

**Composition:**

The Cabinet will comprise 5 Elected Members including a Convener and Depute Convener who will be appointed by the Cabinet Members. Each Cabinet member will hold a portfolio as determined by the Cabinet which currently is as follows:

| <b>Role</b>            | <b>Portfolio</b>  |
|------------------------|---|
| Convener               | Adult and Social Care; Primary Care and Older People's Services; Finance and Integrated Service Support; Property and Facilities Management |
| Depute Convener        | Education and Children's Services   |
| Cabinet Elected Member | Communities and Economy; Zero Waste and Strategic Transportation  |
| Cabinet Elected Member | Customer and Housing Services   |
| Cabinet Elected Member | Commercial Services   |

The Provost, Depute Provost and the Chair of the Performance Review and Scrutiny Committee may not be appointed to the Cabinet.

When dealing with Education matters, the Cabinet's membership will be supplemented by the 3 Religious Representatives required under section 124 of the Local Government (Scotland) Act 1973.

**Business:**

The Cabinet shall be responsible for the following:-

All matters not otherwise the responsibility of the Council itself or one of the other bodies included in this Scheme, including in particular:-

- a. Developing and implementing operational policy within the Council's approved budget and strategic policy framework.
- b. Making recommendations to the Council on major new policy proposals.
- c. Assuming collective responsibility for the co-ordination of corporate policies associated with the portfolios of the Members.
- d. Approving the Corporate Governance and Risk Management framework.
- e. Liaising with the Performance Review and Scrutiny Committee.
- f. Liaising with the Corporate Management Team.
- g. Developing, through the Council's community leadership role, community planning in Midlothian by working in partnership with relevant external organisations.

h. Considering service delivery proposals following option appraisal of service reviews. **(Note: Reports of this nature will be submitted to Council rather than Cabinet for the duration of the Business Transformation Programme.)**

At the discretion of the Chair, any Council Member may be invited to address the Cabinet on issues relating to their area.

Decisions of the Cabinet shall be subject to the “call-in” procedure described under the Performance Review and Scrutiny Committee below.

**Frequency of meetings:**

The Cabinet will normally meet on a six weekly cycle (subject to breaks for the summer recess, Christmas/New Year holidays and school holidays).

The Council will decide on the schedule of meetings for the Cabinet, usually on a rolling annual basis which will be published.

**Quorum:**

The quorum for meetings of the Cabinet will be 3 Elected Members.

**Minutes:**

The Minutes of the Cabinet will be recorded by the Officer clerking the meeting and submitted to the next ordinary meeting of the Cabinet for approval. They will also be submitted to the Council both for information and to allow the Council to consider any recommendations contained in them. Meetings of the Cabinet will also be webcast subject to the exemptions contained within the Local Government (Scotland) Act 1973