Appendix 1

GLASGOW CITY COUNCIL
COUNCIL AND COMMITTEE
STANDING ORDERS
September 2024

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COUNCIL AND COMMITTEE STANDING ORDERS
Introduction

Local Authorities are corporate bodies created by statute and must make corporate decisions. However, legislation allows local authorities to delegate most decision making to committees, sub- committees or officers. This means that committees only operate within the remits given to them by their Council. The Council has delegated certain matters to committees, sub-committees and officers, and these Council and Committee Standing Orders set out the rules which apply to the running and operation of Council and committee meetings. These Standing Orders must therefore be read in conjunction with:

- **the Council's Terms of Reference, which sets out the matters which stand referred to committees of Glasgow City Council;**
- **the Council's Scheme of Delegated Functions, which sets out the decisions delegated to committees and officers; and**
- **the Council's Standing Orders relating to Contracts, which sets out the rules and delegations around award of contracts.**

The types of Council and Committee Meetings that may be held are as follows:

(i) In-person Meetings

Meetings that take place with all members physically present in a meeting room or the Council Chamber.

(ii) Hybrid Meetings

Meetings where some members are physically present in a meeting room or the Council Chamber while other members access the meeting remotely.

(iii) Online Meetings

Wholly web-based, virtual meetings.

1 Ordinary and special meetings of the Council.

(1) Following consultation by the Chief Executive with political groupings and independents, the first meeting of the Council after the ordinary election of Councillors will be held at a time to be determined by the Chief Executive but no later than the third Thursday after the election. At that meeting the Council will appoint the Lord Provost. The Council will also, at that meeting or an adjourned meeting, appoint the Depute Lord Provost, the Leader of the Council, the Depute Leader of the Council, City Convener, committees of the Council and their Chairs and Vice Chairs, and representatives to various boards and other bodies and will deal with any other business in the notice calling the meeting.

(2) The Council may at any time agree to remove the Lord Provost and/or the Depute Lord Provost from office with immediate effect, provided that two-thirds of the members of the Council present and voting shall so decide.

(3) The Council will meet on every sixth Thursday at 11:00 hours. At these meetings the Council will deal with the minutes of the committees which have met since its previous meeting and with any other competent business. The Lord Provost, or in their absence the Depute Lord Provost, whom failing the Leader of the Council, may in exceptional circumstances alter these arrangements or authorise special meetings to be called. A special meeting may be called at any time on a written request, signed by not fewer than twenty-two members of the Council, being received by the Chief Executive who will arrange for a special meeting to be held within fourteen days.

(4) The Council will recess for periods in the Spring, Summer, Autumn and Winter during which no ordinary meetings of the Council or of committees will be held. The periods of recess will be determined by the Chief Executive after consultation with the Lord Provost and the Leader of the Council.

(5) All meetings will be open to the public, and all agendas and papers will be published on-line, with the exception of any confidential matters which will be dealt with in private and information that is exempt from disclosure, in terms of the Local Government (Scotland) Act 1973, as amended by the Local Government (Access to Information) Act 1985. The Council will endeavour to webcast all appropriate hybrid or online meetings that are open to the public or publish a recording of the meeting as soon as possible thereafter.

2 Calling of meetings.

(1) Meetings will be called by the Chief Executive by notice at least three clear days before the meeting. The notice will contain the agenda of business to be dealt with at the meeting. If the meeting is called as a result of a request by members of the Council the signed request and the agenda of business will be published.

(2) A summons to attend the meeting containing the agenda of business will be left at the City Chambers and/or sent by email to every member of the Council at least three clear days before the meeting or sent to another address nominated by them.

3 Quorum.

(1) The quorum of the Council is twenty-two. If fewer than twenty-two members are present ten minutes after the time appointed for the start of the meeting the division bell will be rung at in-person and hybrid meetings. For online meetings, the Lord Provost will intimate that the quorum is not met. If after a further period of one minute there are still fewer than twenty-two members present, the meeting will be adjourned and this recorded in the minutes.

(2) After a meeting has started, if the number of members present falls below the quorum the Chief Executive or their representative will draw this to the attention of the Lord Provost. If after the ringing of the division bell or verbal intimation by the Lord Provost for online meetings and a lapse of one

minute there are fewer than twenty-two members present, the meeting will immediately adjourn. No business may be transacted at a meeting of the Council unless a quorum is present.

