

City of Edinburgh Council

10.05am, Thursday 26 September 2024

Streamlining Committee Business Working Group

Executive/routine
Wards

1. Recommendations

- 1.1 To approve the proposed remit of the Streamlining Committee Business Working Group.
- 1.2 To appoint a Convener of the Streamlining Committee Business Working Group.
- 1.3 To appoint the membership of the Streamlining Committee Business Working Group.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Rachel Gentleman, Committee Services Manager

E-mail: rachel.gentleman@edinburgh.gov.uk | Tel: 0131 529 4264

Streamlining Committee Business Working Group

2. Executive Summary

- 2.1 Council is asked to approve the remit and appoint members and a convener of the Streamlining Committee Business Working Group.

3. Background

- 3.1 At its meeting on 22 August 2024, the Policy and Sustainability Committee agreed to establish a short life working group to consider measures to streamline committee business.

4. Main report

- 4.1 The decision to establish the working group was in response to concerns about the length of committee meetings as a barrier to elected office and associated workload for members and officers. The working group would also consider what business should be presented to committees.
- 4.2 Council is asked to appoint members and approve the remit of the working group to allow it to meet in advance of the next Policy and Sustainability Committee meeting. It is intended for a report on recommendations from the working group to be presented to the Policy and Sustainability Committee in March 2025.
- 4.3 The proposed remit and membership of the working group is attached at Appendix 1.

5. Next Steps

- 5.1 Arrangements will be put in place for officer support for the working group. A report on its findings and recommendations will be presented to the Policy and Sustainability Committee in March 2025.

6. Financial impact

- 6.1 There is no financial impact arising from this report.

7. Equality and Poverty Impact

- 7.1 Reducing barriers to elected office will have a positive impact on equalities and accessibility. This should lead to improved representation in the council.
- 7.2 Equalities impacts arising from committee business will continue to be considered as part of the council's overall governance and political management frameworks.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate or environmental impacts arising from this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 Improving committee business processes will have a positive impact on governance and support current governance arrangements.

10. Background reading/external references

- 10.1 [Policy and Sustainability Committee of 22 August 2024](#)

11. Appendices

- 11.1 Appendix 1 – Proposed Remit of the Streamlining Committee Business Working Group

Streamlining Committee Business Working Group (short life)

Membership - 5 members

(1 Labour, 1 SNP, 1 SLD, 1 Green, 1 Conservative)

Remit

- To consider improvements to committee business processes to remove barriers to elected office;
- To consider how the length of committee meetings could be reduced;
- To consider the impact of committee business on member and officer workload and how this could be improved;
- To consider mechanisms to manage what business should be presented to committees; and
- To provide a report on recommendations in March 2025.