

Title of Report: Standing Orders Working Group

Report by Alan Turpie, Monitoring Officer

Report for Information

1 Recommendations

The Council is asked to note the work of the Standing Orders Working Group and the further action required.

2 Purpose of Report/Executive Summary

The purpose of this report is to update Members of the work of the Standing Orders Working Group which has agreed draft revised Standing Orders and Scheme of Administration but it is considered that further revisions are required to reflect supervening events.

Date 01 December 2021

Report Contact:

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3 Background/Main Body of Report

- 3.1** The Standing Orders Working Group, chaired by the Provost, has met on 8 occasions since its first meeting in September 2019. Following its most recent meeting the then Democratic Services Team Leader prepared a revised draft set of Standing Orders based on the discussions to date in September 2021. In addition, an updated Scheme of Administration has been prepared and agreed by the Working Group whilst an updated Scheme of Delegation has also been prepared but has not yet been considered by the Working Group.
- 3.2** Since the draft Standing Orders have been prepared, there have been a number of supervening events which are not reflected in the Standing Orders. It is therefore the view of the Chair that a further meeting of the Working Group be held in January to consider these matters before presenting the suite of documents to Council for approval.
- 3.3** The matters still to be resolved include:
- Introduction of Action Logs
 - EY recommendations on the form of minutes
 - Virtual Meeting Protocol
 - Connection failures
 - Possible Hybrid meetings
 - Simplified counter motion procedure
 - Update of Scheme of Administration
 - Approval of Scheme of Delegation

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 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