4 Business to be dealt with at meeting.

At a meeting of the Council no business other than that specified in the summons will be considered, except business which requires to be dealt with by law or by these Standing Orders. Business which has not been specified in the summons may be intimated by the Chief Executive at the start of the meeting and considered at the appropriate time, in terms of Standing Order No 5, provided that in the opinion of the Lord Provost it is relevant, competent and urgent.

5 Order of business.

The order of business will be as follows –

(1) The Lord Provost or in their absence the Depute Lord Provost, whom failing another member of the Council chosen by the members present, will take the Chair.

(2) Minutes of the previous meeting and of any special meeting, having been circulated prior to the meeting, will be submitted for approval, corrected if necessary and held as signed by the Lord Provost.

(3) Minutes of committees will be submitted for information and approval as a correct record but where a decision requires approval (if a paragraph is marked with a "C") the minutes will be held to be approved unless an objection is made by a member to any paragraph when it is submitted for approval by the Council. When an objection is made it will be noted by the Chief Executive and considered after all unopposed minutes have been disposed of.

(4) The mover and seconder of a paragraph marked "C" may speak in support of the minutes either when submitting it for consideration or, if there is an objection to it, when the objection is debated.

(5) A member may without prior notice put a question to the Leader of the Council or relevant City Convener or Chair about any minutes submitted and will not be precluded from putting a question merely because an objection to the minutes has been made.

(6) Minutes or paragraphs of minutes previously objected to or continued will then be re-submitted and dealt with in their original order.

(7) Items of business, including items of business that the Lord Provost has accepted for consideration as matters of urgency.

(8) Appointments to committees and other organisations.

(9) Correspondence, unless it deals with a subject appropriate to a committee, will be submitted. Where an item of correspondence is not included in the

summons calling the meeting it may be considered at any relevant place on the agenda, provided that it is submitted in writing to the Chief Executive before the start of the meeting and that in the opinion of the Lord Provost it is relevant, competent and urgent.

(10) Questions concerning any competent and relevant subject will be dealt with in terms of Standing Order 11 (1).

(11) Emergency Motions which have been accepted by the Lord Provost as relevant, competent and urgent.

(12) Motions of which notice has been given will be considered in the order in which they stand on the agenda, but no business introduced by notice of motion will be started after 16:30 hours. Motions which are not considered by virtue of this Standing Order may only be considered at a future meeting if a new notice of motion is submitted in terms of Standing Order No 12.

6 Power to vary order of business.

The Council may at any meeting, if necessary on a motion duly moved and seconded and voted on electronically, by calling the roll or by a show of hands and agreed by a majority of the members present, vary the order of business to give precedence to any item on the agenda.

7 Lord Provost - Powers and duties - Casting vote.

(1) Deference will at all times be paid to the authority of the Lord Provost. When the Lord Provost rises to speak any member who is addressing the Council will resume their seat. It is the duty of the Lord Provost to preserve order and to secure that members obtain a fair hearing. The Lord Provost will decide on all matters of behaviour, order, procedure, competence and relevance, having sought advice from relevant senior officers where the Lord Provost deems this appropriate.

(2) The Lord Provost will also decide between two or more members rising to speak by calling on the member first observed. The Lord Provost will be entitled in the event of disorder arising to adjourn the meeting to a time they may then or afterwards decide and the Lord Provost quitting the Chair will indicate that the meeting is adjourned. In the event of the Lord Provost quitting the Chair in other circumstances, the Chair will be taken in terms of Standing Order No 5 (1).

(3) Where a vote is tied the Lord Provost will have a second or casting vote except where the vote relates to the appointment of a member to a particular office or committee, in which case the decision will be made by drawing lots.

8 Question of order.

Any member may raise a point of order at any time during a meeting. A member who is addressing the Council when a question of order is raised will state "point of order Lord Provost". The member raising the point of order will

briefly advise which Standing Order they consider is being infringed and the reason why. No speeches or debate will be permitted. The member will resume their seat until the question has been decided by the Lord Provost. No other member may speak to the point of order unless with the permission of the Lord Provost. The decision of the Lord Provost will be final on all questions of order.

