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**REPORT TO:** THE MORAY COUNCIL ON 20 JANUARY 2010

**SUBJECT:** REVIEW OF STANDING ORDERS AND SCHEME OF ADMINISTRATION

**BY:** CHIEF LEGAL OFFICER

**1. REASON FOR REPORT**

- 1.1 To invite the Council to note the publication and distribution of a revised set of Standing Orders and Scheme of Administration.
- 1.2 This report is submitted to the Council in terms of the Council's Administrative Scheme relating to formulation, review and amendment of the Standing Orders and Scheme of Administration.

**2. RECOMMENDATION**

- 2.1 It is recommended that the Council note the publication and distribution of a revised set of Standing Orders and Scheme of Administration.

**3. BACKGROUND**

- 3.1 In terms of Standing Order 86 the Council is required, at least once a year to review the Standing Orders and Scheme of Administration.
- 3.2 Periodic changes have been made to the Standing Orders the latest relating to 'questions on council minutes' (paragraph 7 of the Minute of The Moray Council dated 9 September 2009 refers).
- 3.3 Likewise the Scheme of Administration has been subject to some changes, the latest relating to the functions of the Local Review Body (paragraph 9 of the Minute of The Moray Council dated 17 June 2009 refers).
- 3.4 Both these documents have been revised to include all changes and will be circulated as appropriate within the Council. Copies of the revised Standing Orders and Scheme of Administration are attached as Appendix I and II respectively.

4. **SUMMARY OF IMPLICATIONS**

(a) **Single Outcome Agreement/Service Improvement Plan**

National Outcome 15 – Service Priority 1.2 – Committee Services - To produce procedural protocols, guides and manuals tailored to roles and responsibilities of Councillors and Senior Officers.

(b) **Policy and Legal**

Provision of Standing Orders and Scheme of Administration ensures that the Councils' affairs are administered in accordance with the law, propriety and proper standards.

(c) **Resources (Financial, Risks, Staffing and Property)**

None.

(d) **Consultations**

None

5. **CONCLUSION**

- 5.1 In terms of Standing Order 76, the Council is required, at least once a year to review the Standing Orders and Scheme of Administration. The Council is asked to note for information the publication and distribution of revised Standing Orders and Scheme of Administration.

Author of Report: Moira Patrick, Principal Committee Services Officer  
Background Papers: Minutes of the Council dated 17 June 2009 and 9 September 2009

Ref:

Signature: 

Date: 12th January 2015

Designation: Chief Legal Officer

Name: R D Burns