 33.4. If asked, the Provost will explain the reason for the ruling.
- 33.6 Where any question seeks factual information that could reasonably have been obtained from an officer in advance of the meeting taking place, councillors will be expected to have obtained that information. The Provost will take this issue into account in determining the order in which questions will be answered.

- 33.7 The period set aside for questions and answers will not exceed one hour, unless, in exceptional circumstances, the Provost determines otherwise. Any questions not answered within that period will receive a written response from the Leader or the Portfolio Holder within 7 days of the meeting.
- 33.8 The minute of the meeting shall record that a formal question was asked and answered, and by whom, and (if appropriate) that a supplementary question was asked and shall refer to the subject matter of the questions and answers.
- 33.9 The foregoing Standing Order is without prejudice to the right of any councillor present at a meeting to obtain at such meeting and without prior notice such factual information as may then be available concerning any matter appearing on the agenda, subject to the reservation that the person addressed may postpone his or her reply to the next ordinary meeting should the information requested not be available.
- 33.10 If the Provost is of the opinion that a question is out of order the question will not be answered.

#### **34. DEPUTATIONS OR DELEGATIONS**

- 34.1 No deputations will be received by the Council unless an application for admission to the meeting setting out the matters on which the deputation wish to be heard is lodged with the Chief Governance Officer at least 10 clear days before the meeting. Any such application will be entered in the notice calling the meeting and such meeting may agree to decline to receive the deputation.
- 34.2 Unless with leave of the meeting, the members of any deputation will not exceed five persons and only one member will be entitled to address the Council, except in reply to questions from the Provost or members of the Council.

#### **35. CLOSE OF BUSINESS**

- 35.1 Meetings of Council will generally start at 9.30a.m. (unless the Provost specifies an earlier or later time) and will last for no longer than 3 hours unless a motion to continue the meeting for a further specified period has been moved, seconded and voted upon without discussion, provided that no meeting will continue beyond 5p.m. on that same day (subject to the terms of Standing Order 35.2 below) unless a motion to continue the meeting beyond that time for a further specified period has been moved, seconded and voted upon without discussion.
- 35.2 If, at 5 p.m. (or if, in the case of a meeting having started later than 9.30am, after three hours have passed) or such later time as Council



shall have agreed, business remains on the agenda to be transacted, it shall be dealt with in the following manner:

- (i) Any motion or amendment which has been formally moved and seconded will be put to the vote by the Provost.
- (ii) Any reports or motions then remaining on the agenda will be considered by the Provost in order. It will be available for a motion and amendment to be moved and seconded on each item but without discussion (Provided that the Provost may allow discussion on such an item where in his/her view such discussion is necessary for the proper consideration of the item). Each item will then be put to the vote by the Provost. Items not moved and seconded will fall from the agenda.
- (iii) There will be no right of reply available to the mover of any motion under this Standing Order.

35.3 Nothing in this Standing Order will prejudice the power of the Provost, at his/her discretion, to adjourn temporarily any meeting for a brief period. The time elapsed during any such adjournment will be disregarded for the purpose of calculating the period of 3 hours referred to in Standing Order 35.1 but will not have the effect of extending the 5p.m. closure term specified therein (unless in the case of a meeting having started later than 9.30am, in which case the meeting shall not extend beyond three hours without the agreement of Council).

## **36. REVOKING A PREVIOUS DECISION**

36.1 A decision of Council cannot be reconsidered or changed within six months of being made unless:-

- (i) it is required by statute, or
- (ii) the Provost rules that there has been a material change in circumstances since the decision was made, or
- (iii) two thirds of the members present at the meeting agree otherwise and
- (iv) in each of the cases (a) to (c) above, notice has been given of the proposed change in the Notice for the meeting.

## **37. STANDING ORDERS**

37.1 The ruling of the Provost concerning the interpretation or application of these Standing Orders shall not be challenged at any meeting of the Council.

- 37.2 The ruling of any person presiding at a meeting of any Council body shall not be challenged on the interpretation of Standing Orders relating to the meeting.
- 37.3 The Council at any of its meetings may suspend any Standing Order provided that:-
- (i) either due notice has been given, or Council agrees that it is a case of urgency, and
  - (ii) the motion to suspend a Standing Order is moved, seconded and carried without discussion by at least two-thirds of the councillors present and voting at the meeting and an absolute majority of the whole Council.
- 37.4 A meeting of the Council may only consider changes to these Standing Orders if notice of the intention is included in the Notice for the meeting.
- 37.5 Standing Orders 36 and 37 are not capable of suspension.