9 Member disregarding authority of Lord Provost etc.

If any member of the Council disregards the authority of the Lord Provost or is guilty of obstructive or offensive conduct and the Lord Provost calls this to the attention of the meeting, it will be the duty of the Depute Lord Provost to move the suspension of that member. If the Depute Lord Provost is absent or refuses the duty, any other member may move the suspension. The motion to suspend (having been duly seconded) will be put by the Lord Provost without discussion and voted on electronically, by roll call or by a show of hands and if it is supported by a majority of the members voting the Council will suspend that member for the remainder of the meeting. The Lord Provost will direct the member to leave the meeting and if they do not leave immediately the Lord Provost will direct the Council Officer to remove the member and give such other directions as are in their opinion necessary for restoring order.

10 Deputations, correspondence etc.

(1) Committees may receive deputations on any relevant matter falling within its terms of reference. Such requests must be in writing and must relate to an item of business on the agenda for the meeting at which the deputation has asked to be heard.

(2) Deputations will not exceed five persons. Not more than two speakers will be heard and neither of them may speak for more than five minutes except with the consent of the committee.

(3) Representations from deputations and in correspondence which are not considered at the meeting at which they are first submitted will be placed on the agenda for consideration at the next ordinary meeting of the relevant committee.

11 Questions.

(1) Members may submit written questions on any competent and relevant matter not contained in the minutes being considered by the Council for answer at meetings of the Council by the Lord Provost, the Chair of any committee (or in their absence the Vice Chair), City Convener or any other appointed person.

(2) All questions asked in terms of paragraph (1) must be in writing, signed and delivered to the Chief Executive not later than 16:00 hours on the fifth working day before the meeting.

(3) At a Council meeting, a maximum of 16 questions may be asked of which the first 6 will be to the Administration from Opposition Groups, with 4 allocated to the Labour Group and 2 to the Green Group. From the remaining questions submitted, 10 will be selected randomly and will appear on the list of questions in the order in which they are selected.

(4) All questions will be read to the meeting by the member submitting the question and answered at the stage specified in Standing Order 5 (10).

(5) After a written question has been answered the questioner may ask one supplementary question, if necessary, to seek clarification of the answer given. One other member may ask one question for further clarification of the answer. No discussion will be allowed on any question or answer. The total time to deal with each question, including supplementary and clarification questions, shall not exceed 5 minutes.

(6) 60 minutes will be allocated for questions. Any question asked prior to the 60 minutes time limit expiring will be answered in terms of paragraph (5), including any supplementary and clarification questions. Any of the 16 questions not dealt with within the 60 minutes shall receive a written answer. Answers to all questions shall be published on the Council website.

12 Notices of motion.

(1) Every formal notice of motion will be in writing, signed by the member giving the notice and counter-signed by one other member. The notice must be delivered to the Chief Executive by 11:00 at least nine days prior to a meeting of the Council, excluding bank holidays. Those not received within this timescale will not be included in the summons calling the meeting.

(2) Priority will be given on each Council agenda to one motion from each political party in the order of their relative strengths on the Council. Thereafter the priority order shall be repeated as many times as is necessary, based on relative strengths. Where two or more political parties have equal representation on the Council then precedence on the agenda shall alternate between those parties at the appropriate point on the agenda.

(3) Formal notices of motion not submitted in time in accordance with paragraph (1) may be submitted to the Council at the appropriate time in the meeting, in terms of Standing Order No 5, if (a) they are delivered to the Chief Executive at least 1 hour before the start of the meeting, (b) they are considered by the Lord Provost to be competent, relevant and urgent and (c) they have been circulated to members before the meeting commences or read by the Chief Executive to the meeting as soon as possible after the start of the meeting.

(4) Every formal notice of motion submitted in terms of paragraphs (1) and (2) above will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and will not be recorded in the minutes of the meeting.

13 Speeches.

(1) A member wishing to speak will rise in their place and when called upon will address the Lord Provost. The member will speak only on the matter under consideration or on a question of order.

(2) A member proposing to submit a motion or an amendment on any subject under discussion will before addressing the meeting state its terms. Should they fail to do so the Lord Provost will ask them to state its terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost, be put in writing and handed to the Chief Executive.

(3) The mover of any motion or amendment may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.

