

CITY OF EDINBURGH COUNCIL

STANDING ORDERS

INDEX

	Standing Order	Page
ABSENCE		
- Of members from meetings	10	6
ACCESS		
- For public and press	14	7
ADJOURNING		
- Meetings	17	9
- No quorum at Council meetings	11	6
ADVISORY COMMITTEES	37(3)	19
AGENDA		
- Issue of	7, 50	5, 26
AMENDMENTS	30-33	13-15
- Adding to a motion or adding all or part of another amendment	30(7)	14
- Length of speech	20	9
- Negative amendments	30(1)	13
- Not seconded	30(6)	14
- Order to be considered	33	15
- Relevant to motion	30(2)	13
- Withdrawing	30(3)	13
APPEALS COMMITTEES		
- Membership	38(2)	21
APPOINTMENTS	36-40	18-22
- Committees		
- Advisory Committees	37(3)	19
- Appeals Committees	38(2)	21
- Audit Committee	36(1), 37(1)&(9)	18, 19
- Executive Committees	36(1), 37(1), 37(8)-(10)	18, 19
- Joint Committees/Joint Boards	3, 5(3)	3, 4
- Neighbourhood Partnerships	38(4)&(5)	21
- Other Committees (Regulation, Administration of Trust Funds, Review and Appeals, Recruitment)	36(1), 37(1), 38(1)	18
- Policy and Strategy Committee	36(1), 37(1), (5)&(6)	19
- Special Committees	37(2)	18
- Vacation Committee	39	21
- Conveners/Vice Conveners		
- Advisory Committees	37(3)	19
- Audit Committee	37(1)	18

	Standing Order	Page
- Executive Committees	37(1)	18
- Neighbourhood Partnerships	38(5)	21
- Other Committees (see SO 38)	37(1)	18
- Policy and Strategy Committee	37(6)	19
- Special Committees	37(2)	18
- Sub-Committees	40(4)	22
- Vacation Committee	37(1)	18
- Duration of appointments	36	18
- Education, Children and Families Committee – added members	37(10)	19
- Ex-officio members of Executive Committees	37(7)	19
- Leader and Deputy Leader	37(6)	19
- Members of Committees	37(4)	19
- Outside bodies		
- duration of appointments	36(2)	18
- method of voting	31(4), 34	14, 15
- Political balance on Committees etc	3, 5(3)	3, 4
- Sub-Committees	40	22
- Substitute members		
- Executive Committees and Audit Committee	37(8)&(9), 38(3)	19, 21
- other Committees	38(3)	21
- Vacation Committee	39(4), 38(3)	22, 21
ATTENDANCE OF COUNCILLORS		
- As the proposer of a motion which has been referred/remitted to Committee by the Council	47(1)	25
- At Committees and Sub-Committees of which they are not a member	47(2)&(3)	25
- Failing to attend meetings	10	6
- Hearings	47(3)&(4)	25, 26
- Recording of names	9, 23	6, 10
BAILIES		
- Election	3	3
CALLING MEETINGS		
	7, 49, 50	5, 26
CAPITAL PROJECTS – GOVERNANCE		
	61	34
CASTING VOTE		
- At Council, Committees & Sub-Committees	31(4)	14
- None when appointing to office	31(4), 34	14, 15
CHAIRING		
- Committees and Sub-Committees	45	25
- Council	8	5
CHANGING A DECISION		
	22	10
CODE OF CONDUCT		
	56	29
COMMITTEE FUNCTIONS AND ILLUSTRATIVE REMITS		
	Schedule 1	37

	Standing Order	Page
COMMITTEES		
- Advisory Committees	37(3)	19
- Audit Committee	37(1)&(9)	18, 19
- Appointment		
- committees	36-41,3, 5(1)&(3)	18-22, 3, 4
- membership	37(4), (8), (9), (10)	19
- Attendance of Councillors		
- as proposer of a motion referred/remitted from Council	47(1)	25
- at hearings	47 (3)&(4)	25, 26
- failure to attend meetings	10	6
- non-members	47(2)&(3)	25
- recording of names	9	6
- Calling meetings	49, 50	26
- Chairing	45	25
- Conveners and Vice Conveners	37	18
- Decisions – right to refer to Council	53	27
- Definition	1	1
- Delegation		
- to Committees	41	22
- to Sub-Committees	42	23
- Duration of appointments	36(1)	18
- Executive Committees	37(1)	18
- Ex-officio members	37(7)	19
- Functions and illustrative remits	Schedule 1	37
- Motions remitted from Council	28(3), 29	12, 13
- Policy and Strategy Committee	37(1),(5)&(6)	18
- Order of business	46	25
- Other Committees (detailed in SO38)	38	19
- Political balance	3, 5(3)	3, 4
- Quorum		
- Committees and Sub-Committees	48(2)	26
- effect of declarations of interest	12	6
- Local Review Body	48(1)	26
- Recording of those present	9	6
- Remits	Schedule 1	37
- Reports	50	26
- Special Committees	37(2)	18
- Standing Orders which apply to Committees	51	27
- Substitutes	38(3)	21
- Vacation Committee	37(1), 39	18, 21
CONDUCT – OBSTRUCTIVE/OFFENSIVE		
- Members	21	10
- Public	14(2)	7
CONFIDENTIAL INFORMATION		
	14(3)	7
CONVENERS		
- Absence from a meeting	45(3)	25
- Appointing for		
- Advisory Committees	37(3)	19

	Standing Order	Page
- Audit Committee	37(1)	18
- Executive Committees	37(1)	18
- Neighbourhood Partnerships	38(5)	21
- Policy and Strategy Committee	37(6)	19
- Special Committees	37(2)	18
- Other Committees (detailed in SO38)	37(1)	18
- Sub-Committees	40(4)	22
- Vacation Committee	37(1)	18
- Chairing Committees and Sub-Committees	45	25
- Definition	1	1
- Powers and duties	16	8
- Right to move approval of a report or minute	30(5)	13
- Statement at start of meeting	16	8
 COUNCIL		
- Appointments to Committees etc	5	4
- Chair	8	5
- Definition	1	1
- Division bell	31(6)	15
- Decisions referred to Council by Committees	53	27
- First meeting after election	3	3
- Functions reserved to Council	35	17
- Motions for remit to Committees	29	13
- Ordinary meetings	5	4
- Questions	25	10
 DECISIONS		
- Changing a decision	22	10
- Right to have decisions referred to Council	53	27
- Dissent	30(6)	14
 DECLARATION OF INTERESTS		
- Effect on quorum	12	6
 DEEDS		
- Signing	64	35
 DEFINITIONS		
	1	1
 DELEGATION TO		
- Committees	41	22
- Head Teachers and Heads of Residential Units	44	24
- Officers	43	23
- Sub-Committees	42	23
 DEPUTATIONS		
- General	55	28
- In relation to motions remitted from Council to Committee by the Lord Provost	28(3)	12
 DEPUTE CONVENER		
- Definition	1	1
- Election	3	3
- Chairing Council meetings	8(2)	5

	Standing Order	Page
- Term of Office	4	3
DEPUTY LEADER		
- Appointment	37(6)	19
- Ex-officio member of Executive Committees	37(7)	19
DISORDER		
- By members	21	10
- By public	14(2)	7
- Powers of Lord Provost/Convener	21	10
DISSENT		
- Recording	30(6)	14
DIVISION BELL	31(6)	15
DURATION OF APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES	36	18
EDUCATION FUNCTIONS		
- Membership of Education, Children and Families Committee	37(8)&(10)	19
- Membership of Vacation Committee	39(3)	22
ELECTING, SELECTING OR APPOINTING TO OFFICE		
- Voting	34	15
- No casting vote	31(4)	14
EXEMPT INFORMATION	14(4)	7
EX-OFFICIO MEMBERS OF EXECUTIVE COMMITTEES	37(7)	19
FAILING TO ATTEND MEETINGS	10	6
FINANCE	58-61	31-34
- Financial regulations	60	34
- Governance of major capital projects	61	34
- Planning and budgeting	58	31
- Spending, supplementary estimates and transferring funds	59	32
FIRST COUNCIL MEETING AFTER ELECTION	3	3
FREEDOM OF THE CITY	57	30
FUNCTIONS RESERVED TO THE COUNCIL	35	17
GOVERNANCE OF MAJOR CAPITAL PROJECTS	61	34
HEAD TEACHERS AND HEADS OF RESIDENTIAL UNITS		
- Delegation	44	24
HEARINGS		
- Attendance of Councillors	47(4)	26

