

**REPORT TO:** East Lothian Council

**MEETING DATE:** 21 April 2015

**BY:** Depute Chief Executive (Resources and People Services)

**SUBJECT:** Amendments to Standing Orders – Scheme of Administration

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## **1 PURPOSE**

- 1.1 To seek approval of the proposed revision to the Scheme of Administration to allow substitutes for the Petitions Committee.

## **2 RECOMMENDATIONS**

The Council is asked:

- 2.1 to approve the proposed amendments to the Scheme of Administration, and any relevant Standing Orders, as detailed at sections 3.2 and 3.3 of this report.
- 2.2 to note that the revised Scheme of Administration for the Petitions Committee will be published on the Council website as soon as practicable.

## **3 BACKGROUND**

- 3.1 Members will recall that the Council approved revised Standing Orders and associated appendices in August 2013. A number of revisions to the Scheme of Administration and the Scheme of Delegation have subsequently been approved by Council. This report seeks a revision to the Scheme of Administration for the Petitions Committee.
- 3.2 Council has determined that the Petitions Committee only has a membership of four. The Scheme of Administration states that the quorum for the Petitions Committee is three. If there are apologies or declarations of interest in items, there is a high risk of the meeting being inquorate. This report therefore seeks to allow substitutes for the Petitions Committee to avoid this situation in the future.

- 3.3 It is proposed that where a Member is not able to attend a meeting of the Petitions Committee, they would seek a substitute from their own political group.
- 3.4 If approved, the revisions will be incorporated into the Scheme of Administration and any relevant Standing Orders will be amended. Updated documents will be published 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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