

Notice of meeting and agenda



Midlothian Council

Venue: Virtual Meeting,

Date: Tuesday, 24 May 2022

Time: 11:00

Executive Director : Place

Contact:

Further Information:

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1 Welcome, Introductions and Apologies

Please note - the Returning Officer will assume the role of Chair until the Provost of the Council is elected. This section of the meeting will include apologies for any absence from the meeting by Members.

2 Order of Business

The Order of Business is as detailed in the Agenda circulated.

3 Public Reports

3.1	Election Return - Midlothian Local Government Election 2022	5 - 6
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3.7	Scheme of Administration and Schedule of Meeting Dates - Report by Executive Director Place	27 - 38
3.8	Appointment of Members in Accordance with the Scheme of Administration - Report by Executive Director Place	39 - 44
3.9	Appointment of Representatives to Joint Committees, Joint Boards and Outside Bodies - Report by Executive Director Place	45 - 50
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3.13	Scheme of Councillors' Remuneration - Report by Chief Officer Corporate Solutions	71 - 74

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Corporate Solutions

Clerk Name:	Democratic Services
Clerk Telephone:	
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6 May 2022

Proper Officer
Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
EH22 1DN



Dear Sir

The Midlothian Council Elections – 5 May 2022
Return of Councillors

In terms of Rule 56 of the Scottish Local Government Elections Order 2011 I herewith return the name of each Councillor elected to the Midlothian council as follows:

No of Ward	Name of Ward	Name of Elected Councillors
1	Penicuik	Debbi McCall Willie McEwan Connor McManus
2	Bonnyrigg	Dianne Alexander Derek Milligan David Virgo
3	Dalkeith	Colin Cassidy Stephen Curran Margot Russell

No of Ward	Name of Ward	Name of Elected Councillors
4	Midlothian West	Russell Imrie Kelly Parry Pauline Winchester
5	Midlothian East	Stuart McKenzie Bryan Pottinger Peter Smaill
6	Midlothian South	Douglas Bowen Kelly Drummond Ellen Scott

I confirm that I have given notice in writing of their election to the Councillors concerned.

Yours sincerely

Returning Officer

Declaration of Acceptance of Office of Councillor

Report by Kevin Anderson, Executive Director, Place

Report for Noting

1 Conclusion

The Executive Director, Place will confirm at this meeting which Members have made their Declaration of Acceptance of Office of Councillor to a Proper Officer of the Council.

2 Purpose of Report/Executive Summary

The Declaration of Acceptance of Office, to be signed by each Elected Member, includes both a Declaration regarding fulfilment of duties and also an undertaking to meet the requirements of the Councillors' Code issued under the Ethical Standards in Public Life etc (Scotland) Act 2000.

Details regarding the procedure for making the Declaration were provided to each Member separately.

Date: 6 May 2022

Report Contact: Kevin Anderson

Email: kevin.anderson@midlothian.gov.uk

3 Background

Under the terms of Section 33A of the Local Government (Scotland) Act 1973, introduced by the Local Government and Housing Act 1989, a person elected to Office as a Councillor of a Local Authority shall not, unless:

- a) He/she has made a Declaration of Acceptance of Office in a form prescribed by an Order made by Scottish Ministers; and
- b) the Declaration has within two months from the day of the election been delivered to the Proper Office of the Local Authority
- c) act in the Office of Councillor except for the purpose of taking such a Declaration.

If such a Declaration is not made and delivered to the Proper Officer within the appointed time, the Office of the person elected shall at the expiration of that time become vacant.

The Declaration of Acceptance of Office, to be signed by each Elected Member, includes both a Declaration regarding fulfilment of duties and also an undertaking to meet the requirements of the Councillors' Code issued under the Ethical Standards in Public Life etc (Scotland) Act 2000.

Details regarding the procedure for making the Declaration were provided to each Member separately.

4. Report Implications (Resource, Digital and Risk)

4.1 Resource

There are no resource implications arising from this report.

4.2 Digital

There are no digital implications related to this report.

4.3 Risk

Failure by a sufficient number of Elected Members to make their Declaration could result in this Council meeting being inquorate.

4.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

4.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Election of Provost**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is invited to elect the Provost.

2 Purpose of Report/Executive Summary

The purpose of this report is to invite the Council to elect the Provost in terms of Standing Order 4.1(iv).

Date: 6 May 2022**Report Contact:** Kevin Anderson**Email:** kevin.anderson@midlothian.gov.uk

3 Background

Section 4(1) of the Local Government etc. (Scotland) Act 1994 (the 'Act') requires the Council of each local government area to elect a Convener from among the Councillors.

Whilst the title of this office was known as Convener during the shadow year of 1995/96, at the meeting of Midlothian Council on 2 April 1996, it was agreed that henceforth this office be known by the title of Provost.

Section 4(4) of the Act states that the election of the Provost shall be the first business transacted at the first meeting of the Council held after an ordinary election of councillors and at that meeting, until the Provost is elected, the Returning Officer, shall preside. Standing Orders 4.1(i) and (iv) reflect this. As this is a statutory requirement under the 1994 Act, nominations for this position cannot be part of a block proposal.

4 Standing Order Issues

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:-

"A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment."

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:-

"In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot."

This mirrors the legal requirement in paragraph 5(2) to Schedule 7 of the Local Government (Scotland) Act 1973

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

There is a statutory requirement for the Council to elect a Convener (Provost) in terms of the Local Government etc. (Scotland) Act 1994. Failure to do so would therefore contravene that Act. It would also breach Standing Order 4.1(iv).

5.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Election of Deputy Provost**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is invited to elect the Deputy Provost.

2 Purpose of Report/Executive Summary

The purpose of this report is to invite the Council to elect the Deputy Provost in terms of Standing Order 4.1(v).

Date: 6 May 2022**Report Contact:** Kevin Anderson**Email:** kevin.anderson@midlothian.gov.uk

3 Background

Section 4(2) of the Local Government etc. (Scotland) Act 1994 states that the Council of each local government area may elect a member of the Council to be Depute Convener.

Whilst the title of this office was known as Depute Convener during the shadow year of 1995/96, at the meeting of the Council on 2 April 1996, it was agreed that henceforth this office be known by the title of Depute Provost.

Standing Order 4.1(v) requires that consideration be given to the election of the Depute Provost at this meeting

4 Standing Order Issues

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:-

“A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment.”

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:-

“In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.”

4. Report Implications (Resource, Digital and Risk)

4.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

4.2 Digital

There are no digital implications related to this report.

4.3 Risk

Unlike the Convener (Provost), there is no statutory requirement for the Council to elect a Depute Convener (Depute Provost). There is however a requirement to make such an appointment in terms of Standing Order 4.1(v).

4.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

4.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Election of Leader of the Council**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is invited to elect the Leader of the Council subject to the exclusions referred to in Section 3.

2 Purpose of Report/Executive Summary

The purpose of this report is to invite the Council to elect the Leader of the Council in terms of Standing Order 4.1(vi).