	Standing Order	Page
INTERPRETATION ACT 1978	1(2)	2
JOINT COMMITTEES/JOINT BOARDS		
- Appointment	3, 5(3)	3, 4
LEADER		
- Appointment	37(6)	19
- Ex-officio member of Executive Committees	37(7)	19
- Leader's Report	25(9)	11
LIST OF THOSE ATTENDING MEETINGS	9	6
LORD PROVOST		
- Definition	1	1
- Election	3	3
- Powers and duties	16	8
- Chairing meetings of the Council	8	5
- Remitting motions to Committees	28(3)	12
- Statement at start of meeting	16	8
- Term of office	4	3
MATTERS OF URGENCY	7(3)	5
MEMBERS		
- Appointment to		
- Committees	37(4)	19
- Sub-Committees	40(3)	22
- Attending Committees and Sub-Committees	47	25
- Definition	1	1
- Failing to attend meetings	10	6
- Obstructive or offensive conduct	21	10
- Suspension from meetings	21	10
- Questions by	25	10
MINUTES		
- Council and Committees	23	10
- Sub-Committees	54	28
- Validating the proceedings	24	10
MOTIONS	26-30 & 33	12-14 & 15
- Adding all or part of an amendment	30(7)	14
- Adjourning a meeting	17	9
- Amendments	30	13
- Approving a report or minute of a Committee	30(4)&(5)	13
- Dissent	30(6)	14
- For end of meeting (urgent)	27	12
- For next meeting	28	12
- For remit:		
- submitted to Council for remit to Committee	29	13
- remitted by Lord Provost from Council to Committee	28(3)	12
- Keeping the public and press out	14	7
- More than one dealing with the same subject	28(2)	12
- Not seconded	30(6)	14
- Order and manner for motions and amendments	33	15
- Order of debate	18	9

	Standing Order	Page
- Position on agenda at Council meeting	15	7
- Procedures	30	13
- Question be now put	19	9
- Right of reply	18, 20	9, 10
- Signed	26	12
- Speeches		
- length	20	9
- procedures	18	9
- Submitted to the Council for remit to a Committee	29	13
- Suspending or removing a member	21	10
- That the question be now put	19	9
- Urgent	27	12
- Voting on	31, 32	14, 15
- Withdrawing	30(3)	13
- Written	26, 30(1)	12, 13
NEIGHBOURHOOD PARTNERSHIPS	38 (4)&(5)	21
- Appointment	5, 38(4)	4, 21
- Conduct of business	38(5)	21
- Convener	38(5)	21
- Functions/powers	38(4)	21
NOTICE OF MEETINGS	7	5
OBSTRUCTIVE OR OFFENSIVE CONDUCT		
- Members	21	20
- Public	14(2)	7
OFFICE		
- Electing, selecting or appointing	31(4), 34	14, 15
OFFICIALS		
- Delegation to	43	23
- Reference to	13	6
- to include relevant staff		
OPPOSITION SPOKESPERSONS		
- Statement by	16	8
ORDER		
- Maintaining	14(2)	7
ORDER OF BUSINESS		
- Committees and Sub-Committees	46	25
- Council	15	7
ORDER OF DEBATE	18	9
ORDINARY MEETINGS OF THE COUNCIL	5	4
OUTSIDE BODIES - APPOINTMENTS		
- Duration of appointments	36(2)	18
- Exemption from decision being referred to Council	53(3)	27
- Method of voting	34	15

	Standing Order	Page
PHOTOGRAPHS	14(5)	7
POINTS OF ORDER	18	9
POLITICAL BALANCE ON COMMITTEES ETC	3, 5(3)	3, 4
PLANNING COMMITTEE		
- Deputations	55(7)	28
- Development Management Sub-Committee	40(2)	22
- Local Review Body – Quorum	48(1)	26
- Planning protocol	41(6), Schedule 2	23, 48
POWERS AND DUTIES		
- Lord Provost/Conveners	16	8
PRESS AND PUBLIC		
- Access	14	7
“QUESTION BE NOW PUT” (ENDING A DEBATE)	19	9
QUESTIONS		
- By members at a Council meeting	25	10
- To the Leader at a Council meeting	25(9)	11
QUORUM		
- Committees/Sub-Committees	48(2)	26
- Council	11	6
- Less than a Quorum entitled to vote	12	6
- Local Review Body	48(1)	26
RECORDING OF NAMES	9, 23	6, 10
REFERENCE TO AN OFFICIAL	13	6
REFERING DECISIONS TO COUNCIL	53	27
REPORTS FOR COMMITTEES/SUB-COMMITTEES	50	26
REMITTS OF COMMITTEES	Schedule 1	37
REVOKING A RESOLUTION	22	10
RIGHT TO HAVE DECISION REFERRED TO THE COUNCIL	53	27
RIGHT OF REPLY	18, 20	9
ROLL CALL VOTE	31(1), 30(6)	14,
SEDERUNT (list of members attending a meeting)	9	6
SHADOW SPOKESPERSON		
- Statement by	16	8
SPECIAL COMMITTEES	37(2)	18

	Standing Order	Page
SPECIAL MEETINGS		
- Council, Committees and Sub-Committees	6	4
SPEECHES		
- Length	20	9
- Must relate to motion or amendment	18	9
- No more than one	18	9
STANDING ORDERS		
- Application	1	2
- Starting date	2	2
- Suspending or Altering	62	35
- Which apply to Committees	51	27
- Which apply to Sub-Committees	52	27
STATEMENT		
- by Lord Provost/Convener/Opposition Spokespersons	16	8
SUB-COMMITTEES		
- Appointment	40	22
- Attendance of Councillors	47	25
- Development Management Sub-Committee	40(2)	22
- Delegation to	42	23
- Calling meetings	50	26
- Chairing	45(2)	25
- Convener- appointment	40(4)	22
- Membership	40(3)	22
- Minutes	54	27
- Quorum	48(2)	26
- Standing orders which apply to Sub-Committees	52	27
SUBSTITUTE MEMBERS		
- Executive Committees and Audit Committee	37(8)&(9), 38(3)	19, 21
- Other Committees	38(3)	21
- Vacation Committee	39(4), 38(3)	22, 21
SUMMONS TO ATTEND MEETINGS	7, 49, 50	5, 26
SUPPLEMENTARY ESTIMATES	59	32
SUSPENDING OR ALTERING STANDING ORDERS	62	35
SUSPENDING MEMBERS FROM MEETINGS	21	10
TERMS OF REFERENCE FOR COMMITTEES	Schedule 1	37
“THAT THE QUESTION BE NOW PUT”	19	9
TRANSFERRING FUNDS	59	32
TWELVE MONTH RULE	22	10

	Standing Order	Page
URGENT ITEMS/MOTIONS		
- At meetings	7(2)&(3)	5
- Between meetings	63	35
- Matters referred but not delegated	41(5)	23
- Motions	27	12
VACATION COMMITTEE		
- Appointment	39(1),37(1)	21, 18
- Education functions	39(3)	22
- Membership	39(3)	22
- Powers/functions	39(2)	22
- Substitutes	39(4), 38(3)	22, 21
VALIDATING PROCEEDINGS AT MEETINGS		
	24	10
VICE CONVENER		
- Appointment		
- Committees	37(1)	18
- Policy and Strategy Committee	37(6)	19
- Special Committees	37(2)	18
- Chairing Committees/Sub-Committees	45(3)	25
VOTING		
	31&32	14-15
- Annual budget items	31(5)	14
- Appointment to office/outside bodies	34, 31(4)	15, 14
- Casting vote	31(4)	14
- Dissent	30(6)	14
- Division bell	31(6)	15
- Electing, selecting or appointment members to office	34, 31(4)	15, 14
- Equal number of votes	31(4)	14
- Following a hearing	47 (4)	26
- Less than a quorum entitled to vote	12	6
- By lot	31(4), 34(3)	14, 15
- Majority	31(3)	14
- Method	31	14
- Recount	31(2)	14
- Roll call vote	31(1)	14
- Show of hands	31(1)	14
- Taking a vote	32	15

NOTES

- (1) Standing orders which apply to the Council and Committees are marked "C" (Standing Order 51)
(2) Standing Orders which apply to the Council and its Sub-Committees are marked "S" (Standing Order 52)

STANDING ORDERS

OF THE

CITY OF EDINBURGH COUNCIL

PRELIMINARY

DEFINITIONS

1. (1) In these Standing Orders the following words and expressions have the following meanings:

"Act of 1973" means the Local Government (Scotland) Act 1973 as amended.

"Act of 1985" means the Local Government (Access to Information) Act 1985.

"Act of 1994" means the Local Government etc (Scotland) Act 1994.

"Appointed members" (when it refers to Committees) means members of Committees who are not members of the Council.

"Lord Provost" means the Convener of the Council elected under Section 4(1) of the Act of 1994.

"Depute Convener" means the person appointed under Section 4(2) of the Act of 1994.

"Convener" means the Chair of a Committee or Sub-Committee.

"Council" means the City of Edinburgh Council incorporated under the 1994 Act.

"Committee" means a committee of the Council appointed under Section 57 of the Act of 1973, as listed in Standing Orders 37, 38 and 39.

"Councillor" means a member of the Council elected at an election or by-election or elected to fill a vacancy who has made a declaration of office in terms of Section 33A of the Act of 1973.

"Elected members" (when it refers to Committees) means members of Committee who are members of the Council.

"Meeting" includes any adjourned meeting.

"Member" means:

- a Councillor (when it refers to the Council, a Committee or Sub-Committee); or
- any person validly appointed to a Committee or Sub-Committee who is not a Councillor.

- (2) The Interpretation Act 1978 applies to these Standing Orders in the same way as it applies to an Act of Parliament.

NOTES

- (1) Standing Orders which apply to the Council and Committees are marked "C" (Standing Order 51)
- (2) Standing Orders which apply to the Council and its Sub-Committees are marked "S" (Standing Order 52)

START

2. These Standing Orders apply from 18 September 2009. The Council may make changes from time to time under Standing Order 62.

