

Memorandum for Executive Council

SUBJECT Rules of Procedure of the Executive Council and the Duties of Members and the Clerk of Councils

Memorandum by the Chief Secretary

- ADVICE SOUGHT** 1. **Executive Council is asked to consider and advise whether the attached document entitled ‘Rules of Procedure of the Executive Council and the Duties of Members and the Clerk of Councils’ should be approved and adopted for use.**
- BACKGROUND & CONSIDERATIONS** 2. The current Guide to the Operations of the Executive Council and the Conduct and Duties of Members was last revised in October 2005.
3. In recent years, there have been changes to the way in which the Executive Council operates which has resulted in the need for the Guide to be updated to reflect current practices for conducting Executive Council business. Renaming the document as ‘Rules of Procedure’ will strengthen Executive Council processes.
- FINANCIAL IMPLICATIONS** 4. There are no financial implications associated with the introduction of this updated document.
- ECONOMIC IMPLICATIONS** 5. There are no economic implications associated with this Memorandum.
- CONSISTENCY WITH INVESTMENT POLICY PRINCIPLES PUBLIC / SOCIAL IMPACT** 6. Not applicable.
7. None.
- ENVIRONMENTAL IMPACT** 8. None.
- PREVIOUS CONSULTATION / COMMITTEE INPUT** 9. A draft of this document was discussed by the Chairpersons Assembly and circulated to senior officials for comments; feedback received has been taken into account as far as is practical.

**PUBLIC
REACTION**

10. None foreseen.

PUBLICITY

11. Mention of the Rules of Procedure will be made in the Executive Council report. A copy of the document will be made available also on the SHG website.

**SUPPORT TO
STRATEGIC
OBJECTIVES**

12. This paper supports Strategic Goal 6 – Effective, Efficient and Accountable Public Sector.

**LINK TO
SUSTAINABLE
ECONOMIC
DEVELOPMENT
PLAN GOALS**

13. None

**OPEN /CLOSED
AGENDA ITEM**
Corporate Support
Corporate Services

14. As part of SHG's openness and transparency agenda, it is recommended for discussion in the open session.

SO

10th April 2019

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