

# CONSTITUTION AND STANDING ORDERS

## for the Regulation of Proceedings and Business of Orkney Islands Council

### Definitions

1. In this Constitution, and these Standing Orders, the following words and expressions shall have the following meanings:-
  - "1973 Act" means the Local Government (Scotland) Act 1973;
  - "1985 Act" means the Local Government (Access to Information) Act 1985;
  - "1994 Act" means the Local Government etc (Scotland) Act 1994;
  - "2003 Act" means the Local Government in Scotland Act 2003;
  - "Council" means Orkney Islands Council, constituted in terms of the 1973 and 1994 Acts, and having its principal offices at Council Offices, School Place, Kirkwall, Orkney, KW15 1NY;
  - "member" means a Councillor, or, where applicable, any person validly appointed to a committee or sub-committee of the Council, who is not a Councillor;
  - "Convener" means the Chairman of the Council, elected in accordance with section 4 of the 1994 Act;
  - "Vice Convener" means the Vice Chairman, and Depute Convener, of the Council, elected in accordance with section 4 of the 1994 Act;
  - "clear days" mean week days, excluding weekends and public holidays, the date of publication of a notice of meeting, and the date on which the meeting, of which notice has been given, is held;
  - "committee" means a committee of the Council appointed in accordance with this Constitution, these Standing Orders, and the Council's Scheme of Administration;
  - "Chief Executive" means the Chief Executive of the Council, or any authorised official representing or acting for him;
  - "Director" means a Director of a Department of the Council, or any authorised official or other member of staff representing or acting for him;
  - "minutes" means the summary of the business transacted at meetings of the Council, and its committees and sub-committees;
  - "agenda" means the list of business to be considered at meetings of the Council, and its committees and sub-committees;
  - "Scheme of Administration and Delegation" means the scheme which sets out the powers and functions of the Council, its committees and sub-committees, and the powers delegated to Chief Officials.

- Interpretation** 2. The Interpretation Act 1978 will apply to this Constitution, and these Standing Orders.
- Commencement** 3. This Constitution, and these Standing Orders, will apply and have effect on and after 3 May 2007.
- Meetings of the Council** 4. **The Statutory General Meeting**
- The Council will hold its first General Meeting within 21 days of the date of a Local Government Election. The Chief Executive will determine the date and time of the meeting. At the meeting, the Council will:-
- (a) elect the Convener and Vice Convener of the Council, who shall hold office until the next Local Government Election. The Convener and Vice Convener shall be Chairman and Vice Chairman respectively of the Policy and Resources Committee, and shall, ex officio, be members of every service committee and sub-committee of the Council;
  - (b) elect the Chairman of each Service Committee of the Council and such other Committees, boards or other bodies as the Council may determine. A Chairman shall hold office for two years, and shall be eligible for re-election. The order of election of Chairmen shall be determined following the drawing of lots by the Chief Executive, and notified to members together with the agenda of the meeting;
  - (c) appoint members to Committees and Sub-committees, in terms of the Council's Scheme of Appointments of members to committees, which forms Appendix I of this Constitution. All such appointments shall be for two years;
  - (d) appoint or nominate, as appropriate, members of joint committees, joint boards and community planning partnerships of which the Council is a member, members of the Licensing Board and all other bodies and representative organisations on which the Council is entitled, or is invited, to be represented. All such appointments shall be for one year, unless otherwise provided by statute, or unless the Council shall otherwise resolve;
  - (e) deal with any urgent and competent business.
- Ordinary Meetings** 5. The Council shall hold such number of meetings in each year for the transaction of business as it may determine. The Chief Executive will determine the date and times of meetings of the Council.
- Special Meetings** 6. A Special Meeting of the Council may be called by the Chief Executive at any time:-
- (a) upon receipt of a written request to do so from the Convener of the Council; or
  - (b) on the receipt of a written request from at least one quarter of members of the Council.

The request must specify the business which is proposed to be transacted at the meeting.

The Chief Executive will arrange for the meeting to be held within 14 days of receipt of the written request.

**Place of Meetings** 7. Meetings of the Council shall normally be held within Council Offices, Kirkwall, but may be held at such other places as the Chief Executive may decide.

**Notice of Meetings** 8. At least three clear days before a meeting, and normally seven days before a meeting, the Chief Executive shall issue a notice of the meeting. If a meeting is held at short notice as requested by the Convener, the notice will be issued as soon as possible. The notice shall specify the business to be transacted at the meeting.

