

Urgent Decision – Appointment of Interim Secretary

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Board of an urgent decision made by the Partnership Director using delegated authority granted to him under Standing Orders.

2. BACKGROUND

- 2.1 In accordance with Standing Order 6.5(1) the Board is obliged to appoint a Secretary. This position had been held by Mr. Gavin King, Head of Democracy and Governance at the City of Edinburgh Council.
- 2.2 Mr. King left the employment of the City of Edinburgh Council at the end of August 2026 and, at the time of writing, no date has yet been indicated for the commencement of the new postholder.
- 2.3 For the purposes of the Board meeting of 25 September 2026 there is a requirement for a Secretary to be in place. In order to fulfil the requirements of Standing Order 6.5(1), it has been necessary for an interim Secretary to be appointed pending a report to the Board at a later date, currently expected to be December 2026, seeking formal approval for the appointment of a permanent Secretary.
- 2.4 The Partnership Director, in accordance with Standing Orders, has used his delegated authority to appoint Andrew Rose, Democratic Services Manager at the City of Edinburgh Council as interim Secretary. The Partnership Director consulted the Chairperson of the Board, as required by Standing Orders, on 16 September 2026

3. RECOMMENDATIONS

- 3.1 To note the appointment of Andrew Rose, Democratic Services Manager at the City of Edinburgh Council as interim Secretary to the Board pending the appointment by the Board of a permanent Secretary at the appropriate time.
- 3.2 To note that the Partnership Director has taken this urgent decision in accordance with Standing Orders – Application of List of Officer Powers (Urgent Decisions).

Brian Butler
Partnership Director
18 September 2026

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None