## **SECTION 4**

### **CONSTITUTION, MEETINGS AND PROCEEDINGS OF COMMITTEES**

#### **38. COMMITTEES**

38.1 The number of members on each committee and the quorum for each will be as set out below:-

#### **STANDING COMMITTEES**

<b>Committee</b>	<b>Membership</b>	<b>Quorum</b>
Executive	12	4
Education Executive	12 consisting of the Leader and 8 other members drawn from the Administration and 3 members not drawn from the Administration plus 3 representatives of denominational bodies as required by section 124 of the 1973 Act; 2 teachers nominated from the serving staff of schools, 2 parental representatives nominated by the Parents'  Forum and 2 non- voting young people to be nominated by the Falkirk Schools' Council	4 elected members

Scrutiny Committee	10 Consisting of 6 members drawn from the Administration and 4 members not drawn from the Administration	4
Planning Committee	12 except when conducting a pre-determination hearing required by s 38A of the Town and Country Planning (Scotland) Act 1997 when the membership will comprise all elected members of Council	4 except when conducting a pre-determination hearing required by s 38A of the Town and Country Planning (Scotland) Act 1997 when the quorum will be quarter of the membership
Planning Review Committee	5 The convener and Depute Convener of the Planning Committee, ex officio, with 3 others drawn from the remaining members of the Planning Committee on a rota basis	3
Civic Licensing Committee	10	4
Audit Committee	7 6 Elected members and 1 Lay member	4
Appeals Committee	8	3
Pensions Committee	6 Elected members and 3 Lay members	4

Appointments Committee	6 Plus the relevant Portfolio Holder; where there is more than one relevant Portfolio Holder, the Portfolio Holders should agree amongst themselves which member will attend.	3
Emergency Committee	The members of the Executive	4
Bo'ness Common Good Fund Committee	The Provost, Depute Provost and members of the former Burghal area	3
Denny and Dunipace Common Good Fund Committee	The Provost, Depute Provost and members of the former Burghal area	3
Falkirk Common Good Fund Committee	The Provost, Depute Provost and members of the former Burghal area	3
Grangemouth Common Good Fund Committee	The Provost, Depute Provost and members of the former Burghal area	3

38.2 (i) The convener of the Executive will be the convener of the Emergency Committee.

(ii) The convener and Depute Convener of the Planning Committee will be the convener and Depute Convener of the Planning Review Committee.

38.3 The Council may appoint special committees for such purposes as it may from time to time consider expedient.

- 38.4 With the exception of the Executive, the Education Executive, the Scrutiny Committee and the Common Good Fund Committees and from time to time the Planning Review Committee, membership of all committees will, as far as reasonable, reflect the political balance of the Council.
- 38.5 The Chief Governance Officer is authorised to appoint, nominate and convene committees, boards and panels for specific statutory purposes. These include:-
- (i) Complaints Review Committee (Social Work);
  - (ii) Education Appeals Committee;
  - (iii) Appointments Committee (Education);
  - (iv) Attendance Committee (Education).
  - (v) Planning Review Committee
- 38.6 The Chief Governance Officer will appoint, nominate and convene the bodies referred to in Standing Orders 38.5, and like bodies, in accordance with their statutory framework. These bodies will follow the procedure that is suitable to the subject matter being considered and will not otherwise be bound by the procedures for meetings set out in these Standing Orders. They will usually be required to observe the principles of natural justice and to follow a set procedure.
- 38.7 Meetings of the Appeals Committee and the Appointments Committee will follow procedures which are set out by the Chief Governance Officer and which will conform to the principles of good employment practice. Those committees will not otherwise be bound by the procedures for meetings set out in these Standing Orders.
- 38.8 The convener of the Audit Committee shall be a lay person appointed following a public recruitment exercise and will hold office for a period to be agreed by Council.
- 38.9 Standing committees will meet in accordance with the programme based on a cycle approved by the Council, such programme to be drawn up by the Chief Governance Officer and intimated to all councillors and Chief Officers.

### **39. CONDUCT OF MEETINGS AT COMMITTEES**

39.1 Meetings of committees will be conducted in accordance with Standing Orders 3, 6 to 13, 15 to 31 and 34 to 37, subject to the following amendments:-

- (i) all references to “Provost” and “Depute Provost” will be read as “convener” and “Depute Convener” respectively;
- (ii) the quorum for any meeting will be as set out in Standing Order 38.1;
- (iii) Standing Order 7.1(iii) shall not apply to meetings of committees;
- (iv) Standing Order 20 shall apply only to the Executive and the Education Executive;
- (v) Standing Orders 21.2 and 21.3 shall apply only to the Executive and the Education Executive;
- (vi) Standing Order 30 shall apply only to the Executive, the Education Executive and the Scrutiny Committee;
- (vii) at any meeting of the Planning Committee, the convener may extend the period for transaction of business if (s)he considers that it will enable the committee to complete its business;
- (viii) the time limit for meetings will not apply to the Appeals Committee, the Appointments Committee or any of the bodies referred to in Standing Order 38.5
- (ix) the convener of the Scrutiny Committee may, in the interests of securing open debate, dispense in regard to any item on the agenda with the requirements respecting rules of debate, procedural motions and points of order and will announce to the meeting that (s)he is so dispensing. Any such dispensation will be minuted and may be recalled by the convener should the requirements of good order and expeditious dispatch of business require it. The aim of the Scrutiny Committee is for the convener to conduct the meeting in a manner which will encourage interest and participation and without unnecessary formality such as would inhibit or discourage involvement.
- (x) A councillor may attend any committee even when they are not appointed to them, but they cannot vote. They may attend all parts of the meeting, whether or not the committee has excluded the press and public, with the following exceptions:-

