



<b>REPORT TO:</b>	Cabinet
<b>DATE:</b>	Tuesday, 6 June 2023
<b>SUBJECT:</b>	Appointment of Panels and Working Parties
<b>PURPOSE:</b>	To consider the appointment of Panels and Working Parties
<b>KEY DECISION:</b>	No
<b>PORTFOLIO HOLDER:</b>	Portfolio Holder for Corporate, Governance and Communications
<b>REPORT OF:</b>	Assistant Director – Governance (Monitoring Officer)
<b>REPORT AUTHOR:</b>	Christine Morgan
<b>WARD(S) AFFECTED:</b>	None
<b>EXEMPT REPORT?</b>	No

## SUMMARY

In accordance with the Constitution, the Council at its annual meeting on 17 May 2023 was asked to decide which Panels and Working Parties to establish for the municipal year, and their size and terms of reference. 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.

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.

## RECOMMENDATIONS

- 1) That the Pre-application Consultation Group be re-established for the period 2023-2027 without amendment to its terms of reference and that the Group be politically balanced; and that 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 Assistant Director - Governance by noon on the day of the meeting or at least 3 hours before the meetings, whichever is the sooner;

- 2) That the ICT Councillor Working Group be re-established for the period 2023-2027 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 Assistant Director - Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the earlier;
- 3) That membership of both of the above be agreed, following nominations provided by Group leaders.

#### **REASONS FOR RECOMMENDATIONS**

To enable delivery of the advisory/consultative support detailed in section 2.3 of the report.

#### **OTHER OPTIONS CONSIDERED**

- Not to approve the recommendations;
- To approve the recommendations with amendments;
- To approve the recommendations with no amendments

### **1. BACKGROUND**

- 1.1 In accordance with the Constitution, the Council at its annual meeting on 17 May 2023 was asked to decide which Panels and Working Parties to establish for the municipal year, and their size and terms of reference.

### **2. 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 2023-2027 would be agreed by Group leaders, and confirmed at the Cabinet meeting on 6 June 2023.

### 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 Assistant Director - 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 Assistant Director - 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 2023-27 would be agreed by Group leaders, and confirmed at the Cabinet meeting on 6 June 2023.

### 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 Assistant Director - Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the earlier.

**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 Assistant Director – 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 6 June 2023).

### **3 EXPECTED BENEFITS TO THE PARTNERSHIP**

- 3.1 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.

### **4. IMPLICATIONS**

#### **4.1 SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

- 4.1.1 None.

#### **4.2 CORPORATE PRIORITIES**

- 4.2.1 None.

#### **4.3 STAFFING**

- 4.3.1 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.

#### **4.4 CONSTITUTIONAL AND LEGAL IMPLICATIONS**

- 4.4.1 None.

#### **4.5 DATA PROTECTION**

- 4.5.1 None.

#### **4.6 FINANCIAL**

- 4.6.1 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,

#### **4.7 RISK MANAGEMENT**

- 4.7.1 None.

#### **4.8 STAKEHOLDER / CONSULTATION / TIMESCALES**

4.8.1 The relevant group leaders have been consulted with regard to appointments to the Groups.

#### **4.9 REPUTATION**

4.9.1 None.

#### **4.10 CONTRACTS**

4.10.1 None.

#### **4.11 CRIME AND DISORDER**

4.11.1 None.

#### **4.12 EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

4.12.1 None.

#### **4.13 HEALTH AND WELL BEING**

4.13.1 None.

#### **4.14 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

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

### **5 ACRONYMS**

5.1 ICT – Information, Communication, Technology

<b>APPENDICES</b>
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None
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<b>BACKGROUND PAPERS</b>
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None.
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<b>CHRONOLOGICAL HISTORY OF THIS REPORT</b>	
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<b>Name of body</b>	<b>Date</b>
Council AGM	17 May 2023

<b>REPORT APPROVAL</b>	
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