

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Councillors' Remuneration and Expenses

1 PURPOSE

- 1.1 To assist the Council in setting Councillors remuneration and advising upon expenses allowances.

2 RECOMMENDATIONS

The Council is recommended to:

- 2.1 Approve the remuneration structure for Councillors as proposed within Appendix 1.
- 2.2 Note the continued use of a national expenses and allowances process including the use of a standardised claim form and the payment of remuneration and expenses monthly in arrears.
- 2.3 Note that all remuneration and expense information forms part of the public record, a summary of which the Council must publish each year.

3 BACKGROUND

- 3.1 The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and Amended Regulations 2017 set the pay of Councillors. The Regulations provide arrangements for the remuneration of Councillors, the re-imbursment of Councillors expenses and the annual publication of information on Councillors expenses. Two fundamental principles to be applied nationally are that:

- Councillors should be paid a pensionable remuneration;
- Expenses incurred by Councillors in performing approved duties are reimbursed on the basis of submitted receipts.

3.2 The level of remuneration depends on the role of the Councillor. The National Guidance sets out the number of Councillors and roles within the Council, and any areas where the Council can exercise discretion. Under this guidance East Lothian Council is allowed to have:

- 1 Leader of the Council
- 1 Civic Head or Provost
- Up to 9 Senior Councillors
- 11 Councillors (variable but assumes 9 Senior Councillors)

3.3 The level of remuneration for each of these roles is set out below:

Leader of the Council (fixed)	£28,213
Civic Head/Provost (fixed)	£21,160
Senior Councillors (max 75% of Leaders salary)	£21,160
Councillors (fixed)	£16,927

3.4 The Regulations place each Council into one of four Bands, based on various factors including the size of the Council budget. The Bands determine the remuneration of the Leader and Civic Head, and East Lothian Council is specified as falling into Band A, which is the smallest of the four Bands. The Regulations determine the maximum number of Senior Councillors it can hold (for East Lothian this is 9), however the Council has the flexibility to determine how much remuneration they are paid, with the maximum amount no more than 75% of the Leaders remuneration and the minimum is the basic remuneration of a councillor. Senior Councillors are those that hold a position of significant responsibility in the Councils political management structure. Posts such as Cabinet portfolio holders and Opposition Leader would all be classified as Senior Councillors. The basic remuneration for a Councillor is set out within the Regulations.

3.5 As advised earlier in Section 3.2, up to 9 Senior Councillors can be paid an amount that matches their respective responsibilities provided that:

- 1) The total paid does not exceed a specified maximum total cost (calculated in accordance with the regulations) of £171,390 per year, and
- 2) No one individual is remunerated greater than 75% of the leader – this has been calculated as £21,160.

- 3.6 Remuneration is paid monthly in arrears and is subject to tax and national insurance. All of the remuneration, expense and tax rates are based on current information and are subject to change when indicated by the relevant national organisation.
- 3.7 The Regulations allow Councillors access to a Councillors Pension Scheme. In line with requirements, Councillors will be auto-enrolled into the Pension Scheme, administered by Lothian Pension Fund, but have the right to opt out.

Expenses and Allowances

- 3.8 Detailed national guidance applies to the payment of expenses, and this has now been provided to each Councillor to guide their future claims.
- 3.9 Expenses can be claimed when they are incurred in performing approved duties. Approved duties are defined in section 49 of the Local Government (Scotland) Act 1973 as:
- Attendance at a meeting of the local authority or any of its committees or sub-committees;
 - The carrying out of any other duty approved by the local authority, or anything of a class so approved for the purposes of, or in connection with, the discharge of functions of the local authority or any of its committees or sub-committees.
 - The performing of any duty as a member of any other body, prescribed by the Scottish Ministers for the purpose, to which the Councillor has been nominated or appointed by the local authority.

Travel Rates

- 3.10 The following allowances are to be paid for travel costs incurred on approved duties; however, Councillors are encouraged to use public transport where possible.
- 45.0p per mile for travel by car or van
 - 24p per mile for travel by motorcycle
 - 20p per mile for travel by bicycle
 - 5p per passenger per mile when both the Councillor and passenger are carrying out approved duties.