Date: 6 May 2022

Report Contact: Kevin Anderson

Email: kevin.anderson@midlothian.gov.uk

3 Background

In accordance with:

- (a) Standing Order 4.1(vi), consideration requires to be given at this meeting to the election of the Leader of the Council;
- (b) Standing Order 1.1, the Leader of the Council shall be the Convener of the Cabinet;
- (c) the Scheme of Administration:-
 - (i) **Cabinet** - the Provost, the Depute Provost and the Chair of the Performance Review and Scrutiny Committee may not be appointed to the Cabinet (and may not therefore be the Leader of the Council);
 - (ii) **Performance, Review and Scrutiny Committee** - the members of the Performance, Review and Scrutiny Committee may not be appointed to the Cabinet (none of whom may therefore be the Leader of the Council).
- (d) In terms of Section 4(1) of the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007, there are to be four grades of Councillor in each local authority for the purposes of payment of remuneration, these being:
 - "Leader of the Council" - that is, the convener where councils use that term instead of Leader (e.g. usually used by councils where the administration of the council is not linked to a particular political party) or such other councillor the authority decides should be termed as 'Leader of the Council' for remuneration purposes.
 - "Civic Head" - that is, the councillor who holds this title for remuneration purposes is at the Council's discretion. This is generally the Provost or Lord Provost. In some authorities this will be the depute convener, but in other authorities, the convener.
 - "Senior Councillor" - that is, a councillor who holds a significant position of responsibility in the Council's political management structure, for example, a convener of a major committee, the leader of a significant opposition group etc.
 - "Councillor" - that is, a councillor who is likely to hold no significant position of responsibility in the council's political management structure and who will receive the basic salary.
- (e) Section 4(2) of the Regulations state that the Leader of the Council and the Civic Head cannot be the same person, for the purposes of payment of remuneration.

4 Standing Order Issues

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:

“A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment.”

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:

“In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.”

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

The Leader of the Council is to be the Convener of the Cabinet and failure to make such an appointment would contravene Standing Orders.

5.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Election of Deputy Leader of the Council**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is invited to elect the Deputy Leader of the Council subject to the exclusions referred to in Section 3.

2 Purpose of Report/Executive Summary

The purpose of this report is to invite the Council to elect the Deputy Leader of the Council in terms of Standing Order 4.1(vii).

Date: 6 May 2022**Report Contact:** Kevin Anderson**Email:** kevin.anderson@midlothian.gov.uk

3 Background

In accordance with:

- (a) Standing Order 4.1(vii), consideration requires to be given at this meeting to the election of the Deputy Leader of the Council;
- (b) Standing Order 1.1, the Deputy Leader of the Council shall be the Deputy Convener of the Cabinet;
- (c) the Scheme of Administration:-
 - (i) **Cabinet** - the Provost, the Deputy Provost and the Chair of the Performance Review and Scrutiny Committee may not be appointed to the Cabinet (and may not therefore be the Deputy Leader of the Council);
 - (ii) **Performance, Review and Scrutiny Committee** - the members of the Performance, Review and Scrutiny Committee may not be appointed to the Cabinet (none of whom may therefore be the Deputy Leader of the Council).

4 Standing Order Issues

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:

“A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment.”

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:

“In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.”

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

The Depute Leader of the Council is to be the Depute Convener of the Cabinet and failure to make such an appointment would contravene Standing Orders.

5.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Scheme of Administration and Schedule of Meeting Dates**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is recommended to:

- (a) Agree to the implementation of the current Scheme of Administration;
- (b) Agree that the previous political party/independent composition split contained within the scheme of administration in respect of each committee make up should be rescinded to reflect the make-up of the new Council as per paragraph 4;
- (c) Agree to the schedule of meetings as outlined at paragraph 5 of this report; and
- (d) Instruct the Executive Director, Place to initiate a full review of the governance arrangements for the Council with recommendations to be considered by the Council

2 Purpose of Report/Executive Summary

This report is brought forward in terms of Standing Order 4.1 (viii), which requires the Council at its first meeting after the elections to determine the Scheme of Administration (SOA) and consider an associated schedule of meeting dates.

The Scheme of Administration remains in force from the outgoing Council until such time as any changes are made.

Date: 6 May 2022

Report Contact: Kevin Anderson

Email: kevin.anderson@midlothian.gov.uk

3 Background

The Scheme of Administration in essence sets out the decision-making structure of the Council (i.e. Committees, Sub-Committees, etc), but also incorporates certain other meetings, for example as required by statute.

Following the determination of the SOA, the Council is then asked to appoint Members to the various Committees etc identified within the Scheme.

4 Scheme of Administration (SOA)

Midlothian Council has adopted Standing Orders to regulate its proceedings and the SOA appears as an appendix to Standing Order 7. The SOA sets out:

- the composition of the Council and the various Committees, Sub-Committees and other bodies etc appointed ;
- what each can do;
- the arrangements for their meetings;
- what the quorum is; and
- what is to happen to their minutes.

Unless otherwise covered by statute or regulation, all bodies referred to in the Scheme of Administration must give effect to any instructions or decisions of the Council on matters of principle.

The current Scheme of Administration reflects the political make-up of the Council prior to the Local Government Elections in May 2022. It is therefore recommended that the previous political party/independent composition split contained within the scheme of administration in respect of each committee make up should be rescinded to reflect the make-up of the new Council. Therefore it is recommended that the membership of the Committees under the Scheme of Administration is made up as per the following table:

	Labour Group	SNP Group	Conservative Group
No. of Councillors	7	8	3
No of members in Committee:			
3	1	1	1
4	1	2	1
5	2	2	1
6	2	2	2
7	2	3	2
8	3	3	2
9	3	3	3
10	3	4	3
11	4	4	3
12	4	5	3
13	5	5	3

14	5	6	3
15	6	6	3

Members should note, that the above is not applicable to Cabinet or Performance, Review and Scrutiny Committee as these act together to provide a political balance whilst allowing for the executive function.

5 Schedule of Meeting Dates to end July 2023

The Executive Director, Place presents for approval a proposed schedule of meeting dates to the end of July 2023 as detailed in Appendix 1 to the report.

Meetings of the Council and Committees presently take place on a 6 week rolling cycle (except in July when the summer recess is held, and with minor variation for the Christmas and New Year breaks)

The frequency of each type of meeting is set out in the Scheme of Administration. It will be for the new Council to decide whether to keep or amend the existing Committee structure and the attached meeting schedule.

There are of course other meetings which are convened separately or are not included within the meetings schedule, e.g. those which meet on a different cycle or which meet on an ad hoc basis - the Appeals Committee, Education Appointment Committee, Midlothian Joint Consultative Group, Seminars, Briefings, Midlothian Integration Joint Board, Community Safety and Justice Partnership Board etc.

6. Report Implications (Resource, Digital and Risk)

6.1 Resource

There are no resource implications arising from this report.

6.2 Digital

There are no digital implications related to this report.

6.3 Risk

The SOA provides a framework through which the Council can arrange the discharge of its various functions in an orderly manner.

The availability of the schedule of meeting dates contributes to the reduction of risk by:-

- facilitating planning for meetings;
- contributing to the framework which allows the Council to conduct its business; and
- providing a timetable to which Officers can work to ensure that reports are submitted timeously.

6.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

6.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Proposed Schedule of Meeting Dates – May 2022 to July 2023

May 2022

Tuesday 24	11.00	Midlothian Council (first after the Elections)
Monday 30	11.00	Police and Fire and Rescue Board

June 2022

Thursday 2	14.00	MIJB Audit and Risk Committee
w/c Monday 6	tbc	Education Appeals Committee
Tuesday 7	11:00	Cabinet
Tuesday 7	14.00	General Purposes
Monday 13	11.00	BTSG
Tuesday 14	14.00	Planning
Thursday 16	14.00	MIJB Board
Monday 20	10.00	LRB site visits
Monday 20	14.00	LRB
Tuesday 21	11.00	Performance, Review and Scrutiny
Tuesday 21	14.30	JCG
Monday 27	10.00	LRB site visits
Monday 27	14.00	LRB
Tuesday 28	11.00	Midlothian Council
Wednesday 29	11.00	Audit

July 2022

SUMMER RECESS

August 2022

Tuesday 23	11.00	Midlothian Council
Thursday 25	14.00	MIJB Board
Monday 29	11.00	Police and Fire and Rescue Board
Monday 29	14.00	Planning Site Visits
Tuesday 30	10.00	General Purposes
Tuesday 30	13.00	Planning

