

CAIRNGORMS NATIONAL PARK AUTHORITY PLANNING COMMITTEE

FOR DECISION

Title: REVIEW OF PLANNING COMMITTEE STANDING ORDERS

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Purpose

This paper presents a review of the Planning Committee Standing Orders for consideration by the Committee, following agreement of revised Standing Orders for the Cairngorms National Park Authority at the Board meeting of 14 June 2019.

Recommendations

The Planning Committee is asked to:

- a) Consider the review of the Planning Committee Standing Orders presented with this paper.**
- b) Consider whether further review of the Committee's Standing Orders is required or whether the version now presented, supplemented by any amendments agreed by the Committee at its meeting, may now be presented to the Board for ratification.**

Executive Summary

1. The Board agreed revised Standing Orders for operation of the Cairngorms National Park Authority Board and its Committees at its meeting on 14 June 2019. These Standing Orders are presented at Annex 2 to this paper for information and ease of reference. Members noted in June that a review of Planning Committee Standing Orders was required in order to ensure effective governance and consistency in operations between the Board and Planning Committee Standing Orders.
2. This paper presents a review of the Planning Committee's Standing Orders adopted in May 2014. The proposed amended Planning Committee Standing Orders are presented in Annex 1 to this paper.
3. The Committee is invited to review the update of the Planning Committee Standing Orders; to consider whether any further amendments are required; and to consider whether the Committee Standing Orders, supplemented by any amendments, are now appropriate for submission to the Board for ratification. It is suggested that any relatively minor amendments required by Committee members may be incorporated by the Director of Corporate Services and Head of Planning for direct submission to

the Board, whereas any major amendments may require further review by the Planning Committee for specific agreement prior to submission to the Board.

Summary of Amendments to Current Standing Orders

4. This section details the suggested amendments made to the current standing orders, with explanations of changes where appropriate. Changes made are also highlighted in track changes in Appendix I.
 - a) Para 2: clarification that the Committee will be responsible for agreeing its provisional meeting dates and venues.
 - b) Para 7: significant change to deal with capacity of Planning Committee to suspend the Standing Orders endorsed by the Board. Limits the suspension of standing orders to matters of quorum for consideration of specific items of business, with agreed quorum of 10 members still required to take decision to effectively reduce quorum for specific items of business. Changes include a suggested required minimum of seven members to remain present for any individual item of business. Note, these revised provisions may be broken into a number of paragraphs for clarity of reading in the final version. However, to avoid confusion in cross-referencing with changes in paragraph numbering, the amendments have all been included in a single paragraph for the Committee's consideration.
 - c) Para 10: correcting presentation only.
 - d) Paras 11 to 12: change reference point of eligibility for making oral representations from the date of call-in to the relevant Committee date.
 - e) Para 13: clarification of process for identifying representatives to address Committee where groups with similar points cannot agree this within the group.
 - f) Para 25: potential for a member to request or Convenor to decide an adjournment is required to seek professional and / or legal assistance on the wording or competence of a potential motion, together with explicit provision for meeting adjournment in cases where wording of a motion or amendment requires to be written down and agreed.
 - g) Para 31: clarification of the precedence in terminology of "original motion" where proposed minute or recommendation is moved and seconded.
 - h) Para 33: clarification and explicit statement of process of speaking to and voting on amendments and "original motions".
 - i) Para 35: clarification of process should an item of business be "put to a motion" by members.
 - j) Para 40: clarification that operational decision-making by the officer group is not covered by the requirement to establish a scheme of delegation, and of the typical activities which are deemed operational in nature.
 - k) Para 41 (deleted): suggested removal of this paragraph as suspension of standing orders is now limited to quorum matters and this is provided for elsewhere.

5. The Committee is invited to consider the appropriateness and adequacy of these amendments and whether any further changes to standing orders are required.

Next Steps

6. The Standing Orders require to be submitted to the Board for approval once the Planning Committee is satisfied that they meet the Committee's requirements. As such, the Committee is requested to consider whether the draft amended standing orders, supplemented by any amendments approved by the Committee at its meeting, may now be presented to the Board for approval.
7. The Standing Orders for the Committee set out how the Committee conducts its business. As a complementary part of the review of the governance of the Board and its Committees, there may be merit in considering the scope of the Committee's work and its terms of reference.

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