

## **Scheme of Administration**

### **Report by Executive Director: Place**

#### **1 Purpose of Report**

The purpose of this report is to request that the remit of the Elected Member Working Group established to consider, review and report back with regard to Standing Orders be extended to include updating the Scheme of Administration and reporting back to the Council.

#### **2 Background**

**2.1** The Scheme of Administration was last updated by the Council on 29 August 2017. Following a report to Council on 25 June 2019, an Elected Member Working Group was established for the purposes of undertaking a review of Standing Orders. Following a request from the Working Group, the remit of the Group has been extended to include a review of the Council, its Committee and Sub-Committees. Given the connection between this and the Scheme of Administration, Council may wish to request the Working Group to consider this document also.

**2.2** The Scheme of Administration is one of the documents linked to Standing Orders – Standing Order 7 refers. The Scheme of Administration lists the composition of the Council and its various Committees and Sub-Committees including what each can do, the arrangements for meetings, required quorums etc. Any changes to the composition of the Council, its Committees and Sub-Committees will require potentially significant changes to the Scheme of Administration. Given the now extended remit of the Elected Member Working Group, it is best placed to also undertake this task

#### **3 Report Implications**

##### **3.1 Resource**

The resource implications relating to this report will be officer time on reviewing and producing amended documents and reports to Council.

##### **3.2 Risk**

The Standing Orders and associated documents provide the fundamental governance arrangements of the Council. If these are not reflective of the current ways of working, there is a potential for challenges to be made to decisions made by the Council, Cabinet and Committees.

##### **3.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian

- Sustainable growth
- Business transformation and Best Value
- X None of the above

### **3.4 Key Priorities within the Single Midlothian Plan**

This report does not impact on the key priorities within the Single Midlothian Plan.

### **3.5 Impact on Performance and Outcomes**

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

### **3.6 Adopting a Preventative Approach**

The report does not directly impact on actions and plans in place to adopt a preventative approach.

### **3.7 Involving Communities and Other Stakeholders**

The report does not directly relate to involving communities.

### **3.8 Ensuring Equalities**

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

### **3.9 Supporting Sustainable Development**

There are no sustainability issues arising from this report.

### **3.10 IT Issues**

There are no IT issues arising from this report.

## **4 Recommendations**

The Council is invited to:

- (a) include within the remit of the Short Life Elected Member Working Group on Review of Standing Orders the production of an updated Scheme of Administration in light of the changes since the last update in August 2017 and;
- (b) further update the document as a result of the review by the Working Group of the Council, its Committees and Sub-Committees.

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