September 2022

Thursday 1	14.00	MIJB Audit and Risk Committee
Monday 5	10.00	Business Transformation Steering Group
Tuesday 6	11.00	Cabinet
Tuesday 13	10.00	Local Review Body Site Visits
Tuesday 13	13.00	Local Review Body
Thursday 15	14.00	Special MIJB Board (Annual Accounts)
Tuesday 20	11.00	Performance, Review and Scrutiny
Tuesday 27	11.00	Audit
Tuesday 27	14.30	JCG

October 2022

Tuesday 4	11.00	Midlothian Council
Monday 10	10.00	Planning Site Visits
Tuesday 11	10.00	General Purposes
Tuesday 11	13.00	Planning
Thursday 13	10.00	MIJB Board
Monday 17	11.00	Business Transformation Steering Group
Tuesday 18	11.00	Cabinet
Tuesday 25	10.00	Local Review Body Site Visits
Tuesday 25	13.00	Local Review Body

November 2022

Tuesday 1	11.00	Performance, Review and Scrutiny
Monday 7	11.00	Police and Fire and Rescue Board
Tuesday 8	14.30	JCG
Tuesday 15	11.00	Midlothian Council
Monday 21	10.00	Planning Site Visits
Tuesday 22	10.00	General Purposes
Tuesday 22	13.00	Planning
Monday 28	11.00	Business Transformation Steering Group
Tuesday 29	11.00	Cabinet

December 2022

Thursday 1	14.00	MIJB Audit and Risk Committee
Monday 5	10.00	Local Review Body Site Visits
Monday 5	13.00	Local Review Body
Tuesday 6	11.00	Audit
Tuesday 6	14.30	JCG
Monday 12	11.00	Performance, Review and Scrutiny
Tuesday 13	11.00	Midlothian Council
Thursday 15	14.00	MIJB Board

Proposed Schedule of Meetings Dates for Jan - June 2023

January 2023

Thursday 12	14.00	Midlothian Integration Joint Board Development Workshop
Monday 16	10.00	Combined Local Review Body and Planning Site Visits
Monday 16	13.00	Local Review Body
Tuesday 17	11.00	Cabinet
Tuesday 17	13:00	Planning Committee
Monday 23	11.00	Business Transformation Steering Group
Tuesday 24	11.00	Audit Committee
Wednesday 25	10.00	General Purposes Committee
Tuesday 31	11.00	Performance, Review and Scrutiny Committee
Tuesday 31	14.30	JCG

February 2023

Thursday 9	14.00	Midlothian Integration Joint Board
Monday 13	11.00	Police and Fire and Rescue Board
Tuesday 14	10.00	Local Review Body Site Visits
Tuesday 14	13.00	Local Review Body
Monday 20	10.00	Planning Site Visits
Tuesday 21	11.00	Midlothian Council
Tuesday 28	11.00	Cabinet

March 2023

Thursday 2	10.00	Planning Committee
Thursday 2	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 6	11.00	Business Transformation Steering Group
Tuesday 7	11.00	Audit Committee
Tuesday 14	11.00	Performance, Review and Scrutiny Committee

Tuesday 14	14.30	JCG
Thursday 16	14.00	Special Midlothian Integration Joint Board
Tuesday 21	11.00	Midlothian Council
Tuesday 28	10.00	Local Review Body Site Visits
Tuesday 28	13.00	Local Review Body

April 2023

Monday 3	10.00	Planning Site Visits
Tuesday 4	10.00	General Purposes Committee
Tuesday 4	13.00	Planning Committee
Tuesday 11	11.00	Cabinet
Thursday 13	14.00	Midlothian Integration Joint Board
Monday 24	11.00	Business Transformation Steering Group
Tuesday 25	11.00	Performance, Review and Scrutiny Committee

May 2023

Tuesday 2	11.00	Audit Committee
Tuesday 2	14.30	JCG
Tuesday 9	11.00	Midlothian Council
Thursday 11	14.00	Midlothian Integration Joint Board Development Workshop
Monday 15	10.00	Combined Local Review Body and Planning Site Visits
Monday 15	13.00	Local Review Body
Tuesday 16	10.00	General Purposes Committee
Tuesday 16	13.00	Planning Committee
Tuesday 23	11.00	Cabinet
Monday 29	11.00	Police and Fire and Rescue Board

June 2023

Thursday 1	14.00	Midlothian Integration Joint Board Audit & Risk Committee
Monday 5	11.00	Business Transformation Steering Group
Tuesday 6	13.00	Performance, Review and Scrutiny Committee
Monday 12	10.00	Combined Local Review Body and Planning Site Visits
Monday 12	13.00	Local Review Body
Tuesday 13	10.00	General Purposes Committee
Tuesday 13	13.00	Planning Committee
Thursday 15	14.00	Midlothian Integration Joint Board
Tuesday 20	14.30	JCG
Tuesday 27	11.00	Midlothian Council

Wednesday 28

11.00

Audit Committee

July 2023

SUMMER RECESS

Note: Dates of meetings of Midlothian Integration Joint Board (MIJB) and the MIJB Audit and Risk Committee are included for information and completeness however these are not set by the Council

Appointment of Members in Accordance with the Scheme of Administration**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

It is recommended that the Council:-

- (a) Appoint Members to the various Committees etc as required under the Scheme of Administration (see paragraph 3);
- (b) Consider the nomination of Elizabeth Morton, for the statutory place available to the Church of Scotland on the Cabinet;
- (c) Consider the nomination of Anne-Theresa Lawrie, for the statutory place available to the Roman Catholic Church on the Cabinet;
- (d) To continue to recruit a “Third Religious Representative” for the statutory place on the Cabinet; and
- (e) Agree that the three Religious Representatives are able to sit at Council meetings and, at the invitation of the Provost, are able to speak in respect of education matters but have no voting rights.

2 Purpose of Report/Executive Summary

Under Standing Order 4.1(ix), consideration requires to be given at this meeting to the appointment of Members to the various Committees etc in accordance with the Scheme of Administration (SOA).

Date: 6 May 2022**Report Contact:** Kevin Anderson**Email:** kevin.anderson@midlothian.gov.uk

3 Appointments Required

On the basis of the SOA in place at the start of today's meeting and subject to the Council's decision in relation to the previous report, the undernoted Elected Member appointments will be required (or such other appointments as a result of any amendment to the SOA following consideration of the previous agenda item):

Cabinet/Committee Name	Composition
Cabinet	5 Elected Members of the Council.
Performance Review and Scrutiny Committee	The 13 non-Cabinet Members of the Council.
Audit Committee	6 Elected Members of the Council.
Planning Committee	Will comprise of the 18 Elected Members of the Council. One of the Elected Members of the Committee will be the Chair.
Local Review Body	10 Elected Members of the Council.
General Purposes Committee	All 18 Elected Members of the Council.
Appeals Committee	9 Elected Members of the Council.
Standards Committee	6 Elected Members of the Council.
Petitions Committee	6 Elected Members of the Council.
Education Appeals Committee	3 Elected Members of the Council. One religious representative will join the Appeals Committee where this case involves a teacher.
Education Appointment Committee	3 Elected Members of the Council.
Police and Fire and Rescue Board	6 Elected Members of the Council.
Midlothian Joint Consultative Group	4 Cabinet Members of the Council.
Business Transformation Steering Group	5 Elected Members of the Council.
Community Asset Transfer Committee	6 Elected Members of the Council, one from each ward.
Community Asset Transfer Review Committee	6 Elected Members of the Council, one from each ward. This is 6 different Elected Members from the membership of the Community Asset Transfer Committee.

