

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
GOVERNANCE WORKING GROUP  
HELD IN CONFERENCE ROOM 2, CIVIC HEADQUARTERS  
WEDNESDAY 10 JANUARY 2018 AT 6.00 PM**

**Present** : Alderman Hillis, Councillors Duddy, McCorkell,  
Beattie, and the Deputy Mayor.

**Officer Present** : D Jackson, Chief Executive

**1. APOLOGIES**

Apologies were recorded for Councillor C McShane

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. CONSIDER STANDING ORDERS:**

(7) Quorum of the Council if Planning Committee Members declare an interest;

The Local Government Act (NI) 2014 Schedule 5: describes Quorum requirements as “at least one-quarter of the whole number of members are present”. The Governance Working Group recommended the following addition to Standing Order 7:

*“Where declarations of interest by members of the Planning Committee reduce attendance to less than half, the required quorum may be reduced to one-quarter of the whole number of members for the agenda item under consideration”.*

(12 o) Any other relevant business;

The Governance Working Group recommended the following changes to Standing Order 7:

*“(for Committees only) Any other relevant business noted to the Chair, Chief Executive and, relevant chief officer, by 12 noon on the Tuesday of the week prior to the Committee. The Democratic Services team will share this information with the Member’s nominating officer and other committee Members before 12 noon on the Friday of the previous week. The relevant committee shall be that which has the service resources to best deal with any subsequent actions.*

(13.1) Accuracy of Council minutes.

The Governance Working Group noted that the listing of the previous month’s Council Meeting minutes are only for matters of accuracy and decisions must not be re-debated. Members queried the requirement to table the Planning Committee minutes for noting. A minor amendment to Standing Order 13.1 was recommended:

*“13.1 Keeping Of; As Evidence;*

*(1) Minutes of the proceedings of a Meeting of the Council, or of a committee or sub-committee, shall be drawn up and entered in a bound book kept for that purpose. The Minutes are a summary of the meeting and the audio recording is the verbatim account of decisions made.*

*(2) No discussion shall take place upon the Minutes except upon their accuracy.”*

**4. ANY OTHER BUSINESS**

None

**5. DATE OF NEXT MEETING**

To be arranged