

Scheme of Administration and Schedule of Meeting Dates

Report by Kevin Anderson, Executive Director, Place

Report for Decision

1 Recommendation

The Council is recommended to:

- (a) Agree to the implementation of the current Scheme of Administration;
- (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composition split contained within the scheme of administration in respect of each committee make up should be rescinded to reflect the make-up of the new Council as per paragraph 4;
- (c) Agree to the schedule of meetings as outlined at paragraph 5 of this report; and
- (d) Instruct the Executive Director, Place to initiate a full review of the governance arrangements for the Council with recommendations to be considered by the Council

2 Purpose of Report/Executive Summary

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

Date: 6 May 2022

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3 Background

The Scheme of Administration 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.

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

4 Scheme of Administration (SOA)

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.

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.

The current Scheme of Administration reflects the political make-up of the Council prior to the Local Government Elections in May 2022. 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. 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	8	3
No of members in Committee:			
3	1	1	1
4	1	2	1
5	2	2	1
6	2	2	2
7	2	3	2
8	3	3	2
9	3	3	3
10	3	4	3
11	4	4	3
12	4	5	3
13	5	5	3

14	5	6	3
15	6	6	3

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.

5 Schedule of Meeting Dates to end July 2023

The Executive Director, Place presents for approval a proposed schedule of meeting dates to the end of July 2023 as detailed in Appendix 1 to the report.

Meetings of the Council and Committees presently take place on a 6 week rolling cycle (except in July when the summer recess is held, and with minor variation for the Christmas and New Year breaks)

The frequency of each type of meeting is set out in the Scheme of Administration. It will be for the new Council to decide whether to keep or amend the existing Committee structure and the attached meeting schedule.

There are of course other meetings which are convened separately or are not included within the meetings schedule, e.g. those which meet on a different cycle or which meet on an ad hoc basis - the Appeals Committee, Education Appointment Committee, Midlothian Joint Consultative Group, Seminars, Briefings, Midlothian Integration Joint Board, Community Safety and Justice Partnership Board etc.

6. Report Implications (Resource, Digital and Risk)

6.1 Resource

There are no resource implications arising from this report.

6.2 Digital

There are no digital implications related to this report.

6.3 Risk

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.

6.4 Ensuring Equalities

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

6.5 Additional Report Implications

See Appendix A

Appendix A - Additional 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

There are no direct implications related to this report.

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities.

A.6 Impact on Performance and Outcomes

Not applicable

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting a Sustainable Development

Not applicable