

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Council: 16 May 2007

Subject: Adoption of Standing Orders and Scheme of Administration

1. Purpose

- 1.1** This report advises Members of the Council's Scheme of Administration and asks for approval for the adoption of Standing Orders.

2. Background

- 2.1** The Council's Scheme of Administration consists of the following: the Standing Orders (including the Scheme of Delegated Powers); the Council's Financial Regulations; the Scheme of Members' Allowances; the Schedule of Meetings; Code of Conduct for Councillors; Approved list of Membership of Committees, Joint Boards, Outside Bodies etc. and the Member/Officer Protocol.
- 2.2** Members will have received copies of the existing documents which make up the Scheme of Administration in their induction pack which was issued following the Election.
- 2.3** At the meeting of West Dunbartonshire Council held on 30 August 2006, the Council approved adoption of updated Standing Orders.

3. Main Issues

- 3.1** Following the publication of the Best Value Audit, the Council at its meeting on 28 February 2007 approved a Best Value Improvement Plan. The Plan identified areas which require to be reviewed; these included the Council's decision making and management structures.
- 3.2** A team of external consultants (Brodies) were engaged to look at the decision making and management structures of the Council.
- 3.3** In anticipation of the recommendations of the external consultants, it would seem likely that the current decision making structures will be subject to change, thus having direct impact on the current Standing Orders and Scheme of Administration.
- 3.4** In accordance with the Standing Orders, Minutes of Meetings are submitted to the next Committee for approval as a correct record. As from May 2007, draft minutes will also be posted onto the Council's web-based system (CMIS) as soon as they have been approved by the relevant Director and Legal Officer.

- 3.5** Members are requested to give consideration to the adoption of the existing Standing Orders and Financial Regulations, until such time as the Council agrees on a decision making structure, at which time revised Standing Orders would be submitted to Council for approval.
- 3.6** Adoption of Standing Orders is required before Council can make decisions on Election of Depute Provost, Leader of the Council and Depute Leader of the Council
- 3.7** Some of the Standing Orders may require to be adjusted depending on decisions taken by Council today.

4. Personnel Issues

- 4.1** There are no personnel issues.

5. Financial Implications

- 5.1** There are no financial implications.

6. Risk Analysis

- 6.1** There was no requirement for a Risk Analysis.

7. Conclusions

- 7.1** Given that it is anticipated that Members will wish to review the current decision making structure of the Council, it would be appropriate for the current Standing Orders to be adopted until such times as any changes are made to the decision making structure. At which time a revised set of Standing Orders would be submitted to Council for approval.

8. Recommendations

- 8.1** Council is asked to agree:-
- (a) to the adoption of the existing Standing Orders and Financial Regulations, subject to paragraph 3.7, until such times as any change is made to the decision making structures; and
 - (b) that following any change to the decision making structures that a report be submitted to Council with a revised set of Standing Orders for approval.

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David McMillan
Chief Executive
Date: 10 May 2007

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Appendices: None

Background Papers: Standing Orders amended August 2006
Scheme of Administration
Report to Council August 2006
Report to Council 28 February 2007 on Best Value Improvement Plan

Wards Affected: None