4 Religious Representatives

Under Section 124 of the Local Government (Scotland) Act 1973, where an education authority (i.e. the Council) appoints a Committee whose purposes include either advising the authority or discharging on the authority's behalf education matters (i.e. the Cabinet), then that Committee (i.e. the Cabinet) must include three Religious Representatives as follows:

- (1) one representative of the Church of Scotland nominated in such manner as may be determined by the General Assembly of the Church (Note: The Church of Scotland has intimated that its nominee will continue to be Elizabeth Morton);
- (2) one representative of the Roman Catholic Church nominated in such manner as may be determined by the Scottish Hierarchy of the Church (Note: The Roman Catholic Church has intimated that its nominee will be Anne-Theresa Lawrie); and
- (3) one person (known generally as the "Third Religious Representative") in the selection of whom the authority shall have regard (taking account of the representation of churches at paragraphs (1) and (2) above) to the comparative strength within their area of all the churches and denominational bodies having duly constituted churches and other regularly appointed places of worship there.

The "Third Religious Representative" place to be advertised

It is recommended that Council agrees that the Religious Representatives sit at Council meetings and, at the invitation of the Provost, are able to speak in respect of education matters but have no voting rights.

5 Block Proposals

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:-

"A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment. This Standing Order (11.3 (iii)) will not apply when block proposals are put forward to facilitate Council business."

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:-

"In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the

vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.”

6. Report Implications (Resource, Digital and Risk)

6.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

6.2 Digital

There are no digital implications related to this report.

6.3 Risk

In accordance with Standing Order 4.1(ix), this report invites the Council to appoint Members to the various Committees etc under the Scheme of Administration. The exercise of the Council's various functions can then be undertaken through this political management structure.

Any delay in making the necessary appointments could therefore impede the discharge of Council business.

6.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

6.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Appointment of Representatives to Joint Committees, Joint Boards and Outside Bodies etc.**Report by Kevin Anderson, Executive Director, Place****Report for Decision****1 Recommendation**

The Council is invited to consider the appointment of representatives to serve on the various Joint Committees and Outside Bodies etc shown at **Appendix 1**.

2 Purpose of Report/Executive Summary

In accordance with Standing Order 4.1 (x) consideration requires to be given at this meeting to the appointment of representatives to Joint Committees, Outside Bodies and other partnership working.

Date: 6 May 2022**Report Contact:** Kevin Anderson**Email:** kevin.anderson@midlothian.gov.uk

3 Appointments Required

Appendix 1 is a list of the Outside Bodies, Joint Committees and other partnership working that requires Elected Member representation from Midlothian Council. The number of required representatives is indicated within Appendix 1.

Members are invited to consider their appointments to the bodies listed in Appendix 1.

The attention of the Council is however drawn to the following matters:

4 Block Proposals

The attention of the Council is drawn to the terms of Standing Order 11.3(iii) which states that:-

“A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment. This Standing Order (11.3 (iii)) will not apply when block proposals are put forward to facilitate Council business.”

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:-

“In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

Please refer to the separate report on the Scheme of Councillors' Remuneration which will be considered during the Statutory Meeting of the Council on 24 May 2022.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

In accordance with Standing Order 4.1(x), this report invites the Council to appoint Members to Joint Committees and Outside Bodies etc.

Any delay in making the necessary appointments could impede the discharge of business affecting both these bodies and the Council.

5.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

OUTSIDE BODIES - 2022

NAME OF ORGANISATION	Elected Members
Alliance (formerly the Coalfield Communities Campaign)	3
Association for Public Service Excellence (APSE)	2
Carers' Scotland	1
Carers' Champion	1
Champion for Volunteering (Council May 2019)	1
Community Planning Partnership	3
Community Safety and Justice Partnership Board	6
Corporate Parenting Board	2
COSLA - Community Justice Sub Group	2
COSLA - Community Wellbeing Executive Group	1
COSLA - Convention	3
COSLA - Development, Economy and Sustainability Executive Group	1
COSLA - Leader's Group	1
COSLA - Education, Children and Young People Executive Group	1
COSLA - Health and Social Care Board	1
COSLA - Strategic HR Management Executive Group	1
COSLA - Resources and Capacity Executive Group	1
COSLA -Sport, Art and Culture Working Group	1
Dalkeith and District Citizen's Advice Bureau	3
Dean Tavern Trust, Newtongrange (Community Trustees)	1
Easter Bush Development Board	1
Edinburgh Airport Consultative Committee	1
Edinburgh and Lothian Racial Equality Council (Observer)	1
Edinburgh and South East Scotland City Region Deal - Regional Growth Elected Members' Oversight Committee (Council February 2020)	2
Edinburgh and South East Scotland City Region Deal Joint Committee	1
Edinburgh, Leith and District Battalion of the Boys' Brigade	1
Education and Children's Services and CLLE Cross Party Working Group	3
Gorebridge Conservation Area Regeneration Scheme (CARS)	3
Heriot-Watt University General Convocation	2
Lothian Electoral Joint Committee	2
Lothian Mineworkers Convalescent Home	2
Lothian NHS Board	1
Lothian Valuation Joint Board	2
Lowland Reserve Forces and Cadets Association	1

NAME OF ORGANISATION	Elected Members
Midlothian Access Forum	2
Midlothian and East Lothian Chamber of Commerce	1
Midlothian Council Equality Champion	1
Midlothian Council Veterans Champion	1
Midlothian Chamber of Commerce - Director	1
Midlothian Indoor Bowling Club (Members from Ward 3)	3
Midlothian SureStart	1
Midlothian Twinning Association	4
Midlothian Voluntary Action (Honorary President + one other)	2
Newbattle Abbey College	1
Nuclear Free Local Authorities (Scotland) NFLA	1
Older Persons Champion	1
Pacific Shelf Ltd	1
Penicuik and District YMCA/YWCA	1
Penicuik Citizens Advice Bureau	1
Penicuik Heritage Regeneration Project	1
Pentland Hills Regional Park Advisory Group	1
Pentland Hills Regional Park Joint Committee (3 Members from Ward 4)	3
Project Penicuik	1
Scotland Excel Joint Committee	1
Scottish Council's Committee on Radioactive Substance (SCCORS)	1
Scottish Enterprise (East) Regional Advisory Board (appointment is rotational with 3 other Councils, review taking place (as at July 2017) so format may change but at present Advisory Board is not meeting)	1
Scottish Provosts' Association	1
Scout Association (South East Scotland area)	1
South East Scotland Area Support Team (Childrens' Hearings Scotland)	1
South East of Scotland Transport Partnership (SEStran)	2
South East Regional Improvement Collaborative – Oversight Group	1
Torness Local Liaison Committee	1
Tyne-Esk LEADER - Local Action Group	1
Zero Waste Edinburgh and Midlothian Strategic Forum	1

Election of Members of the Midlothian Licensing Board

Report by Kevin Anderson, Executive Director, Place

Report for Decision

1 Recommendation

The Council are invited to

- (a) determine the size of the Licensing Board; and
- (b) elect the members of the Licensing Board.

2 Purpose of Report/Executive Summary

In accordance with Standing Order 4.1 (xi) consideration requires to be given at this meeting to the election of Members of the Midlothian Licensing Board.

Date: 6 May 2022

Report Contact: Alan Turpie, Clerk, Midlothian Licensing Board

Email: alan.turpie@midlothian.gov.uk

3 Background

In terms of the Licensing (Scotland) Act 2005 a Licensing Board, for the administration of licensing with respect to alcohol liquor, requires to be appointed for the Midlothian Council area. In addition to the function of administering liquor licensing, Licensing Boards also have functions in relation to the granting of permits and licences under the Gambling Act 2005.

The Board must consist of not less than five and not more than ten Members of the Council. The number of Board members, within these parameters, is a matter for the Council to decide upon.

