

Revision of the Council's Standing Orders and associated documents

Report by John Blair, Director, Resources

1 Purpose of Report

The purpose of this report is to present the proposals for the revision of the Council's Standing Orders and associated documents (Scheme of Administration and Scheme of Delegation) to the Council. Further the Council is recommended to approve the proposed revisions to these documents.

2 Background

2.1 The Council's Standing Orders and associated documents provide the governance for the way the Council operates.

2.2 A review of the governance arrangements of the Council was identified as a key output of the Democratic Services Strategy and Plan which was approved by the Corporate Management Team on 2 December 2015.

2.3 A key factor for the review of the Standing Orders and associated documents was the need for the governance arrangements of the Council to take account of new ways of working across the Council in light of the Management Review and subsequent changes to the Council Directorates. Coupled with this the review of the Standing Orders and associated documents has also provided the opportunity to regularise decisions of the Council that have affected the Standing Orders and associated governance.

2.4 An Officer working group consisting of the Director, Resources, the Monitoring Officer and the Democratic and Document Services Manager reviewed the existing governance documents and have formulated revised Standing Orders and associated documents.

2.5 Further work has been carried out by the Corporate Management Team and a short life working group was formed involving Elected Members.

2.6 As a result of this work it is recommended that the Standing Orders and associated documents are reviewed on an annual basis with a report to be presented to Midlothian Council for approval at the Council meeting prior to the summer recess on an annual basis. This will allow ensure the governance of the Council is reflective of the operational and legislative requirements.

2.7 The Council are recommended to approve the revised Standing Orders and associated documents.

3 Report Implications

3.1 Resource Implications

There are no Resource implications in relation to this report.

3.2 Risk Implications

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 Policy Implications

Strategy

There are no strategy implications arising from this report.

Consultation

No consultations have been undertaken in connection with this report, however, the Corporate Management Team were invited to review and comment on the proposed revisions and a short-life working group consisting of Elected Members have been involved in designing the final proposal.

Equalities

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

Sustainability

There are no sustainability implications arising from this report.

4 Recommendations

The Council is invited to:

- (a) Review and approve the revised Standing Orders and associated documents;
- (b) Instruct the Director, Resources to publish the revised Standing Orders and associated documents; and
- (c) Instruct the Director, Resources to bring forward a review of the Council Standing Orders and associated documents to the Council meeting prior to the summer recess on an annual basis.

Appendices:

The revised documents have been circulated to Members separately

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