
Report to Clackmannanshire Council

Date of Meeting: 11 August 2022

Subject: Update on:

Process for review of Standing Orders; and

Programme of Council and Committee Meetings 2022-23

Report by: Senior Manager of Legal & Governance

1.0 Purpose

- 1.1. The purpose of this report is for the Council to consider the process for reviewing the Council's Standing Orders and the impact on finalising the draft Programme of Council and Committee Meetings from August 2022 to June 2023.

2.0 Recommendations

That Council:

- 2.1. Agrees the process for the review of Standing Orders contained in paragraphs 3.3 and 3.4;
- 2.2. Agrees that Standing Orders, including revisions proposed by the working group, will be submitted to Council for approval on 6 October 2022;
- 2.3. Notes that as part of the review, the timings and notice requirements for Council and Committee meetings will be considered. This may impact on timelines for Committees and Council and it is anticipated that a final Programme of Council and Committee Meetings for period August 2022 to June 2023 will also be brought back to Council for approval on 6 October 2022.

3.0 Considerations

- 3.1. As a result of the Council's new governance agreed by Council on 25 May 2022 consequential changes to the Council's Standing Orders were required.
- 3.2. It had been intended that these consequential changes would be brought back to Council in August 2022, however as a result of the changes it was agreed through cross party discussions that a working group would be set up with a purpose to review the Council's Standing Orders.
- 3.3. Membership: It is intended that the working group will be made up of one representative from each political party working alongside Council officers.
- 3.4. The working group will follow the undernoted governance timetable:

GOVERNANCE TIMETABLE		
WORKING GROUP: Standing Orders		
Meeting	Remit	Date
Working Group M1	Initial meeting to agree key requirements for the review	Week beginning 8 August 2022
Working Group M2	Consideration of first draft of revised Standing Orders and provision of feedback to Senior Manager, Legal and Governance	Week beginning 22 August 2022
Working Group M3	Review and approval final version for submission to SLG	Week beginning 29 August 2022
Senior Leadership Group	Review for Inclusion on Council Agenda	14 September 2022
SLG / Administration Group	Council Agenda Discussions	19 September 2022
Clackmannanshire Council	Considered for Approval	6 October 2022

- 3.5. The working group will work with officers to agree final instructions to allow the Senior Manager of Legal & Governance to prepare a draft of the Standing Orders taking into account the agreed changes amongst any other changes that are required.
- 3.6. The Senior Manager of Legal & Governance will liaise with the working group to bring a final version of Standing Orders for final approval at the October Council meeting together with the final programme of meetings of Council and Committee.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate.

Yes

5.3. Finance have been consulted and have agreed the financial implications as set out in the report.

Yes

5.4. *Staffing*

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers.

Yes No

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
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