

REPORT TO: East Lothian Council

MEETING DATE: 28 March 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Election Recess Arrangements

1 PURPOSE

- 1.1 To propose transitional arrangements for business management until the formation of the new East Lothian Council.

2 RECOMMENDATIONS

Council is requested to:

- 2.1 adopt the recess business arrangements as outlined at Rule 15.5 of the Council's Standing Orders during the period 29 March to 3 May 2017, until the new East Lothian Council is elected on 5 May 2017 (see Appendix 1);
- 2.2 agree that any business approved under 2.1 above will be lodged in the Members' Library; and
- 2.3 agree that minutes of the most recent meetings of the Council and its Committees that could not be submitted to the relevant committee for approval be signed and verified as a true and accurate record by the relevant Conveners.

3 BACKGROUND

- 3.1 Following the close of this Council meeting, the Council will enter into a period of election recess. Members are asked to note that with the exception of the meeting of the Planning Committee on 29 March, there have been no further meetings of the Council or its committees scheduled in the run up to the 4 May 2017 Local Government Election.
- 3.2 Members are reminded that the first meeting of the newly elected Council must be called by the newly established administrative group

within 21 days of the election taking place, i.e. 25 May 2017. Tuesday 23 May 2017 has been approved by Council as the date of the first meeting of the new Council.

- 3.3 In order to facilitate the smooth running of the Council up until the election, it is proposed that the recess business arrangements as set out in Rule 15.5 of the Council's Standing Orders (attached at Appendix 1) be adopted for the period 29 March to 3 May 2017. This would authorise any two of the Provost, Depute Provost, Council Leader, or Depute Leader, together with the appropriate Committee Convener or Depute Convener, to authorise the carrying out of urgent business of the Council until the newly elected Council is in place.
- 3.4 Members or the Chief Executive will still be able to call for additional meetings to take place up to 3 May 2017 in accordance with Rule 4.2 of the Council's Standing Orders.
- 3.5 Members are reminded that prospective dates for meetings following the initial meeting of the new East Lothian Council were agreed by the Council at its meeting on 26 April 2016. Although the newly elected Administration need not be bound by these dates, they may be useful to Members and officers in outlining opportunities for business to be undertaken following the election.
- 3.6 Members will be aware that, in accordance with Rule 14.1 of the Council's Standing Orders and the associated Scheme of Administration, approved minutes of the proceedings of every meeting of the Council and its Committees shall be signed as soon as practicable by the person who presided at the meeting. It is proposed that the minutes of the most recent meetings of the Council and its committees, that could not be approved by the relevant committee, be submitted to the appropriate Convener for verification and signing, and that these minutes will be accepted as a true and accurate record without requiring further verification by Council. The minutes will thereafter be published on the Council's eGov system.

4 POLICY IMPLICATIONS

- 4.1 None

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 East Lothian Council's Standing Orders

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DATE	6 March 2017

SO 15.5 Recess Business Arrangements

Between the last scheduled meeting of the Council prior to the summer/election recess and the first meeting following the summer/election recess, a minimum of two of the Provost, Depute Provost, Leader, Depute Leader, together with the Convener/Depute Convener of the appropriate committee, will deal in their discretion with the urgent business of the Council presented to them for consideration by the Chief Executive, or officers authorised by him/her to act on his/her behalf.

For the avoidance of doubt, matters that require the approval of two-thirds of Councillors cannot be dealt with under this Standing Order.