Item 3

27th June 2024

Glasgow City Council

Report by: **Councillor Greg Hepburn, Business Manager and City Convener for Open Government**

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COUNCIL AND COMMITTEE STANDING ORDERS

Purpose of Report:

To submit for approval the Council and Committee Standing Orders.

Recommendations:

It is recommended that the Council approve the Council and Committee Standing Orders as submitted.

Ward No(s):	Citywide: ✓
Local member(s) advised: Yes ☐ No ☐	consulted: Yes ☐ No x☐

1. Introduction

The attached Council and Committee Standing Orders are submitted for approval. The existing Standing Orders have been amended to take account of recommendations by the Business Bureau. Some further amendments have been made to provide clarity. The amendments are as follows:-

SECTION 1: On-line/Hybrid Meetings

Standing Order	Reason for amendment	Amendment
Introduction	To take into account the types of meeting introduced following Covid-Pandemic, e.g. online, hybrid etc.	Introduction added to explain: 1. In-Person 2. Hybrid 3. Online meeting options.
1(3) Ordinary and special meetings of the Council	To take account of hybrid and on-line meetings.	Reference deleted to location of meetings in the City Chambers.
1(5) Meetings open to the public	To take account of hybrid and on-line meetings. To give consideration to exempt items.	Council will endeavour to have online meetings webcast or a recording published as soon as possible after the meeting. The following amendment is also added*: "..and information that is exempt from disclosure".*
3(1) Quorum	To clarify procedure regarding the ringing of the division bell.	The ringing of the division bell only applies to In-Person/Hybrid meetings. For online meetings, the Lord Provost will intimate that the quorum is not met.
18 Closure of debate – Procedure	To clarify procedure regarding the ringing of the division bell.	The ringing of the division bell only applies to In-Person/Hybrid meetings. The Lord Provost will announce that a vote is imminent if the meeting is fully online.
19(1) Method of voting	To clarify methods of voting during online/hybrid meetings.	Voting can take place in the electronic chat function. Voting also permitted by email to a nominated council officer.
6, 9, 24	Reference to voting methods	Voting can be by calling the roll in addition to electronic voting or show of hands.

SECTION 2: General

Standing Order	Reason for amendment	Amendment
All	Council agreed to change references to Conveners and Vice Conveners to Chairs and Vice Chairs.	Wording amended throughout Standing Orders to reflect this change.
1(4) Recess periods	Recess period agreed for Spring and reference required for Autumn recess.	Recess periods in Spring and Autumn added to Standing Orders.
2(1) Calling of Meetings	To reflect that notices are published electronically.	Reference to notices being published *"in the City Chambers"* deleted.
3(2) Quorum	To allow for a representative of the Chief Executive.	Reference included to a representative of the Chief Executive.
4 Business to be dealt with at the meeting	Emergency motions will only be taken in very exceptional circumstances.	Amendment made to reflect emergency motion procedure.
5(5) Questions on minutes	To clarify that questions may only be raised on the accuracy of minutes.	Amendment made to reflect this change.
7(1) Lord Provost - Powers and Duties – Casting vote	To clarify Lord Provost duties and powers.	Standing Orders amended as follows: *"The Lord Provost will decide on all matters of decorum, order, procedure, competence and relevance, having sought advice from relevant senior officers where the Lord Provost deems this appropriate".*
8 Question of Order	To clarify that members should advise which Standing Order they consider is being infringed when raising a point of order.	Standing Orders amended to reflect this clarification.
11(2) Questions	To amend the timescale for submitting questions.	Amendment made to require questions to be submitted by 16:00 hours on the fifth working day before the meeting.

11(3) Questions from groups	To allow independent councillors to raise questions.	Reference to "*Groups*" removed from Standing Order.
12(1) Notices of motion	To amend the timescale for submitting motions.	Amendment made to require notices to be delivered by 11:00 hours at least nine days prior to the meeting. Reference to bank holidays included.
12(3) Emergency motions	To clarify emergency motions will only be accepted in very exceptional circumstances.	Standing Order updated to reflect this amendment.
16 Motion contradictory of previous decision	To clarify the requirement for new material information to be available.	Standing Order updated to include reference to "*material*" information.
18(1) Closure of debate - Procedure	To delete Standing Order 18(1) as no longer required.	Standing Order 18(1) deleted.
23 Failure to attend meetings	To clarify definition of council and committees.	Standing Order amended to clarify definitions.
31 Scrutiny Committees - Annual Assessment	To clarify that Council sits for 5-year term	Reference to *"and every third year thereafter"* deleted.
32(8) City Policy Committees	To clarify that Council sits for 5-year term	Reference to *"and every third year thereafter"* deleted.
33(3) Election of Chairs and Vice Chairs - Duties	To update reference for City Treasurer	Standing Order updated to refer to City Convener for Financial Inclusion.
19, 37 Method of voting	To clarify voting process.	Standing Orders updated to clarify voting options.

2. Policy and Resource Implications

Resource Implications: N/A

Financial: N/A

Legal: N/A

Personnel:	N/A
Procurement:	
Council Strategic Plan:	Specify which Grand Challenge (s) and Mission (s) the proposal supports. Where appropriate the relevant Commitment can also be listed.
Equality and Socio-Economic Impacts:	N/A
Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.	N/A
What are the potential equality impacts as a result of this report?	N/A
Please highlight if the policy/proposal will help address socio-economic disadvantage.	N/A
Climate Impacts:	N/A
Does the proposal support any Climate Plan actions? Please specify:	N/A
What are the potential climate impacts as a result of this proposal?	N/A
Will the proposal contribute to Glasgow's net zero carbon target?	N/A
Privacy and Data Protection Impacts:	N/A

Are there any potential data protection impacts as a result of this report Y/N	
If Yes, please confirm that a Data Protection Impact Assessment (DPIA) has been carried out.	

3. Recommendations

It is recommended that the Council approves the Council and Committee Standing Orders as submitted.