A notice to attend the meeting, specifying the business to be transacted, and signed by the Chief Executive, shall be sent to members at their normal place of residence or at such other address as a member may specify. If a summons is not received by any member, the meeting will still be valid.

The summons shall specify the business to be transacted at the meeting, and the proposed order for dealing with business. Business not specified on the summons and agenda will not be considered, unless it is brought to the meeting, as a matter of urgency, in terms of Standing Order 19 below.

**Admission of Public and Press** 9. (a) except where specified in this Standing Order, every meeting of the Council will be open to the public, and the press;

(b) the public and press must be excluded from a meeting when an item of business is being considered, if the Council considers it likely that confidential information, as defined in the 1973 Act, would be disclosed. The Council is not authorised to disclose confidential information, by law;

(c) the public and press may be excluded from a meeting when an item of business is being considered, if it is likely that exempt information, as defined in the 1973 Act, would be disclosed. The definitions of exempt information are set out in Appendix II to these Standing Orders.

**Attendance by Councillors at Meetings** 10. (a) unless paragraph (b) of this Standing Order applies, any member of the Council may attend a meeting of a Service Committee. Such a member cannot take part in the deliberations of the committee, nor may he vote. If, however, a member has been invited by the Chief Executive to attend the meeting and has been issued with the agenda, it is competent for that member to participate in the deliberations of the committee in respect of the items on the agenda for which he has been invited; the member may not, however, make, or second, a motion or an amendment, nor may he vote. Should the member remain present during the discussion of items containing confidential or exempt information, his presence will be recorded in the minutes;

(b) if a member is not a member of a Service Committee, or Sub-committee, he may not attend a meeting specially called for the purpose of determining:-

(1) a matter where the decision of the committee or sub-committee may affect the interests or rights of any person as an individual, or a commercial undertaking; and/or

- (2) at which the person has the right to be heard in person or through a representative.

In such meetings, a member of the committee or sub-committee may only vote on the matter if he has been present throughout the consideration of the whole item of business.

Elected members shall take no part in the decision making process in respect of planning applications to be determined by officers in terms of delegated powers.

- Quorum**
11. (a) the quorum of a meeting of the Council will be one quarter of its members and shall not be less than 3 members;
- (b) if at any time during a meeting a question arises on whether a quorum is present, the Convener or Chairman will allow an interval of 2 minutes, after which a count shall be taken of members present. If a quorum is not present, the meeting shall stand adjourned to such time as the Convener or Chairman may determine.
- Chairman**
12. the Convener of the Council will take the Chair at a Council meeting; if the Convener is not present, the Vice Convener will Chair the meeting. If both the Convener and Vice Convener are not present, the Council will appoint a member to act as Chairman until either the Convener or Vice Convener is present;
- Election of Vice Chairman**
13. Each Committee, and sub-committee, shall elect a Vice Chairman from amongst its membership; a Vice Chairman shall hold office for two years and shall be eligible for re-election. The Vice Chairman shall continue in office until the first meeting of the Committee following the Special General Meeting of the Council held in May each year.
- Limitation on Appointments**
14. A member shall be entitled to hold only one office of Chairman or Vice Chairman of a Committee.
- Sub-committees**
15. (a) Committees of the Council may appoint, with the consent of the Council, sub-committees which may be either standing sub-committees, or special sub-committees;
- (b) the sub-committee shall appoint a Chairman and Vice Chairman, from amongst its membership, who shall hold office for two years;
- (c) sub-committees shall normally consist of members of the parent Committee. Where under any statutory enactment, it is competent to appoint persons to the sub-committee who are not members of the Council, such persons shall not be appointed to membership of a sub-committee except with the consent of the Council; and
- (d) a Committee, when remitting or referring any matter to a sub-committee, may add to the membership additional members of the Council, who are not members of the Committee, to membership of a sub-committee, with the consent of the Council.
- Powers and Duties of Chairmen**
16. Deference shall at all times be paid to the authority of the Chairman. When the Chairman wishes to speak, any member who is addressing the meeting must cease to do so. It is the duty of the Chairman to keep good order and to ensure that all members obtain a fair hearing.