COUNCIL MEETINGS

FIRST MEETING AFTER ELECTION

3. In an election year, the Council will hold a meeting at 10 am on the second Thursday after the day of the ordinary election of Councillors. At this meeting or at any adjournment of it, the Council will:
- elect the Lord Provost of the Council;
 - elect the Depute Convener of the Council;
 - elect Bailies, if the Council so chooses;
 - appoint the members of the Policy and Strategy Committee ;
 - appoint the members of the Audit Committee;
 - appoint the members of the Executive Committees;
 - appoint the members of the Planning Committee/Development Management Sub-Committee and the Regulatory Committee;
 - appoint the members of Joint Committees and Joint Boards that the Council should appoint;
 - appoint the members of the Licensing Board; and;
 - deal with any urgent competent business, keeping to the terms of any law and these Standing Orders.

The Council will decide the political balance on the Policy and Strategy Committee, Audit Committee, Executive Committees, Planning Committee/ Development Management Sub-Committee, Regulatory Committee, Joint Committees, Joint Boards and the Licensing Board before appointing the individual members.

LORD PROVOST AND DEPUTE CONVENER – TERM OF OFFICE

- 4 (1) Subject to (2) below the Lord Provost and Depute Convener shall each hold office until the next Council elections.

- (2) The Lord Provost and/or the Depute Convener shall cease to hold office if:
- he or she submits a letter of resignation to the Head of Legal and Administrative Services; or
 - the Council resolves to remove him or her from office at a special meeting of the Council called under Standing Order 7. The resolution shall require the support of not less than three quarters of the members present.

ORDINARY MEETINGS

5. (1) A meeting of the Council will be held at 10 am on the Thursday of the third week after the ordinary election of Councillors. At this meeting, or at any adjournment of it, the Council will:
- appoint the members of the other Committees of the Council, in terms of Standing Order 38. The Council will decide the political balance on Committees before appointing the individual members;
 - deal with any urgent competent business, keeping to the terms of any law and these Standing Orders.
- (2) After that, unless the Council agrees otherwise or in special circumstances the Lord Provost determines, the other ordinary meetings of the Council will be held every fourth Thursday, except when a different interval is necessary because of holidays.
- (3) In a non-election year the Council, at its first ordinary meeting in May, or at any adjournment of it, will:
- appoint the members of the Policy and Strategy Committee, Audit Committee, Executive Committees and other Committees of the Council, in terms of Standing Order 38.
 - appoint the members of Joint Committees and Joint Boards that the Council should appoint.

The Council will decide the political balance on Committees and Boards before appointing the individual members.

SPECIAL MEETINGS

C S

6. A Special Meeting of the Council may be called at any time:
- by the Lord Provost; or

- if at least a quarter of the members of the Council demand a meeting. It will be held within 14 days from when the Head of Legal and Administrative Services receives a written request.

NOTICE OF MEETINGS

C S

7. (1) At least 3 clear working days before a meeting of the Council:
- the Head of Legal and Administrative Services must publish the time and place of the intended meeting at the Council's offices. If the meeting is called by members of the Council, the notice must be signed by those members and must set out the business they want to deal with there;
 - a summons to attend the meeting must be sent to every Council member at their usual place of residence or other address nominated by them. The summons must set out the business that will be dealt with and it must be signed by the Head of Legal and Administrative Services.
- (2) Any summons issued under paragraph (1) must give a note of the business and the proposed order for dealing with business at the meeting. No other business may be dealt with unless it is brought before the Council as a matter of urgency under Standing Order 27 or under the following paragraph. However, if a meeting is called because of a request from Councillors, only the business listed in the request may be dealt with.
- (3) If 3 clear working days' notice is not given for an item, it may be considered at the meeting if the Lord Provost rules that there are special reasons why it is a matter of urgency. The Lord Provost must give those reasons. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council, unless it is dealt with before then.
- (4) If a summons is not served on any member the meeting will still be valid.

CHAIR

8. (1) The Lord Provost will chair any Council meeting when he or she is present.
- (2) When the Lord Provost is absent from a Council meeting, the Depute Convener will chair it. When the Lord Provost and Depute Convener are absent, another member of the Council (chosen by the members present) will chair the meeting.

ATTENDANCE

C S

9. The Head of Legal and Administrative Services will record the names of the members present at each Council meeting.

FAILING TO ATTEND MEETINGS

10. Subject to the Act of 1973, if a Councillor attends no meetings, for 6 months, of the Council or any Committee or Sub-Committee, any Joint Committee or Joint Board which has Council functions delegated to it, the Head of Legal and Administrative Services must tell the Council (unless the member has been granted leave of absence by the Council). The Council will consider whether the absence was caused by some reason approved by them. If they are not satisfied about the cause of the failure, the member will stop being a member of the Council.

QUORUM

11. A quorum of the Council will be 15 Councillors (unless the law says otherwise). If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until the time or day and hour that the Lord Provost decides at the time or afterwards.

LESS THAN A QUORUM ENTITLED TO VOTE

C S

12. If less than a quorum of the Council is entitled to vote on an item because of declarations of interest, that item cannot be dealt with at the meeting.

REFERENCE TO AN OFFICIAL

13. Any reference to a particular official of the Council in these Standing Orders includes any member of staff under the official's direction.

ACCESS FOR THE PUBLIC AND PRESS C S

14. (1) Except where this Standing Order says otherwise, every meeting of the Council, its Committees and Sub-Committees will be open to the public (including the press).
- (2) The Council may keep any members of the public out of a meeting or force them to leave, if they are hindering or are likely to hinder the work of the Council. If a member of the public interrupts any meeting, the Lord Provost may warn that person. If they continue the interruption, the Lord Provost may order the person to be removed from the Council Chamber. If there is general disturbance in any part of the Chamber that is open to the public, the Lord Provost may order that part to be cleared.
- (3) The public will be kept out of a Council meeting when an item of business is being considered if it is likely that they would hear confidential information. Nothing in this Standing Order authorises or requires confidential information to be disclosed in breach of the obligation of confidence as defined in the Act of 1985.
- (4) The Council may decide to keep the public out of a meeting when an item of business is being considered if it is likely that they would hear information that is defined as 'exempt' in the Act of 1985.
- (5) This Standing Order does not require the Council to allow the taking of photographs, access for radio or television broadcasting or tape recording of meetings. Such access is at the discretion of the Lord Provost.

ORDER OF BUSINESS

15. The business of the Council at ordinary meetings will take place in the following order:
 - (1) Order of business
 - (2) Declaration of Interests
 - (3) Deputations
 - (4) Questions
 - (5) Minutes of previous meeting and of any special meeting held since then
 - (6) Election business (including any appointments)

- (7) Leader's Report
- (8) Committee Reports (including reports with recommendations)
- (9) New business (matters not covered by committee reports)
- (10) Reports from Neighbourhood Partnerships
- (11) Notices of motion for debate at Council (Standing Order 28)
- (12) Notices of motion given in at the start of the meeting, as long as the Lord Provost rules they are a matter of urgency (Standing Order 27)
- (13) Notices of motion for the Policy and Strategy Committee, Audit Committee, the Planning Committee, the Regulatory Committee and the Executive Committees (Standing Order 29)

Any item in the agenda may be taken out of its order if:

- the Lord Provost decides this; or
- a member suggests it and those at the meeting agree.

LORD PROVOST - POWERS AND DUTIES C S

16. On all points of order, the Lord Provost's decision is final. If asked, the Lord Provost must explain the reasons for decisions. When the Lord Provost speaks, any member of the Council who is addressing the meeting must stop. The Lord Provost must keep order and make sure that members have a fair hearing. The Lord Provost will decide all matters of order, competence and relevance arising at Council meetings. If two or more members want to speak, the Lord Provost will decide who will be first. If there is disorder at any Council meeting, the Lord Provost may adjourn the meeting to any other time or day that the Lord Provost may fix at the time or afterwards. In these circumstances, simply leaving the Chair will adjourn the meeting. The Lord Provost may make a statement at the start of the meeting on any matter that affects the Council's interest. The spokespersons of the opposition parties have the right of reply to this.

ADJOURNING MEETINGS **C S**

17. (1) The Council may adjourn any meeting to any other time or day that the Lord Provost may fix at the time or afterwards.
- (2) The Council may adjourn any meeting for a reasonable interval. This adjournment will be made if:
- the Lord Provost says so; or
 - a member proposes it, another seconds it and the councillors vote in favour of it. There will be no amendments or discussion.

ORDER OF DEBATE **C S**

18. A member who wants to speak will stand up and, when called on, will address the Lord Provost. The member shall speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or (with the permission of the Lord Provost) to give an explanation. However, the person proposing a motion has a right of reply. A member who is speaking when a question of order is raised will sit down until the Lord Provost has dealt with the question of order.

MOTION "THAT THE QUESTION BE NOW PUT" **C S**

19. Any Councillor who has not spoken on the question before the meeting may propose "that the question be now put". If this is seconded and the Lord Provost thinks the question has been discussed enough, the Lord Provost will order that a vote on the motion be taken (without amendment or discussion) by Councillors standing in their places if appropriate. If the motion is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion "that the question be now put" is not carried, a similar motion may be made after every two further members have spoken.

LENGTH OF SPEECHES **C S**

20. Except with the Council's permission the proposer and the seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to

five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the question will then be put by the Lord Provost.

