

Title: Programme Advisory Boards

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

Portfolio Holder: Councillor Day

Wards of the District directly affected: None

Summary

The report brings forward proposals for revised areas of responsibility for the Programme Advisory Boards.

Recommendation(s)

- (1) That the areas of responsibility for the Programme Advisory Boards (PABs) and remits as set out at Appendix 1 to the report be approved
 - (2) To note the membership of the PABs, to be reported to Council in July, as set out at Appendix 3.
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1 Background/Information

- 1.1 Programme Advisory Boards have now been in place for over 18 months and generally these have operated well and added value. This said, when the proposal to review the scrutiny arrangements for the Council were brought to Cabinet, Councillors provided additional views on how PABs could be further enhanced.
- 1.2 It is recognised that some PABs have met more often than others. From August 2021 to May 2022 there have been the following meetings, where minutes have been passed to Committee Services to publish:
 - Climate Change - 5
 - Community protection - 4
 - Culture Tourism & Leisure - 5
 - Homes, Health & Wellbeing - 3
 - Place & Economy - 2
 - Planning – 0
 - Resources -2
 - Strategic Leadership - 4
 - Transformation - 2
- 1.3 This is understandable based on the current purpose of the PABS, below, as workloads can be variable within service areas:

"To act in advisory capacity, or providing guidance, in developing and delivering the projects/policies of Warwick District Council and in so doing, enabling backbench members to have greater involvement in shaping Cabinet decisions of the Council, particularly on services, key projects and programmes (but not day to day operations). This also helps to utilise the skills, knowledge and talent of all Councillors in a more effective way."

They will not be a decision-making Group or be scrutinising service or policy delivery as these will remain the responsibility of Council/Cabinet and Scrutiny respectively”

- 1.4 In addition to the PABs, there are also the South Warwickshire Local Plan Advisory Group and the DPD Climate Change and Sustainable Buildings Working Group, and the integration work with Stratford also impacted on the delivery of PABs.
- 1.5 Moving forward, it should be recognised that the approaches of the PABs have varied and greater emphasis will be made on consistency of approach and the responsibility of the PAB Chairman. The Leader will personally review this in October and address any issues with Chairman of any specific PAB as required. Subtle changes to emphasise have been made within Appendix 1 and the Leader will also hold a briefing session with the Chairs of the PAB's and Senior Leadership Team to explain this.
- 1.6 Councillors requested that officers investigate the potential for the PAB agendas and minutes to be made public. Officers are mindful that Working Parties and now PABs have been seen as a safe space for discussion on matters which may or may not formally progress. Traditionally these have never been in the public domain to enable a more informed and open discussion. It is considered at this time that this should continue to encourage a more productive and open dialogue. However, Members are reminded that any information held by the Council could be subject to a request for information under three different pieces of legislation.
- 1.7 With the change in areas of responsibility for Portfolio Holders comes the change in remit of the PABs. To avoid confusion all Councillors will be given the opportunity to volunteer to sit on any PAB (each PAB will have six seats) and be involved. These should start to operate from 18 July 2022.

2 Alternative Options available to (name of Committee/Cabinet etc.)

- 2.1 At this time no alternatives have been considered as the proposals are based upon the requests from Members and detail enhancements to the current arrangements.

3 Consultation and Member's comments

- 3.1 The Leader supports the recommendations in the report.

4 Implications of the proposal

4.1 Legal/Human Rights Implications

- 4.1.1 The report has no specific legal or human right implications.

4.2 Financial

- 4.2.1 The report has no specific budgetary implications.

4.3 Council Plan

- 4.3.1 The report has no specific implications for the Council plan but intends to improve Member engagement in proposals coming to Cabinet, Committee or Council for a decision to be taken.

4.4 Environmental/Climate Change Implications

- 4.4.1 There are no direct impacts of the proposal on the Climate Change Action Plan.

4.5 Analysis of the effects on Equality

4.5.1 There are no direct impacts of the proposal on equality.

4.6 **Data Protection**

4.6.1 There are no direct impacts of the proposal on the handling of personal data

4.7 **Health and Wellbeing**

4.7.1 There are no direct impacts of the proposal on health and wellbeing.

5 Risk Assessment

5.1 There are no significant risks associated with the report..

Background papers: None

Supporting documents: None

Report Information Sheet

Please complete and submit to Democratic Services with report

Committee / Date	Cabinet 6 July 2022	
Title of report	Programme Advisory Boards	
Officer / Councillor Approval *required	Date	Name
Ward Members(s)		
Portfolio Holder	13/6/22	Councillor Day
Financial Services		
Legal Services		
Other Services		
Chief Executive	14/6/22	Chris Elliott
Head of Services(s)*	14/6/22	Andrew Jones
Section 151 Officer		
Monitoring Officer		
CMT (WDC)	14/6/22	Andrew Jones
Leadership Co-ordination Group (WDC)	20/6/22	
Other organisations		
Final decision by this Committee or rec to another Cttee / Council?	Yes	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	No	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	