The Convener will be appointed by the Board at its first meeting following the elections.

4 Disqualification of Interested Persons

In terms of paragraph 3 of Schedule 1 to the Licensing (Scotland) Act 2005, a Councillor is disqualified from being a member of the Licensing Board if the Councillor is:

- A premises licence holder in terms of the Licensing (Scotland) Act 2005;
- An employee of a premises licence holder and working in licensed premises;
- Engaged, either alone or in partnership, in the business of producing or selling alcohol;
- A director or other officer of a company engaged in the business of producing or selling alcohol; or
- An employee of any person engaged in the business of producing or selling alcohol and working in that business.

5. Training

In terms of paragraph 11 of Schedule 1 to the Licensing (Scotland) Act 2005, Board members will require to undertake prescribed training within 3 months of their election to the Licensing Board. Board members will not be allowed to sit on the Board or to take part in any business until they have completed the training.

This will apply to all those elected to the Board even if they have previously been Board members.

Alcohol Focus Scotland will be running the prescribed training session on a virtual basis on 26 May 2022 from 9.00am to 5pm and all Councillors elected to the Board are invited to attend this session.

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

There are no resource implications arising directly from this report.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

Both Standing Orders and the Licensing (Scotland) Act 2005 require the Council to elect the Licensing Board members at the first meeting of the Council. Failure to do so would accordingly contravene Standing Orders and be in breach of the Licensing (Scotland) Act 2005.

5.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Midlothian Integration Joint Board – Appointment of Voting Members and Vice-Chair**Report by Morag Barrow, Chief Officer, Midlothian Integration Joint Board****Report for Decision****1 Recommendation**

The Council is invited to:-

- (a) nominate four Councillors to serve as voting members on the Midlothian Integration Joint Board, each for a term of up to three years;
- (b) consider nominating four named Councillor proxies, i.e. one for each of the four substantive Councillor nominees, with the period of appointment of the proxies mirroring that of the substantive Councillor nominees;
- (c) appoint a nominee to act as Vice-Chair until the eighth anniversary of the establishment of the Integration Joint Board in August 2023;
- (d) note that the Councillors nominated at (a) and any proxies at (b) above will be subject to vetting in terms of the questionnaire at **Appendix 2**;
- (e) note the schedule of Board meeting dates for 2022-23 at **Appendix 3**; and
- (f) otherwise note this report.

2 Purpose of Report/Executive Summary

- 2.1** This report invites Council to nominate four Midlothian Councillors to serve as voting members on the Midlothian Integration Joint Board and to further nominate one of the four members to become the Vice-Chair.
- 2.2** The report also invites the Council to consider nominating a proxy or proxies to attend meetings of the Integration Joint Board or its Committees should any of the substantive nominees be unable to attend.

Date: 6 May 2022

Report Contact: Mike Broadway

Email: mike.broadway@midlothian.gov.uk

2 Background

- 2.1 Under the Public Bodies (Joint Working) (Scotland) Act 2014, and associated Regulations, Local Authorities and Health Boards were required to jointly submit Integration Schemes for Ministerial approval by 1 April 2015. Following preparation of, and consultation on, a proposed Midlothian Integration Scheme, on 24 March 2015, Midlothian Council authorised the submission of the Integration Scheme to the Scottish Government for approval. The NHS Lothian Board had agreed similarly at its meeting on 4 March 2015.
- 2.2 The Midlothian Integration Scheme was subsequently submitted to and approved by Scottish Ministers and The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Amendment Order 2015 laid before the Scottish Parliament on 29th May 2015, coming into force on 27th June 2015.
- 2.3 The inaugural meeting of the Midlothian Integration Joint Board was then held on 20th August 2015.

3 Membership of the Midlothian Integration Joint Board - Voting Members, Chair and Vice-Chair

- 3.1 The “Local Governance Arrangements” for the Midlothian Integration Joint Board are set out in the Midlothian Integration Scheme, an extract of which is shown at **Appendix 1** hereto. Under the Scheme Midlothian Council requires to nominate four Councillors, who will be voting members of the Integration Joint Board. There will also be four non-executive directors nominated by NHS Lothian who will likewise be voting members.
- 3.2 The Integration Joint Board will also comprise a number of non-voting Professional Advisors and Stakeholder members. The Chair and a Vice-Chair will however be appointed from amongst the voting members nominated by the Council and NHS Lothian.
- 3.3 The initial Chair was appointed by Midlothian Council and the initial Vice-Chair by NHS Lothian. They each served for two years from the date on which the Integration Joint Board was established until the second anniversary of that date. At the end of that period the Chair fell to be appointed by NHS Lothian and the Vice-Chair by Midlothian Council. The appointments would continue to alternate on a two yearly basis thereafter between the parties.
- 3.4 The Council and NHS Lothian can change its appointee as Chair (or, as the case may be, Vice-Chair) at any time and it is entirely at the discretion of each of the appointing parties to decide who it shall appoint.
- 3.5 The sixth anniversary of the establishment of the Midlothian Integration Joint Board fell on 20th August 2021 and the Council is therefore invited to nominate a member to act as Vice-Chair until the eighth anniversary in 2023.

4 Term of Office of Integration Joint Board Members

- 4.1** Except as stated below, the term of office of a member of the Integration Joint Board is to be determined by the constituent authorities, but this is not to exceed three years. At the end of this period the member may be re-appointed for a further term of office.
- 4.2** The above is subject to Articles 9 (resignation of members) and 10 (removal of members) of The Public Bodies (Joint Working) (Integration Joint Boards)(Scotland) Order 2014.

5 Disqualifying Criteria

- 5.1** The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 also specifies that persons will be disqualified from being a member of an Integration Joint Board if they:-
- (a) have within the period of five years immediately preceding the proposed date of appointment been convicted of any criminal offence in respect of which they have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine);
 - (b) have been removed or dismissed for disciplinary reasons from any paid employment or office with a Health Board or local authority;
 - (c) are insolvent;
 - (d) have been removed from a register maintained by a regulatory body, other than where the removal was voluntary; or
 - (e) have been subject to a sanction under section 19(1)(b) to (e) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.
- 5.2** A questionnaire has been prepared (**Appendix 2**) for completion by every proposed member of the Integration Joint Board (voting and non-voting) ideally before their appointment is made. The questionnaire will also have to be completed by any proxies (see below).

6 Proxies

- 6.1** If a nominated Councillor is unable to attend a meeting of the Integration Joint Board then the Council is to use its best endeavours to arrange for a suitably experienced proxy Councillor to attend the meeting in place of the voting member. Such proxies may vote on decisions put to that meeting.
- 6.2** In light of this the Council may wish to consider nominating four named Councillor proxies, i.e. one for each of the four substantive Councillor nominees, with the period of appointment of the proxies mirroring that of the substantive Councillor nominees;

7 Midlothian Integration Joint Board Meeting Schedule and Development Workshops

- 7.1** A copy of the current schedule of meeting dates for 2022 and 2023 is attached for information as **Appendix 3**. Meetings are held virtually using MS Teams.

8. Report Implications (Resource, Digital and Risk)

8.1 Resource

There are no resource implications arising from this report.

8.2 Digital

There are no digital implications related to this report.

8.3 Risk

Failure to nominate four Councillors and the Vice-Chair to the Midlothian Integration Joint Board would mean that the Council was not meeting its statutory obligations and this in turn would restrict the Board in fulfilling its statutory duties.

8.4 Ensuring Equalities

An equalities impact assessment has not been required in connection with this report.