Accommodation Rates

- 3.11 Maximum overnight accommodation rates away from home and local authority premises (costs for bed and breakfast) are as follows:
- Within London £131.00
 - Elsewhere £110.00

Overnight Accommodation Away from Home with Family & Friends

- 3.12 An elected member staying away from home with friends or family may in addition to travelling expenses be paid £25 per night if the council determines that the expense is reasonably incurred for approved duties, otherwise no allowance is payable.

Cost of Meals

- 3.13 Receipted costs of meals when they are necessarily incurred as part of approved duties are reimbursed provided that the Councillor is outside their ward and not eating on Council premises. The maximum costs that will be reimbursed in these circumstances are:
- Lunch £12
 - Dinner £25
 - Breakfast £8 (only if overnight accommodation is not claimed)

Telephone Calls

- 3.14 The cost of business telephone calls and rental on private telephones are to be reimbursed subject to a maximum of 50% of the line rental costs of any phone that has shared personal and business use. Any reimbursement of shared rental cost is taxable.

Civic Head and Deputy

- 3.15 The Provost may claim up to £2,000 receipted expenditure per year for costs incurred in performing their duties, and this is a taxable allowance. A person deputising for the Provost may be reimbursed for any receipted expenditure. All such reimbursement is limited to this total amount for both the Provost and the Deputy.

2011 Amendment – Councillors on outside bodies controlled by the Council

- 3.16 This amendment prevents the Council from allowing any body controlled solely by the council from making payments to Councillors by way of remuneration.

Claim Forms

- 3.17 All expenses and allowances have to be claimed on the standardised national expense form in line with national guidance. This means that all expenses are paid in arrears as part of monthly remuneration. Expense claims can be provided from the Payroll department.

Publication of Expense Information

- 3.18 Each year the council must publish the amount of remuneration and expenses paid to each Councillor. The format of the information is specified in the national guidance.
- 3.19 This information is a summarisation of all the expense forms. All of the supporting information associated with the published figures is open to public inspection.

4 POLICY IMPLICATIONS

- 4.1 There are no direct policy implications associated with this report.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been considered and given there is no change in policy direction, there is no requirement to undertake any further impact assessment.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – as described above
- 6.2 Personnel - none
- 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017

Author's Name	Jim Lamond
DESIGNATION	Head of Council Resources
CONTACT INFO	jlamond@eastlothian.gov.uk
DATE	16 May 2017

Proposed Councillors' Salary Structure

APPENDIX 1

Post	Regulatory Structure			Proposed Salary	Complies with Regulations?
	Role under Regulations	Salary Fixed by Regulation	Maximum Salary Allowed		
Council Leader	Leader of the Council	28,213		28,213	✓
Provost (Cabinet Spokesperson for Economic Development & Tourism)	Civic Head		21,160	21,160	✓
Cabinet Spokesperson for Health and Social Care	Senior Councillor		21,160	21,160	✓
Cabinet Spokesperson for Education and Children's Services	Senior Councillor		21,160	21,160	✓
Cabinet Spokesperson for Environment	Senior Councillor		21,160	21,160	✓
Cabinet Spokesperson for Housing and Community Well-Being	Senior Councillor		21,160	21,160	✓
Opposition Leader	Senior Councillor		21,160	21,160	✓
Depute Provost	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
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Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
Councillor	Councillor	16,927		16,927	✓
		265,191	126,959	392,150	

Total expenditure on Senior Councillors

105,799

The number of Senior Councillors is 9 or less?

✓

No Senior Councillor is paid more than 75% of Leader of Council?

✓

The total salary cost for Senior Councillors is not more than the regulatory limit of £171,390

✓

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Appointments to Committees, Sub-Committees, Associated Committees and Partnerships

1 PURPOSE

- 1.1 To request the Council to appoint the membership of the Council's committees, sub-committees, associated committees and partnerships.

2 RECOMMENDATIONS

- 2.1 That the Council approves the appointments to the Council's committees, sub-committees, associated committees and partnerships, and Conveners thereof, as shown in Appendix 1 to the report.

