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|  Executive 1 July 2015 | | Agenda Item No. 11A |
| Title | Housing Advisory Group – Terms of Reference | |
| For further information about this report please contact | Graham Leach – Democratic Services Manager & Deputy Monitoring Officer Telephone: 01926 456114 Email: graham.leach@warwickdc.gov.uk | |
| Wards of the District directly affected | All | |
| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006? | No | |
| Date and meeting when issue was last considered and relevant minute number | Council Meeting 25 th June 2014 - Minute Number 14 Council Meeting 19 th November 2014 – Minute Number 54 Executive 11 th March 2015 – Minute Number 135 | |
| Background Papers | None | |

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| Contrary to the policy framework: | No |
| Contrary to the budgetary framework: | No |
| Key Decision? | No |
| Included within the Forward Plan? (If yes include reference number) | No |
| Equality Impact Assessment Undertaken | No |
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| Officer/Councillor Approval | | |
|---|------------|------------------|
| Officer Approval | Date | Name |
| Chief Executive/Deputy Chief Executive | 8/6/2015 | Chris Elliott |
| Head of Service | 15/06/2015 | Andrew Jones |
| CMT | 8/6/2015 | |
| Section 151 Officer | 8/6/2015 | Mike Snow |
| Monitoring Officer | 10/6/2015 | Andrew Jones |
| Finance | 15/06/2015 | Mike Snow |
| Portfolio Holder(s) | 15/06/2015 | Councillor Mobbs |
| Consultation & Community Engagement | | |
| Councillor Barrott, Boad, Mrs Falp and Mobbs were consulted as group Leaders by the Chief Executive, prior to him taking his urgent decision under delegated authority. | | |
| Final Decision? | | Yes |
| Suggested next steps (if not final decision please set out below) | | |

1. Summary

- 1.1. The report informs the Executive of an urgent decision taken by the Chief Executive to increase the size of Housing Advisory Group by one Warwick District Councillor so that it is politically proportionate to the Council.

2. Recommendations

- 2.1. That the Executive notes the urgent decision taken by the Chief Executive, on 4 June 2015, under delegated authority CE(4), to amend the Housing Advisory Group Terms of Reference, from 10 Warwick District Councillors to 11 Warwick District Councillors.

3. Reasons for the Recommendation

- 3.1. The Terms of Reference for the Housing Advisory Group were approved by the Executive in March 2015. This proposed a membership of the Group as 10 Warwick District Councillors.
- 3.2. Following the Warwick District Council election, 10 members did not truly reflect the political proportionality of the Council and would exclude one of the recognised Political Groups on the Council from the Housing Advisory Group.
- 3.3. This was recognised by officers, but could not be acted upon without a notice of motion from 10 members (or more) seeking the decision to be amended. This is because the decision on the original terms of reference was within the past six months.
- 3.4. A notice of Motion was received from Councillors, Mobbs, Illingworth, Boad, Mrs Gallagher, Gifford, Shilton, Mrs Cain, Howe, Cain and Mrs Stevens. The Notice of Motion stated:

"That, we the undersigned Councillors, ask the Executive to amend the membership of the Housing Advisory Group so that it comprises of 11 Councillors allocated by the group leaders on a proportionate basis (including the portfolio holder)"
- 3.5. The Executive was not due to meet to consider formal business until 1 July and officers were keen to get the new Housing Advisory Group up and running as soon as possible. It was for this reason that the Chief Executive looked to take this as an urgent decision.
- 3.6. Under the Scheme of Delegation the Chief Executive has delegated authority (CE(4)) to *"Deal with urgent items that occur between meetings, in consultation with the relevant Deputy Chief Executive, Head(s) of Service (if available) and Group Leaders (or in their absence Deputy Group Leaders) subject to the matter being reported to the Executive at its next meeting"*.
- 3.7. The Chief Executive consulted with Group Leaders on the proposal and no objection was received. Therefore, the Chief Executive determined it was the best approach to enable membership to be appointed and to allow the work of the Housing Advisory Group to start.

4. Policy Framework

- 4.1. This does not affect the Policy Framework for the Council.

5. Budgetary Framework

- 5.1. There will be no budgetary implications in increasing the size of the Housing Advisory Group.

6. Risks

- 6.1 By failing to include all political groups within the Housing Advisory Group, the Council would be considered to be acting in an unfair manner and could lead to accusations of political bias.

7. Alternative Option(s) considered

- 7.1 No alternative options have been considered because the decision has already been taken and the report is for information only.