8.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

One of the key objectives of the Integration Joint Board is to have a positive impact on healthy inequalities. This will entail collaborating closely with Community Planning Partners, particularly in targeted work in areas of deprivation.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The regulations accompanying the Public Bodies (Joint Working) (Scotland) Act 2014 are quite unequivocal about the importance of working with localities and involving in a meaningful way all key stakeholders. This includes staff, users, family carers, voluntary sector, housing and independent providers of health and social care. Locally a Strategic Planning Group has been established in line with these regulations. Alongside this the Integration Joint Board has taken a particularly strong interest in developing effective mechanisms for communicating with users, carers and the general public.

A.6 Impact on Performance and Outcomes

The Integration Joint Board will have a duty to publish an annual performance report which measures progress against a suite of nationally agreed outcome indicators. Of critical importance will be those indicators which measure the shift in balance of care reducing delayed discharge and repeat emergency admissions.

A.7 Adopting a Preventative Approach

In keeping with the Christie Report on the future of public services the move towards integration of health and social care is driven by the recognition that the current model of service delivery will become unsustainable. Preventing ill health and enabling people to recover as far as possible from ill health, whether physical or mental, is a central theme of the strategic direction of the Integration Joint Board

A.8 Supporting a Sustainable Development

There are no sustainability issues arising from this report.

Extract from Midlothian Integration Scheme

3. Local Governance Arrangements

3.1 Membership

- 3.1.1 The IJB shall have the following voting members:
- a) 4 councillors nominated by the Council; and
 - b) 4 non-executive directors nominated by NHS Lothian, in compliance with articles 3(4) and 3(5) of the Integration Joint Boards Order.
- 3.1.2 The Parties may determine their own respective processes for deciding who to nominate as voting members of the IJB.
- 3.1.3 Non-voting members of the IJB will be appointed in accordance with article 3 of the Integration Joint Boards Order.
- 3.1.4 The term of office of members shall be as prescribed by regulation 7 of the Integration Joint Boards Order.

3.2 Chairperson and Vice Chairperson

- 3.2.1 The IJB shall have a chairperson and vice-chairperson who will both be voting members of the IJB.
- 3.2.2 The term of office of the chairperson will be two years, with the Council appointing the first chairperson for the period from the date on which the IJB is established until the second anniversary of that date, and NHS Lothian appointing the second chairperson for the period from the second anniversary of the date on which the IJB is established until the fourth anniversary of that date.
- 3.2.3 As from the fourth anniversary of the date on which the IJB is established, the power to appoint the chairperson will continue to alternate between each of the Parties on a two-year cycle.
- 3.2.4 The term of office of the vice chairperson will be two years, with NHS Lothian appointing the first vice chairperson for the period from the date on which the IJB is established until the second anniversary of that date. The provisions set out above under which the power of appointment of the chairperson will alternate between the Parties on a two-year cycle will apply in relation to the power to appoint the vice chairperson, and on the basis that during any period when the power to appoint the chairperson is vested in one Party, the other Party shall have power to appoint the vice-chairperson.
- 3.2.5 The Parties may determine their own processes for deciding who to appoint as chairperson or vice-chairperson.
- 3.2.6 Each Party may change its appointment as chairperson (or, as the case may be, vice chairperson) at any time; and it is entirely at the discretion of the Party which is making the appointment to decide who it shall appoint.

Questionnaire on Disqualification Criteria for IJB Members

Introduction

The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 sets out the rules for setting up integration joint boards. Within that there are some disqualifying criteria which prevent an individual from becoming a member of an integration joint board. This questionnaire should be completed by every proposed member of an integration joint board (voting and non-voting) before the appointment is made. If your answer to any of these questions is YES, then you are disqualified from being a member of the integration joint board.

Checklist

Proposed Date of Appointment of the Member to the Integration Joint Board	
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No	Question	YES	NO
1	Have you in the 5 years (preceding the proposed date of appointment*): <ul style="list-style-type: none"> • been convicted of any criminal offence that led to a prison sentence (whether suspended or not) of at least 3 months without the option of paying a fine. 		
2	Have you been removed or dismissed for disciplinary reasons from any paid employment or office with a Health Board or local authority?		
3	Are you insolvent*?		
4	Have you been removed from a register maintained by a regulatory body, other than where the removal was voluntary? Note: A voluntary removal includes removal by reason of retirement, or otherwise ceasing to practice as a regulated professional.		
5	Have you been subject to a sanction under section 19(1)(b) to (e) of the Ethical Standards in Public Life etc. (Scotland) Act 2000?		

Name of Proposed Member (PRINT)	
SIGNATURE	
DATE	

Please forward the completed form to _____

* The Order provides further detail as to how to interpret this criterion.

Midlothian Integration Joint Board

Meeting Schedule and Development Workshops Dates 2022 and 2023

Day/Date	Time	Meeting
2022		
Thursday 2 nd June 2022	2pm	MIJB Audit and Risk Committee
Thursday 16 th June 2022	2pm	MIJB Board
Summer Recess		
Thursday 25 th August 2022	2pm	MIJB Board
Thursday 1 st September 2022	2pm	MIJB Audit and Risk Committee
Thursday 15 th September 2022	2pm	Special MIJB Board (Annual Accounts)/ Development Workshop
Thursday 13 th October 2022	2pm	MIJB Board
Thursday 10 th November 2022	2pm	Development Workshop
Thursday 1 st December 2022	2pm	MIJB Audit and Risk Committee
Thursday 15 th December 2022	2pm	MIJB Board
2023		
Thursday 12 th January 2023	2pm	Development Workshop
Thursday 9 th February 2023	2pm	MIJB Board
Thursday 2 nd March 2023	2pm	MIJB Audit and Risk Committee
Thursday 16 th March 2023	2pm	Special MIJB Board (Budget/Directions)/ Development Workshop
Thursday 13 th April 2023	2pm	MIJB Board
Thursday 11 th May 2023	2pm	Development Workshop
Thursday 1 st June 2023	2pm	MIJB Audit and Risk Committee
Thursday 15 th June 2023	2pm	MIJB Board
Summer Recess		
Thursday 24 th August 2023	2pm	MIJB Board
Thursday 7 th September 2023	2pm	MIJB Audit and Risk Committee
Thursday 21 st September 2023	2pm	Special MIJB Board (Annual Accounts)/ Development Workshop
Thursday 12 th October 2023	2pm	MIJB Board
Thursday 9 th November 2023	2pm	Development Workshop
Thursday 7 th December 2023	2pm	MIJB Audit and Risk Committee
Thursday 21 st December 2023	2pm	MIJB Board

Service Visits

Further service visits will be scheduled as required or at the request of members of the Midlothian Integration Joint Board.

Election of Members of the Midlothian Licensing Forum

Report by Kevin Anderson, Executive Director, Place

Report for Decision

1 Recommendation

The Council is recommended to seek nominations for representatives to the Midlothian Licensing Forum from the respective sectors as noted below in section 3.

2 Purpose of Report/Executive Summary

Following the recent Council elections on Thursday, 5 May 2022, the Council is requested to consider the appointment of members to serve on the Midlothian Local Licensing Forum.

Appendix 1 outlines the current Forum membership, of which some members are no longer in their positions and able to serve on the Forum. The membership requires to be refreshed.

Date: 6 May 2022

Report Contact: Kevin Anderson, Executive Director - Place

Email: kevin.anderson@midlothian.gov.uk

3 Background

The Licensing (Scotland) Act 2005 requires every Council to establish a Local Licensing Forum for their area. The membership of the forum is outlined in [Schedule 2](#) of the Act.

The Forum is independent from the Licensing Board and the members of the Forum have to be elected by the Council. The Council is required to provide administrative support to the Forum.