OBSTRUCTIVE OR OFFENSIVE CONDUCT BY MEMBERS **C S**

21. If any member at any meeting disregards the authority of the Lord Provost, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest of the meeting. The motion will be put without discussion. If it is carried, the City Officer will act on any orders received from the Lord Provost to carry out the decision.

REVOKING A RESOLUTION **C S**

22. A decision of the Council cannot be changed within 12 months unless:
- the Lord Provost rules that there has been a material change of circumstances; and
 - notice has been given of the proposed change in the summons for the meeting.

MINUTES OF MEETINGS **C**

23. The Head of Legal and Administrative Services will minute all Council meetings. The minutes will record the names of the members who attended the meeting. They will then be printed and, as far as possible, circulated among members of the Council at least three clear working days before the next ordinary meeting of the Council. There they will be presented and corrected if necessary. If they are held to be a true record of the proceedings of the meeting they relate to, the person chairing the next meeting will sign them.

VALIDATING THE PROCEEDINGS **C S**

24. The proceedings at a meeting may be challenged on the ground that the meeting has not been called properly. Such proceedings will be validated by confirming the minutes of the meeting at the next meeting.

QUESTIONS

25. (1) At any Council meeting, a member may put a question to the Lord Provost or to any Committee Convener with relevant responsibility about any relevant and competent business. However, the question must have been given in writing to the Head of Legal and Administrative Services by noon on the seventh working

day before the meeting. The Lord Provost or Committee Convener may specify that a particular question will be answered by another Committee Convener, with that member's consent.

- (2) A member may put a question to a Committee Convener at a Council meeting about any matter that is on the summons for that meeting. He or she must give the question verbally or in writing to the Head of Legal and Administrative Services by 10 am on the day before the meeting.
- (3) The Committee Convener to whom a question is put will normally answer it in writing. Exceptionally, the Committee Convener may answer the question orally at the Council meeting. The questions and written answers to them must be copied and numbered in the order they were received. They must then be made available to the members of Council by noon on the day before the Council meeting and to the press and public at the beginning of the meeting. If the Lord Provost rules a question out of order, the question will not be answered.
- (4) Arising from each oral or written answer, the member who put the written question may put one or more supplementary questions. These will be answered orally by the Committee Convener.
- (5) A member who wants to put a supplementary question must say so as soon as the item "Questions" on the agenda is reached. The member must give the number of the written question that the supplementary question relates to.
- (6) Supplementary questions will be put in the same order as the written questions and answers on the paper made available to the Council. The total time allowed for asking a supplementary question and replying to it will not be more than three minutes. The total time allowed for all such questions and answers will not be more than 40 minutes.
- (7) The Lord Provost may decide to disallow any supplementary question if:
 - the Lord Provost rules there will not be enough time to deal with all supplementary questions that members have said they want to ask; or
 - the Lord Provost rules the supplementary question is not relevant to the subject of any of the written questions answered at the meeting.
- (8) In this Standing Order, the term "written question" includes a series of written questions asked by the same member if:
 - all the questions deal with one subject; or
 - the Lord Provost rules the questions are so closely related that they can be regarded as one subject.

- (9) At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Committee Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.
- (10) No discussion will be allowed on any oral, written or supplementary questions or their answers.

MOTIONS MUST BE IN WRITING AND SIGNED C S

26. Every motion must be put in writing. It must be signed by the person proposing it and handed to the Head of Legal and Administrative Services.

MOTIONS INTENDED FOR CONSIDERATION AT THE END OF A MEETING CS

27. If there is a motion that does not relate to the business of the meeting, and the meeting has not been given notice of the motion, it may be considered at the end of the meeting. However, this can only happen if the Lord Provost rules there are special reasons why it is a matter of urgency. The Lord Provost must give these reasons. Before the start of the meeting, the motion must be given to the Head of Legal and Administrative Services who will read it to the meeting when the order of business is decided. If the Lord Provost rules the matter is not urgent, it will be included as an item of business for the next ordinary meeting of the Council (unless it is dealt with before then).

MOTIONS INTENDED FOR CONSIDERATION AT THE NEXT MEETING C S

28. (1) Notice of motions intended for consideration at a Council meeting must be given in writing. The notice must be signed by the member or members giving notice and delivered to the Head of Legal and Administrative Services by 5 pm on the sixth working day before the next ordinary meeting of the Council (This does not apply if it is a matter of urgency dealt with under Standing Order 27.) Subject to Standing Order 28(3) below, all such motions will be included in the summons for the next meeting in the order in which they are received.
- (2) If the Lord Provost rules that more than one such motion deals with the same subject, only the motion that was proposed first will be considered.
- (3) If, in the opinion of the Lord Provost, a motion submitted for consideration at a meeting of the Council falls within the remit of a Committee of the Council, the Lord Provost may direct that motion be remitted to that Committee for

consideration, including any request for a deputation to be heard on the matter.

PUTTING MOTIONS TO THE COUNCIL INTENDED FOR A COMMITTEE

29. (1) Notice of motions intended for a Committee must be given in writing. They must be signed by the member or members giving notice and delivered to the Head of Legal and Administrative Services by 5 pm on the sixth working day before the next ordinary meeting of the Council.
- (2) These motions will be put to a Committee, unless they are successfully challenged under paragraph (5) of this Standing Order.
- (3) A member of any Committee cannot give to the Council a motion intended for that Committee.
- (4) If the Lord Provost rules that more than one motion deals with the same subject only the motion that was proposed first will be considered. If the Lord Provost believes that any motion deals with a matter already being considered by a Committee, that motion will not be considered.
- (5) If any motion is challenged, the proposer and the member who is challenging the motion will each be allowed to speak for a time fixed by the Lord Provost. No further discussion will be allowed before the vote is taken.
- (6) If a member who has given a notice of motion is not present at the meeting when the notice of motion is considered, the motion will be put forward to a Committee unless the Council decides otherwise after a member has challenged the motion.

MOTIONS – PROCEDURES

C S

30. (1) All motions and amendments will be proposed and seconded and then given in writing to the Head of Legal and Administrative Services as soon as they are moved. This does not apply to motions simply seeking to approve or disapprove of any matter, purely negative amendments, amendments proposing further consideration and reports, and motions and amendments that are fully set out in a minute of a committee.
- (2) Every amendment must be relevant to the motion in question.
- (3) A motion or amendment may be withdrawn by the proposer with the permission of the seconder.
- (4) A motion to approve a report or a minute of a Committee will be considered as

an original motion. Any motion that involves altering or rejecting such a report or minute or any part of it will be dealt with as an amendment.

- (5) The Convener of a Committee will have the right to move the approval of the report or minute of that Committee.
- (6) Motions or amendments that are not seconded will not be discussed or put in the minutes but the proposer can require his or her dissent to be minuted. This does not apply if the vote is taken by roll call.
- (7) The mover of the motion or amendment may agree to add to it all or part of an amendment moved and seconded by other members, provided that:
 - his/her seconder consents;
 - the mover and seconder of the added amendment consents; and
 - the agreement takes place before the mover of the motion has replied.

METHOD OF VOTING

C S

31. Paragraphs 5 and 6 of this Standing Order do not apply to Committees or Sub-Committees.
 - (1) In a meeting of the Council, the vote on any matter will be taken by members standing in their places. In a meeting of a Committee or Sub-Committee, it will be taken by a show of hands. If a vote is going to be taken using either of these methods, any member may object and may ask for the vote to be taken by calling the roll. If at least 10 members (in a meeting of the Council) or at least 2 members (for a Committee or Sub-Committee) agree, then the vote will be taken by roll call.
 - (2) If a vote has been taken by members standing in their places or by a show of hands and someone immediately challenges the accuracy of the count, the Lord Provost will decide whether to have a recount. If there is a recount, the Lord Provost will decide whether to take it by members standing in their places, by show of hands or by roll call.
 - (3) Unless the law or these Standing Orders say otherwise, all questions before the Council will be decided by a majority of the members voting.
 - (4) If there are equal numbers of votes, the Lord Provost will have a casting vote, except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.
 - (5) When the Council is considering its estimates and authorising its capital or revenue spending, the Lord Provost will give an opportunity for any member to ask for separate votes on particular items of proposed spending before going to

an overall vote. Any motion calling for separate votes must give each of the items or groups of items that a separate vote is asked for. If a motion to have separate votes is agreed, these separate votes will be taken before any overall motion is voted on. Decisions reached after voting on a particular item cannot be rejected by any later vote at the meeting on an overall motion.

- (6) In a meeting of the Council, the City Officer shall ring the Division Bell for 60 seconds immediately before any vote is taken. The doors of the Council Chamber shall then be locked and the question put by the Head of Legal and Administrative Services. Where a series of votes is to be taken, which in the opinion of the Lord Provost are on related subjects, the Lord Provost may suspend the requirements of this paragraph after the first vote of the series.

TAKING A VOTE

C S

32. After the Head of Legal and Administrative Services has started to take the vote, no member will be allowed to offer an opinion, ask a question or interrupt the proceedings until the result of the vote has been announced.

HOW MOTIONS MUST BE PUT

C S

33. When a motion and two or more amendments are before the meeting, the Lord Provost will decide the order and manner for putting the motion and amendments to the meeting.

