

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Manager Governance – Mark Stinson
To: Cabinet – 12 July 2016
(Author: Amanda Taylor - Democratic Services Officer)
Subject: Appointment of Panels and Working Parties
Purpose: To consider the appointment of Panels and Working Parties

Recommendations:

- 1) That the Pre-application Consultation Group be re-established for the municipal year without amendment to its terms of reference; and substitutions be permitted where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner; and
- 2) That the ICT Councillor Working Group be re-established for the municipal year without amendment to the terms of reference; that substitution arrangements apply (including for the Portfolio Holder with responsibility for ICT) where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

1.0 BACKGROUND

- 1.1 In accordance with the Constitution, the Council at its annual meeting on 11 May 2016 was asked to decide which Panels and Working Parties to establish for the municipal year, and their size and terms of reference.

2.0 COUNCIL DECISIONS

- 2.1 Article 4 and Part 3 (Delegations) within the Constitution detail which functions of the authority are functions of the full Council, and which are functions of the Cabinet.
- 2.2 Some of the Panels and Working Parties deal with executive functions only, others deal with non-executive functions (such as budget and policy framework issues). Whilst the Council is responsible for adopting and amending the budget and policy framework, the Cabinet is able to make recommendations to full Council in respect of non-executive functions. Such Panels and Working Parties therefore submit their recommendations and observations to Cabinet for consideration and possible recommendation on to Council. It is therefore appropriate for Cabinet to determine whether such Panels or Working Parties should be re-established and, if so, to determine their terms of reference and composition.
- 2.3 Full details of the Panels and Working Parties, together with details of their existing terms of reference, are detailed below. Nominations will be submitted by the Group Leaders prior to the meeting.
 - 2.3.1 **Pre-Application Consultation Group** (Non-executive/Council function – but Cabinet advises/makes recommendations to Council)

COMPOSITION: 12 councillors appointed in accordance with the political group regulations (although it is not necessary to appoint in accordance with political group regulations as the Consultation Group has no executive powers and cannot therefore make any decisions, only recommendations) plus appropriate officers with the power to co-opt relevant ward members and portfolio holders in an advisory role. There is no restriction on whether members of the Consultation Group must be members of the Planning Committee.

TERMS OF REFERENCE: (No executive powers) To assess and advise on the likely planning considerations in respect of significant planning proposals at both pre-application and post-decision stages. To provide a forum at which ward members can be informed about significant proposals likely to affect people in their wards and to enable them to consult and report back on such proposals.

SUBSTITUTIONS: Substitutions are permitted where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

RECOMMENDATION: That the Pre-Application Consultation Group be re-established for the municipal year without amendment to its term of reference; and substitutions be permitted where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

(If the above recommendation is accepted the membership of the Working Party will be approved at the Cabinet meeting on 12 July 2016.)

2.3.2 **ICT Councillor Working Group** (Working Group to report directly to the Cabinet)

COMPOSITION: 7 Councillors comprising the Portfolio Holder with responsibility for ICT, together with 6 other members based on cross party member involvement. The political group regulations do not apply.

TERMS OF REFERENCE: (No executive powers.) To provide a wider more strategic remit with the following scope:

- The Role of ICT in the organisation;
- New technology – strategic positioning;
- ICT support – general performance, not individual problems;
- Progress with larger projects; and
- ICT Security and Governance.

SUBSTITUTIONS: Substitution arrangements apply (including for the Portfolio Holder with responsibility for ICT) where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

RECOMMENDATION: That the ICT Councillor Working Group be re-established for the municipal year without amendment to the terms of reference as detailed above; that substitution arrangements apply (including for the Portfolio Holder with responsibility for ICT) where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Executive Manager Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

(If the above recommendation is accepted the membership of the Working Party will be approved at the Cabinet meeting on 12 July 2016.)

2.0 **OPTIONS**

2.1 Not to approve the recommendations.

2.2 To approve the recommendations with amendments.

2.3 To approve the recommendations with no amendments.

3.0 **REASONS FOR RECOMMENDATIONS**

3.1 The Panel and Working Groups recommended for re-appointment have a future role to perform in advising the Cabinet or making decisions under delegated authority.

4.0 **EXPECTED BENEFITS**

4.1 By considering the recommendations of Council with regard to whether or not to re-establish the Panels and Working Parties, the Cabinet is ensuring that the groups are relevant and necessary to effectively undertake the Council's business, therefore ensuring an appropriate use of the Council's resources.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 Travelling to and from meetings is considered to have a low impact.

5.2 **Financial**

5.2.1 It is not possible to identify the cost implications of appointing Panels and Working Parties. However, every meeting requires the preparation of reports and agendas which does of course have cost implications. Travel/subsistence allowances and carer's allowances are also payable to councillors under the Council's Scheme for Payment of Members' Allowances, set out at Part 6 of the Constitution. There is no specific budget allocated for expenditure arising from working parties and panels.

5.3 **Staffing**

5.3.1 Again, it is not possible to identify the staffing implications of appointing Panels and Working Parties. However, every meeting must be serviced by officers which does have staffing implications.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 No wards are directly affected by this report.

7.0 **ACRONYMS**

7.1 None.

Background papers:- None

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Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report: None