Forum membership should consist of between 5 and 20 persons as determined by the Council from the following categories;

- Holders of premises licences and personal licences
- A Licensing Standards Officer
- The Chief Constable for the Forum's area
- Persons having functions relating to health, education or social work
- Young people
- Persons resident within the Forum's area

4 Forum Membership

The Council at its meeting on 21 June 2007 agreed the initial appointment of four members to serve on the Midlothian Local Licensing Forum. This was then supplemented by further appointments approved at the Council meetings on 27 November 2007, 23 December 2008 and 22 May 2012 which together with the appointment of the Council's Licensing Standards Officer brought the Forum's membership up to eleven, where it has remained up until the recent Council elections. The current membership is listed in Appendix 1.

5. Current Developments

Following the recent Council elections the membership of the Midlothian Local Licensing Forum requires to be refreshed as some of the current members are not valid to serve on the new Forum due to changes in their positions. It is therefore requested that Council seek nominations for the Midlothian Local Licensing Forum based on the membership outlined in section 3 above.

5. Report Implications (Resource, Digital and Risk)

5.1 Resource

The Council is required to provide administrative support to the Forum, which it already does from existing resources.

5.2 Digital

There are no digital implications related to this report.

5.3 Risk

Failure to establish a Local Licensing Forum (LLF) for the area would mean that the Council fails to comply with the provisions of the Licensing (Scotland) Act 2005, that each local authority must establish a Local Licensing Forum (LLF) for their area.

5.4 Ensuring Equalities

There is no change to policy or practice, or direct effect on citizens and an equalities impact assessment has not been required in connection with this report.

5.5 Additional Report Implications

See Appendix A

Appendix A - Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable

Membership of the Midlothian Local Licensing Forum

Representatives of Holders of Premises Licences/Personal Licences

Gemma Laing
Michael Sunet Singh
Adam Bolton
James McKay
Patrick Kenny

Representative of functions relating to Health, Education or Social Work

John Thayers	Midlothian & East Lothian Drug & Alcohol Partnership (MELDAP)
Dr Jim Sherval	NHS Lothian
Dr Elizabeth Oldcorn	NHS Lothian

Representative of Residents within the Forum's Area

Bill Kerr Smith
Derek Couper
Alasdair Gow

Representative of the Chief Constable

Chief Inspector Kenneth Simpson
Inspector John Dryden

Licensing Standards Officer

William Stobie

Scheme of Councillors' Remuneration**Report by Gary Fairley, Chief Officer Corporate Solutions****Report for Decision****1 Recommendations**

- a) To note annual remuneration payable to the Leader of the Council and the Civic Head;
- b) To determine payments to Senior Councillors in line with the regulations as detailed in the report
- c) To note the remuneration payable to remaining Councillors; and
- d) To agree that remuneration continues to be paid monthly in arrears on the 28th of each month.

2 Purpose of Report

To advise members of the Scheme of Councillors' remuneration and specifically to determine the remuneration arrangements for Senior Councillors.

The remuneration payable to the Leader of the Council, the Civic Head and Councillors is stipulated in the Regulations. The Council has some discretion over the level of payments to Senior Councillors as described in section 3.2 of this report.

Date: 06 May 2022

Report Contact: Gary Fairley
gary.fairley@midlothian.gov.uk

Tel No: 0131 272 3110

3 Background

- 3.1** The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022 apply to all Councillors. The regulations place responsibility for determining Councillors' remuneration with Scottish Ministers with current levels of remuneration effective from 1 April 2022.

Any Councillor may renounce the receipt of any remuneration payable in terms of the regulations, in whole or in part, in which case the remuneration is not payable by the Council.

For those Councillors who elect to become members of the pension scheme the Council will pay contributions as required of an employing authority under the Local Government Pension Scheme (Scotland) Regulations 1998 (d).

- 3.2** In terms of the regulations, Midlothian is a Band A Council. There are four grades of Councillor in each local authority for the purpose of payment of remuneration:

- a) the Leader of the Council;
- b) the Civic Head;
- c) Senior Councillors; and
- d) Councillors.

The Leader of the Council and the Civic Head cannot be the same person, for the purposes of payment of remuneration.

The payment stipulated for each grade is as follows

- a) For the Leader of the Council it is £32,622.
- b) For the Civic Head it is £24,467.
- c) For Councillors it is £19,571.

In respect of Senior Councillors the maximum number stipulated for Midlothian is eight. The maximum yearly amount that may be paid to a Senior Councillor is 75% of the total yearly amount payable to the Leader of the Council i.e. £24,467 with the minimum payment greater than the amount payable to a Councillor.

The total yearly amount the Council can pay to all its Senior Councillors is £176,152 which equates to eight times £22,019 (the mid-point between £19,571 and £24,467).

The Council therefore has the option of paying all Senior Councillors the same amount (£22,019) or paying some at the maximum (£24,467) and some at a lower level (but higher than £19,571) as long as the combined payments are constrained to £176,152.

It should be noted that The Council cannot pay its Leader or Civic Head any remuneration as a Senior Councillor or a Councillor nor pay a Senior Councillor remuneration as a Councillor.

In terms of the Regulations, the remuneration can be paid either calendar monthly or every four weeks. It is recommended it continue to be paid monthly in arrears on the 28th of each month so maintaining the existing payroll arrangements. Therefore, the first payment on 28th May 2022 will be for a part month.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

There are no resource implications. The revenue budget includes provision for Councillors remuneration in accordance with the regulations.

4.2 Digital

None

4.3 Risk

There are no risks associated with the report as the remuneration arrangements as set by regulations.

4.4 Ensuring Equalities

The report is not proposing any new services, strategies or plans so no equalities impact assessment has been carried out.

Appendices

Appendix A – Additional Report Implications

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

The Regulations were produced following an extensive consultation exercise. Therefore, no local consultation is deemed necessary.

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes.

A.7 Adopting a Preventative Approach

Not applicable.

A.8 Supporting Sustainable Development

Not applicable.

Hybrid Meetings of Council and its Committees

Report by Gary Fairley, Chief Officer Corporate Solutions

Report for Decision

1 Recommendation

That Council advise on their preference of fully remote, hybrid or in person meetings of Council and its Committees and approve the budget revisions necessary to reflect the agreed option.

2 Purpose of Report/Executive Summary

At its meeting on 14 December 2021 Council considered a report on Hybrid Meetings of Council and its Committees and agreed:-

- a) *"To note the work undertaken to date and indicative costs of facilitating hybrid meetings of Council and its Committees and that work continues to develop a fully costed proposal.*
- b) *Agree that the fully costed proposal for hybrid meetings be considered at the start of the next term of Council, after the May 2022 Local Government elections."*

This report provides an update on the work to investigate the provision of hybrid meetings and updated costs of implementing this approach and is presented to Council to allow consideration of the arrangements for meetings of Council and its committees.

16 May 2022

Report Contact:

Name: Gary Fairley

Tel No: 0131 271 3110

gary.fairley@midlothian.gov.uk

3 Background

At the Business Transformation Steering Group on 18 October 2021 members in attendance asked that further investigation be carried out regarding the implications of holding hybrid meetings, a combination of physical attendance and participating remotely.

A hybrid meeting is one where a portion of the participants joins from a designated meeting room and another portion joins remotely, enabled by audio and video conferencing technology. Often participants will also use online content sharing solutions to support collaboration with the option to also use technology to facilitate a vote to be taken where the business under consideration requires one.

Arising from that officers examined similar considerations by other Local Authorities and reviewed the existing available systems. The aim of that work was to identify a technical solution to support hybrid meetings whilst also allowing for live video broadcast to members of the public.

From June 2020 meetings of Council and its Committees had been held virtually using the MS teams platform. Prior to the Pandemic such meetings were held in the Council chamber with the ability to webcast the meetings. Whilst arrangements had previously been put in place to allow very limited virtual attendance these were very much ad hoc and could not be scaled up for multiple remote attendees.