- (a) councillors who are not appointed member of the Appeals Committee, Appointments Committee may not attend any part of these meetings;
  - (b) councillors who are not appointed members of any of the bodies referred to in Standing Order 38.5 other than the Planning Review Committee may not attend any part of these meetings;
  - (c) councillors who are not appointed members of Civic Licensing Committee may not attend any part or parts of a meeting of the committee where the committee has excluded the press and public;
  - (d) where the councillor is not a member of the committee, (s)he should sit in the public gallery so that it is clear to the public that the member is not part of the body taking the decisions.
- (xi) Where a councillor has a right to attend a committee under Standing Order 39.1(vii), (s)he may speak at a meeting subject to:-
- (a) giving notice to the convener of the meeting of the matters the councillor wishes to speak about, at least 24 hours before the start of the meeting, and
  - (b) the convener giving his or her consent.

#### **40. SPECIAL PROVISIONS IN THE EVENT OF THE USE OF THE CONVENER'S DISPENSING POWER**

40.1 In the event of the convener utilising his dispensing power in terms of Standing Order 39.1(ix), the following provisions will apply (but only for as long as the dispensation remains unrecalled):-

- (i) No substantive motions or amendments will be tabled or discussed (save those in respect of which prior notice has been given);
- (ii) No procedural motions will be moved, except to shorten or curtail business;
- (iii) No question will be asked of the convener except:-
  - (a) those of which prior written notice has been given, and



- (b) those relevant to the business before the meeting, the matter of relevancy being one for the convener in his or her sole discretion to decide;
- (iv) No point of order will be raised.

## **SECTION 5**

### **MISCELLANEOUS MATTERS**

#### **41. DISCLOSURE OF INFORMATION**

- 41.1 Information, whether contained in a document or otherwise, which is confidential information within the meaning of section 50A(2) of the 1973 Act, must not be disclosed to any person by any member or officer.
- 41.2 The full or any part of a document marked “Not for Publication by virtue of the appropriate Paragraph of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973” must not be disclosed to any person unless or until the document has been made available to the public or the press consistent with the 1973 Act.
- 41.3 Any information regarding proceedings of the Council or a committee from which the public have been excluded must not be disclosed to any person unless and until such disclosure has been authorised by the Council or committee or the information has been made available to the public or the press consistent with the 1973 Act.
- 41.4 Without prejudice to the Councillors’ Code of Conduct and to Paragraphs (2) and (3) of this Standing Order, no councillor shall use or disclose to any person any confidential and/or exempt information coming to his or her knowledge by virtue of his or her office as a councillor where such disclosure would be to the advantage of the councillor or of anyone known to him or her, or which would be to the disadvantage or discredit of the Council or anyone else.

#### **42. APPOINTMENT OF STAFF (GENERAL)**

- 42.1 In accordance with the provisions of section 7 of the 1989 Act, all appointments of staff will be made on merit, subject, however, to the provisions of those Acts specifically mentioned in section 7(2) of the 1989 Act.
- 42.2 The Council will comply with any Regulations made by the Scottish Ministers imposing a duty to adopt Standing Orders with respect to staff as contained in section 8 of the 1989 Act.

### **43. APPOINTMENTS MADE BY MEMBERS**

- 43.1 The appointment of the Council's Chief Officers will be undertaken by the Appointments Committee.

### **44. EXECUTION OF DEEDS AND COMMON SEAL**

- 44.1 Except where statute expressly requires otherwise, deeds requiring to be sealed by the Council will be sealed with the Common Seal of the Council and signed on its behalf by the Chief Executive or the Chief Governance Officer, the Depute Chief Governance Officer or the Legal Manager(s).
- 44.2 The Common Seal of the Council will be kept by the Chief Governance Officer who will be responsible for its safe custody and use.
- 44.3 An entry of the sealing of every deed and other document to which the Common Seal has been affixed will be made by the Chief Governance Officer in a register kept for this purpose.
- 44.4 The Chief Executive, the Chief Governance Officer, the Depute Chief Governance Officer and the Legal Manager(s) will have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.

### **45. CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS**

- 45.1 The Council will make Contract Standing Orders and may make Financial Regulations for the regulation of the making by it or on its behalf of contracts and for the proper planning, execution and control of its financial affairs and such Standing Orders and Regulations will form part of these Standing Orders and will be read with them and with any Scheme of Delegation made by the Council.
- 45.2 Contract Standing Orders and Financial Regulations made by the Council in terms of this Standing Order will apply to committees, members of the Council, Officers and certain Agents of the Council as appropriate, (the question of whether any person or body is an "Agent" of the Council being determined by the Chief Governance Officer whose ruling will be final).