ELECTING, SELECTING OR APPOINTING MEMBERS TO OFFICE

C S

34. (1) When nominating or appointing a member of the Council or any person to any office where the number of candidates is more than the number of vacancies, the person to be selected will be decided by ballot. In each case, members can vote for as many candidates as there are vacancies. But in any ballot, they may only vote once for any one candidate.
- (2) If only one vacancy has to be filled and one candidate has an absolute majority of the votes cast, that candidate shall be declared elected, selected or appointed as the case may be. If this is not the case, the name of the candidate with the fewest votes will be taken off the list of candidates. This process of elimination will continue until the number of remaining candidates equals the number of vacancies (or one candidate has a majority and there is only one vacancy). That candidate or those candidates will be declared nominated or appointed as the case may be.
- (3) If there is a ballot of more than two candidates and there is an equal number of

votes for the candidates with fewest votes, there will be an extra vote by ballot of those candidates. The name of the candidate with fewest votes will be taken off the list. If there is an equal number of votes in one of these extra votes by ballot or in any vote between two candidates, which candidate will be taken off the list will be decided by lot.

DISCHARGE OF FUNCTIONS

FUNCTIONS RESERVED TO COUNCIL

35. The Council will discharge the following functions itself:
- election of the Lord Provost, Depute Convener and Bailies.
 - appointment of Committees (the Policy and Strategy Committee, Audit Committee, Executive Committees and other Committees) and delegation of functions to them.
 - appointment of members to serve on Committees.
 - appointment of members to serve on Joint Committees and Joint Boards.
 - approval of Standing Orders.
 - the annual review of the revenue budget and the Council Tax.
 - the annual review of the capital investment programme; approval of any capital project not included in the capital investment programme.
 - any statement of the strategic objectives and corporate policies of the Council; any new policies or changes to policies which may have a significant impact on the Council's strategic objectives and corporate policies or its resources.
 - any expenditure which does not keep to financial regulations or is not included in the annual revenue budget, unless in cases of emergency as provided for in Standing Order 63.
 - making, altering or cancelling any scheme made under any enactment.
 - appointment and dismissal of the Chief Executive and appointment of a Chief Official.
 - decisions to co-operate or combine with other local authorities in providing services.
 - schemes of members' allowances.
 - issues relating to the maintenance of standards and conduct.
 - delegation of functions to officers.

- the formal adoption of a Development Plan (See also SO 41(6)).
- the determination of an application for planning permission for a development of a class mentioned in section 38A(1) of the Town and Country Planning (Scotland) Act 1997.
- any other decisions which cannot by law be delegated to a Committee or officer.

DURATION OF APPOINTMENTS

36. (1) The Council will review annually, at its first ordinary meeting in May, or at any adjournment of it, the appointment of members to serve on the Policy and Strategy Committee, Audit Committee, Executive Committees and other Committees in accordance with Standing Order 5(3).
- (2) Appointments to outside bodies shall be for the life of the Council unless the person appointed resigns from the appointment or there is otherwise a decision to change the appointment.

COMMITTEES

37. (1) The Council will appoint the following as committees of the Council, under Section 57 of the Local Government (Scotland) Act 1973, to discharge functions on its behalf.
- Six Executive Committees
 - 1) Culture and Leisure Committee
 - 2) Economic Development Committee
 - 3) Education, Children and Families Committee
 - 4) Finance and Resources Committee
 - 5) Health, Social Care and Housing Committee
 - 6) Transport, Infrastructure and Environment Committee
 - Audit Committee
 - Policy and Strategy Committee
 - other Committees as detailed in Standing Order 38
 - Vacation Committee.

Each Committee will appoint its Convener and may appoint a Vice-Convener.

- (2) A Special Committee may be appointed by Act of Council which will set out the powers and duties of the Committee. Any such Committee still functioning will be re-appointed annually unless the Council decides it should be disbanded.

Unless the Council decides otherwise, the Committee will appoint its own Convener and may appoint a Vice-Convener.

- (3) Advisory Committees, which may include people other than members of the Council, may be appointed by Act of Council or by resolution of the Policy and Strategy Committee or the Executive Committees. This will set out the duties and responsibilities of the Advisory Committee. Unless the Council decides otherwise, the Advisory Committee will appoint its own Convener.
- (4) Subject to the terms of any statute or statutory scheme or these Standing Orders, the Council will appoint the members of all Committees.
- (5) The Policy and Strategy Committee will comprise of a maximum of 17 members of the Council appointed by the Council, to secure approximate political balance. It will comprise of the leader of each political group represented on the Council and the Convener of each Executive Committee.
- (6) The Policy and Strategy Committee will appoint a Convener and Vice-Convener who will be known as the Leader and Deputy Leader of the Council.
- (7) The Leader and Deputy Leader will be ex officio voting members of each Executive Committee.
- (8) The Education, Children and Families Committee, the Health, Social Care and Housing Committee and the Transport, Infrastructure and Environment Committee will comprise 17 members of the Council. Standing Order 38(3) allowing substitutes will apply.
- (9) The Audit Committee, the Culture and Leisure Committee, the Economic Development Committee and the Finance and Resources Committee will comprise 13 members of the Council. Standing Order 38(3) allowing substitutes will apply.
- (10) When the Education, Children and Families Committee meets to discharge education functions on the Council's behalf, its voting membership shall also comprise:
 - 3 persons representing churches and other religions appointed under Section 124 of the Local Government (Scotland) Act 1973.
 - 2 teachers elected by teaching staff employed by the Council.

OTHER COMMITTEES

38. (1) The following Committees will also be appointed by the Council:

Regulation

Planning Committee
- 15 members

Regulatory Committee *
- 9 members

Administration of Pensions and Trust Funds

Pensions and Trusts Committee*
- 5 members

Committee on the Royal High Endowment*
- 5 members

Committee on the Jean F Watson Bequest*
- 8 members, plus one nominee of Friends of City Art Centre and two external members appointed by the Director of Corporate Services, in consultation with the Convener

Reviews and Appeals

The City of Edinburgh Planning Local Review Body
- 5 members drawn from the 15 members of the Planning Committee

Committee on Discretionary Rating Relief Appeals*
- 5 members

Personnel Appeals Committee*
- 9 members

Committee on Pupil and Student Support*
- 5 members and one church representative

Placing in Schools Appeals Committee
- 3 persons drawn one each from:

Panel 1 – all members of Council, church and teacher representatives on the Education, Children and Families Executive Committee.

Panel 2 – parents of children of school age.

Panel 3 – persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Director of Children and Families.

Social Work Complaints Review Committee
- 3 independent persons including an independent convener drawn from

an approved panel.

Recruitment

Recruitment Committee

- Leader and Deputy Leader, Convener of Finance and Resources Committee, appropriate Executive Committee Convener and relevant opposition groups' spokespersons (or nominees)

- (2) In the case of appeals, membership must exclude councillors who have been party to or associated with the decisions being appealed.
- (3) Substitutes will be allowed to those Committees marked * above under the following terms:
 - subject to any statute, statutory scheme or administrative procedure of the Council, a substantive member can appoint a substitute member, from the members of the same political group, to attend a meeting of the Committee if the substantive member will be absent.
 - as long as the substantive member has told the Head of Legal and Administrative Services the name of the substitute member, the substitute member will be a member of the Committee for that meeting and will be entitled to take part in the meeting with the full powers, duties and responsibilities of the substantive member.
- (4) In accordance with the Local Government in Scotland Act 2003, the Council, as lead partner in the community planning process will appoint Neighbourhood Partnerships for as many areas of the City as it shall determine. They shall be Advisory Committees for the purposes of Section 57(4) of the Local Government Act 1973 and Standing Order 37(3).
- (5) The convener of each Neighbourhood Partnership will be an elected member. The Neighbourhood Partnership shall conduct their business in accordance with the constitutional arrangements approved by the Council.

VACATION COMMITTEE

39. (1) The Council may appoint a Vacation Committee.
- (2) The powers of the Vacation Committee shall be to decide any matter of urgency arising during the July vacation period which:
 - cannot await the resumption of the normal meetings timetable

- cannot appropriately be decided by the Chief Executive or Head of Department under Standing Order 63

However, the Vacation Committee may not exercise the functions of the Committees listed in Standing Order 38.

- (3) The membership of the Committee shall be as determined by Council. When the Committee meets to discharge an education function, its voting membership shall also comprise the three persons representing churches and other religions appointed to the Education, Children and Families Committee (Standing Order 37(10)).
- (4) Substitutes will be allowed to the Vacation Committee under the terms set out in Standing Order 38(3).

SUB-COMMITTEES

40. (1) A Committee of the Council may appoint Sub-Committees.
- (2) The Planning Committee shall appoint a Development Management Sub-Committee.
- (3) Sub-Committees will normally consist of members of the parent Committee.
- (4) The Convener of a Sub-Committee will be appointed by the Committee that appoints the Sub-Committee.

DELEGATION TO COMMITTEES APPOINTED BY COUNCIL

41. (1) Subject to law and these Standing Orders, matters are delegated to Committees by any of the following:
 - a scheme made under the Act of 1973 or other relative statute;
 - a minute of the Council making a specific delegation to the Committee;
 - Schedule 1 of these Standing Orders.
- (2) If there is a contradiction between statutes, Standing Orders and so on, the terms of a specific remit will override any general remit contained in the reference to the relevant Committee as set out in Schedule 1.
- (3) The Council may change any reference to any Committee.
- (4) Committees must follow any instructions or decisions the Council makes on

matters of principle.