As a consequence of the budget decisions taken on 12 February 2019 full Council agreed not to renew the contract arrangements that facilitated the recording and webcasting of meetings held in the Council chamber.

At its meeting on 14 December 2021 Council considered a report on Hybrid Meetings of Council and its Committees and agreed:-

- a) *“To note the work undertaken to date and indicative costs of facilitating hybrid meetings of Council and its Committees and that work continues to develop a fully costed proposal.*
- b) *Agree that the fully costed proposal for hybrid meetings be considered at the start of the next term of Council, after the May 2022 Local Government elections.”*

Due to the age and type of technology there are limited options to reuse or upgrade the extant system to allow for interaction with newer digital platforms, such as Microsoft Teams or indeed any external conferencing system. Accordingly there are no current facilities to support the recording and webcasting of meetings held in the Council chamber.

4 Future Options

The principal options for future meeting arrangements are:

- A continuation of fully remote access meetings under arrangements broadly similar to the present arrangements. There would be no additional investment or additional costs incurred above those currently deployed to support the current arrangements. Both participation and public access would continue to be secured through MS teams.
- A return to fully physical meetings with no recording or webcasting. There would be no new investment or costs to be incurred. Public access would be limited to those able and willing to attend the meeting in person.
- The introduction of hybrid arrangements, whereby some members or officers could be physically present in the meeting venue and others taking part by remote access. New investment would be required. Public access would be secured through both physical access to the meeting venue where appropriate and also by the live video webcasting and recording of meetings.

Returning to fully physical meetings without any technological and systems changes would rule out even one member or officer being able to take part remotely on a sustainable and effective basis. It would limit public access to only those willing and able to physically attend the meeting venue.

5 Hybrid Meetings & Broadcasting

A number of Local Authorities have explored technology to produce live virtual meetings and video broadcasts of committee meetings, with a mixture of different technologies and software platforms being considered across the local authorities. At the time of writing a number of local authorities have or are in the process of implementing hybrid meeting arrangements together with the required technology to facilitate these.

Should the use of new video recording and webcasting be pursued, it is recommended that the Council introduce the following components to enable hybrid meetings and live video broadcasting within the meeting venue:

- A digital conferencing system including speaker tracking camera technology
- Installation of HD Pan, Tilt & Zoom Cameras
- Installation of room kit pro Video integrator codec to allow MS Teams integration and other conference platforms
- Installation of 16" desktop display on all desks within the meeting venue to allow for visual display of remote participants and presentations.

In addition to the core components above, the replacement system could also offer additional functionality such as, small LCD screen to display current agenda item, electronic voting, and badge reader slot for attendee identification.

On review of the functionality above and the direction being taken by other Council's in this field the Televic Confidea Flex system has been identified as the preferred option. The Televic system is currently in use across UK local authorities, various Hearing Panels and the European Parliament and can deliver all of the functionality listed above. Electronic voting whilst running hybrid meetings is challenging when utilising multiple platforms. Televic have developed the ability to have remote secure rooms which facilitates electronic voting from outwith the meeting venue to all participants in the hybrid meeting from a single platform. (This functionality is used by NATO, WHO and European Parliament).

The above solution would also provide the ability for the Council to video broadcast live meetings to members of the public utilising both MS Teams and the Televic software. The broadcast could also utilise speech technology to allow captions to appear within the broadcast for accessibility. However, the costings are based on a single fixed location. We have not explored portability for rotating venues as an option, but that option will likely increase any capital expenditure and also staffing costs to facilitate operations.

It was identified during research for this report that broadcasting of audio visual meetings involves additional pre/post meeting activities to set up and produce the broadcasts, whilst managing issues during the live meeting/broadcast and that this would benefit from a dedicated support resource. Accordingly to facilitate the effectiveness of the hybrid meeting platform it is anticipated that the Council would require to recruit up to 1 FTE technician to provide ongoing support.

The council has identified the Scottish Procurement, IT Peripheral Framework, to ensure a compliant route to market. Continued engagement with the market indicates that there will be extended lead times to secure and implement a hybrid solution. It will only be possible to provide a definitive implementation timeline once a supplier has been procured.

6 Financial Summary

The indicative investment required to transform meetings within a defined meeting venue requires to be met from both capital and revenue resources. All installation project costs will be met by capital investment and ongoing costs from revenue.

The current project costs and ongoing costs are estimated as follows.

Capital:

- Installation and configuration of Televic system, including Conference Management software, speaker tracking camera technology, Installation of HD Pan, Tilt & Zoom Cameras, Video integrator Codec, appropriate power supply and 16" desktop display on all desks - £150,000
- Related cabling and costs once site survey completed - £30,000
- Implementation costs and contingency - £20,000

Revenue:

- Annual support and maintenance - £2,000
- 1 x FTE (Technician) – £45,000

Additional Revenue Costs (optional):

- Secure Remote Room Gateway & Electronic Voting - £4,000

Given the relatively short useful life of such technology the costings provide for current equipment to be replaced. However where it is prudent to do so the current equipment would be retained and so costs may reduce. In addition while the costings provide for 1 fte Technician engagement will continue with other Councils to assess the optimum level of support required.

7 Report Implications (Resource, Digital, Risk and Equalities)

7.1 Resource

The indicative capital costs of the identified hybrid meeting solution are currently estimated at £200,000. Given the relatively limited useful life expectancy of such technology those costs would be repaid from the revenue account over an estimated life of five years and as such result in an annual increase in Revenue Budget through Loan Charges of circa £45,000 per annum.

The annual impact on the revenue budget is therefore estimated at £96,000 as follows;

	2022/23 Financial Year	Future Financial Years
Loan Charges	£0	£45,000
Staffing (part year cost 2022/23)	£20,000	£45,000
Other costs	£1,500	£6,000
Additional revenue costs per annum	£21,500	£96,000

This would require an additional provision of £21,500 to be included in the current year's revenue budget and additional provision of £96,500 made in future year's budgets.

In contrast the previous webcasting contract had an annual operating cost of circa £11,000.

7.2 Digital

The report sets out the digital implications associated with implementing hybrid meeting technology.

7.3 Risk

Systems are in place to support fully virtual meetings of Council and its Committees. The existing infrastructure in Midlothian House does not support hybrid meetings or support webcasting of physical meetings.

7.4 Ensuring Equalities

Since the BTSG meeting on 18 October 2021 the focus has been on identifying technical solutions and developing costings in respect of hybrid meetings. An initial assessment of the Equality implications had been prepared and identifies that remote and hybrid meeting arrangements would provide greater access to meetings of Council and its committees than would fully physical meetings. Equality Implications would continue to be assessed as part of the implementation and any mitigations necessary would be carried out as part of the detailed work to design the implementation of the systems layout.

7.5 Additional Report Implications

See Appendix A

APPENDIX A – Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

The route map through and out of the crisis approved in June 2020 outlines the phases of service recovery and transformation which underpin delivery of the Single Midlothian Plan.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☒ Hub and Spoke
- ☒ Modern
- ☒ Sustainable
- ☐ Transformational
- ☒ Preventative
- ☒ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report aims to deliver best value.

A.5 Involving Communities and Other Stakeholders

The focus to date has been on identifying a technical solution including consultation with other Councils. No wider consultation has been undertaken.

A.6 Impact on Performance and Outcomes

The arrangements for meetings of Council and its Committees facilitates the governance to determine outcomes and policies and also the scrutiny of performance and the delivery of outcomes.

A.7 Adopting a Preventative Approach

The report considers the facilitation of meetings of Council and its Committees the business of which encompasses the adoption of preventative approaches.

A.8 Supporting Sustainable Development

New systems can be assessed to consider energy management and utility consumption alongside consideration of the wider building ownership implications.