

**PROGRESS WITH OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS OF THE PROCEDURES COMMITTEE – MAY 2019**

	<b>Item Title</b>	<b>Date of Meeting</b>	<b>Action Agreed</b>	<b>Service Required to Take Action</b>	<b>Progress to Date</b>
1.	<b>7. MEMBER-PROMOTED ISSUES AND NOTICES OF MOTION</b>	19.01.18	To request officers to draft a guidance note on an appropriate future protocol for Notices of Motion, to be submitted to a future meeting of the Committee for consideration, with the process to be reviewed in 12 months' time.	Business Services	Notice of Motion Guidance approved by Council on 28 September 2018 as Part 4E of Scheme of Governance. Report on agenda for 24 May 2019 meeting to review process.
2.	<b>7. REVIEW OF FINANCIAL REGULATIONS</b>	25.05.18	Note that a second stage review of Sections 4.15 (Payment of Grants and Subsidies), 4.17 (Shared Services) and 5.3 (Procurement) would be undertaken and a further report presented thereafter on any proposed amendments required.	Business Services	(1) the review of Sections 4.15 (Payment of Grants and Subsidies) and 5.3 (Procurement) will be dealt with under the Expenditure Approval Process Project, and (2) if any amendments are required to Section 4.17 (Shared Services) a further report will be presented to a future meeting.
3.	<b>8. BUSINESS SERVICES COMMITTEE REVIEW</b>	25.05.18	Note that the Director of Business Services would report back on the scope of future work for the Procedures Committee to include consideration of the membership, functions and schedule of meetings for Policy Committees and the Audit Committee.	Business Services	A report scoping the review will be brought to a future meeting of the Committee once the outcome of the Local Governance Review consultation is known. The potential for a Local Democracy Bill 2019 could impact upon options for the Council in undertaking a review of

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					Committee remits, memberships etc. National developments are being monitored meantime.
4.	<b>6. PROCUREMENT APPROVAL PROCESS AND GRANTS, GRANT APPLICATIONS AND LOANS – UPDATE</b>	07.09.18	<p>(1) to note the Elected Member feedback in Appendix 1 following the grants workshop and that engagement would take place with Policy Committees on grants and loans with a view to agreement being reached on priorities and thresholds, achieving best value and ensuring funds are being used to deliver the Council's agreed priorities;</p> <p>(2) that the project plan for the Procurement Approval Process Project, as detailed in Appendix 2, be amended to include delivery of the Council's priorities, achievement of best value, the objective of front loading when engaging with elected members and the identification and delivery of non-financial benefits; and</p> <p>(3) that a briefing session on the Council's Joint Procurement Strategy be scheduled for all elected members</p>	Business Services	<p>(1) This is being considered as part of the Expenditure Approval Process Project (previously known as PAPP) as the scope has been expanded to consider all service budget expenditure. Consultation with the Policy Committees will take place in line with the proposals for the EAPP. An update report on the EAPP is included on the agenda of the meeting on 24 May 2019.</p> <p>(2) Amended as requested.</p> <p>(3) Briefing sessions being delivered by Head of C&amp;PSS over February to June 2019 to</p>

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			to include further explanation of the current procurement process, achieving best value, delivery of the Council's priorities and accepted methods of achieving non-financial (social) benefits.		Members of all Policy Committees, IJB, Culture and Sport sub-committee and Audit Committee. Area Committees will be involved during project consultation process.
5.	<b>7. REVIEW OF COMMITTEE REPORT TEMPLATE</b>	07.09.18	To note that the Head of Legal and Governance would assess improvements required to the template and that consultation would take place across Directorates prior to implementation	Business Services	Report on agenda for 24 May, 2019.

