

APPENDIX 2

The entries highlighted in green are those where no further action is required or proposed, where changes are complete or in hand.

The entries highlighted in amber are those which officers may be able to take forward and either implement or report back with suggestions or recommendations, as indicated for each.

The remaining entries are those where officers require a decision or direction from members before being able to report with suggestions or recommendations.

A. PDSPs

	SUGGESTED CHANGE	FULL COUNCIL, OR NOT	COMMENTS/ACTIONS
1	Service remits should be reviewed to make them work better and the number of PDSPs could (probably) be reduced as a result, by merger or reallocation	Full council, changes required to Standing Orders.	Officers can draft some suggestions but require a clear steer by members.
2	Aligning PDSP remits to management structure may be relevant but should not be the determining factor. Designing PDSPs around corporate priorities or strategies may be worth exploring	Full council, changes required to Standing Orders.	Officers can draft some suggestions but require a clear steer by members.
3	Frequency of meetings should be dictated by the volume of business to be done – no meetings for the sake of having them	No changes needed to Standing Orders.	Can be dealt with by ensuring this is included in the committee report as a consideration when setting the calendar of meetings at Council Executive each March. No further action proposed apart from that.
4	Better/wider community representation and participation in PDSP business	If change to be imposed on all PDSPs then full council, changes required to Standing Orders.	Compulsory changes require direction from members, officers cannot make recommendations. There is potential for drafting a halfway house proposal e.g., each PDSP required to formally and in public review through an agenda item each year the ways in which it engages with

			the community, partners and stakeholders
5	Service performance reporting at PDSPs could be improved – too much information at the same time and same meeting	No changes needed to Standing Orders.	No further action necessary or proposed. Full review carried out as an Action from the BVAR. All BVAR actions are complete (confirmed at Audit Committee on 8 October 2018)
6	Review Chair's powers to change dates and times of PDSP meetings. Consider adding a requirement to consult members first	Changes required to Standing Orders, so full council.	Requires direction from members, officers may offer advice.

B. LACs

	SUGGESTED CHANGE	FULL COUNCIL, OR NOT	COMMENTS/ACTIONS
1	LACs need to be revamped and improved or replaced with something better - powers need to be extended, they need to do more than hearing quarterly service performance reports. Abolition without something to replace them would be wrong	Full council, changes required to Standing Orders.	Requires direction from members, officers may offer advice.
2	Better/wider community representation and participation should be looked at, by compulsion through Standing Orders if necessary	If change to be imposed on all LACs then full council, changes required to Standing Orders.	Compulsory changes require direction from members, officers cannot make recommendations. There is potential for drafting a halfway house decision e.g., each LAC required to formally and in public review through an agenda item each year the ways in which it engages with the community, partners and stakeholders
3	Having partners reporting and present	No changes needed to Standing	No further action necessary or proposed, unless

	(e.g., police) is a good thing	Orders.	changes are sought through wider reforms of the LACs.
4	Opportunities for change may come from development of community empowerment and community choices	No changes needed to Standing Orders.	No action necessary or proposed through this process. The policy and process will be developed separately via PDSP and committee. That has been started through decisions in November 2018 on the voluntary organisations' grants budget held by PED&R. Any LAC involvement can be considered elsewhere
5	Quarterly meetings are about right	Setting a rule for all LACs will involve a change to the Standing Orders and so full council.	At the moment, LACs set their own meeting dates through an agenda item at a LAC meeting each year. Decision required by members. preparation of calendar of meetings for August 2019 till July 2020 is underway.
6	Local Area Committees should be required to meet in their ward areas	Setting a rule for all LACs will involve a change to the Standing Orders and so full council.	At the moment, LACs set their own meeting dates through an agenda item at a LAC meeting each year and (by implication and practice) can choose their venues. Requires investigation as to whether every ward has suitable premises available. Costs to be considered (room hire, travel, time out of office in travelling). Decision required by members.

C. Other committees

	SUGGESTED CHANGE	FULL COUNCIL, OR NOT	COMMENTS/ACTIONS
1	General acceptance that existing committees have a demonstrable reason and advantages for their existence. Abolition of some and/or merging are not	Any change to number, remits and membership will require changes to the Standing Orders and so full council.	No further action necessary or proposed, no calls for change. Membership and political balance may feature later in political debate regardless, but officers cannot make recommendations.

