

General Purposes Committee - Membership and Terms of Reference

Report by Executive Director, Place

1 Recommendations

- (a) To note the membership and terms of reference for the General Purposes Committee; and
- (b) To consider the appointment of a Chair;

2 Purpose of Report

This report sets out the Membership and terms of reference of the General Purposes Committee.

Date: 25/05/2022

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3 Membership and Terms of Reference

3.1 Membership

The General Purposes Committee will comprise all 18 Elected Members of the Council. The General Purposes Committee will have a Chair from its composition, determined by the membership of the Committee;

3.2 Terms of Reference

The terms of reference of the Committee as provided for in the Scheme of Administration appended to the Standing Orders which were approved by Council on 24 May 2022, is as follows:-

- (i) the determination and administration of all licences and permits under the Civic Government (Scotland) Act 1982, the Marriage (Scotland) Act 1977 as amended and other relative Acts, Regulations and Orders not falling to be dealt with under statute or otherwise by the Midlothian Licensing Board or any other Committee;
- (ii) the administration of Trusts and charitable funds on behalf of the Council, except those relating solely to education or social work;
- (iii) other appropriate miscellaneous matters.

Frequency of meetings:-

- (i) the General Purposes Committee will normally meet on a six weekly cycle (subject to breaks for the summer recess, Christmas/New Year holidays and school holidays).
- (ii) the Council will decide on the schedule of meetings for the General Purposes Committee, usually on a rolling annual basis which will be published.

Quorum:-

- (i) the quorum for meetings of the General Purposes Committee will be 6 Councillors.

The Minutes of the General Purposes Committee will be submitted:-

- (i) to the next meeting ordinary meeting of the General Purposes Committee for approval; and
- (ii) to the next available meeting of the Council for information and to enable it to consider any recommendations contained therein.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

There are no resource implications arising directly from this report.

4.2 Digital

Not applicable.

4.3 Risk

In accordance with the Scheme of Administration the Council is required to appoint Members to the various Committees, etc. Failure to do so could impede the discharge of business.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

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

4.4 Additional Report Implications (See Appendix A)

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

Not applicable.

A.5 Involving Communities and Other Stakeholders

Not applicable.

A.6 Impact on Performance and Outcomes

Not applicable.

A.7 Adopting a Preventative Approach

Not applicable.

A.8 Supporting Sustainable Development

Not applicable.