3 BACKGROUND

- 3.1 Following the election on 4 May 2017, membership of the Council's committees, sub-committees, associated committees and partnerships, and the Conveners thereof (as shown in Appendix 1) has been proposed by the Administration.
- 3.2 The decision on such membership is one to be taken by the Council in accordance with Standing Order 1.2.
- 3.3 Members are reminded that the membership of the Audit & Governance Committee and the Policy & Performance Review Committee should consist of non-Cabinet members only.
- 3.4 Members are asked to note that, traditionally, the conveners of the Planning Committee and the Education Committee have held those respective portfolios within the Cabinet (i.e. the Cabinet spokespersons for Environment and Education & Children's Services).

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

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager - Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	2 May 2012



**EAST LOTHIAN COUNCIL
MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES,
ASSOCIATED COMMITTEES AND PARTNERSHIPS, 2017–2022**

COUNCIL COMMITTEES AND SUB-COMMITTEES

CABINET (6)

Leader of the Council and Convener
(and Cabinet Spokesperson for
Community Planning)

Councillor Innes

Cabinet Spokesperson for
Economic Development & Tourism
Education & Children's Services
Environment
Health & Social Care
Housing and Community Wellbeing

Councillor McMillan
Councillor Akhtar
Councillor Hampshire
Councillor O'Donnell
Councillor Goodfellow

AUDIT AND GOVERNANCE COMMITTEE (8)

Convener
Depute Convener

Councillor Henderson
tbc

Members

Councillor Dugdale
Councillor Findlay
Councillor Mackie
Councillor Small
3 x SNP (to be advised)

COMMON GOOD COMMITTEES

Dunbar

Convener

tbc

Members

Cllr N Hampshire
Cllr S Kempson
Cllr P McLennan

Haddington

Convener

tbc

Members

Cllr S Akhtar
Cllr J McMillan
Cllr B Small
Cllr T Trotter

Musselburgh

Convener

tbc

Members

Cllr S Currie
Cllr A Forrest
Cllr K Mackie
Cllr J Williamson

North Berwick

Convener

tbc

Members

Cllr J Findlay
Cllr J Goodfellow
Cllr J Henderson

EDUCATION COMMITTEE (12 + 4 external)

Convener

Councillor Akhtar

Depute Convener

tbc

Council Members

Councillor Dugdale
Councillor Goodfellow
Councillor Forrest
Councillor Innes
Councillor Findlay
Councillor Kempson
Councillor Mackie
Councillor Small
Councillor Williamson
Councillor McLennan
Councillor Gilbert

External Members (4)

*Mr S Bunyan
Ms M Goldsmith
Ms T Sharp
Ms G Gillan (EIS)*

PETITIONS COMMITTEE (4)

Convener

Provost

Members

Labour Group Leader
Conservative Group Leader
SNP Group Leader

PLANNING COMMITTEE (12)

Convener

Councillor Hampshire

Depute Convener

tbc

Members

Councillor Innes
Councillor McGinn
Councillor McMillan
Councillor O'Donnell
Councillor Bruce
Councillor Findlay
Councillor Kempson
Councillor Small
Councillor Currie
Councillor Trotter
Councillor McLeod

POLICE, FIRE AND COMMUNITY SAFETY SCRUTINY COMMITTEE (8)

Convener

Councillor Goodfellow

Depute Convener

tbc

Members

Councillor Dugdale
Councillor McGinn
Councillor Bruce
Councillor Findlay
Councillor Henderson
Councillor Gilbert
Councillor McLeod

POLICY AND PERFORMANCE REVIEW COMMITTEE (8)

Convener	Councillor Bruce
Depute Convener	tbc
Members	Councillor McGinn Councillor Henderson Councillor Mackett Councillor Small 3 x SNP (to be advised)

LICENSING SUB-COMMITTEE (6)

Convener	tbc
Depute Convener	
Members	Councillor McGinn Councillor McMillan Councillor Findlay Councillor Henderson 2 x SNP (to be advised)

EMPLOYEE APPEALS SUB-COMMITTEE (4 + 1)

Leader of the Council (Chair)
Provost (Vice-Chair)
Depute Provost
Leader of the Opposition
+ Cabinet Member of relevant area

ASSOCIATED COMMITTEES

JOINT CONSULTATIVE COMMITTEE (8 + 14)

Convener (Trades Unions side 2017/18)	tbc
Depute Convener (Council side 2017/18)	Councillor Innes
Council Members	Councillor McMillan Councillor O'Donnell Councillor Findlay Councillor Henderson Councillor Small Councillor Currie + 1 x SNP (to be advised)
Trade Union Members (14)	to be advised

MUSSELBURGH JOINT RACING COMMITTEE (4 + 3 external)

Convener	tbc
Council Members	Councillor Forrest Councillor Innes Councillor O'Donnell Councillor Mackie
Lothian Racing Syndicate Members (3)	Mr R Anderson Green Mr R Miller-Bakewell Mr J Prideaux

PARTNERSHIPS

IJB (4 + 4 external)

Convener (NHS side 2017-19)	Mr P Murray
Depute Convener (Council side 2017-19)	Councillor O'Donnell
Council Members	Councillor Dugdale Councillor Kempson Councillor Currie
NHS Non-Executive Members (3, exc. Chair)	Fiona Ireland Alex Joyce Moira Whyte

EAST LOTHIAN PARTNERSHIP (3 + 16 external)

Convener (Council side)	Councillor Innes
Council Members	Councillor Small Councillor Currie
External Members (16)	<i>to be advised</i>

RESILIENT PEOPLE PARTNERSHIP (3 + 9 external)

Convener	tbc
Council Members	Councillor Akhtar Councillor Mackie 1 x SNP (<i>to be advised</i>)
External Members (9)	<i>to be advised</i>

SAFE AND VIBRANT COMMUNITIES PARTNERSHIP (3 + 10 external)

Convener	tbc
Council Members	Councillor Goodfellow Councillor Kempson 1 x SNP (<i>to be advised</i>)
External Members (10)	<i>to be advised</i>

SUSTAINABLE ECONOMIES PARTNERSHIP (3 + 11 external)

Convener	tbc
Council Members	Councillor McMillan Councillor Findlay 1 x SNP (<i>to be advised</i>)
External Members (11)	<i>to be advised</i>

18 May 2017

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Appointment of Members to East Lothian Licensing Board

7

1 PURPOSE

- 1.1 For the Council to appoint Elected Members to serve on East Lothian Licensing Board.

2 RECOMMENDATIONS

- 2.1 That the Council appoints between 5 and 10 Elected Members to be members of the East Lothian Licensing Board.

3 BACKGROUND

- 3.1 The Council is required by the Licensing (Scotland) Act 2005 to elect Members to the Licensing Board for the Council's area. The Licensing Board is not a sub-committee of the Council and is a separate apolitical quasi-judicial legal entity. The Act disqualifies Councillors who are:

- premises licence holders
- employees of a premises licence holder and who work as such in licensed premises
- themselves or in partnership with another person, engaged in the business of producing or selling alcohol
- directors or other officers of a company engaged in the business of producing or selling alcohol
- employees of any person engaged in the business of producing or selling alcohol and who work as such in that business

It is an offence for a Councillor to be a member of a Licensing Board at a time when the Councillor is disqualified. The offence is punishable by a fine in the criminal courts.

- 3.2 There is a statutory minimum of 5 and maximum of 10 membership of the Licensing Board. A quorum is half the appointed Board members. It is suggested that the Board appointed might reflect a balanced geographical spread of Elected Members. The geographical spread could be achieved by the appointment of at least one member from each Electoral Ward, but this is a matter for the Council to determine.
- 3.3 At the first meeting of the Board on 22 June 2017, the Board is required to appoint a Convenor. Before sitting on the Board all members must undertake training. The compulsory training for Board Members will take place over a full day on Monday 5 June.

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications arising from this report, the terms and recommendations of which derive from statutory requirements.

