

## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Executive Manager - Governance (Deputy Monitoring Officer) - Mark Stinson

**To:** Cabinet – 18 June 2019

**(Author:** Christine Morgan Democratic Services Officer)

**Subject** Appointment of Panels and Working Parties

**Purpose:** To consider the appointment of Panels and Working Parties

### **Recommendations:**

- 1) That the ICT Councillor Working Group be re-established for 2019-2023 without amendment to its terms of reference; and substitutions be permitted (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 for Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the earlier;
- 2) That the Portfolio Holder Decision by the Leader of the Council to re-establish the Pre-application Consultation Group for the period 2019-2023 without amendment to its terms of reference be noted;
- 3) That membership of both of the above be agreed, following nominations provided by Group leaders; and
- 4) That the Priory Road Community Hub Project Sub-Committee is not re-established, but that a non decision making group be established in due course, with a wider remit to oversee corporate assets generally, the terms of reference of which to be approved by the Leader.

### **1.0 BACKGROUND**

- 1.1 In accordance with the Constitution, the Council at its annual meeting on 15 May 2019 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. Some Panels and Working Parties are therefore established by the Cabinet to assist the Cabinet in making recommendations to the 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. Membership for the period 2019-23 would be agreed by Group leaders, and confirmed at the Cabinet meeting on 18 June 2019.

2.3.1 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:** Substitutions are permitted (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 earlier.

**RECOMMENDATION:** That the ICT Councillor Working Group be re-established for the municipal year without amendment to its terms of reference as detailed above; that substitutions be permitted (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 earlier.

Membership for the period 2019-23 would be agreed by Group leaders, and confirmed at the Cabinet meeting on 18 June 2019.

2.3.2 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 earlier.

**RECOMMENDATION:** None – members are asked to note that a Portfolio Holder Decision has been taken by the Leader of the Council to re-establish the Pre-Application Consultation Group as detailed above. It was also agreed that membership for the period 2019-23 be agreed between Group leaders, and confirmed at the Cabinet meeting on 18 June 2019.

### 2.3.3 Priory Road Community Hub Project Sub-Committee

The Priory Road Community Hub Project Sub-Committee was established by the Cabinet at its meeting on 14 February 2017, to provide strategic steer and monitoring for the Priory Road Community Hub project, to ensure that the Council achieves delivery both in terms of envisaged timeframes as well as approved Budgets, with the focus to centre on design, procurement, delivery resources, financial management and actual delivery through an agreed framework.

The Sub-Committee has been in operation for two years and has completed its work. The recommendation is therefore that the Priory Road Community Hub Project Sub-Committee is not re-established. It is, however, recommended that a non-decision-making Group is established in due course with a wider remit to oversee corporate assets generally.

## 3.0 **OPTIONS**

- 3.1 Not to approve the recommendations.
- 3.2 To approve the recommendations with amendments.
- 3.3 To approve the recommendations with no amendments.

## 4.0 **REASONS FOR RECOMMENDATIONS**

- 4.1 To enable delivery of the advisory/consultative support detailed in paragraph 2.3 above.

## 5.0 **EXPECTED BENEFITS**

- 5.1 Ensuring that the groups are relevant and necessary to undertake effectively the Council's business, therefore ensuring an appropriate use of the Council's resources.

## 6.0 **IMPLICATIONS**

### 6.1 **Carbon Footprint / Environmental Issues**

6.1.1 Travelling to and from meetings, though this is considered to have a relatively low environmental impact.

### 6.2 **Financial**

6.2.1 Meetings require the preparation of reports and agendas which has 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.

### 6.3 **Staffing**

6.3.1 Although it is not possible to quantify the staffing implications of appointing Panels and Working Parties, it should be noted that meetings are serviced by officers.

## 7.0 **WARDS/COMMUNITIES AFFECTED**

7.1 No wards are directly affected by this report.

## 8.0 **ACRONYMS**

8.1 None.

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| Background papers:- | None |
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### **Lead Contact Officer**

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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Discretionary Service**

**Appendices attached to this report:** None