

Standing Orders Working Group**Report by Alan Turpie, Monitoring Officer****Report for Decision****1 Recommendations**

The Council is asked to:

- i) approve the Terms of Reference of the Standing Orders Working Group, as set out in Appendix B;
- ii) appoint the members of the Standing Orders Working Group;
- iii) approve the proposed interim changes to the Police and Fire Rescue Board (as set out at 3.6) whilst the review of Standing Orders is undertaken; and
- iv) note the outcome of the meeting of the Leaders Group on 29 November 2022, as set out at 3.8.

2 Purpose of Report/Executive Summary

The purpose of this report is to update Members of the outcome of the Leaders Group discussion on webcasting of meetings, to seek approval of the draft terms of reference for the Standing Orders Working Group and to agree the membership of the Group.

Date 01 December 2022

Report Contact:

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3 Background/Main Body of Report

Standing Orders Working Group

- 3.1** The Standing Orders Working Group (SOWG), chaired by the Provost, met on 8 occasions since its first meeting in September 2019. Following those meetings a revised set of Standing Orders was prepared as were an updated Scheme of Administration and Scheme of Delegation.
- 3.2** Since the preparation of those documents, there has been the Local Government Elections in May 2022 and the election of a new Council as well as a number of other supervening events which are not reflected in the Standing Orders. It is therefore considered that further meetings of the Working Group take place.
- 3.3** A draft remit for the SOWG has been prepared (attached as Appendix B). The proposed remit is as follows:
- undertake a review of Standing Orders, the Scheme of Administration and the Scheme of Delegation;
 - determine the review process; the frequency of meetings and the timescale for reporting back to the Council on its findings;
 - be assisted by officers identified by the Executive Director, Place to include the Monitoring Officer and Democratic Services Team Leader;
 - request reports from officers to inform the terms of remit;
 - record meetings by way of a Minute which will be submitted to the next meeting of the Group for approval; and
 - recommend amendments to the Standing Orders, Scheme of Administration and Scheme of Delegation for consideration by the Council.

The draft Remit is referred to Members for consideration.

- 3.4** The proposed membership of the SOWG is outlined in the draft remit. Members are requested to agree the membership and, once agreed, to nominate members to serve on the Group.

Police and Fire and Rescue Board – proposed interim changes

- 3.5** The current remit of the Police and Fire and Rescue Board is *‘This Board will report to Midlothian Council and link in to the wider Midlothian Community Planning arrangements. This governance structure of the Board will comply with the requirements of the Police and Fire Reform (Scotland) Act 2012.’*

This includes:

- Scrutiny of Police and Fire Plans
- Performance Reporting and statistical reports of complaints and policing and fire and rescue Midlothian;
- Notification of any Midlothian policing and fire rescue matters subject to independent national review bodies;
- Providing comments/replies on any consultation documents pertaining to policing and fire and rescue services; and
- Recommending improvements in local policing and fire and rescue service.

3.6 In the absence of a completed review of Standing Orders, the Scheme of Administration and the Scheme of Delegation and resulting recommended amendments, Council is asked to approve an interim change to the current remit in the following terms:

- Performing Reporting of activities of Midlothian Council Protective Services

It is proposed that the Police and Fire and Rescue Board receive regular performance reporting from the Council's Protective Services, which draws together the activity of:

- Public Health and Environmental Protection
- Business Regulation (including Trading Standards)
- Health, Safety and Resilience

These Regulatory Services work closely with Police and Fire Services and by reviewing the performance of all services holistically, this will foster stronger partnership working and deliver better outcomes for keeping Midlothian's citizens free from risk and harm and ensuring public safety.

Webcasting of meetings

3.7 At the Council Meeting on 15 November 2022, it was agreed to refer the question of webcasting meetings to the SOWG with the intention that a report be placed before this meeting of the Council. As there was not a meeting of the SOWG scheduled to take place between the meetings, officers placed a report on these matters before a meeting of the Leaders Group on 29 November 2022.

3.8 The minute of that discussion is attached as Appendix C to this report and members are asked to note the decisions of the Group Leaders' meeting as follows:

- To webcast all governance meetings for public items while there is no cost involved.
- General Purposes Meetings will not be broadcast if only private business is on the agenda. The public element will be broadcast if there is public business otherwise like all meetings the broadcast will stop before going into private business.

- Licensing Board will not be broadcast.
- Police and Fire and Rescue Board will not be broadcast.
- MIJB will not be broadcast.
- An update on this discussion regarding webcasting will be reported to Council at its December meeting as well as a report on Hybrid Working and the costs (see Hybrid Working report as a separate item on today's agenda).

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 arising from this report.

4.3 Risk

There are no risks inherent in this report.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

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

4.5 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – SOWG Terms of Reference

Appendix C – Note of Leaders Meeting

APPENDIX A – 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

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

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