The Chairman shall decide all matters of order, points of order, competency and relevancy arising at a meeting, and shall determine all questions of procedure for which no express provision is made in these Standing Orders. His decision is final and not open to discussion. He will decide amongst members who wish to speak, by calling the member whom he has first observed as requesting to speak at the meeting. He may require the mover of any motion or amendment, if it has been seconded, to provide a written copy of the motion or amendment to the Clerk of the meeting.

If there is disorder at any meeting, the Chairman may adjourn the meeting to a time he may then, or subsequently, decide, and his departure from the Chair will indicate that the meeting is adjourned. In the event that the Chairman departs the Chair in other circumstances, the Chair shall then be taken in terms of Standing Order 12 above.

**Conduct**

17. (a) **Obstructive or Offensive Conduct**

If any member at any meeting disregards the authority of the Chairman, or behaves obstructively or offensively, a motion may then be moved and seconded to suspend the member for the remainder of the meeting. The motion shall be put to the meeting without discussion and, if supported by a majority of those present and voting, shall be declared carried, whereupon the member shall retire from the meeting. Should he refuse to do so, the Chief Executive will make arrangements to implement the meeting's decision.

(b) **Code of Conduct**

All members of the Council are required to comply with the terms of the Code of Conduct for Councillors. The Chief Executive shall keep a register of disclosures of pecuniary and other interests made by members of the Council, including co-opted members. The register shall be open to inspection by members of the public.

**Withdrawal from Meeting in Cases of Pecuniary Interest**

18. Where a member discloses a pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at a meeting at which the contract or other matter is the subject of consideration, that member shall, after disclosing the fact, withdraw from the meeting.

**Urgent Business**

19. Business which has not been specified in the notice of meeting may be considered provided that, in the opinion of the Chairman, the business is relevant, competent and urgent. A request for an urgent item to be considered must be submitted, in writing, to the Chairman prior to commencement of the meeting, together with a written explanation of the reason for urgent consideration. The Chairman will advise the meeting of the request that urgent business be considered, immediately after apologies for absence have been given.

**Order of Business**

20. The order of business at every General Meeting of the Council shall be as follows:-
- (a) the sederunt shall be taken and apologies for absence given;
  - (b) the Chairman will advise the meeting of any requests that urgent business be considered, and shall advise of his decision as to whether the urgent business will be considered;

- (c) the minutes of the last meeting of the Council shall be held as read and submitted for confirmation;
- (d) the minutes of meetings of committees, followed by business intimated in the agenda, will be considered;
- (e) any business required by law to be considered; and
- (f) any notices of motion, in the order received by the Chief Executive.

**Variation of Order of Business**

21. The Council may at any meeting vary the order of business so as to give precedence to any business of special urgency. Any decision to alter the order of business shall be made by simple majority vote, of members present.

**NOTICES OF MOTION**

**Form of Notice of Motion**

22. A notice of motion must be in writing, signed by a member of the Council and, subject to Standing Order 24 below, countersigned by one other member. A notice of motion must be received by the Chief Executive at least fourteen clear days prior to the date of any meeting of the Council, in order for the notice to be included within the business of that meeting.

**Failure to move Motion of which Notice has been given**

23. If a motion which is specified in the notice calling a meeting of the Council is not moved by the member who has given notice, or by another member on his behalf, that notice of motion shall, unless deferred by the Council, be considered as withdrawn.

**Motion Contradictory of Previous Decision**

24. The Chief Executive will not accept a notice of motion which is contradictory of a previous decision or resolution of the Council, within twelve months from the date of adoption of that resolution or decision unless notice has been given and specified in the notice requesting that a meeting be called, the notice of motion is in writing, and is signed by the member of the Council giving notice and countersigned by at least six other members.

**AGENDA MANAGEMENT**

**General Principles**

25. In order to ensure that the Council receives appropriate and necessary advice before making decisions, agenda for Committees and Sub-committees shall consist of reports from Chief Officials prepared in accordance with the Council's approved format for the preparation of Committee reports, and lodged, in completed form, with the Chief Executive by the dates specified.

All business before the Council which is the subject of a written report will be introduced by the author of the report, or his representative. Members will then have the opportunity to ask questions, seek clarification or request any further information on the content of the report and/or its recommendations. It will not normally be permissible to move a motion or an amendment at any of these stages. Once a report has been introduced and the Chairman decides that questions have been answered, and further information given, the Chairman will inform the meeting that the matter is open for debate.