- (5) Committee decisions on matters referred but not delegated to them must be approved by the Council. However, the Committee may put into effect any resolution on any of the following without having to report it to the Council:
 - any matter which the Committee decides is urgent and which does not involve any expense
 - any routine matter that does not involve any change of policy.
- (6) In the exercise of its functions, the Planning Committee shall observe the protocol set out in Schedule 2 to these Standing Orders.

DELEGATION TO SUB-COMMITTEES

42. (1) A Sub-Committee will deal with matters referred to it by the parent Committee. It may not deal with any matters other than those referred to it.
- (2) At any time, the parent Committee may deal with any matter referred to a Sub-Committee, even if the parent Committee does not have a report from the Sub-Committee on the matter.

DELEGATION TO OFFICERS

43. The officers of the Council are authorised to use the delegated powers set out in the Scheme of Delegation to Officers and Financial Regulations. The Scheme of Delegation to Officers may be amended from time to time by the Council.

DELEGATION TO HEAD TEACHERS AND HEADS OF RESIDENTIAL UNITS

- 44.** Nothing in these Standing Orders or in the Schedules will apply to any matters delegated, in a Scheme of Delegation approved by the Council, to Heads of Residential Units, or to Head Teachers under Section 8 (Delegation Schemes) of the Standards in Scotland's Schools etc Act 2000.

THE CONDUCT OF BUSINESS

CHAIRING COMMITTEES AND SUB-COMMITTEES

45. (1) At a meeting of a Committee, the Convener appointed under Standing Order 37(1) will chair the meeting, when he or she is present.
- (2) At a meeting of a Sub-Committee, the Convener appointed under Standing Order 40 will chair the meeting when he or she is present.
- (3) When the Convener is absent from a Committee or Sub-Committee meeting the Vice-Convener (if appointed) will chair it. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

ORDER OF BUSINESS AT COMMITTEES AND SUB-COMMITTEES

46. Any item on an agenda may be taken out of its order if:
- the Convener decides this; or
 - a member suggests it and those at the meeting agree.

ATTENDANCE OF COUNCILLORS

47. (1) When a motion is referred by the Council to a Committee, the proposer of the motion may address the Committee on the motion and at any later consideration by a Committee which directly relates to the motion, unless it is discharged, but will not have a vote.
- (2) Subject to paragraph (3) of this Standing Order, any Councillor may be present at a meeting of a Committee or a Sub-Committee of which the Councillor is not a member. The Councillor is not entitled to take part in the proceedings generally and cannot vote on any issue.
- (3) Despite the previous paragraph, a Councillor cannot be present at a meeting of a Committee or Sub-Committee of which he or she is not a member when:
- the meeting is considering a matter where the decision may affect the interests of any person as an individual; and
 - the decision is made after a hearing by the Committee or Sub-Committee where the person has a right to be heard (in person or through a

representative).

This paragraph does not apply to pre-determination hearings held by the Development Management Sub-Committee which may be attended by any member of the Council

(4) If a Committee or Sub-Committee has a hearing:

- on a matter where the decision may affect the interests or rights of any person as an individual; and
- where the person has a right to be heard in person or through a representative;

members of the Committee or Sub-Committee may only take part in or vote on the matter if they have attended the entire proceedings of the hearing. This paragraph does not apply to deputations heard under Standing Order 55.

QUORUM

48. (1) The quorum of the City of Edinburgh Planning Local Review Body will be three members.
- (2) Otherwise, the quorum of a Committee or Sub-Committee will be one third of the number of members of the Committee or Sub-Committee, provided that in no case shall any business be transacted unless at least two voting members are present.

CALLING COMMITTEE MEETINGS

49. As far as practical, ordinary Committee meetings will be held at the times fixed by the Council. They will be called in the form of a summons issued by the Head of Legal and Administrative Services.

COUNCIL BUSINESS - RESPONSIBILITY OF HEAD OF LEGAL AND ADMINISTRATIVE SERVICES

50. The Head of Legal and Administrative Services will summon all Committee and Sub-Committee meetings. Each summons will include all matters of business. Reports from Heads of Departments that are intended for a Committee meeting must be with the Head of Legal and Administrative Services at least two days before the summons is issued.

STANDING ORDERS WHICH APPLY TO COMMITTEES

51. The terms of Standing Orders 6, 7, 9, 12, 14, 16-24, 26-28, 30, 31 (except paragraphs 5 and 6), 32-34 which apply to the Council apply to Committees in the same way and any references in these Standing Orders to the Lord Provost will in their application to Committees include reference to Conveners of Committees.

STANDING ORDERS WHICH APPLY TO SUB-COMMITTEES

52. The terms of Standing Orders 6, 7, 9, 12, 14, 16-22, 24, 26-28, 30, 31 (except paragraphs 5 and 6), 32-34 which apply to Committees will apply to Sub-Committees in the same way and any references in these Standing Orders to the Lord Provost and Conveners of Committees will in their application to Sub-Committees include reference to Conveners of Sub-Committees.

THE RIGHT TO HAVE DECISIONS REFERRED TO COUNCIL

53. (1) This Standing Order applies to decisions taken at the Policy and Strategy Committee, the Executive Committees and the Regulatory Committee, subject to paragraphs (2) and (3) below. As soon as a decision is taken, not less than a quarter of the members present may ask for it to be passed to the Council as a recommendation (if it is a decision that would not normally go to the Council).
- (2) In the following circumstances, a decision shall not be sent to the Council under this Standing Order if the convener of the meeting so rules:
- where the matter has been referred to the Committee by another Committee for its views before that other Committee considers it further.
 - where, because of actions or events beyond the control of the Council, a final decision must be made before the next meeting of the Council. The convener shall give clear reasons for this.
 - where the Council's negotiating position with trade unions or a third party could be prejudiced.
- (3) This Standing Order does not apply to decisions to appoint or nominate a member of the Council to an outside body or other office.

SUB-COMMITTEES - MINUTES

54. The minutes of a meeting of a Sub-Committee will be:

- submitted for approval as a correct record and signed by the person chairing the next meeting of the Sub-Committee.
- circulated to the next meeting of the parent Committee for approval of any recommendations.

RECEIVING DEPUTATIONS

- 55.** (1) The Council or any Committee or Sub-Committee can hear deputations on any matter that is included in its power and duties or delegation.
- (2) Every application for a deputation must be from an office bearer of an organisation or group or a person presenting a petition. It must be submitted in writing or by e-mail, set out the subject and be signed by a representative of the organisation or group wishing to be heard and delivered to the Head of Legal and Administrative Services no later than one working day before the meeting concerned. However, the Convener can choose to ignore this requirement.
- (3) The Head of Legal and Administrative Services will submit the application to the relevant Committee. An application for a deputation to a Council meeting shall only be submitted to the Council if it relates to an item of business on the agenda for that meeting or if the Lord Provost decides that there is sufficient reason for the Council to consider it.
- (4) When the Council, Committee or Sub-Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. Unless the meeting agrees unanimously to hear or to refuse to hear the deputation, a vote will be taken without discussion on whether to hear the deputation.
- (5) A deputation will have 10 minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Convener will decide how much time to allow.
- (6) Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than 10 minutes. But the merits of the case must not be discussed by members until the deputation has withdrawn.
- (7) This Standing Order does not apply in connection with hearings at the Regulatory Committees, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the subject of the hearing.

CODE OF CONDUCT

- 56.** Members of the Council should meet the requirements of the Councillors' Code of Conduct (printed in Appendix 1).

FREEDOM OF THE CITY

- 57.** (1) Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person will first consult with the Lord Provost before submitting any motion to the Finance and Resources Committee. The Finance and Resources Committee will decide whether or not the motion should be submitted to the Council.
- (2) If the Finance and Resources Committee decide not to put the motion to the Council it will still be open to the proposer to submit the motion to the Lord Provost who will be able to make any necessary enquiries and decide whether or not the matter should be placed before the Council.
- (3) The course detailed in this Standing Order also applies to the Lord Provost. The Lord Provost will still be able to submit the matter to the Council if he/she wishes.
- (4) Any motion to give the Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of the members at the meeting.

FINANCE

PLANNING AND BUDGETING

58. (1) Definitions:

- “revenue estimates” comprise General Fund services, Housing Revenue Account (HRA) and Significant Trading Operating (STOs). When the revenue estimates have been approved by the Council, they become the “Revenue Budget”.
- “capital estimates” comprise expenditure covering General Fund services, which includes STOs, HRA, Social Inclusion Partnerships, Sheltered Workshop, New Housing Partnership and any other funds. When the capital estimates have been approved by the Council, they become the “Capital Investment Programme”.
- “service plan” comprises revenue and capital budgets, service outputs and performance information.

(2) In each financial year, the Policy and Strategy Committee will, from time to time, approve:

- any guidelines that are considered appropriate in the light of overall Council priorities that each Department should follow in preparing its revenue and capital estimates and service plans; and
- any detailed procedural arrangements that are considered appropriate for preparing the estimates that Departments must follow.

(3) Heads of Department will prepare service plans in accordance with procedures the Policy and Strategy Committee may approve under paragraph (2) of this Standing Order. Service plans will incorporate both revenue and capital estimates, service outputs and performance measures. The Director of Finance will assist the Heads of Department to prepare financial information to support these service plans for the next and future financial years.

