

Determine Scheme of Administration and Schedule of Meeting Dates**Report by John Blair, Director, Resources****1 Purpose of Report**

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 SOA remains in force from the outgoing Council until such time as any changes are made.

2 Background

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

3 Scheme of Administration

- 3.1** 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.
- 3.2** 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.
- 3.3** The current Scheme of Administration reflects the political make up of the Council prior to the Local Government Elections in May 2017. 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composition split contained within the scheme of administration in respect of each committee make up should be rescinded to reflect the make up of the new Council. Section 15 of the Local Government and Housing Act 1989 requires Councils to reflect the membership of their Committees in line with the political balance of the 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	6	5
No of members in Committee:			
3	1	1	1
4	2	1	1
5	2	2	1
6	2	2	2
7	3	2	2
8	3	3	2
9	3	3	3
10	4	3	3
11	4	4	3
12	4	4	4
13	5	4	4
14	5	5	4
15	5	5	5

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.

4 Schedule of Meeting Dates to End of December 2017

- 4.1** The Director, Resources, presented a report to the meeting of Midlothian Council on 7 February 2017, which invited the Council to consider approving a temporary schedule of meeting dates for the incoming Council after the May 2017 local government elections.
- 4.2** The report provided a proposed schedule of meetings until the end of December 2017 based on the existing SOA.
- 4.3** In respect of the report the Council agreed to:
 - (a) Approve the temporary schedule of meetings dates for the incoming Council based on a six weekly cycle as per the report.
- 4.4** The agreed temporary schedule of meeting dates referred to at paragraph 4.3(a) above is attached at Appendix 1.
- 4.5** The new Council is not under an obligation to accept the temporary schedule referred to at paragraph 4.4 above, but if it does it will have to appoint Members to the various Committees identified in accordance with the SOA.
- 4.6** Council should note that there is also a requirement to convene an Education Appointments Committee during May/June 2017 due to urgent recruitment of Head Teacher appointments. Dates and times of these meetings will be confirmed following this meeting.
- 4.7** Council should further note that the Audit Committee meeting that was scheduled to take place on 19 September 2017 has been removed

from the schedule pending consideration of the most appropriate timing for this in line with the Audit cycle. The meeting will be rescheduled in due course.

5 Review of Standing Orders etc

- 5.1** The Standing Orders, Scheme of Administration and Schemes of Delegation were reviewed during 2016 with the previous Council approving the current arrangements at its meeting in September 2016. The review concluded that a further in depth review of the governance it was proposed that this should be the remit of the new Council.

6 Report Implications

6.1 Resource Implications

There are no resource implications arising from this report.

6.2 Risk Implications

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.

6.3 Policy Implications

Strategy

There are no strategy implications arising from this report.

Consultation

No consultations have been undertaken in connection with this report.

Equalities

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

Sustainability

There are no sustainability implications arising from this report.

7 Recommendations

The Council is recommended to:

- (a) Agree to the implementation of the current Scheme of Administration as agreed by the previous Council in September 2016 subject to recommendation (b) and (d) below;
- (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 3.3;
- (c) Agree to the schedule of meetings as outlined at paragraph 4.4 of this report; and
- (d) Instruct the Director, Resources to initiate a full review of the governance arrangements for the Council with recommendations to be considered by the Council at its meeting in November 2017

11 May 2017

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Appendix 1 –Schedule of Meeting Dates

May 2017

Tuesday 23	10.00	Midlothian Council
Tuesday 30	11.00	Police and Fire and Rescue Board

June 2017

w/c	Monday 5		Education Appeals Committee
	Tuesday 6	11.00	General Purposes
	Tuesday 6	14.00	Planning
	Monday 12	10.30	Business Transformation Steering Group
	Tuesday 13	11.00	Cabinet
	Tuesday 13	14.00	Local Review Body
	Tuesday 20	11.00	Performance, Review and Scrutiny
	Tuesday 20	14.00	Audit
	Wednesday 21	10.00	Midlothian Licensing Board
	Tuesday 27	10.00	Petitions
	Tuesday 27	11.00	Midlothian Council

July 2017

SUMMER RECESS

Note: Due to time restraints, this schedule does not make provision for meetings of Special Cabinet and Special Performance, Review and Scrutiny Committees. Business which will normally go to these Committees will be referred to the meetings of Cabinet on 13 June and the Performance, Review and Scrutiny Committee on 20 June.

August 2017

Tuesday 15	10.00	Midlothian Council
Monday 21	10.00	Police and Fire and Rescue Board
Tuesday 22	11.00	General Purposes
Tuesday 22	14.00	Planning
Monday 28	10.00	Business Transformation Steering Group
Tuesday 29	11.00	Cabinet
Tuesday 29	14.00	Local Review Body

September 2017

Tuesday 5	10.00	Petitions
Tuesday 5	11.00	Performance, Review and Scrutiny
Tuesday 26	10.00	Midlothian Council

October 2017

Tuesday 3	11.00	General Purposes
Tuesday 3	14.00	Planning
Monday 9	10.00	Business Transformation Steering Group
Tuesday 10	11.00	Cabinet
Tuesday 10	14.00	Local Review Body
Tuesday 17	10.00	Petitions
Tuesday 17	11.00	Performance, Review and Scrutiny

November 2017

Tuesday 7	10.00	Midlothian Council
Monday 13	10.00	Police and Fire and Rescue Board
Tuesday 14	11.00	General Purposes
Tuesday 14	14.00	Planning
Monday 20	10.00	Business Transformation Steering Group
Tuesday 21	11.00	Cabinet
Tuesday 21	14.00	Local Review Body
Tuesday 28	10.00	Petitions
Tuesday 28	11.00	Performance, Review and Scrutiny

December 2017

Tuesday 12	11.00	Audit
Tuesday 19	10.00	Midlothian Council

Note: Dates of meetings of Midlothian Licensing Board after the summer recess are not included