

Further to minute 63 (Standards and Constitutional Overview Working Group, 26 October 2016) please find summarised below the amendment to PART 4 RULES OF PROCEDURE – **Council Procedure Rules**, as agreed for recommendation to the Standards and Constitutional Oversight Committee.

Also summarised below are proposed changes to the PART 4 RULES OF PROCEDURE – **Scrutiny Procedure Rules** - to align the process for the calling of extraordinary meetings of Scrutiny Committees - in line with S.O. 26(2).

COUNCIL RULES OF PROCEDURES - STANDING ORDERS

Existing	Proposed
<p>26. Special meetings of committees</p> <p>(1) The Chair of the Cabinet or of any committee or sub-committee (or his/her nominee) may authorise the calling of a special meeting at any time, provided that in the case of the Cabinet the Chair should consult other party leaders represented on the Cabinet and in the case of committees the relevant party spokespersons prior to any decision on the date of the meeting.</p> <p>(2) A special meeting of a committee or sub-committee may also be called on the requisition of any two party spokespersons for the committee or sub-committee in question delivered in writing to the Head of Legal and Member Services. Subject to paragraph (3) below, the special meeting shall be held within 14 days of the date of receipt of the requisition, the actual date being determined by the Head of Legal and Member Services after consultation with the party spokespersons of the two political groups referred to in the requisition.</p> <p>(3) No special meeting of a committee or sub-committee shall be held in the period between the last meeting of the Council before the summer recess and the 1st of September in any year without the agreement of the Chair.</p>	<p>26. Special meetings of committees</p> <p>(1) The Chair of the Cabinet or of any committee or sub-committee (or his/her nominee) may authorise the calling of a special meeting at any time, provided that in the case of the Cabinet the Chair should consult other party leaders represented on the Cabinet and in the case of committees the relevant party spokespersons prior to any decision on the date of the meeting.</p> <p>(2) A special meeting of a committee or sub-committee may also be called on the requisition of any two party spokespersons for the committee or sub-committee in question or by any three members of the committee - delivered in writing to the Head of Legal and Member Services. Subject to paragraph (3) below, the special meeting be organised within 14 days of the date of receipt of the requisition or as soon as reasonably practicable, the actual date being determined by the Head of Legal and Member Services after consultation with the party spokespersons of the two political groups referred to in the requisition.</p> <p>(3) No special meeting of a committee or sub-committee shall be held in the period between the last meeting of the Council before the summer recess and the 1st of September in</p>

<p>(4) The Head of Legal and Member Services may convene a meeting of a Overview and Scrutiny Committee when required to comply with the Call-In procedure.</p>	<p>any year without the agreement of the Chair.</p> <p>(4) The Head of Legal and Member Services may convene a meeting of a Overview and Scrutiny Committee when required to comply with the Call-In procedure.</p>
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Existing	Proposed
<p>35. Calling-In of decisions</p> <p>(8) If the Council does object the Council may take a decision, which is outside the policy and budgetary framework. Otherwise the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive Board as a whole or a committee of it, a meeting will be convened to reconsider within ten working days of the Council request. Where the decision was made by an individual, the individual will reconsider within ten working days of the Council request.</p>	<p>35. Calling-In of decisions</p> <p>(8) If the Council does object the Council may take a decision, which is outside the policy and budgetary framework. Otherwise the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive Board as a whole or a committee of it, a meeting will be convened to reconsider within ten working days of the Council request. Where the decision was made by an individual, the individual will reconsider within ten working days of the Council request.</p>
<p>35. Calling-In of decisions</p> <p>(9) Call-In should only be used in exceptional circumstances where members have evidence which suggests that the decision was not made in accordance with the principles of decision making in the constitution.</p>	<p>35. Calling-In of decisions</p> <p>(9) Call-In should only be used in exceptional circumstances where members have evidence which suggests that the decision was not made in accordance with the principles of decision making in the constitution.</p>

SCRUTINY PROCEDURE RULES

Existing	Proposed
<p data-bbox="185 309 786 376">4. Meetings of the Overview and Scrutiny Committees.</p> <p data-bbox="236 421 786 925">There shall be at least four ordinary meetings of each Overview and Scrutiny Committee in each year plus further dedicated meetings to support the annual consultation and/or budget setting process where necessary. In addition, extraordinary meetings may be called from time to time as and when appropriate. Committee meetings may be called by the Chair (after consulting the Party Leaders or spokespersons before the date is determined), or by any three members of the committee.</p>	<p data-bbox="807 309 1407 376">4. Meetings of the Overview and Scrutiny Committees.</p> <p data-bbox="858 421 1407 1178">There shall be at least four ordinary meetings of each Overview and Scrutiny Committee in each year plus further dedicated meetings to support the annual consultation and/or budget setting process where necessary. In addition, extraordinary meetings may be called from time to time as and when appropriate. Committee meetings may be called by the Chair (after consulting the Party Leaders or spokespersons before the date is determined), or on the requisition of any two party spokespersons for the committee or sub-committee in question, or by any three members of the committee - delivered in writing to the Head of Legal and Member Services. (see Council Procedure Rules, Standing Order 26 for further information).</p>