Programme Advisory Boards (PABs)

Purpose:

To act in advisory capacity, or providing guidance, in developing and delivering the projects/policies of Warwick District Council *along with any significant proposals for changes in service delivery or bids for additional funds for a service area*. In so doing, enabling backbench members to have greater involvement in shaping Cabinet decisions of the Council, particularly on services, key projects and programmes (but not day to day operations). This also helps to utilise the skills, knowledge and talent of all Councillors in a more effective way.

They will not be a decision-making Group or be scrutinising service or policy delivery as these will remain the responsibility of Council/Cabinet and Scrutiny respectively.

Organisation:

- Chaired by backbench members selected from across political groups, appointed by the Leader following consultation with LCG.
- No more than six members per PAB and if less than three volunteers PAB will be reviewed.
- Not politically proportionate (but all groups offered at least one place).
- Members nominate their preferred PAB; not required that every Member serves, with some able to serve on more than one PAB, if unfilled seats are available.
- Final PAB appointments agreed by LCG and confirmed by Council.
- No substitutes be permitted for the PABs.
- Chairs of PAB will be appointed annually, but can be replaced at any time, by the Leader after consultation with Group Leaders.

Meetings:

- Each PAB to meet 4 times a year, unless there is no business within its remit to consider, but the Chair of the PAB to provide a half year update to the Leader in November which will also be shared with all Councillors.
- Meetings held as scheduled at a date and time agreed by the Chairman of the PAB.
- They will meet either remotely or in-person, subject to agreement of Chairman of the PAB.
- The Chairman of each PAB would be expected to conclude business within 2 hours.
- Meetings of the PAB can be requested by the relevant Portfolio Holder but final decision on date and time is that of the PAB Chairman.
- At least five clear working days' notice to be given of the PAB meeting.
- Attended by Portfolio Holder, who provides an update on key projects / programmes.
- Supported by an officer from the service or relevant area.
- The meetings will not be in public but actions from the meeting will be agreed with the Chairman and passed to committee@warwickdc.gov.uk for publication to Councillors and SLT.

Agenda Items

- Items will be brought to each PAB, within their remit defined below, by the relevant project lead, in liaison with the relevant Portfolio Holder and PAB Chair as required.
- These will be at key stages of reports and in good time before formal decisions are required.



Membership and roles of the Cabinet 2022/2023

Strategic Leadership Portfolio (Councillor Andrew Day)

- Corporate Policy
- Partnerships
- Governance
- Democracy

Portfolio Area Name	Portfolio Holder	Service Area(s)	Teams/Projects
Climate Change	Councillor Rhead	Programme Director Climate Change	<ul style="list-style-type: none"> • Climate Emergency Action Plan • Tree programme • Net Zero Carbon Development • Tachbrook Country Park
Economy & Culture	Councillor Bartlett	Development	<ul style="list-style-type: none"> • Economic Development & Inward Investment • Events & Markets
		Culture, Tourism & Leisure	<ul style="list-style-type: none"> • Culture & Arts • Tourism
Health & Community Protection	Councillor Falp	Community Protection	<ul style="list-style-type: none"> • Environmental Health incl. Licencing • Safeguarding, Community Safety and CCTV • Emergency Planning
		Housing	<ul style="list-style-type: none"> • Health and Wellbeing • Community Leadership, Forums & VCS • Parish Champions
		Assets	<ul style="list-style-type: none"> • Health & Safety

Housing & Assets	Councillor Matecki	Housing	<ul style="list-style-type: none"> • Housing Revenue Account and Business Plan including Landlord Services and Lifeline • Strategic Housing Functions including Homelessness, Private Sector Housing and Travellers • Development Programme (Local Housing Company and Joint Venture)
		Assets	<ul style="list-style-type: none"> • Bereavement Services • Asset Management
		Culture, Tourism & Leisure	<ul style="list-style-type: none"> • Community Stadium
Neighbourhood & Leisure	Councillor Grainger	Deputy Chief Executive	<ul style="list-style-type: none"> • Public Conveniences • Car Parking • Green Spaces – Development • Refuse & