

**SLWG – POLITICAL MANAGEMENT ARRANGEMENTS**

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**1.0 EXECUTIVE SUMMARY**

At the meeting of the Short Life Working Group (SLWG) held on 12<sup>th</sup> December 2016, Members asked that officers draft a report for the next meeting to include:

1. Area model:
  - Retain 4 area committees with reduced frequency
  - Retain Community Planning Groups
  - Area business days to be informal and without governance support
2. Prepare a programme of meetings for 2017/18 based on the traditional and Executive models with a reduced frequency of meetings and based on the area model above.
3. Draft a protocol to allow flexibility to respond to consultations for inclusion as terms of reference in the constitution.
4. Incorporate the Harbour Board into the EDI Committee or reduce the frequency of Board meetings.
5. Draft a protocol for dealing with reports for noting.
6. Draft a protocol for Area Committee Business Day meetings.

**1.1 Members are asked to:**

- a) Consider the information provided and determine recommendations for future political management arrangements
- b) Agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council.

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**2.0 INTRODUCTION**

2.1 This report provides Members of the SLWG with the information that they requested at the meeting held on 12<sup>th</sup> December 2016.

**3.0 RECOMMENDATIONS**

3.1 Members are asked to:

- a) Consider the information provided and determine recommendations for future political management arrangements
- b) Agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council.

**4.0 DETAIL**

4.1 At the meeting of the SLWG on 15<sup>th</sup> November, Members asked officers to provide information on a number of areas.

4.2 Area Model

4.2.1 Members were in agreement that they wished to retain the current administrative areas and maintain the current arrangement of having 4 Area Committees. It was also clear during the discussion, that although Members saw value in the Business Day meetings, that these could move to be Member only meetings without formal support from Governance and Law. It was agreed that a protocol would be drafted in relation to the operation of these Business Day meetings and it would be for each Area Committee to agree on the arrangements in their own area. A draft of a proposed protocol is attached as Appendix 1.

4.2.2 In relation to Community Planning in the local areas, Members were in agreement that the current structure for the Area Community Planning Groups was working well. It is proposed that the Area CPG meetings continue in their current format, with meetings 3 times per year and that these meetings are

scheduled where possible to take place in the weeks prior to Area Committees to allow for information to be fed up through the appropriate mechanisms.

- 4.2.3 In terms of frequency of Area Committee meetings it is suggested that this is reduced and that they take place on a quarterly basis. This frequency has been incorporated into the draft timetable of meetings which is appended to this report.

#### 4.3 Programme of Meetings 2017/2018

- 4.3.1 In line with the discussions at the meeting in December, officers have prepared draft timetables for meetings in 2017/2018 following on from the Local Government Elections (Appendices 2 and 3). Schedules have been produced which give an indication on meetings for both the Traditional Committee model and for the Executive/Cabinet model. The Traditional Committee model has the same structure as is currently in place but in line with the discussions at previous meetings the number of meetings of Council and Policy and Resources Committee have been reduced. It would be proposed that an update to the delegations for Service Committees would be undertaken to allow for more streamlined decision making which would make the move to less meetings of Policy and Resources Committee achievable. The Executive/Cabinet model incorporates meetings of the Council 4 times per year plus a budget meeting with meetings of the Executive/Cabinet and the Scrutiny Committee on a 6 weekly basis.

#### 4.4 Consultations

- 4.4.1 At the meeting in December a query was raised around how consultations are dealt with, particularly given the move to a leaner Committee meeting structure where there might be more instances when the cycle of meetings doesn't accommodate a formal response being agreed first by the relevant Committee or Council. It is suggested that a protocol is drafted which would deal with such circumstances, where arrangements are put in place to allow the appropriate consultation to take place with Elected Members and a response agreed to be thereafter approved at the next available meeting of the Committee/Council. Given that responsibility for consultations lies with Customer Services, it is suggested that the relevant Executive Director or their representative make contact with the Chair and Vice-Chair of the relevant Committee and agree what the appropriate method of consultation should be and who should be contacted to seek views to enable a response to be formulated. A draft of this protocol is attached as Appendix 4.

#### 4.5 Reports for Noting

- 4.5.1 Further discussion took place at the meeting in December around how Committees should deal with reports which are purely for noting. It is proposed that a protocol is incorporated into the Constitution which would allow for reports for noting to be placed on the Agenda for any meeting of a Committee or Council, but under a separate part of the business. These reports would be taken as one item with agreement that they are noted. This would ensure that

Members are kept up to date with service developments and issues without the need to consider individual reports. There would, however, be an opportunity for Members of any Committee to move a motion which would allow for a noting report to be added to the Agenda for the next meeting of the Committee for substantive discussion. This has been included in the draft protocol which is attached as Appendix 5.

#### 4.6 Harbour Board

4.6.1 The Harbour Board currently sits as Sub Committee of the Environment, Development and Infrastructure Committee and meets 4 times per year. Members have undertaken appropriate training in relation to the duties of the Harbour Board and have initiated a review of the fees and charges which is ongoing. It is now proposed that the frequency of Harbour Board meetings is reduced and it moves to meet on a bi-annual basis with meetings being held directly following the EDI Committee (If a Traditional Model is agreed) or on a bi-annual basis as a stand-alone Committee (if an Executive/Cabinet Model is agreed). It is also suggested that the Membership of the Board could be reduced, retaining representation from the 4 administrative areas (2 Members from each administrative area) and the Chair/Vice Chair appointed from these 8 Members.

#### 4.7 Localism

4.7.1 Members discussed Localism and made comment on the report submitted by the Community Planning Manager. Guidance is still awaited from the Scottish Government and will be taken forward at an appropriate time. This does not have an impact on the recommendations from the Short Life Working Group.

### **5.0 CONCLUSION**

5.1 This report provides the information which was requested by the Short Life Working Group at the meeting on 12 December 2016. In line with the discussions at that meeting, officers have provided a proposed schedule of meetings for both a Traditional and an Executive/Cabinet Committee structure, taking into account the discussion at the meeting. Officers have also drafted protocols for consideration by Members which relate to dealing with consultations, Business Day meetings and reports for noting.

5.2 Members are invited to consider the information provided and determine recommendations for future political management arrangements. Members are also invited to agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council. The draft report will be provided to all members of the SLWG for comment prior to issue to Council.

## **6.0 IMPLICATIONS**

- 6.1 Policy – none at this stage.
- 6.2 Financial - none at present, but may be financial implications dependent on the outcome of the review.
- 6.3 Legal – none at this stage.
- 6.4 HR – none at present, but may have HR implications dependent on the outcome of the review.
- 6.5 Equalities - none
- 6.6 Risk - none
- 6.7 Customer Service - none

Douglas Hendry  
**Executive Director of Customer Services**  
9<sup>th</sup> January 2017

**Policy Lead: Councillor Dick Walsh**

**For further information contact:** Charles Reppke, Head of Governance and Law  
(01546) 604192

## **APPENDICES**

- Appendix 1 – Draft protocol for Area Committee Business Days
- Appendix 2 – Traditional Model Draft Schedule of Meetings
- Appendix 3 – Executive/Cabinet Model Draft Schedule of Meetings
- Appendix 4 – Draft Protocol for Consultations
- Appendix 5 – Draft Protocol for dealing with Reports for Noting