

To ensure compliance with the law and Standing Orders, Committee Services:

- Advise on the preparation and submission of committee reports
- Advise on and assist with the application and interpretation of Standing Orders
- Prepare and issue agendas for meetings
- Attend, note and minute the proceedings of meetings
- Prepare and issue action notes to assist officers and members
- Ensure that minutes are reported to the next appropriate meeting for approval
- Maintain and operate the council's computerised records, minutes and information service

Committee Services also:

- Service and support a variety of working groups, partnership organisations and other bodies, which either play a part in the formulation of policy, manage the delivery of certain services for the council or allow the council to undertake certain statutory functions
- Support the work of the Children's Panel and the Children's Panel Advisory Committee by servicing meetings, assisting with the recruitment and training of volunteer members, and providing other administrative services.
- Establish and support West Lothian's community councils by organising periodic elections, preparing the community council scheme, offering advice on the constitution and administration of community councils, training community councillors in their roles and responsibilities, and administering special projects and administration grants.

Standing Orders

The council's Standing Orders for the regulation of meetings can be accessed online at the following address:

- <http://coins.westlothian.gov.uk/coins/sorders/Regulation%20of%20Meetings.pdf>

Following is a summary of some of the main standing orders:

- The agenda for the first council meeting is prepared in accordance with standing order 2.
- Standing order 3 outlines the procedure for appointing members to any office or position.
- The powers and duties of the Chair, and the procedure relating to rulings of the Chair, feature as standing order 10 and 11 respectively.
- Standing order 15 outlines the rules of debate and specifies the procedure for dealing with motions and amendments.
- The procedure for voting is detailed at standing order 16.
- Standing orders 19 and 20 outline the way in which urgent motions and motions for inclusion on the agenda must be submitted and how they will be dealt with.
- The procedure for adjourning a meeting features as standing order 25.