

**Standing Orders Working Group – Progress Report****Report by Saty Kaur, Chief Officer Corporate Solutions****Report for Decision****1 Recommendations**

Council is asked to:

- Note the proposed work programme themes as listed in 3.2;
- Approve the Hybrid Meeting Protocol (Appendix B), as detailed in 3.3;
- Approve the proposed Deputations process (Appendix D), as detailed in 3.4;
- Approve the change of notice of meeting for Council meetings and the subsequent interim change to the motion deadline and Questions to the Leader, as detailed in 3.6 – 3.8
- Approve the change to Council, Cabinet and Performance, Review and Scrutiny Committee agendas in relation to Education reports, as detailed in 3.9
- Note that formal approval by Council of any (or all) of the above will require updates to the Standing Orders and associated Scheme(s) accordingly. Council is requested to delegate authority to the Executive Director Place to make the relevant changes following Council approval.

**2 Purpose of Report/Executive Summary**

To provide an update on the work of the Standing Orders Working Group and recommend immediate updates to the Standing Orders and associated Scheme(s) for consideration.

**Date** Monday 4 March 2024

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### 3 Background

- 3.1 At its meeting of 28 March 2024, Standing Orders Working Group (SOWG) considered an officer review of the Standing Orders and associated Scheme(s), proposed workplan and actions that were recommended for referral to Council for approval. The proposed changes agreed by SOWG, are set out below in this report, and in two subsequent reports that are listed on the agenda for the Council meeting of 7 May 2024.

#### Main Report

##### Work Programme

- 3.2 Since the last meeting of SOWG, a work programme has been developed. The work programme consists of the following thematic areas:
- **Documentation:** review of the Standing Orders and associated Scheme(s).
  - **Protocols, processes and procedures:** to include presentation of the final hybrid working protocol for Council approval, and formalising deputations, motions and call-in procedures.
  - **Agenda and minutes:** review the timelines for Council reports distribution to provide elected members with more time to read and consider papers, review the running order of the Council agenda and review the formal record of meetings.
  - **Templates:** Review the presentation of reports.
  - **Committees:** Review a range of Committees following feedback from different elected members.

##### Protocols, processes and procedures – proposed changes

- 3.3 The interim Hybrid Meeting protocol was approved by Council at its meeting of 9 May 2023, to be in effect until the review of Standing Orders is complete. However, as the protocol has been in effect for approximately 10 months, it is recommended that this is now formalised. A review of the protocol has taken place by officers. Minor changes are proposed to the interim version approved by Council, and the proposed final version is contained in Appendix B for approval.
- 3.4 Deputations are referenced in the Standing Orders under 4.3 however there is currently no formal written process for deputations within the Standing Orders. Appendix C presents the formal written process to be approved by Council.
- 3.5 Both the Hybrid Meeting protocol and the Deputations process have been considered by SOWG and approved for referral to Council.

### Agenda and Minutes

- 3.6** Following feedback from Elected Members at recent meetings of Council and its Committees, it is proposed to extend the notice of meeting for Council. This would be a change from 7 working days to **10 working days** for Council papers issued to elected members and members of the public. Council is recommended to agree this change to be effective for its next meeting on Tuesday 25 June 2024.
- 3.7** Council are also asked to agree, if the above change is to be made, then the motion deadline should be changed to be **noon 12 working days** prior to the date of the Council meeting, to ensure inclusion in the notice of meeting pack. Council is asked to note that a formal review of motions process is included in the work programme, therefore this would be an interim change until this review is completed.
- 3.8** Subsequently, Questions to the Leader would require to be changed to follow the revised timeline. Council is asked to agree the change from 9 working days to 12 working days.
- 3.9** Following discussion with the Religious Representatives, it is proposed that Education related items for discussion/decision are positioned first in the reports section of the Council, Cabinet and Performance, Review and Scrutiny Committee agendas (with the exception of Council meetings where those reports have a financial implication that requires the agreement of associated financial papers first). This would enable the Religious Representatives to attend for these and leave the meeting. This follows similar running orders in other Local Authorities. Council is recommended to endorse this change, noting that there is a formal review of the running order of agendas taking place and this would be an interim arrangement until the review is concluded.

## **4 Report Implications (Resource, Digital and Risk)**

### **4.1 Resource**

No implications

### **4.2 Digital**

No implications

### **4.3 Risk**

No implications

### **4.4 Ensuring Equalities (if required a separate IIA must be completed)**

No implications

### **4.4 Additional Report Implications (See Appendix A)**

See Appendix A

## **Appendices**

**Appendix A – Additional Report Implications**

**Appendix B – Hybrid Meetings protocol**

**Appendix C – Deputations process**

## **APPENDIX A – Report Implications**

### **A.1 Key Priorities within the Single Midlothian Plan**

Not applicable

### **A.2 Key Drivers for Change**

Key drivers addressed in this report:

- Holistic Working
- Hub and Spoke
- Modern
- Sustainable
- Transformational
- Preventative
- Asset-based
- Continuous Improvement
- One size fits one
- None of the above

### **A.3 Key Delivery Streams**

Key delivery streams addressed in this report:

- One Council Working with you, for you
- Preventative and Sustainable
- Efficient and Modern
- Innovative and Ambitious
- None of the above

### **A.4 Delivering Best Value**

Not applicable

### **A.5 Involving Communities and Other Stakeholders**

Not applicable

### **A.6 Impact on Performance and Outcomes**

Not applicable

### **A.7 Adopting a Preventative Approach**

Not applicable

### **A.8 Supporting Sustainable Development**

Not applicable