

Report

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| Report to: | South Lanarkshire Council |
| Date of Meeting: | 16 December 2020 |
| Report by: | Executive Director (Finance and Corporate Resources) |

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| Subject: | General Procedures and Practice at Committee |
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update on matters considered and endorsed by the Standards and Procedures Advisory Forum

2. Recommendation(s)

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the change in operational practice in terms of moving and seconding recommendations at quasi judicial committees, as outlined at paragraph 3.2, be noted; and
- (2) that the proposal to remove the requirement for named substitutes in respect of the Recovery Board be approved and its Terms of Reference updated.

3. Background

3.1. At its meeting held on 30 September 2020, the Standards and Procedures Advisory Forum considered the following 2 issues:-

- ◆ moving/seconing recommendations at committee
- ◆ removing the requirement for named substitutes

3.2. In relation to moving/seconing officer recommendations at committee, while recognising that Standing Orders state that the chairperson of a committee or sub-committee will have the right to move the approval of a report, the Forum endorsed a change in operational practice in terms of moving and seconding recommendations at quasi judicial committees in that

- ◆ the officer presents the report
- ◆ the Chair asks whether there are any questions for the officer and the Officer will respond to questions asked
- ◆ the Chair opens it up for political debate
- ◆ following any debate, the Chair will ask whether members are happy to accept the proposals. If accepted, the recommendations are agreed. In terms of Licensing Committee, it is often the case that there are no officer recommendations and it is for members to put forward a motion
- ◆ If an amendment is put forward, then it requires to be seconded and then voted on (it would be for the Chair or the Clerk to establish whether there was a proposer/seconder for the original recommendations which would form the motion. Should no-one wish to move the original recommendations, then the

first alternative proposal put forward becomes the motion, with anything subsequent to that being considered an amendment).

- 3.3. The proposals for the presentation of reports set out above comply with the existing Standing Orders on Procedures and therefore would not require any amendment to these documents.
- 3.4. Further training will be provided for Committee Chairs of quasi judicial committees as required.
- 3.5. For non quasi judicial committees, it was noted that the existing Standing Orders allow the Chair to decide whether or not to move acceptance of the officers' recommendations and no change is proposed.
- 3.6. In relation to removing the requirement for named substitutes, the Forum endorsed a proposal to remove the requirement for named substitutes in respect of the Recovery Board only, to allow greater flexibility, particularly in terms of the current situation.
- 3.7. It should be highlighted, however, that Business Managers require to notify the Clerk in advance so that the appropriate meeting invitation can be extended to the substitute member to facilitate participation and enable papers to be forwarded.

4. Employee Implications

- 4.1. There are no employee implications in terms of the content of this report.

5. Financial Implications

- 5.1. There are no financial implications in terms of the content of this report.

6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no climate change, sustainability or environmental issues in terms of the content of this report.

7. Other Implications

- 7.1. There are no risk implications in terms of the content of this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. There was no requirement for consultation in terms of the content of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

18 November 2020

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent
- Fair, open and sustainable

Previous References

- South Lanarkshire Council of 18 May 2017

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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