



REPORT TO: MORAY COUNCIL ON 15 SEPTEMBER 2021

SUBJECT: COMMITTEE GOVERNANCE

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To invite the Council to approve the changes to the Scheme of Administration to reflect the agreed revised committee structure along with those changes previously agreed that would normally be incorporated as part of the annual review and agree the revised Committee Calendar.
- 1.2 This report is submitted to Council in terms of Section II (10) of the Council's Scheme of Administration relating to changes in committee structure.

2. RECOMMENDATION

2.1 It is recommended that the Council agree:-

- (i) the changes to the Scheme of Administration to reflect the revised committee structure (Appendix 1), and also to incorporate all other changes normally incorporated as part of the annual review,**
- (ii) that a report clarifying the role of the Audit and Scrutiny (with reference a scrutiny guidance document) will be presented to a future meeting;**
- (iii) that existing committee chairs continue in their positions with the Chair of Policy and Resources assuming the chair of the Corporate Committee;**
- (iv) to appoint a Depute Chair to the Audit and Scrutiny Committee;**
- (v) the revised committee calendar covering an 8 week cycle of meetings commencing 28 September 2021 (Appendix 3); and**
- (vi) that meetings continue to be held by video conference and webcast and the position is reviewed again at the Council meeting in January 2022.**

3. BACKGROUND

- 3.1 Under reference to paragraph 24 of the draft minute of Moray Council dated 30 June 2021, the Council agreed a revised committee structure and instructed the Head of Governance Strategy and Performance to make the appropriate changes to the Scheme of Administration and Committee Calendar for a final decision to be taken at the next Council meeting in September.
- 3.2 The Council's Scheme of Administration has been amended to reflect the changes to the committee structure as agreed and these are outlined in **Appendix 1**. **Appendix 2** provides a copy of the revised document with the changes detailed in **Appendix 1** made.
- 3.3 Due to the timing of this report it was considered prudent to also incorporate all of the previously approved changes to the Scheme of Administration that would normally feature as part of the annual review of the constitutional documents of the Council. It is still intended to provide the annual review report to Council in December that will incorporate changes to the Council's Standing Orders and Scheme of Delegation.
- 3.4 The Council also instructed the Head of Governance Strategy and Performance to review the remit of the Audit and Scrutiny Committee with reference to a Scrutiny Charter. Work on this task is ongoing and will be presented to a future Council meeting.
- 3.5 A revised calendar of meetings covering an 8 week cycle of meetings commencing from September 2021 to April 2022 is attached at **Appendix 3**.
- 3.6 The change in political balance has resulted in the requirement to appoint a new Depute Chair on the Audit and Scrutiny Committee as Councillor Ross the current Depute Chair will no longer be a member of the Committee.
- 3.7 The Council agreed on 30 June 2021 (para 24 of the minute refers) that Committee meetings would continue to be held virtually until September 2021 and the decision be reviewed at this meeting. It is unclear when a return to in person committee meetings will be possible so it is proposed to continue with virtual meetings for the foreseeable future and review the decision at the meeting of Moray Council in January 2022 by which time it is hoped guidance on the current restrictions will be clearer.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

It is important for the Council to maintain an effective decision making process to continue to meet the objectives set out in its Corporate Plan.

(b) Policy and Legal

The proposals in this report require approval of changes to the Council's Scheme of Administration.

(c) Financial Implications

Payment of allowances to Members is governed by the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2016 and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 with maximum rates of payment of remuneration and allowances and expenses being specified by Scottish Ministers.

(d) Risk Implications

Effective governance arrangements will help the Council address some of the risks identified in its Corporate Risk Register, in particular Political and Regulatory Risks.

(e) Staffing Implications

None

(f) Property

None

(g) Equalities/Socio Economic Impact

None

(h) Consultations

The Head of Governance, Strategy and Performance was consulted on this report and any comments were incorporated within the report.

5. CONCLUSION

5.1 Council is asked confirm the decision of 30 June 2021 in relation to the revised committee structure, resulting amendments to the Scheme of Administration and the revised committee timetable.

Author of Report:

Background Papers:

Ref:

Moir Patrick, Democratic Services Manager

Report to Moray Council dated 30 June 2021

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