

Overview & Scrutiny Committee
9 February 2021

Title: T&F Group - Role of Chairman

Lead Officer: Graham Leach, Democratic Services Manager & Deputy Monitoring Officer, 01926 456114 graham.leach@warwickdc.gov.uk

Portfolio Holder: Andrew Day

Public briefing note

Wards of the District directly affected: None

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

Final Decision: Yes

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	7/12/2020	Andrew Jones
Head of Service		
CMT		
Section 151 Officer	7/12/2020	Mike Snow
Monitoring Officer	7/12/2020	Andrew Jones
Finance		
Portfolio Holder(s)	7/12/2020	Andrew Day

1. Background

1.1 In 2018/19, a Task & Finish Group was established to review the role of the Chairman and provide recommendations. A report was produced and recommendations approved at Council in September 2019. The table below provides the Overview & Scrutiny Committee with an update on the implementation of those recommendations.

Recommendation	Update on implementation of recommendation
2.1 Council adopts a revised to Article 5 of the Constitution.	This was adopted and has been updated in the Constitution
2.2 That the Executive accepts that the current budget for supporting the Chairman is appropriate but that in light of the underspend on their allowance over each of the last four years, this be reduced by £1500 per annum as part of the 2020/21 budget	This was implemented with the Chairman still underspending their allowance by over £8,000. This underspend was considerable but in no small part due to the impact of the Pandemic. In that context, the Executive has asked officers to consider if there are any further savings that can be made from the Civic functions. There will be further information in the Executive report.
2.3 That the Executive agrees that in the event of relocation to a new HQ, a room is not dedicated solely for the chairman's use, but a suitable room be made available to the chairman for use when inviting guests or meeting with staff	This recommendation was approved by the Executive.
2.4 The Executive welcomes the updated guidance/protocol for leading on events as set out at Appendix 7 to report	This is in operation via monitoring by Media Team and Civic Office.
2.5 That the Executive notes that a review of the current civic gifts with the Chairman's office will be undertaken with a view as to how these can be made more publicly accessible or if appropriate disposed of	This work was started but was delayed by the impact from unscheduled European and Parliament Elections (as well as WDC By-Elections) followed by the Covid-19 Pandemic. The advice received is that the first step is to identify the history of the object and provide context to each piece before the museum would consider it. There would be a secondary aim of any new awards and making them publicly available at the Council's HQ, however, this is dependent on the operation of RSH and will be reviewed at a time when RSH is considered for re-opening to the public.

Recommendation	Update on implementation of recommendation
<p>2.6 That the Executive asks the Chairman to undertake a review of the purpose and arrangements for Annual Council, including who is invited and they report on this to Council by no later than November 2019</p>	<p>This didn't take place due to the impact from unscheduled European and Parliament Elections (as well as WDC By-Elections) followed by the Pandemic. Annual Council this year was held remotely and therefore, significantly different, with guests unable to participating, but being encouraged to watch the broadcast live on YouTube. At the time of writing, the video recording had 326 views</p> <p>The Committee should note that no matter what approach is taken in future Annual Council cannot be held in the Assembly Hall at the Town Hall as this has been let to Motion House. Therefore, in future the meeting will need to be held in the Council Chamber or away from the Town Hall. This will be discussed with the Chairman of the Council in February 2020.</p> <p>Executive has asked officers to consider if there are any further savings that can be made from the Civic functions. There will be further information in the Executive report.</p>

- 1.2 The overall success was defined in the scope as: *Reduced budgetary impact for delivery of service and Monitor if revised role and remit works effectively.* These will be hard to measure at present because of the impact of the pandemic. This will continue to be until physical engagements can resume and the Executive budget report is considered and implemented.