

ITEM 1.4: STANDING ORDERS

Purpose

1. To propose updates to the Council's [standing orders](#) following the establishment of the Communications and Research Committees.

Background

2. At the last meeting on 14 September the Council agreed:
 - a) to establish a Communications and Research Committee;
 - b) for committees to self-select a Chair; and,
 - c) for the Secretariat to review and update the standing orders as necessary (**AP1**).
3. Decisions on standing orders are reserved to the Council, as per standing order 10.1(b).

Discussion

4. We have reviewed the standing orders and propose the following updates relating to the operation of committees:

| Current Standing Order | Proposed Standing Order |
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| 9.2. When establishing committees, the Council will: (a) determine the membership, including the Chair under standing order 3.3 | 9.2. When establishing committees, the Council will: (a) determine the membership; |
| 2.4 When establishing a committee, the Council must appoint a member to act as Chair. | 2.4 At the first meeting of an established committee, committee members must elect a member to act as Chair. |
| 9.8 The Secretariat will provide a report on the activity of individual committees at each Council meeting. | 9.8 A report on the activity of individual committees will be provided at each Council meeting. |

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| <p>4.2 When establishing a committee, the Council must determine its quorum and this must include, subject to rule 3.2, the Chair. However, when not quorate the members present may decide to proceed with a meeting at which items on the agenda are considered and any recommendations reached are put to the next committee meeting for decision if time allows or otherwise are put to the Council for decision, with a clear statement that the meeting had not been quorate.</p> | <p>4.2 The quorum of any committee established by the Council shall be determined by the committee members, and must include the Chair. However, when not quorate the members present may decide to proceed with a meeting at which items on the agenda are considered and any recommendations reached are put to the next committee meeting for decision if time allows or otherwise are put to the Council for decision, with a clear statement that the meeting had not been quorate.</p> |
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5. In addition, we recommend publishing Council meeting agendas, once confirmed and issued to members (2 weeks before each meeting), as we consider that this will increase transparency. To that end, we propose the following additional standing order:

7.4. An agenda detailing the business to be transacted will be published electronically on the Council’s website not less than 2 weeks prior to the date of the meeting.

Recommendation

6. **Members are invited to agree the proposed updates to the Council’s standing orders.**

**Scottish Sentencing Council Secretariat
November 2016**