

**Cabinet – Membership, Terms of Reference and Allocation of Portfolios****Report by Kevin Anderson, Executive Director, Place****1 Recommendations**

The Cabinet is invited to:-

- (a) note its membership and terms of reference; and
- (b) Consider the portfolios to be allocated to each of its elected members.

**2 Purpose of Report**

This report sets out the membership and terms of reference of the Cabinet and invites consideration of the portfolios to be allocated to each of its elected Members.

**Date:** 31/05/2022

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### 3 Membership

On 24 May 2022, the Council:-

- (i) appointed Councillor Parry as Leader of the Council and noted that in accordance with Standing Order 1.1, the Leader of the Council would be the Convener of the Cabinet;
- (ii) appointed Councillor Cassidy as Depute Leader of the Council, and noted that in terms of Standing Order 1.1 the Depute Leader of the Council would be the Depute Convener of the Cabinet; and
- (iii) agreed that the remaining Cabinet elected Members be Councillors Alexander, Bowen, McKenzie and Scott.

Each Cabinet member will hold a portfolio as determined by the Cabinet as follows:

<b>Role</b>	<b>Portfolio</b>
Councillor Parry (Convener)	Finance and Equalities
Councillor Cassidy (Depute Convener)	Depute Convener, Health and Wellbeing
Councillor Alexander	Community facilities, Climate Change and Environment
Councillor Scott	Education, Children & Young People
Councillor Bowen	Economic Development, Planning and Transport
Councillor McKenzie	Housing Services, Community Safety & Community Empowerment

The Council also noted that when dealing with Education matters, the Cabinet's membership would require to be supplemented by the three statutory religious representatives required under Section 124 of the Local Government (Scotland) Act 1973. These are:-

- (i) Church of Scotland – Elizabeth Morton;
- (ii) Roman Catholic Church – Anne-Theresa Lawrie and
- (iii) “Third Religious Representative” – to be determined.

In general terms, religious representatives will be invited to all public meetings of the cabinet and private meetings where there is deemed to be an education interest.

#### 4 Terms of Reference and Portfolios

The terms of reference of the Cabinet as detailed within the Scheme of Administration, appended to Standing Orders are detailed below:

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:-

- (i) Developing and implementing operational policy within the Council’s approved budget and strategic policy framework.
- (ii) Making recommendations to the Council on major new policy proposals.
- (iii) Assuming collective responsibility for the co-ordination of corporate policies associated with the portfolios of the Members.
- (iv) Approving the Corporate Governance and Risk Management framework.
- (v) Liaising with the Performance Review and Scrutiny Committee.
- (vi) Liaising with the Corporate Management Team.
- (vii) Developing, through the Council’s community leadership role, community planning in Midlothian by working in partnership with relevant external organisations.
- (viii) Considering service delivery proposals following option appraisal of Best Value 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.

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 basis which will be published.

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

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.”

## **5 Report Implications (Resource, Digital and Risk)**

### **5.1 Resource**

There are no resource implications arising directly from this report.

### **5.2 Digital**

Not applicable.

### **5.3 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.

### **5.4 Ensuring Equalities (if required a separate IIA must be completed)**

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

### **5.5 Additional Report Implications (See Appendix A)**

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