

**Outstanding Minutes of Meetings**  
**Report by John Blair, Director, Resources****1 Purpose of Report**

The purpose of this report is to invite Council to invoke Standing Order 7.13 in respect of all outstanding Minutes of Meetings which have not to-date been considered and approved by their respective Committees.

**2 Background**

- 2.1** It is envisaged that the outgoing Council at its meeting today will invoke Standing Order 7.13, which states that “The Council may at any time, if it so determines, exercise the functions, powers and duties of any body referred to in the Scheme of Administration, unless otherwise provided for by statute or regulation”.
- 2.2** The current schedule of meeting dates runs until today, this being the last meeting of the Council due to be held prior to the local government elections on 4 May 2017.
- 2.3** It will not be possible for the Minutes of those Committee meetings which took place during this final cycle to be submitted in accordance with Standing Order 7.9 to the next ordinary meeting of their respective Committees for approval because the schedule of meeting dates has concluded due to the impending local government elections.
- 2.4** In order to facilitate the approval of all outstanding Minutes it is proposed to extend the previous practice of submitting the minute of the final meeting of the outgoing Council to the statutory meeting of the new Council after the elections, which is scheduled for Thursday 23 May 2017, for approval to include all outstanding minutes.
- 2.5** In preparation for the end of this Council it is proposed that the Minutes of those Committee meetings mentioned in 2.3 above, are signed by the Committee Chairs to confirm they are an accurate record of proceedings, pending formal approval at the statutory meeting of the new Council.
- 2.6** It is also suggested that this application of Standing Order 7.13 be time-limited and extend only to the conclusion of the statutory meeting of the new Council.

### **3. Report Implications**

#### **3.1 Resource**

There are no resource implications arising from this report.

#### **3.2 Risk**

The framework which allows the Council to conduct its business in an appropriate and organised manner is at risk without the provision of approval of all outstanding Minutes of Committee Meetings.

#### **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**

Not applicable

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

The approval of outstanding Minutes of Committee Meetings is required to ensure decisions made have been correctly recorded for implementation and to facilitate final outcomes.

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

The approval of outstanding Minutes of Committee Meetings is essential to ensure decisions have been correctly recorded.

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

The absence of approved Minutes may have an impact on the communities of Midlothian and other stakeholders.

#### **3.8 Ensuring Equalities**

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

#### **3.9 Supporting Sustainable Development**

There are no sustainability implications arising from this report.

#### **3.10 IT Issues**

There are no IT issues arising from this report.

#### **4 Recommendations**

Council is requested to –

- (a) invoke Standing Order 7.13 for the period up to the conclusion of the statutory meeting of the new Council and;
- (b) agree that all outstanding minutes be submitted for approval to the statutory meeting of the new Council scheduled for Thursday 23 May 2017.

**8 March 2017**

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