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**Subject:** **PROCEDURE RULES FOR WITHDRAWING FROM MEETINGS**

**Meeting and Date:** **Council – 18 October 2017**

**Report of:** **Director of Governance**

**Classification:** **UNRESTRICTED**

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**Purpose of the report:** To regularise existing practice in respect of Members withdrawing from meetings where they have an interest through the inclusion of the 'Withdrawal from Meetings Procedure Rules' in the Constitution.

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**Recommendation:** That the 'Withdrawal from Meetings Procedure Rules' be adopted as an appendix to the Council Procedure Rules in Part 4 – Rules of Procedure in the Council's Constitution.

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## 1. **Summary**

This report seeks to regularise the position in respect of Members withdrawing from meetings where they have an interest by incorporating the previously agreed procedure rules as an appendix to the Council Procedure Rules.

## 2. **Introduction and Background**

2.1 The Council at its meeting held on 26 June 2012 adopted a new Code of Conduct (Minute Number 122). As part of the new Code it adopted a set of Standing Orders to amend the existing procedural rules governing the arrangements for Members withdrawing from meetings where a member had an interest.

2.2 However, as part of an on-going review of the Constitution it has been noticed that the Standing Orders do not appear to have been incorporated formally into the Council Procedure Rules and this report seeks to correct that situation.

2.3 Although the Director of Governance has been granted delegated authority to make amendments to administrative errors within the Constitution, due to the nature of the issue it was thought appropriate to submit a report to the Governance Committee and Council asking for their formal agreement to such an amendment.

2.4 There is no evidence that Members have failed to comply with the provisions of the Standing Orders set out in the Withdrawal from Meetings Procedure Rules in Appendix 1 of this report.

## 3. **Identification of Options**

3.1 Option A: To agree the inclusion of the Withdrawal from Meetings Procedure Rules as an appendix to the Council's Procedure Rules.

3.2 Option B: To not agree to the inclusion of the Withdrawal from Meetings Procedure Rules.

## 4. **Evaluation of Options**

4.1 Option A is the recommended option as it regularises the existing situation and maintains a good governance arrangements for the Council.

## 5. **Resource Implications**

5.1 There are no resource implications as the amendment to the Constitution is regularising existing practice.

**6. Corporate Implications**

- 6.1 Comment from the Director of Finance (linked to the MTFP): Finance have been consulted and there are no financial implications or further comments to add. S.G.
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

**7. Appendices**

Appendix 1 – Withdrawal from Meetings Procedure Rules

**8. Background Papers**

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