

SCOTTISH COUNCILS' COMMITTEE ON RADIOACTIVE SUBSTANCES (SCCORS)

STANDING ORDERS FOR MEETINGS

1. Background

1.1 The Scottish Councils' Committee on Radioactive Substances (hereinafter referred to as the 'Committee') was established in 2008 to:

- (a) provide a mechanism to identify a common Scottish local authority viewpoint on matters relating to radioactive substances, in particular radioactive waste management, and nuclear decommissioning;
- (b) act as an interface with the Scottish Government, Scottish Parliament and regulatory bodies as they consult on the management of radioactive substances including radioactive waste and nuclear decommissioning; and
- (c) influence national policy on radioactive substances including radioactive waste management and nuclear decommissioning in the interests of the communities affected.

2. Membership

2.1 Membership of the Committee shall comprise one elected member from each Scottish local authority.

2.2 The term of office of Council appointed Members of the Committee shall be for a period up to the next Local Government Elections.

2.3 A Member of the Committee may resign his/her membership at any time during their term of office by giving notice in writing to the Clerk. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified.

2.4 The acts, meetings or proceedings of the Committee shall not be invalidated by any defect in the appointment of any Member.

3. Convener

3.1 The Convener and Deputy Convener/Co-Convener of the Committee shall be appointed at the first meeting of the Committee following Scottish local government elections.

3.2 Where co-Conveners have been appointed, the chairing of meetings will alternate between the two Conveners. The Deputy Convener will preside in the absence of the Convener.

3.3 At every meeting of the Committee the Convener or co-Conveners, if present, shall preside. If the Convener and co-Conveners/Deputy Convener are absent, those Members present at the meeting shall appoint one of their number to act as Convener for that meeting.

4. Meetings

4.1 The Committee shall meet at least twice within each calendar year at such time and venue as the Committee may decide. The Committee will approve a forward schedule of meetings.

4.2 The Convener or co-Conveners can at any time convene a special meeting if it appears to him/her that there are items of urgent business to be considered. Such special meetings will be held at a time, date and venue as determined by the Convener or co-Convener.

4.3 A minimum of two Members of the Committee other than the Convener or co-Conveners may also request that a special meeting is held. The request for a Committee meeting must specify the business to be dealt with by the Committee. On receipt of such a request in writing the Clerk will in consultation with the Convener or co-Conveners make arrangements for the special meeting to take place within fourteen days of the date when the request was received by the Clerk.

5. Notice of Meeting

5.1 Before every meeting of the Committee, a Notice of the meeting, specifying the date, time, place and business to be transacted, shall be delivered by electronic means to every Member at least five days before the meeting. Members may opt to have Notices of Meetings delivered to them by post to a specified address. A Notice calling a meeting will remain valid until rescinded in writing. Lack of service of the Notice on any Member shall not affect the validity of a meeting.

5.2 At all ordinary or special meetings of the Committee, no business other than that on the Notice calling the meeting shall be discussed or adopted except where the Convener is of the opinion that the item should be considered at the meeting.

6. Quorum

6.1 No business shall be transacted at a meeting of the Committee unless there are present at least three Members of the Committee.

6.2 If there are insufficient Members present after 15 minutes of the start time given in the Notice calling the meeting an adjournment will take place and no business will be transacted. The Clerk shall minute the reason for the adjournment.

7. Decisions of the Committee

7.1 Members will seek to reach consensus on all matters raised at meetings.

7.2 In the event that consensus cannot be reached on any matter, the Convener will ascertain the majority view of the Members present at the meeting so that the Committee's position on the matter can be established. That majority view will then be recorded in the minute as the view of the Committee.

8. Minutes

8.1 Minutes of the proceedings of each meeting of the Committee are to be drawn up by the Clerk and submitted to the next ensuing meeting of the Committee for agreement after which they must be signed by the person presiding at that meeting.

8.2 The minutes shall record the names of all Members present at the meeting and of all officers in attendance. The minutes shall also record all decisions taken at the meeting, any declarations of interest made by Members and any apologies intimated from Members for non-attendance at the meeting.

9. Adjournment of Meetings

9.1 A meeting of the Committee may be adjourned at the suggestion of any Member following discussion of that suggestion. Once agreed, the meeting shall be adjourned to another day, time and place agreed by the Members or to be arranged by the Clerk.

9.2 The Convener may adjourn a meeting for a period not exceeding ten minutes to seek advice without the need for discussion.

10. Amendment and Suspension of Standing Orders

10.1 The Standing Orders shall be approved by the Committee. The Committee may amend, vary, revoke or suspend any of these standing orders following discussion and agreement by the Committee.

11. Access for the Public and Press

11.1 The Committee shall meet in private. The Convener or co-Coveners shall be entitled to authorise the presence of persons who are not members of the Committee to attend meetings in order to facilitate the business of those meetings.

12. Recording of Proceedings

12.1 No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without the prior approval of the Chair.

13. Remote Participation in Meetings

13.1 Use of Video Conferencing

(a) At the discretion of the Convener/co-Conveners members may attend meetings of the Committee by using a video conferencing system approved for the purpose by the Committee. Members so attending will also be deemed to be present at the meeting.

(b) Where it is intended to permit the use of a video conferencing system at any meeting the notice calling that meeting shall state that such a system is to be used.

14. Document control

This document will be reviewed annually unless operational requirements necessitate an earlier revision.

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Next planned review: November 2026