A General Meeting of the Council shall only consider business remitted to a Committee and where that business has not been submitted to that Committee, in exceptional circumstances.

- Motions and Amendments**
26. A motion and amendment must be proposed by a member, and seconded by another member. If requested by the Chairman, a motion or amendment must be put in writing and given to the Clerk of the Committee before any vote is taken. Every amendment must be relevant to the motion on which it is moved; its relevancy shall be decided by the Chairman. An amendment may include a proposition which is a direct negative of the motion.
- Amendments at General Meetings of the Council**
27. A member who wishes to propose an amendment to the recommendations of a Committee whose minutes will be considered at a General Meeting of the Council, or to a report to be considered at a General Meeting, shall submit such amendments, in writing, to the Chief Executive, no later than 12 noon on the day before the General Meeting.
- Consideration of Recommendations at General Meetings**
28. A recommendation contained within the minutes of a Committee should not normally be overturned on the first occasion at which it is submitted to a General Meeting of the Council. A member who has submitted an amendment in terms of paragraph 27 above, should normally move that the matter be referred to the Committee for further consideration.
- Recommendation to be taken as the Motion**
29. The recommendations contained in a report shall be taken as the motion, provided that these recommendations are moved and seconded.
- Motions and Amendments with Financial Consequences**
30. A motion or amendment which proposes either expenditure by the Council, or a reduction in its income shall either identify the source of funding to meet the additional expenditure, or to compensate for the income lost, or shall seek referral of the identification of funding to the next meeting, or to the Policy and Resources Committee. A motion or amendment which identifies the source of funding as the Council's reserves shall not be competent without advice being provided to the meeting by the Director of Finance and Housing, or the Chief Executive.
- Moving and Seconding**
31. A member shall not move or second more than one motion or amendment on a single issue, except that a member who has moved or seconded a motion to approve and adopt the minutes of any meeting shall not be prohibited from thereafter moving or seconding an amendment to any of the recommendations in the minutes. It is competent for a member, if a motion or amendment has been subsequently withdrawn, to move or second another motion or amendment on the same issue.
- Withdrawal of Motions or Amendments**
32. A motion or amendment once proposed shall not be altered or withdrawn without the consent of the mover and seconder.
- Consideration of One Amendment Only**
33. Only one amendment can be moved and seconded at one time. No further amendment will be moved until the Council has dealt with the amendment under discussion. A notice of any further amendments must be given before the vote is taken on the first amendment, and the Chairman shall give an opportunity for such notices to be given.
- Further Amendments**
34. If an amendment is defeated, other amendments, for which notice has been given under Standing Order 33 above, can be moved on the original motion. If an amendment is carried, the amendment will replace the original motion. Any further amendment can then be moved on the new motion.

**Speaking to Motions or Amendments**

35. A member shall not address the Council more than once on any issue under discussion, with the exception of a point of order or, with the consent of the Chairman, to make an explanation or correction as to points of factual inaccuracy. Only the mover of a motion shall have a right of reply, prior to the vote being taken. In exercising his right of reply, a member will confine himself to answering points made by previous speakers, and shall not introduce any new matter.

**Closure of Discussion**

36. After the reply by the mover of a motion is concluded, the discussion shall be closed, and no further points may be made, with the exception of points of order, or a question regarding the manner of taking the vote. The matter shall then be put to the meeting by the Chairman.

**Time Limit on Speeches**

37. A speech by the mover of a motion or an amendment will not be longer than ten minutes. During debate, no member shall speak for more than five minutes, and the mover of the original motion shall have the right to speak for five minutes in reply. These limits may be exceeded with the consent of the members present, which consent shall be ascertained by the Chairman without the need for a vote to be taken.

A member who is duly nominated to serve as an office bearer of the Council may speak in support of his nomination, for no more than five minutes.

**Standing while Speaking**

38. At General Meetings of the Council, members shall stand when speaking, and shall address the Convener. Members must direct their speeches to the question under discussion, or to a point of order or adjournment.

**That the “question be now put”**

39. A member who has not spoken on an item may propose “that the question be now put”. If this motion is seconded, and the Chairman considers that the matter has been discussed sufficiently, he will order a vote to be taken on the motion. No amendment or discussion will be competent at this stage. If the motion is carried, the mover of the original motion, and any amendment, will have a right of reply, and the question itself will then be put to the meeting.