(4) The mover of the original motion will have the right to speak for a further three minutes in reply to the debate after which the discussion will be closed. The mover of a motion must, in their reply, strictly confine themselves to answering previous speakers and may not introduce any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings and the question under discussion will then be put by the Lord Provost.

(5) The total time to deal with each motion, including all speeches and summing up shall be no longer than 45 minutes.

(6) The limits of time specified in paragraphs (3), (4) and (5) may be exceeded with the consent of a majority of the members present and the Lord Provost may determine without taking a vote whether such consent has been obtained.

14 Amendment not seconded - Dissent.

The mover of an amendment which is not seconded may have their dissent to the decision of the Council minuted.

15 Motion to lapse when meeting inquorate or proposer absent.

A motion will lapse either when the meeting becomes inquorate in terms of Standing Order No 3 (2) while the motion is being debated or when it is reached in the absence of the proposer unless it is moved by a member having the written consent of the proposer, the written consent having been delivered to the Chief Executive prior to the meeting. Lapsed motions may be revived only by a new notice of motion.

16 Motion contradictory of previous decision.

A motion which contradicts a previous decision of the Council will not be competent within six months of that decision. The Council may however decide to consider such a motion if new material information is available or if some material change of circumstances has taken place.

17 Motion for adjournment.

(1) A motion to adjourn the meeting may be put at any time but not whilst a member is speaking and will have precedence over all other motions. It must be moved and seconded without a speech and must at once be put by the Lord Provost in the form of "adjourn" or "not adjourn".

(2) A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost when it will be dealt with as in paragraph (1).

18 Closure of debate - Procedure.

(1) At the close of any speech any member who has not spoken on the question before the meeting may move "that the question be now put". If this is seconded and the Lord Provost is of the opinion that the subject has been sufficiently discussed a vote will be taken without further debate. No speeches may be made on this motion. If it is carried the mover of the original motion will have the right to reply to the debate on that original motion, in accordance with Standing Order 13(4), following which the vote will immediately be taken.

(2) Prior to any vote being taken in an in-person or hybrid meeting, the Council Officer will ring the division bell and one minute must elapse to allow members of the Council to enter the Council Chamber. The doors will then be locked, the question put and the vote taken. If a meeting takes place fully online, the Lord Provost shall announce that a vote is imminent.

19 Method of voting.

(1) A vote may be taken either by calling the roll and/or by electronic voting and/or by a show of hands. Voting can take place in the electronic chat function, via email to a nominated Council officer. When it is proposed to take the vote by electronic voting or by a show of hands, any member may object and if a majority of the members present rise in their places to show objection the vote must be taken by calling the roll.

(2) When a motion and an amendment are before the Council the proposal receiving the support of a majority of the members present and voting will be declared to be the decision of the Council.

(3) When a motion and two or more amendments are before the Council, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of the members voting it will be declared to be the decision of the Council. If none of the proposals receives

the support of a majority, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. This will continue until one proposal has received majority support which will be declared to be the decision of the Council.

(4) In relation to paragraph (3) if any proposals equally receive the fewest votes a vote will be taken among each of them to determine which of them will be dropped.

20 Filling of vacancies.

(1) In the case of an appointment where a vacancy requires to be filled and there are only two candidates, a vote will be taken and the candidate receiving a majority will be appointed. If there are more than two candidates, a vote will be taken among all the candidates, each member being entitled to vote for only one candidate. If any candidate has the support of an absolute majority of the members voting, that candidate will be appointed. If no candidate has a majority the candidate having the fewest votes will drop out, if necessary in terms of Standing Order No 19(4). In the second and any subsequent votes the same course will be followed until one of the candidates obtains a majority and that candidate will be appointed.

(2) Where more than one vacancy requires to be filled and the number of candidates exceeds the number of vacancies, a vote will be taken among all the candidates, each member being entitled to one vote for each vacancy. The candidates for the number of vacancies receiving the largest number of votes will be appointed. Where no clear result emerges on the first vote because two or more candidates receive the same number of votes, the candidate having the fewest votes will drop out, if necessary in terms of Standing Order No 19 (4), and the voting will be repeated until a majority is secured by the number of candidates required to fill the vacancies.