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 There will also be a requirement to provide external training for members of the Licensing Board. The cost will be met from existing budgets.
- 6.2 There are no personnel implications.
- 6.3 Other – None

7 BACKGROUND PAPERS

- 7.1 None

AUTHOR'S NAME	Kirstie MacNeill
DESIGNATION	Clerk of East Lothian Licensing Board
CONTACT INFO	01620 827319
DATE	2 May 2017



EAST LOTHIAN LICENSING BOARD 2017–22 AS PROPOSED BY THE ADMINISTRATION

Nominated Councillors

Councillor Dugdale
Councillor Goodfellow
Councillor McGinn
Councillor McMillan
Councillor Bruce
Councillor Henderson

+ 2 SNP Councillors

18 May 2017

Under the 2005 Act there is a statutory minimum and maximum membership of the Licensing Board, the minimum being 5 members and the maximum 10 members. A quorum is half the appointed Board members with a minimum of 3. It is suggested that the Board appointed might reflect a balanced geographical spread of Elected Members. The geographical spread could be achieved by the appointment of at least one member from each Electoral Ward, but this is a matter for the Council to determine.

At the first meeting of the Board, scheduled for 22 June 2017, the Board is required to appoint a Convener to chair the Board.

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Appointment of Representatives to Outside Bodies

1 PURPOSE

1.1 To request the Council to make appointments to Outside Bodies.

2 RECOMMENDATIONS

- 2.1 That the Council makes appointments to outside bodies, as shown in Appendix 1 to this report.
- 2.2 That, in the event that any appointments are not to be made at today's meeting, to note that further reports shall be presented to the Council, as appropriate.

3 BACKGROUND

- 3.1 The Council is entitled to representation on a wide variety of bodies. Some of the bodies are statutory, such as joint boards and certain advisory committees. The limited companies shown are ones which the Council has had a key role in establishing and the Council is entitled to representation on the boards of these companies under their articles of association.
- 3.2 Column 2 of Appendix 1 indicates the number of appointments which the Council is either entitled to make or has been invited to make, and also indicates the proposed appointments by the Administration.
- 3.3 Members are asked to note that a review of appointments to outside bodies has recently been undertaken, and that the list as shown in Appendix 1 reflects the current position.

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 – There may be expenses incurred in relation to allowances and other expenses Council appointees attending meetings of such Bodies, but these will be similar to expense for such purposes incurred in the past and will be met from the appropriate budgets.

6.2 Personnel – none.

6.3 Other – none.

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager - Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	2 May 2017

**ELECTED MEMBER REPRESENTATION ON
OUTSIDE BODIES 2017–2022**

Name of Body	Council Representatives
Joint Boards/Committees	
Lothian Valuation Joint Board and Lothian Electoral Joint Committee	Councillor Goodfellow Councillor Henderson
Statutory Bodies	
Children’s Hearings Scotland East Lothian Area Support Team	Councillor Akhtar
CoSLA Convention	3 x Councillors <i>(to be advised)</i>
CoSLA Leader’s Meeting	Councillor Innes
CoSLA Boards	
Children & Young People	Councillor Akhtar
Health & Social Care	Councillor O’Donnell
Environment & Economy	Councillor Hampshire
Community Wellbeing	Councillor Goodfellow
East of Scotland Regional Transport Partnership (SESTRAN)	Councillor Hampshire Councillor Small
SESplan Joint Committee	Councillor Goodfellow Councillor Hampshire
NHS Lothian	Councillor O’Donnell
Boards of Companies/Trusts	
Brunton Theatre Trust	Councillor Goodfellow Councillor McMillan
Dunbar Community Development Company	Councillor Hampshire <i>(tbc)</i>
East Lothian Education Trust	Councillor Akhtar Councillor Dugdale Councillor Goodfellow Councillor Findlay Councillor Kempson + 2 x SNP Councillors <i>(to be advised)</i>
East Lothian Investments Ltd	Councillor Innes Councillor McMillan
East Lothian Land Ltd	Councillor Innes Councillor McMillan
Edinburgh & Lothians’ Greenspace Trust	Councillor McMillan
Enjoy East Lothian Ltd	Councillor Goodfellow Councillor McGinn Councillor McMillan Councillor Mackett
Fisherrow Harbour Users’ Committee	Councillor Forrest