If the Chairman is of the view that the matter has not been discussed sufficiently, he may refuse to accept the motion.

**Motions or Amendments subsequently withdrawn**

40. A motion or amendment withdrawn after being seconded shall not be recorded in the minutes.

**Adjournment of Meetings**

41. A motion to adjourn a meeting may be made at the conclusion of any speech, and shall have precedence over all other motions. It must be moved and seconded, without discussion, and shall at once be put by the Chairman to the meeting in the form of “adjourn” or “not adjourn”.

All meetings will be adjourned at 5 p.m.

**Form of Voting**

42. A vote may be taken by calling the roll, by ballot or by a show of hands. The usual method of voting will be by a show of hands. A member may request that the vote be taken other than by a show of hands and, if one third of the members present vote in favour of taking a vote other than by a show of hands, the vote shall be taken either by calling the roll or by ballot as may be decided by a majority of members present.

All votes on the method of voting shall be taken by a show of hands.

**Casting Vote of  
Chairman**

43. If there is an equal number of votes, the Chairman will have, in addition to his deliberative vote, a casting vote except where the vote relates to the appointment of a member to an office, in which case the matter will be determined by lot.

**Appointments**

44. In the making of appointments or nominations by the Council, where the number of candidates is greater than the number of vacancies, a vote shall be taken by secret ballot. A member will be entitled to vote for as many candidates as there are vacancies.

Where there are more than two candidates and the first vote does not produce an absolute majority in favour of any candidate, the name of the candidate having least votes will be removed from the list of candidates, and a fresh vote will take place. This process will continue either until the number of candidates equals the number of vacancies or until one candidate has a majority of the votes cast and there is only one vacancy.

If there is a ballot of more than two candidates and there is an equal number of votes for the candidates having least votes, an extra vote will be taken between the candidates having least votes. The name of the candidate receiving fewest votes will be removed from the list of candidates.

**Dissent**

45. A member who wishes his dissent from a decision of the Council to be minuted must request that his dissent be recorded immediately following the decision.

**Deputations**

46. A deputation may apply to the Chief Executive to make submissions to the Council at least fourteen clear days prior to the date of the meeting. The deputation must provide sufficient detail of the matters on which it wishes to be heard.

A deputation shall not exceed three persons. A maximum period of fifteen minutes, unless this period is extended with the leave of the meeting, shall be allowed for the deputation to present its case.

It is competent for members of the Council to put questions to members of the deputation which relate to the subject on which the deputation has been heard. A member shall not, however, express an opinion, or discuss the subject, until the deputation has completed its submission.

**Presentation of  
Minutes**

47. All minutes or reports of meetings of committees shall, unless the committee directs otherwise, be issued in printed form to each member of the Council together with the agenda for the meeting at which the report or minute is to be submitted.

**Accuracy of  
Minutes**

48. If a question arises at a meeting of the Council as to the accuracy of a minute, the question shall be determined by the members of the Council, committee, sub-committee etc who are present at the meeting to which the minute relates and were present at the meeting of the Council at which the matter is raised.

It shall be normal practice, in the event that a correction to the minute results in the substantial alteration of a resolution, to refer the matter to the Council, committee or sub-committee, for further discussion.