(3) No member of the Council may be nominated for any post in the Council, except membership of a committee of the Council, or in any outside body unless the consent of the person nominated has been previously obtained or is given at the time of nomination.

21 Decisions of Council.

No decision made by the Council will be subject to review by any committee or sub-committee of the Council or joint committee of which the Council is a member unless such review is specifically authorised by the Council.

22 Ultimate power of Council.

Without prejudice to any decision taken by a committee in exercise of delegated powers the Council may at any time deal with any matter included in the terms of reference of a committee even if no report from the committee is before it.

23 Failure to attend meetings.

Subject to the provisions of s35 of the Local Government (Scotland) Act 1973, if a member of the Council fails throughout a period of 6 consecutive months to attend any meeting of the Council or its committees, that member shall, unless the failure was due to some reason approved by the Council, cease to be a member of the Council. For the avoidance of doubt, any members of the Council or its committees shall mean a committee, joint committee, joint board or any other body with delegated functions of the Council or any meeting where a Councillor is authorised to represent the Council.

24 Suspension of Standing Orders.

The Council may on a motion duly moved and seconded, and with the consent of two thirds of the members voting, suspend or dispense with any Standing Order to be specified in the motion, with the exception of Standing Orders Nos 1 (2), 7, 8, 9 and 21 which may not be suspended. Any such motion may be submitted without previous notice and will be voted on electronically, or roll call or by a show of hands without discussion.

25 Annual estimates.

The Council will consider draft annual estimates of income and expenditure, revise them as necessary, approve them, authorise the expenditure included in the estimates and fix the Council Tax required to finance the approved estimates.

26 Annual accounts - Procedure for consideration.

The annual accounts of the Council as prepared by the Executive Director of Financial Services will be submitted to the City Administration Committee for approval.

27 Declaration of interest.

(1) If any member of the Council has a financial or non-financial interest in any contract or other matter, as defined by section 5 of the Councillors' Code of Conduct, and is present at any meeting at which that matter is to be considered, they must as soon as practicable after the meeting starts disclose that they have an interest. If, in terms of the Councillors' Code of Conduct, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the member shall leave the meeting room until discussion on the item of business has concluded.

(2) Where a member declares an interest and leaves the meeting in terms of paragraph (1) the fact will be recorded in the minutes of the meeting.

(3) All members must observe the Councillors' Code of Conduct as issued by the Standards Commission for Scotland.

28 Standing Orders to apply to committee and sub-committee meetings etc.

(1) A committee or sub-committee will hold such meetings as the Council may prescribe, but the Chief Executive will call additional meetings of a committee or sub-committee at any time on being required to do so either by the committee or sub-committee concerned or by its Chair. The Chief Executive will call a meeting to be held within seven days of receiving a written request specifying the business to be transacted and signed by at least one-third of the whole number of members of the committee or sub-committee concerned.

(2) The quorum of committees or sub-committees consisting of five or more members will, unless otherwise agreed by the Council, be the greater of three or one-quarter of the membership. The quorum of a committee or sub-committee consisting of not more than four members will be two unless otherwise agreed by the Council.

(3) If fewer members are present ten minutes after the time appointed for the start of a committee meeting than are needed to constitute a quorum the meeting will be adjourned. After a meeting has started if the number of members present falls below the quorum the Chief Executive will draw this to the attention of the Chair and if after a lapse of two minutes a quorum cannot be found the meeting will be adjourned immediately.

(4) Without prejudice to the foregoing Standing Orders the Standing Orders of the Council will apply to committee and sub-committee meetings so far as relevant, with the exception of Standing Order No 10 which will not apply to regulatory committees.

29 City Administration Committee

(1) The City Administration Committee agenda will be sent to all members of the Council at the same time as it is sent to committee members.

(2) When the City Administration Committee meets to advise the Council on any matter relating to the discharge of its functions as Education Authority or to discharge any of those functions on the Council's behalf its voting membership shall also comprise three persons representing churches and other religions appointed under Section 124 of the Local Government (Scotland) Act 1973.

(3) Minutes of the City Administration Committee will be sent to all members of the Council by the end of the working day following the meeting. No action will be taken to implement decisions until the expiry of 5 further working days. Decisions can then be acted on, unless they have been called in.