Haddington Combined Trusts	Councillor McMillan Councillor Trotter Councillor Small
Haddington Garden Trust	Councillor McMillan
John Muir Birthplace Charitable Trust	Councillor Hampshire Councillor McMillan
Lamp of Lothian Trust	Councillor McMillan
Lothian Miners' Welfare Convalescent Home Trust	Councillor McMillan
North Berwick Trust	Councillor Goodfellow
Pennypit Community Development Trust	Councillor Bruce Councillor Innes
Scottish Seabird Centre Trust	To be advised
Wrights and Masons Trust	Councillor Akhtar Councillor Trotter Councillor Small
Other Organisations	
Association of Public Service Excellence (APSE)	Councillor Hampshire
Dunbar and District Twinning Association	Councillor Hampshire
East Lothian & Midlothian Chamber of Commerce	Councillor McMillan
East Lothian Local Access Forum	Councillor Goodfellow Councillor McMillan
Edinburgh & Lothians' Area Tourism Partnership	Councillor McMillan
Edinburgh Airport Consultative Committee	Councillor McMillan
First Step Community Project	Councillor Forrest
Haddington CAB Management Committee	Councillor Goodfellow
Haddington Twinning Association	Councillor McMillan
Lothian Buses Regional Sub-Committee	Councillor Hampshire
Lowland Reserve Forces' and Cadets' Association	Councillor McMillan
Musselburgh Amateur Golf Championship Committee	Councillor Forrest
Musselburgh CAB Management Committee	Councillor O'Donnell
Preston/Seton/Gosford Twinning Association	Councillor O'Donnell
Russell Bequest	Councillor Goodfellow + 1 x Councillor
Scotland Excel	Councillor McMillan (+ Councillor Innes - named substitute)
Scottish Councils Committee on Radioactive Substances	Councillor Hampshire
Torness Local Liaison Committee	Councillor Hampshire Councillor McLennan Councillor Kempson
Tyne/Esk Leader Local Action Group and Forth Fisheries Local Action Group	Councillor McMillan

18 May 2017

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Summary of Report Approved in Accordance with Election Recess Arrangements 2017

1 PURPOSE

- 1.1 To inform the Council of the urgent business undertaken over the election recess period in terms of the procedures set out in Standing Order 15.5 and in line with the decision taken at its meeting of 28 March 2017.
- 1.2 It should be noted that a copy of the undernoted report has been lodged in the Members' Library (May 2017 Bulletin).

2 RECOMMENDATIONS

- 2.1 The Council is requested to note the business undertaken over the Election Recess period.

3 BACKGROUND

- 3.1 **Amendments to Standing Orders – Scheme of Administration and Scheme of Delegation** (Members' Library Reference 58/17 – May 2017 Bulletin)

A report submitted by the Depute Chief Executive (Resources and People Services) sought approval to make amendments to the Scheme of Administration and Scheme of Delegation, and noted a change to the social work complaints handling procedure. This report was approved by the Leader and Depute Provost.

4 POLICY IMPLICATIONS

- 4.1 As outlined in the submitted report specified in Section 3.

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 – As outlined in the submitted report specified in Section 3.
- 6.2 Personnel - None.
- 6.3 Other – As outlined in the submitted report specified in Section 3.

7 BACKGROUND PAPERS

- 7.1 East Lothian Standing Orders

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	01620 827225 lgillingwater@eastlothian.gov.uk
DATE	10 May 2017

REPORT TO: East Lothian Council

MEETING DATE: 23 May 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Submissions to the Members' Library Service
16 March – 10 May 2017

1 PURPOSE

- 1.1 To note the reports submitted to the Members' Library Service since the last meeting of Council, as listed in Appendix 1.

2 RECOMMENDATIONS

- 2.1 Council is requested to note the reports submitted to the Members' Library Service between 16 March and 10 May 2017, as listed in Appendix 1.

3 BACKGROUND

- 3.1 In accordance with Standing Order 3.4, the Chief Executive will maintain a Members' Library Service that will contain:
- (a) reports advising of significant items of business which have been delegated to Councillors/officers in accordance with the Scheme of Delegation, or
 - (b) background papers linked to specific committee reports, or
 - (c) items considered to be of general interest to Councillors.
- 3.2 All public reports submitted to the Members' Library are available on the Council website.

