

Petitions Committee – Terms of Reference and Nomination of Chair

Report by Saty Kaur, Chief Officer Corporate Solutions

Report for Decision

1 Recommendations

The Petitions Committee is recommended to:

- i. Consider the appointment of a Chair; and
- ii. Note its Membership and Terms of Reference

2 Purpose of Report/Executive Summary

This report sets out the Membership and Terms of Reference of the Petitions Committee and invites the Committee to appoint a Chair.

Date Wednesday 19 March 2025

Report Contact:

Saty Kaur, Chief Officer Corporate Solutions

Saty.Kaur@midlothian.gov.uk

3 Background/Main Body of Report

Membership

3.1 Following the Local Government elections in May 2022, at its meeting on 24 May 2022, Council agreed the Petitions Committee membership to be 5 members as stated in the Scheme of Administration. Furthermore, at its meeting on 25 February 2025, a change to the membership was agreed. Therefore, the 5 elected members appointed to the Petitions Committee are:

- Councillor Stephen Curran
- Councillor Debbi McCall
- Councillor Connor McManus
- Councillor Margot Russell
- Councillor Pauline Winchester

3.2 Members are required to nominate a Chair from the above membership for the Petitions Committee.

Terms of Reference

3.3 The Scheme of Administration sets out the Terms of Reference of the Petitions Committee. The Petitions Committee will be responsible for hearing petitions raised by members of the public (with the exception of Elected Members). Petitions are dealt with in line with the Procedure for Dealing with Petitions.

3.4 Valid petitions will be heard by the Committee who can take one of the following actions for each petition:

- No action;
- Pass the petition to the relevant Director or other Council Committee to look into, with or without any specific recommendation; or
- If the petition relates to another public organisation, the Petitions Committee can refer it to that organisation with or without any specific recommendation.

3.5 The Petitions Committee cannot change Council decisions, although the Petitions Committee can request a review of a policy or procedure, as long as in so doing it does not contravene the provisions contained in Standing Order 7.14.

3.6 The quorum for meetings of the Petitions Committee will be 3 Councillors.

- 3.7** The Minutes of the Petitions Committee will be recorded by the Officer clerking the meeting and submitted to the next ordinary meeting of the Committee 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 Petitions Committee will also be audiocast subject to the exemptions contained within the Local Government (Scotland) Act 1973.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

No implications

4.2 Digital

No implications

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 is not required.

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