30 The "Call-in" Process

(1) Members will be entitled to call-in decisions of the City Administration Committee, on a written requisition signed by five members clearly setting out the specific grounds for call-in delivered to the Chief Executive no later than noon on the sixth working day following (and not counting) the day on which the City Administration Committee met.

(2) A decision which has been called-in will be placed on the agenda for the next meeting of the appropriate Scrutiny Committee. The Chief Executive will select the appropriate Scrutiny Committee.

(3) A member of a Scrutiny Committee who is also a member of the City Administration Committee may not participate in the consideration of any decision of the City Administration Committee in which they took part, that has been called-in to a Scrutiny Committee. In such circumstances the member may appoint a substitute to attend the meeting of the Scrutiny Committee considering the called-in decision. Similarly a member of a Scrutiny Committee who is also a signatory to a call-in may speak on the call-in but may not take part in the decision of the Scrutiny Committee.

(4) Decisions called-in to the appropriate Scrutiny Committee will be dealt with as follows:

- **where the Scrutiny Committee agrees on a majority vote with the decision of the City Administration Committee, it can be implemented without further delay;**

- **where the Scrutiny Committee does not agree on a majority vote with the decision of the City Administration Committee, it will be referred back to the City Administration Committee with recommendations for alternative action, as determined by the Scrutiny Committee. The Chair or another member of the Committee nominated by the Chair will have the right to attend the City Administration Committee and speak in support of its recommendation on that item;**

- **only elected members serving on the relevant Scrutiny Committee will be entitled to vote, except where a member is substituting for a member of the Scrutiny Committee who is also a member of the City Administration Committee and who took part in the original decision.**

(5) Called-in decisions will normally be considered within one full Council cycle. A Scrutiny Committee may continue consideration of a called-in decision to a further meeting but only with the consent of the City Administration Committee or relevant City Chair. The relevant Scrutiny Committee Chair and City Chair may reach agreement on the time to be allowed.

(6) Where the City Administration Committee does not accept the recommendation of the Scrutiny Committee on a decision which has been

called-in from the City Administration Committee, the decision of the City Administration Committee shall be final.

(7) The City Administration Committee may agree that a decision cannot be called-in or instruct that a decision be implemented ahead of any consideration by a Scrutiny Committee on the grounds of urgency, in circumstances resulting from actions or events beyond the control of the Council, if the call-in process could otherwise:

(a) prevent a final decision being made before the required date; or

(b) seriously prejudice the Council's position in relation to persons or events external to the Council; or

(c) prejudice the Council's negotiation position with trade unions or a third party.

(8) When the City Administration Committee instructs that a decision be implemented ahead of any consideration by a Scrutiny Committee on the grounds of urgency, the Chair must give reasons in writing for this to the Chair of the Scrutiny Committee.

(9) This Standing Order does not apply to decisions to appoint or nominate a member of the Council to an outside body or other office or to decisions of the City Administration Committee which require the approval of the Council.

31 Scrutiny Committees – Annual assessment.

An annual assessment of the work of each Scrutiny Committee shall be carried out to assess the effectiveness of the working of the committee and to assess any training needs of members and officers. The assessment will be carried out by the relevant Chair in years 1 and 2 and an independent assessment will be carried out in year 3.

32 City Policy Committees.

(1) City Policy Committees shall develop policy through investigations, commissioned reviews, Select Committee style hearings, or consultation with communities, community groups, Community Planning Partners, the third sector, schools, the Business and Academic Sector or any other appropriate third parties. Committee members may go on site visits, hold public meetings and undertake other activities that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend meetings, or may carry out targeted engagement where appropriate. This may be done via the Committee or a short life Working Group and meetings can take place in formal or informal settings.

(2) Any investigations will be conducted according to the following principles:

- **that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees and to contribute and speak;**
- **that those assisting the Committee by giving evidence be treated with respect and courtesy; and**
- **that the investigation be conducted to maximise the efficiency of the investigation or analysis.**

(3) Any City Policy Committee may review decisions made or actions taken in connection with the discharge of any Council function that falls within its detailed remit. Consequently, it may require any member of the City Administration Committee, the Chief Executive or their representative and/or any senior officer to attend its meetings to explain, in relation to matters within their remit:

- **any particular decision or series of decisions; and**
- **the extent to which the actions taken implement Council policy.**

(4) Where a City Policy Committee conducts a review which also falls (whether in whole or in part) within the remit of another City Policy Committee, then the committee conducting the review will invite the Chair of the other committee (or their nominee) to attend its meetings when the matter is being reviewed.