(4) The Director of Finance will prepare a financial context report for the Policy and Strategy Committee for the next and future years. The Policy and Strategy Committee will then remit the report to the Council and may make recommendations to the Council on setting the Council Tax and rent for Council houses for the next financial year and on indicative figures for future years.

- (5) After considering the report and any recommendations, the Council shall approve the allocation of resources authorise the spending and set the Council Tax and rent for Council houses at a meeting before 11th March each year.
- (6) Updated draft estimates for the rolling Capital Investment Programme will be reported to the Policy and Strategy Committee which will remit them to the Council with any recommendations it thinks necessary. After considering the reports on the capital estimates, and any recommendations made by the Policy and Strategy Committee, the Council may revise the Capital Investment Programme, as it thinks necessary, approve the revised version and authorise the spending.
- (7) The Director of Finance shall arrange for the submission to the Finance and Resources Committee of monitoring reports on the Revenue Budget and the Capital Investment Programme and on the Council's overall performance against the approved budget for any year at such intervals as may be determined by the Committee. The Committee shall take into consideration at as early a date as practicable the statements submitted to them by the Director of Finance and
 - may give such direction to Heads of Department as to measures to be taken in relation to the Revenue Budget or the Capital Investment Programme during the remainder of the financial year as may be necessary or advisable in the circumstances prevailing.
 - may make recommendations to the Council, as may be necessary or advisable in the circumstances prevailing.
- (8) The Director of Finance shall also report to each ordinary meeting of the Executive Committees on the financial performance of the services within their remit.

SPENDING, SUPPLEMENTARY ESTIMATES AND TRANSFERRING FUNDS

59. (1) No Department may let its spending (whether revenue or capital) exceed its budget. No Department or official may incur any expenditure unless:
- it is a revenue expense which has been approved as part of the Revenue Budget under Standing Order 58; or
 - it is a capital expense which has been approved as part of the Capital Investment Programme under Standing Order 58, or any separate Act of Council, and, where necessary, a tender or quotation has been received under Contracts Standing Orders; or

- the expense has been authorised under the remaining paragraphs of this Standing Order.
- (2) The Policy and Strategy Committee may transfer money within the Revenue Budget to either existing or new projects but:
- if this will change approved Council policy, a report must be submitted to the Council for approval before the transfer can be actioned;
 - if the transfer will affect future years' revenue budgets, a report detailing the effect on future budgets must be submitted to the Council for approval before the transfer can be actioned.
- (3) The Policy and Strategy Committee may transfer money within the Capital Investment Programme to either existing or new projects, as may be necessary or advisable in the circumstances prevailing, but:
- if this will change approved Council policy, a report must be submitted to the Council for approval before the transfer can be actioned;
 - if the transfer will affect future years' capital budgets, a report detailing the effect on future budgets must be submitted to the Council for approval before the transfer can be actioned.

Where capital consent is granted for a specific project, no transfer to alternative projects is permitted without the formal consent of the Scottish Executive.

- (4) If a Head of Department:
- proposes to incur revenue or capital spending that is not included in the Revenue Budget or Capital Investment Programme approved under Standing Order 58 or to reduce income provided in that way; and
 - does not propose to pay for the spending by transferring its funds; the Department must seek a supplementary estimate

he/she must report to the Policy and Strategy Committee with an assessment of the financial spending consequences for the current and future years. In the case of revenue expenditure, this appraisal should include identification of the budget head(s) to be reduced in future years. If the Policy and Strategy Committee agrees, it will submit a recommendation to the Council.

- (5) The Director of Finance must agree before a proposal for transfer or supplementary estimate is reported to the Policy and Strategy Committee.
- (6) A Head of Department, in consultation with the Convener of the appropriate Committee for the service, may submit a request for expenditure of an

emergency nature. In such circumstances the expenditure concerned may be incurred on the authorisation of the Director of Finance, in consultation with the Convener of the Policy and Strategy Committee. The Head of Department requesting the expenditure shall arrange for the matter to be reported to the Policy and Strategy Committee.

FINANCIAL REGULATIONS

60. In addition to and carrying the same authority as Standing Orders 58 and 59, the “Financial Regulations” will ensure propriety and consistency in relation to activities which have financial implications. The Financial Regulations are consistent with the Scheme of Delegation. The Financial Regulations may be amended from time to time by the Finance and Resources Committee on the recommendation of the Director of Finance.

GOVERNANCE OF MAJOR CAPITAL PROJECTS

- 61 Major capital projects shall be managed in accordance with policy and procedures approved by the Policy and Strategy Committee.

SUSPENDING OR ALTERING STANDING ORDERS

- 62.** (1) Standing Orders can only be suspended at any meeting if three-quarters of the councillors present agree except that Standing Orders Nos 4, 14, 16, 21 and 33 shall not be capable of suspension in terms of this Standing Order.
- (2) None of the Standing Orders can be cancelled or altered unless:
- a resolution to do so is passed after notice is given at a previous ordinary meeting of the Council; or
 - a report is made to the Council.

If the Head of Legal and Administrative Services thinks any decision of the Council, on the conduct of its business, has altered Standing Orders, the Director of Corporate Services will report this to the Council for a decision.

ITEMS OF URGENCY

- 63.** If a decision which would normally be made by a Committee requires to be made urgently between meetings of the Committee, the appropriate Head of Department, or the Chief Executive, in consultation with the Convener or Vice-Convener can take action subject to the matter being reported to the next meeting of the Committee for information.

SIGNING OF DEEDS

- 64.** All deeds to which the Council is a party will be signed by the Head of Legal and Administrative Services before a witness.

COMMITTEE FUNCTIONS AND ILLUSTRATIVE REMITS

1. POLICY AND STRATEGY COMMITTEE

- (1) To advise the Council on its strategic objectives and core values.
- (2) To determine corporate policies to achieve strategic objectives.
- (3) To approve corporate strategies, programmes and projects and work with other committees, officers and partners to implement them.
- (4) To develop community planning and direct the Council's partnership action with other agencies.
- (5) To receive and approve local neighbourhood plans prepared by Neighbourhood Partnerships.
- (6) To set corporate standards for service delivery.
- (7) To secure best value across all activities of the Council and determine the Council's improvement programme.
- (8) To facilitate and encourage public consultation and participation.
- (9) To approve corporate responses to consultation papers issued by government and other authorities.
- (10) To advise the Council on the allocation of resources in the Revenue Budget and the Capital Investment Programme and the setting of the Council Tax.
- (11) To monitor overall performance in the delivery of services and financial performance.
- (12) To determine differences between committees except where the difference involves a decision on an individual planning or licensing application.
- (13) To oversee the development of the Council's social inclusion and equalities policies.

2. CULTURE AND LEISURE COMMITTEE

- (1) To determine policies for the provision of culture and leisure services within the strategic policy framework approved by the Council or the Policy and Strategy Committee.
- (2) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (3) To set standards for service delivery.
- (4) To secure best value in the provision of services.
- (5) To take all executive decisions which are not reserved to the Council or delegated to another committee of the Council or officers.
- (6) To facilitate and encourage public consultation and participation.
- (7) To monitor performance in the delivery of services and financial performance.
- (8) To keep under review the impact of the Committee's policies on the City.

Illustrative remit:

Arts and museums
Sport and recreation (including Edinburgh Leisure)
Libraries
Archives
Festivals and events
Cultural development
Tourism (culture and sport based)

3. ECONOMIC DEVELOPMENT COMMITTEE

- (1) To determine policies for the promotion of economic development in the City within the strategic policy framework approved by the Council or the Policy and Strategy Committee.
- (2) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (3) To set standards for service delivery.
- (4) To secure best value in the provision of services.
- (5) To take all executive decisions which are not reserved to the Council or

delegated to another committee of the Council or officers.

- (6) To facilitate and encourage public consultation and participation.
- (7) To monitor performance in the delivery of services and financial performance.
- (8) To keep under review the impact of the Committee's policies on the City.

Illustrative remit

Economic Development Strategy
Economic Development projects
Inward Investment
Tourism (business based)
External relations
Edinburgh Business Assembly
Monitoring of Council owned Companies

4. EDUCATION, CHILDREN AND FAMILIES COMMITTEE

- (1) To determine policies for the provision of children and families services within the strategic policy framework approved by the Council or the Policy and Strategy Committee.
- (2) To exercise the functions of the Council as education authority and social work authority (children).
- (3) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (4) To set standards for service delivery.
- (5) To secure best value in the provision of services.
- (6) To take all executive decisions which are not reserved to the Council or delegated to another committee of the Council or officers.
- (7) To secure the engagement of children and families in the development of services.
- (8) To monitor performance in the delivery of services and financial performance.
- (9) To keep under review the impact of the Committee's policies on the City.

Illustrative remit:

Integrated Services for Children and Families
Education
Social work children's services
Youth services
Early Years
Community Learning
Children's Health

5. FINANCE AND RESOURCES COMMITTEE

- (1) To determine policies for the management and regulation of the Council's financial, human, property and information technology resources and the provision of corporate support services within the strategic policy framework approved by the Council or the Policy and Strategy Committee.
- (2) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (3) To set standards for service delivery.
- (4) To secure best value in the provision of services.
- (5) To take all executive decisions which are not reserved to the Council or delegated to another committee of the Council or officers.
- (6) To monitor performance in the delivery of services and financial performance.

