



**MINUTES OF THE SPECIAL MEETING OF  
EAST LoTHIAN COUNCIL**

**TUESDAY 12 SEPTEMBER 2017  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**Committee Members Present:**

Provost J McMillan (Convener)  
Councillor S Akhtar  
Councillor L Bruce  
Councillor S Currie  
Councillor F Dugdale  
Councillor A Forrest  
Councillor N Gilbert  
Councillor J Goodfellow  
Councillor N Hampshire  
Councillor J Henderson

Councillor S Kempson  
Councillor G Mackett  
Councillor K Mackie  
Councillor C McGinn  
Councillor P McLennan  
Councillor K McLeod  
Councillor F O'Donnell  
Councillor T Trotter  
Councillor J Williamson

**Council Officials Present:**

Mr A McCrorie, Depute Chief Executive (Resources and People Services)  
Ms M Patterson, Depute Chief Executive (Partnerships & Communities)  
Mr J Lamond, Head of Council Resources  
Mr R Montgomery, Head of Infrastructure  
Mr D Proudfoot, Head of Development  
Ms F Robertson, Head of Education  
Mr S Cooper, Team Manager – Communications  
Mr C Grilli, Service Manager – Legal and Procurement  
Ms K MacNeill, Service Manager – Licensing, Admin & Democratic Services

**Visitors Present:**

None

**Clerk:**

Mrs L Gillingwater

**Apologies:**

Councillor J Findlay  
Councillor W Innes  
Councillor B Small

The Provost opened the meeting by conveying the Council's best wishes to Councillor Innes, who was taking leave of absence due to ill health. He advised that the meeting had been called with the purpose of appointing a Depute Leader; however, he had also agreed to accept an urgent item – Amendments to the Scheme of Administration, in order to facilitate the smooth running of Council business.

## **1. APPOINTMENT OF DEPUTE LEADER OF THE COUNCIL**

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking to appoint a Depute Leader of the Council, to put suitable arrangements in place to ensure business continuity for the Council in the absence of the Council Leader, and to arrange substitution for the Council Leader on outside bodies.

Kirstie MacNeill, Service Manager – Licensing, Admin and Democratic Services, presented the report, advising of the proposal to appoint a Depute Leader, who could undertake the role and duties of Council Leader in Councillor Innes's absence. The Depute Leader would represent the Leader at various committee and outside body meetings. She also advised of the proposal to replace Councillor Innes on the Planning Committee and on the MJRC.

The Provost called for nominations for the position of Depute Leader. Councillor Goodfellow, seconded by Councillor O'Donnell, nominated Councillor Hampshire. There were no other nominations, and Councillor Hampshire was duly appointed to the position of Depute Leader of the Council.

The Provost called for nominations for a councillor to replace Councillor Innes on the Planning Committee. Councillor Hampshire, seconded by Councillor Akhtar, nominated Councillor Forrest. There were no other nominations, and Councillor Forrest was duly appointed to the Planning Committee.

The Provost then called for nominations to represent the Council on the outside bodies noted below:

CoSLA Convention: Councillor Hampshire, nominated by Councillor Akhtar and seconded by Councillor Forrest

CoSLA Leaders' Meeting: Councillor Hampshire, nominated by Councillor Goodfellow and seconded by Councillor Akhtar

East Lothian Investments Ltd: Councillor Hampshire, nominated by Councillor Akhtar and seconded by Councillor O'Donnell

East Lothian Land Ltd: Councillor Hampshire, nominated by Councillor Akhtar and seconded by Councillor Goodfellow

Pennypit Community Development Trust: Councillor O'Donnell, nominated by Councillor Hampshire and seconded by Councillor Dugdale

As there were no other nominations, the councillors nominated were duly appointed to represent the Council on the outside bodies listed.

The Provost then called for nominations to represent the Council on the Musselburgh Joint Racing Committee. Councillor Hampshire, seconded by Councillor O'Donnell, nominated Councillor Akhtar. There were no other nominations, and Councillor Akhtar was duly appointed to the Musselburgh Joint Racing Committee.

### **Decision**

The Council agreed:

- i. to approve the appointment Councillor Hampshire as Depute Leader of the Council;

- ii. to authorise the Depute Leader of the Council to undertake the role of Leader and to substitute for the Leader in the Leader’s absence in connection with all Council business including attendance at meetings of the Council, Cabinet, committees and sub-committees;
- iii. to approve the appointment of Councillor Forrest to replace Councillor Innes on the Planning Committee; and
- iv. to approve the following appointments as appropriate replacement councillors to substitute for and represent the Leader at meetings of all associated committees and outside bodies to which the Leader is appointed:

CoSLA Convention – Councillor Hampshire  
CoSLA Leaders’ Meeting – Councillor Hampshire  
East Lothian Investments Ltd – Councillor Hampshire  
East Lothian Land Ltd – Councillor Hampshire  
Pennypit Community Development Trust – Councillor O’Donnell  
Musselburgh Joint Racing Committee – Councillor Akhtar

**2. PROPOSED AMENDMENTS TO STANDING ORDERS APPENDIX 1: SCHEME OF ADMINISTRATION**

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval of proposed amendments to the Council’s Standing Orders, Appendix 1: Scheme of Administration.

Kirstie MacNeill, Service Manager – Licensing, Admin and Democratic Services, presented the report, reminding Members that a number of vacancies remained on the Audit & Governance Committee and Policy & Performance Review Committee. She warned of the risks of meetings of these committees being inquorate whilst these vacancies remained unfilled and therefore proposed that the quorum for both be amended, as a temporary measure, to state ‘half + 1 of the places filled’, rather than ‘half + 1’. She advised that this change would reduce the risk of meetings being inquorate and ensure the proper governance of the Council.

**Decision**

The Council agreed:

- i. to approve the proposed amendments to the Standing Orders, Appendix 1: Scheme of Administration, set out in Appendix 1 to the report, in relation to the temporary changes proposed to the quorums for the Audit & Governance Committee and the Policy & Performance Review Committee (as outlined in Section 3.2 to the report); and
- ii. to note that the proposed changes would come into effect at the close of the Council meeting on 12 September 2017.

Signed .....

Provost John McMillan  
Convener of the Council