

REPORT TO: East Lothian Council

MEETING DATE: 27 August 2013

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Revisions to East Lothian Council Standing Orders

1 PURPOSE

- 1.1 To seek approval of the revised Standing Orders and associated appendices.

2 RECOMMENDATIONS

- 2.1 The Council is asked:
- 2.1.1 to approve the revised East Lothian Council Standing Orders;
- 2.1.2 to approve the revised Scheme of Administration;
- 2.1.3 to approve further proposed amendments to the Scheme of Delegation (which was approved by the Council in June 2013) (attached as Appendix 1 to this report);
- 2.1.4 to approve the inclusion of the existing role descriptions for Statutory and Chief Officers as an appendix to Standing Orders;
- 2.1.5 to delegate to the Chief Executive the incorporation of any further changes into the documents specified above, as agreed by the Council at this meeting; and
- 2.1.6 to note that the new Standing Orders and associated appendices will be published on the Council website as soon as practicable.

3 BACKGROUND

- 3.1 As reported in June 2013, the Council's Standing Orders and associated appendices have been under review for a number of months. The revised Scheme of Delegation and the inclusion of a new appendix (Procurement Procedures) were approved by the Council on 25 June

2013. It was noted at that meeting that, as a result of consultation with the Council Management Team and Elected Members, further work was required in relation to the main text of Standing Orders and Scheme of Administration – these documents are now presented to the Council for approval.

- 3.2 As a result of the changes to the Chief Officer structure (also approved at the Council meeting on 25 June), the Scheme of Delegation will be amended to reflect these changes. Members are asked to approve further amendments to the Scheme of Delegation, as outlined in Appendix 1 to this report.
- 3.3 Members are also asked to approve the inclusion of the Role Descriptions of Statutory and Chief Officers as an appendix to Standing Orders.
- 3.4 Due to their size, the revised Standing Orders and Scheme of Administration have been issued only to Members and Chief Officers. Other interested parties may access the documents via the following link on the Council's website:

http://www.eastlothian.gov.uk/meetings/meeting/5379/east_lothian_council
- 3.5 Members are asked to note that a number of appendices remain unchanged and these will therefore not be issued as part of the Standing Orders pack for approval (Appendix 3a – Financial Regulations; Appendix 3b – Council's Procurement Procedures; Appendix 4 – Councillors' Code of Conduct; Appendix 5 – Role Descriptions for Statutory Officers and Chief Officers; Appendix 6 – Code of Recommended Practice on Local Authority Publicity; and Appendix 7 – Local Government (Scotland) Act 1973, Schedule 7A – Exempt Information).
- 3.6 Members are asked to note that, if the report recommendations are approved by Council, there will no longer be *ex officio* positions on the Education Committee or Planning Committee. Current *ex officio* members will therefore assume ordinary membership of these committees until such time as committee membership is reviewed. The list of committee membership will be updated and published accordingly.
- 3.7 If approved, the revised Standing Orders and revised appendices will become effective as of 28 August 2013 and will be made available on the Council website.

4 POLICY IMPLICATIONS

- 4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – none
6.2 Personnel – none
6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 Report to Council, 25 June 2013 – Review of East Lothian Council Standing Orders
7.2 East Lothian Council Standing Orders

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| DATE | 13 August 2013 |

Appendix 1

Members are requested to approve that the following duties should be added to the Scheme of Delegation: Specific Duties and Responsibilities Delegated to the Head of Housing and Environment

- Agreeing terms for the disposal of small areas of open space ground on the Housing Revenue Account or managed by Landscape & Countryside, where such areas are not advertised for sale
- Declaring property surplus to requirements and placing on the market for sale
- Agreeing terms for the transfer of properties to and from the Housing Revenue Account
- Agreeing terms for an excambion of land required for any of the Council's functions where this action is within the approved capital programme.