(5) Once it has drafted recommendations on proposals for development, or agreed the recommendations of a Working Group, the City Policy Committee will prepare a formal report and submit it to the City Administration Committee for consideration. The City Administration Committee will consider the report at its next available meeting.

(6) Where a short life Working Group is appointed to deal with one specific area of policy review or development, the City Policy Committee will clearly set out its function and timeline for providing a final report to the Committee. Membership of the Group may be expanded to include members of other City Policy Committees where there may be a cross cutting issue, Community Planning Partners and other Community Groups or organisations in order to develop city-wide policies where appropriate, acknowledging that the commitments made by each partner will require to be submitted through their own governance and approvals process. Once the report has been submitted to the relevant City Policy Committee and accepted, the Working Group will then be wound up.

(7) City Policy Committees will develop an annual work programme each year to facilitate review of current policy and development of future policy and which will align to the Council Plan. The Committee will carry out a review of the overall progress of this work plan on a 6-monthly basis.

(8) An annual assessment will be carried out in each year to:

assess the effectiveness of the workings of the committee, and to assess any training needs of members/officers; and the effectiveness of the implementation of agreed policies.

The assessment will be carried out by the relevant Chair in years 1 and 2, and an independent assessment will be carried out in year 3. A report setting out the findings of the annual assessment will be submitted to the Operational Performance and Delivery Scrutiny Committee.

33 Election of Chairs and Vice Chairs - Duties.

(1) Chairs and Vice Chairs of committees will be elected by the Council.

(2) The Chair of each committee, or in their absence, the Vice Chair, whom failing another member of the committee chosen by the members present, will preside at its meetings.

(3) The City Convener for Financial Inclusion shall be accorded the title of City Treasurer.

(4) Committees will appoint from their number members to convene and to chair meetings of sub-committees etc.

34 Member to submit new business in writing.

Any member may raise with the relevant committee a matter of new business which is not already the subject of its consideration by submitting a motion in writing to the Chief Executive by noon on the seventh working day before the meeting. The Chief Executive will raise the matter with the appropriate Chair and if accepted by the Chair the matter will be placed on the agenda of business for the next meeting. A Chair can only delay consideration of business submitted in terms of this Standing Order by one cycle. The member raising the matter will be entitled to appear at that meeting to explain or support and move their motion, which will require to be seconded by a member of the committee, but may not vote unless they are a member of the committee.

35 Non-member of committee may submit motions.

A member of the Council who is not a member of a particular committee or sub-committee may submit a motion in relation to any matter that appears on the agenda of that committee. Such motions must be submitted in writing to the Chief Executive by close of business on the day before the meeting. The member submitting the motion will be entitled to appear at that meeting to move the proposal but may not vote on it. The motion must be seconded by a member of the committee and, where necessary, a vote will be taken in accordance with these Standing Orders. Any motion submitted in terms of this Standing Order will lapse in the absence of the proposer. This Standing Order does not apply to quasi-judicial committees or to Strathclyde Pension Fund Committee.

36 Non-member of committee invited regarding local or special interest.
A member of the Council who is not a member of a particular committee or sub-committee may be invited by the Chair and/or Vice Chair to attend a meeting while there is under discussion any item in which that member has a local or other special interest. Such member will be entitled to participate in the discussion on that item but may not vote.

37 Method of voting.

A vote at a committee or sub-committee meeting will be taken by roll call and/or electronic voting and/or by a show of hands unless a majority of the members present and voting decide that the vote will be taken by calling the roll.

38 Recording of proceedings.

With the exception of the Council's agreed webcasting arrangements, no sound, film, videotape or photographic recording of the proceedings of any meeting may be made without the prior approval of the Council or the committee concerned.

39 Standing Orders etc to be observed.

It will be the duty of the Lord Provost, the Chairs of committees and the Chief Executive to see that the Standing Orders and other rules approved by the Council are observed.

40 Variation and revocation of Standing Orders.

Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of the members present and voting. Any such motion must be by formal notice as provided in Standing Order No 12.