- Common Seal** 49. The Common Seal of the Council shall be kept by the Chief Executive. All deeds and other documents shall be sealed by the Chief Executive, or an officer authorised to act on his behalf.
- Filming, Photography and Recording of Meetings** 50. It is not permissible to film, photograph or otherwise record the proceedings of meetings, unless the permission of the Chief Executive has been obtained not less than five clear days before the meeting; the Chief Executive shall consult the Convener and Vice Convener on the terms of the request.
- Revoking Previous Resolutions** 51. A motion or amendment shall not be competent if it is contradictory of a previous decision or resolution of the Council made within twelve months of the date of adoption of that resolution or decision.
- Suspension of Standing Orders** 52. A Standing Order, Contract Regulation, Financial Regulation or aspect of the Scheme of Administration or Delegation to Officers may only be suspended, in relation to a specific item of business, if two-thirds of the members present so agree.
- No amendment will be taken against a motion to suspend Standing Orders, and the vote will be taken immediately.
- Any motion to vary or revoke the Standing Orders, Financial Regulations or Schemes of Administration and Delegation to Officers shall, if proposed and seconded, stand adjourned without discussion to the next General Meeting of the Council. The Chief Executive may, however, submit to any General Meeting of the Council a note of any alteration to the Standing Orders, Financial Regulations, Schemes of Administration and Delegation to Officers which in his opinion is required in consequence of any resolution with regard to the conduct of business adopted by the Council, or as a result of any statutory amendment.
- Removal from Office of Office Bearers** 53. Any motion to remove from office the Convener, Vice Convener or Chairman of a standing or other committee of the Council shall, if proposed and seconded, stand adjourned without discussion to the next General Meeting of the Council. Any motion to remove from office the Vice Chairman of a standing or other committee shall similarly stand adjourned without discussion to the next ordinary meeting of that committee. Any such motion will form the first item of business of the next applicable meeting, and a decision as to whether an office bearer should be removed from office shall be decided by simple majority, following a secret ballot.
- Applicability of Standing Orders** 54. These Standing Orders shall apply to committees and sub-committees in the same way as they apply to the Council, with the substitution of references to the committee or sub-committee as the case may be and to the Chairman and Vice Chairman of the committee or sub-committee, except for the following Standing Orders which will apply only at meetings of the Council:- 4, 6, 20, 27, 28 and 38.

## **SCHEME OF APPOINTMENT OF MEMBERS TO COMMITTEES**

### **1 COMMITTEE COMPOSITION**

There are 6 Standing Committees, each comprising 12 members, as follows:-

- (a) Policy and Resources Committee
- (b) Development Committee
- (c) Environment, Planning and Protective Services Committee
- (d) Education, Recreation and Cultural Services Committee
- (e) Social Services and Housing Committee
- (f) Transportation and Infrastructure Committee

The Convener and Vice Convener serve on all the above committees.

In addition to the above, 8 members will be allocated places on the Monitoring and Audit Committee and 8 on the Licensing Sub-committee.

In total, all members, with the exception of the Convener and Vice Convener, will serve on 4 of the committees or the sub-committee listed above.

### **2 ALLOCATION PROCEDURE**

At the Statutory General Meeting of the Council, the Convener and the Vice Convener will be appointed followed by the Chairmen of all Standing Committees. The order of appointment of Chairmen to the Standing Committees will be drawn by lot and circulated to all members along with the notice of the meeting.

The Policy and Resources Committee comprises the Convener, Vice Convener, Chairmen of the 5 Service Committees, the Chairman of the Monitoring and Audit Committee, plus 4 additional members. Following the appointment of Chairmen, the 4 additional members will be appointed. Councillors will then be appointed to the Monitoring and Audit Committee and the Licensing Sub-committee.

The allocation of places on Committees is carried out by a computer programme that has been designed to assist with this process.

Members' preferences will be adjusted in the computer programme, if necessary, following the appointment of chairmen to committees, in order that the committee to which they have been appointed as chairman is their first choice.

The system allocates all members' first preferences, unless there are more first preferences than places on any committee, in which case members will be allocated places in an order of priority generated randomly by the computer.

The programme is then repeated in respect of second choices, and so on, until all members have been allocated four committees each.

For this process to take place, it is essential that the completed preference sheets be returned as soon as possible to enable this information to be programmed into the computer, prior to the date of the Statutory or Special General Meeting.

**Notes:-**

- Preferences in respect of any vacancy will be drawn by lot.
- In the event of any anomalies in committee composition arising as a result of the Scheme, powers are delegated to the Assistant Chief Executive, in consultation with the Convener and Vice Convener, to revise the composition in line with the general principles of the Scheme.

# LOCAL GOVERNMENT (SCOTLAND) ACT 1973

## SCHEDULE 7A ACCESS TO INFORMATION: EXEMPT INFORMATION

### DESCRIPTIONS OF EXEMPT INFORMATION

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.
4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.
5. Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.
6. Information relating to the financial or business affairs of any particular person (other than the authority).
7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).
8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.
11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.
12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –
  - (a) any legal proceedings by or against the authority, or

- (b) the determination of any matter affecting the authority,  
(whether in either case, proceedings have been commenced or are in contemplation).
13. Information which, if disclosed to the public, would reveal that the authority proposes –
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) to make an order or direction under any enactment.
  14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.
  15. The identity of a protected informant.