	realistic options		
2	More effective performance reporting and monitoring (e.g., concentrating on exception reporting)	No changes needed to Standing Orders.	No further action necessary or proposed. Full review carried out as an action from the BVAR. All BVAR actions are complete (reported to Audit Committee on 8 October 2018)
3	Remove or cut down on reports that serve no purpose and which might be progressed differently, such as more delegated powers or keeping “for information” reports to Council Executive and Education Executive to a minimum	No changes needed to Standing Orders	Officers could review what can be achieved and return with advice and suggestions.
4	Consultation responses – do so many Scottish Government consultations need an answer, and do they all have to go to PDSP and then committee?	Changes to Standing Orders would be required if this to be pursued, so full council.	No further action proposed on the basis of general acceptance that decisions affecting policy should be made at committee, not “decided” by PDSP. Without straying into policy matters, officers can be more selective in those that are put to committee.
5	Make sure the meetings timetable reflects the volume and timescales of business to be done and progression of business from PDSP to committee	No changes needed to Standing Orders.	Can be dealt with by ensuring this is included in the committee report as a consideration when setting the calendar of meetings at Council Executive each March. No further action proposed apart from that.
6	Possible need to adjust membership of Development Management Committee and Local Review Body. Six out of nine DMC members withdrew because they could not deal with a report due to their very recent prior involvement in an identical application LRB	Changes required to Standing Orders, so full council.	Changes were approved at council on 20 November 2018
7	Additional meetings of Licensing Committee have been required to	Changes required to Standing Orders, so full council.	No disagreement. Officers can therefore prepare proposals for consideration to replicate EAC rules for

manage pressure of business. At the moment those can only be convened as Special Meetings. That is a restrictive and inflexible procedure. Suggestion to allow Clerk to fix additional meetings in consultation with the Chair, as happens for Employee Appeals Committee. Felt to be more flexible and will meet needs of and fairness to applicants better than current arrangements		Licensing Committee.
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D. Standing Orders and related procedures

	SUGGESTED CHANGE	FULL COUNCIL, OR NOT	COMMENTS/ACTIONS
1	Allow “for information” reports at committee to be taken as read, without comment and without officers waiting, unless members intimate before the meeting that they wish to ask questions or hear from officers	Changes required to Standing Orders	Officers could draft suggested changes for consideration. Potential for a halfway house through Chair’s use of existing and longstanding power to determine Order of Business. That would not involve changes to Standing Orders.
2	Overall, balance between Chair’s powers and duties is fine	No changes needed to Standing Orders.	No further action necessary or proposed.
3	SO18 on Formal Questions – identify the purpose of the SO first and consider if it achieves that purpose	Changes required to Standing Orders, so full council.	Politically sensitive, officers cannot make recommendations, requires a direction from members.
4	Petitions and deputations – keep the deputations procedure but make it better and easier (e.g., make formal provision for them at PDSP, no lodging papers on the day). Refer petitions automatically	For petitions, no changes required to Standing Orders. For deputations, changes are required to Standing Orders, so full council.	No significant disagreement. Officers can review potential minor changes to tidy up the procedures and return with suggestions. Wider changes will require direction from members.

	and immediately to PDSP rather than committee		
5	On the admin side, consider issuing agendas and reports sooner to allow more time for consideration and consultation.	A change for all committees to the deadline for agendas would require changes to Standing Orders, so full council.	Lead Officers are trying where practicable to issue agendas and reports before the Standing Orders deadline, but that is not always possible.
6	Consider reducing size and scope of minutes by removing the narrative part and just record the actual decision and anything else judged by the clerk to be significant (e.g., legal advice)	Changes to minutes would not require changes to Standing Orders.	For minutes, officers can review potential minor changes to tidy up the procedures and return with suggestions
7	Review Chair's powers to change dates and times of committee meetings. Consider adding a requirement to consult members first	Changes required to Standing Orders, so full council.	Requires direction from members, officers may offer advice but cannot make recommendations on any changes desired by members.
8	If a motion or amendment does not attract a seconder, record the terms of the motion or amendment as well as simple dissent from the decision	Changes required to Standing Orders, so full council.	Requires direction from members, officers may offer advice on the approach to and purpose of minutes.
9	Even where there is no need for a vote record who moved and seconded the position which led to the unanimous decision	Changes required to Standing Orders, so full council.	Requires direction from members, officers may offer advice on the approach to and purpose of minutes.

E. Others

	SUGGESTED CHANGE	FULL COUNCIL, OR NOT	COMMENTS/ACTIONS
1	Political balance on committees and PDSPs – out of scope	Changes required to Standing Orders, so full council.	No action proposed by officers, but may be introduced and debated later by members themselves, regardless.
2	Involvement of members in outside bodies – no indication that numbers of appointments should be reduced	No changes needed to Standing Orders.	No further action necessary or proposed, no apparent desire for change.
3	Extending broadcasting and recording of meetings – depends on success of doing so for full council and on cost	Changes required to Standing Orders, so full council.	Can only be done for meetings in the Council Chamber. Officers could investigate costs and other implications and report back if so directed.
4	Numbers and distribution of senior councillor payments – not in scope except as a consequence of structural changes	No changes needed to Standing Orders.	No action proposed by officers, but may be introduced and debated by members themselves and may flow from other changes made elsewhere.
5	Budget-setting process - out of scope, being addressed separately arising from a different council decision (BVAR)	No changes needed to Standing Orders.	No further action necessary or proposed. Full review carried out as an action from the BVAR. All BVAR actions are complete.