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 – 3.4

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager - Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	10 May 2017

**MEMBERS' LIBRARY SERVICE RECORD FOR THE PERIOD
16 March – 10 May 2017**

Reference	Originator	Document Title	Access
30/17	Head of Council Resources	Treasury Management Strategy 2017/18 to 2019/20	Public
31/17	Head of Development	Proposed East Lothian Local Development Plan – Representations to Proposed Local Development Plan (22 files)	Public
32/17	Head of Development	Proposed East Lothian Local Development Plan – Strategic Environmental Assessment Report on Consultation Responses	Public
33/17	Head of Development	Proposed East Lothian Local Development Plan – Proposed Local Development Plan Action Programme Report on Consultation Responses	Public
34/17	Head of Development	Proposed East Lothian Local Development Plan – Participation Statement and Statement of Conformity with the Participation Statement	Public
35/17	Head of Development	Proposed East Lothian Local Development Plan – Habitats Regulations Appraisal Regulations	Public
36/17	Depute Chief Executive – Partnerships and Community Services	New Housing at Gilsland Farm, North Berwick	Public
37/17	Head of Infrastructure	Trade Waste Charges 2017/18	Public
38/17	Head of Education	Education Service – Creation of Quality Improvement Manager and Lead Officer Posts	Private
39/17	Head of Development	Grant of Servitude Rights to lay Drainage Pipes, Dunbar	Private
40/17	Head of Communities & Partnerships	Partnership Funding 2017/18	Public
41/17	Head of Communities & Partnerships	Service Review – Road Services	Private
42/17	Head of Development	Proposed Refurbishment of Existing Ground Floor to Provide Nursery Accommodation at the Red School Building, Prestonpans	Public
43/17	Depute Chief Executive, Resources and People Services	Minor Service Review – Knox Academy, Re-instatement of PT Learning Support	Private
44/17	Depute Chief Executive, Resources and People Services	Agreement to Temporary Classroom Assistant at Prestonpans Primary School	Private

45/17	Depute Chief Executive – Partnerships and Community Services	Amendment to Facilities Management Services Structure – Replacement of Senior Cleaner post with Senior Facilities Assistant post at Cockenzie Primary School	Private
46/17	Head of Communities & Partnerships	Variation to Contracts of Services - Musselburgh Museum and the Coastal Communities Museum	Public
47/17	Head of Development	Proposed Structural Alterations, External Repairs and Internal Re-Instatement at 38 High Street, Haddington	Public
48/17	Director of Health & Social Care Partnership	Social Work Complaint Handling Procedure	Public
49/17	Head of Council Resources	Records Management Plan Annual Review 2016	Public
50/17	Head of Council Resources	Service Review Report: Proposed Surveyor/Energy Assessor posts	Private
51/17	Head of Council Resources	Service Review Report: Agreement to recruit temporary ASN Auxiliary at Pinkie St. Peter's Primary School	Private
52/17	Head of Council Resources	Service Review Report: Change to establishment and agreement to recruit temporary School Auxiliary – Pencaitland Primary School	Private
53/17	Head of Council Resources	Service Review Report: Unified Business Support – Team Structure – Creation of Process Improvement Officer post	Private
54/17	Head of Council Resources	Service Review Report: Reorganisation of Responsibilities within Partnerships and Community Services	Private
55/17	Head of Council Resources	Service Review Report - Criminal Justice Service Review – Creation of Social Work Assistant post	Private
56/17	Head of Council Resources	Service Review Report: Community Recreation Staffing Adjustments – Redundancy Rights	Private
57/17	Head of Council Resources	Service Review Report - Agreement to create additional ASN post at Windygoul Primary School	Private
58/17	Head of Council Resources	Amendments to Standing Orders – Scheme of Administration and Scheme of Delegation	Public
59/17	Depute Chief Executive (Resources and People Services)	Development Officer Languages 1+2 post	Private
60/17	Head of Education	Change of post status from Temporary to Permanent (Wraparound Care Leader at Dunbar)	Private
61/17	Head of Education	Increase of Establishment at Meadowpark due to an increase in school roll.	Private

62/17	Depute Chief Executive (Resources and People Services)	Payment of Revision Classes at Preston Lodge High School	Private
63/17	Depute Chief Executive (Resources and People Services)	Creation of an additional Assistant Behaviour Support Officer post at Law Primary School (Enhanced Base)	Private
64/17	Head of Infrastructure	Grant of Lease for 0.316 Ha (0.78 acre) of Land for Development at Site 1B, Spott Road Industrial Estate, Dunbar	Private

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