Illustrative remit:

Financial services (excluding pensions and trusts)

- Income
- Allowances and loan schemes
- Insurance
- Treasury Management
- Purchasing Policy
- Contracts
- Common Good Fund

Human resources and industrial relations

Information technology

Corporate property and emergency planning

Corporate health and safety

Ceremonial matters and civic hospitality

Legal services

Corporate communications

Customer care

Building cleaning, catering and other internal support services

Corporate transport and fleet maintenance
Members services
Records management
Procurement
Equality in employment
Common Good Fund

6. HEALTH, SOCIAL CARE AND HOUSING COMMITTEE

- (1) To determine policies for the provision of community services within the strategic policy framework approved by the Council or the Policy and Strategy Committee.
- (2) To exercise the functions of the Council as local housing authority and social work authority (adults).
- (3) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (4) To set standards for service delivery.
- (5) To secure best value in the provision of services.
- (6) To take all executive decisions which are not reserved to the Council or delegated to another committee of the Council or officers.
- (7) To facilitate and encourage public consultation and participation.
- (8) To monitor performance in the delivery of services and financial performance.
- (9) To keep under review the impact of the Committee's policies on the City.

Illustrative remit:

Adult social care services (including drugs and alcohol strategy)
Community Health Services
Health Improvement
Housing and regeneration
Anti-social behaviour
Home safety
Edinburgh Building Services

7. TRANSPORT, INFRASTRUCTURE AND ENVIRONMENT COMMITTEE

- (1) To determine policies for the provision of transport, infrastructure and

environment services within the strategic policy framework approved by the Council or the Policy and Strategy Committee.

- (2) To exercise the functions of the Council as transportation authority.
- (3) To approve strategies, programmes and projects and work with officers and partners to implement them.
- (4) To set standards for service delivery.
- (5) To secure best value in the provision of services.
- (6) To take all executive decisions which are not reserved to the Council or delegated to another committee of the Council or officers.
- (7) To facilitate and encourage public consultation and participation.
- (8) To monitor performance in the delivery of services and financial performance.
- (9) To keep under review the impact of the Committee's policies on the City.

Illustrative remit:

Strategic transport planning
Strategic network management, parking, traffic control and road safety
Road services
Public Safety functions of City Development
Flood prevention
Public realm projects
Waste services
Environmental Health
Trading Standards
Parks and green space
Sustainability

8. AUDIT COMMITTEE

- (1) To ensure systematic appraisal of the Council's control environment and framework of internal controls to provide reasonable assurance of effective and efficient operations and compliance with laws and regulations.
- (2) To promote the development of an appropriate risk management strategy and risk management procedures.
- (3) To encourage an anti-fraud culture within the Council to ensure highest standards of probity and public accountability.
- (4) To ensure sound financial procedures are in place for authorising and monitoring expenditure through standing orders and financial regulations.
- (5) To agree internal audit plans and to ensure internal audit work is properly planned with due regard to risk, materiality and coverage.
- (6) To oversee in light of the audit plan the performance of the Audit and Review Service provided to the Council.
- (7) To oversee and review action taken on Internal Audit recommendations.
- (8) To review all matters relating to external audit, including audit plan, action points and reports, and to monitor implementation of external audit recommendations.
- (9) To promote, monitor and develop continuous improvement.

9. PLANNING COMMITTEE

- (1) To exercise the functions of the Council as planning and street naming authority and to determine planning policies.
- (2) To express and interpret these policies as specific tasks and projects and set service standards.
- (3) To review performance in the delivery of services, the achievement of service standards and the impact of the Committee's activities on the City.
- (4) To conduct relations with external bodies relevant to the Committee's service responsibilities, including approval of a response to proposals by other authorities or bodies on which the Council is being consulted.
- (5) In preparing the Development Plan (Structure Plan and Local Plans) and other strategic, city-wide planning policies or initiatives, to be identified by the Head of

Planning and Strategy, the views on the Policy and Strategy Committee will be sought before draft proposals are finalised.

- (6) To appoint representatives on outside bodies relevant to the Committee's service responsibilities.
- (7) To take decisions in pursuit of the Committee's policies, subject to compliance with corporate personnel and financial policies and regulations.
- (8) To determine any charges for services provided by the Committee.
- (9) To provide financial assistance, in pursuit of the Committee's policies.

10. REGULATORY COMMITTEE

- (1) Determining policies for the Council's licensing functions under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not within the remit of any other Committee.
- (2) Taking all executive decisions on the above licensing matters which are not reserved to the Council, its officers or delegated to another Committee of the Council.
- (3) Monitoring performance in the delivery of services and financial performance relating to Regulatory Committee matters.
- (4) To approve charges as required by statute and determine licence fees.
- (5) To determine individual applications for registration and licences under the Civic Government (Scotland) Act and other statutory provisions which are not delegated to officers, in accordance with approved policies.
- (6) To exercise functions under legislation to deal with buildings in need of repair.
- (7) To determine applications for road construction consent which are not delegated to the Director Services for Communities.
- (8) To determine applications for permission to place tables and chairs on footways which are recommended for refusal by the Director Services for Communities.
- (9) To exercise the Council's responsibilities in respect of safety at sports grounds.

11. PENSIONS AND TRUSTS COMMITTEE

- (1) To determine the overall policy objectives of the Pension Fund in accordance with the best interests of Fund members and with relevant legislation.
- (2) To determine the strategy for the investment of Pension Fund monies including the variety and suitability of investments and to monitor investment performance.
- (3) To ensure appropriate investment management arrangements are in place for the Fund monies and to review investment manager performance.
- (4) To establish and maintain arrangements for the effective management and administration of the Pension Fund, including staffing and budgetary arrangements.
- (5) To undertake the functions of the Council as Governors and Administrators of Trinity Hospital and as Trustees of other Trust Funds vested in the Council, except where the Council has expressly made other arrangements.
- (6) To ensure proper arrangements are made for the financial administration and investment of educational and other trusts vested in the Council.

12. COMMITTEE ON THE ROYAL HIGH ENDOWMENT

To carry out arrangements for the management of the Royal High School Endowment Fund.

13. COMMITTEE ON THE JEAN F WATSON BEQUEST

With monies from the Jean F Watson Bequest, to purchase and commission for the City's collection works of artists and craftspeople born, practising in, or otherwise associated with Scotland, and in particular Edinburgh; all decisions to be guided by the Collection and Disposal Policy for the City Museums and Galleries.

14. THE CITY OF EDINBURGH PLANNING LOCAL REVIEW BODY

To fulfill the obligations of the Council, as planning authority, under section 43A of the Town and County Planning (Scotland) Act 1997 for the conduct of reviews.

15. COMMITTEE ON DISCRETIONARY RATING RELIEF APPEALS

- (1) To review decisions taken by the Director of Finance to refuse discretionary rating relief.
- (2) To consider representations from organisations or individuals, justifying the granting of discretionary rating relief to them.
- (3) To decide whether or not to grant discretionary rating relief as a result of considering the organisation's or individual's representations.
- (4) To decide what, if any, conditions should be fulfilled prior to discretionary rating relief being granted.

16. PERSONNEL APPEALS COMMITTEE

- (1) To hear and decide appeals on a decision taken, or a failure to take a decision, by a Head of Department, or his/her nominee, under the Procedures for Hearing Employee Grievances.
- (2) To hear and decide appeals on a decision
 - (a) to dismiss or take other forms of punitive disciplinary action; or
 - (b) to issue a warning, oral or written under the Procedure for Consideration of Appeals by Heads of Department against Disciplinary Action and the Procedure for Consideration of Appeals against Disciplinary Action.
- (3) To hear and decide disputes under the Avoidance of Industrial Disputes Procedure.
- (4) To decide appeals from teaching staff in regard to the application and interpretation of the terms of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

17. COMMITTEE ON PUPIL AND STUDENT SUPPORT

- (1) To consider requests for placing in schools from parents whose children cannot be admitted to schools of their choice.
- (2) To consider appeals from parents against decisions by the Director of Children and Families to refuse early admission to primary school.

18. PLACING IN SCHOOLS APPEALS COMMITTEE

To hear and decide appeals from parents against decisions of the Council to refuse placing requests and exclude pupils all in terms of Sections 28 C, D, E, G and H of the Education (Scotland) Act 1980 as amended.

19. SOCIAL WORK COMPLAINTS REVIEW COMMITTEE

To consider complaints with regard to the discharge of social work functions and make recommendations to the Health, Social Care and Housing Committee, Education, and Children and Families Committee.

20. RECRUITMENT COMMITTEE

To short list and interview candidates and recommend an appointment to the Council for posts at Director and Heads of Service Division level (Chief Officials).

PLANNING POLICY DECISIONS

PROTOCOL

In the exercise of its functions, the Planning Committee shall observe the following protocol:

- in preparing the Development Plan (Structure Plan and Local Plans) and other strategic, city-wide planning policies or initiatives, to be identified by the Head of Planning, the views of the Policy and Strategy Committee will be sought before draft proposals are finalised;
- the formal adoption of Development Plans will be by the Council;
- an annual report on the performance and customer focus of the planning process, and its contribution to broader Council agendas, will be submitted to the Policy and Strategy Committee before consideration by the Planning Committee.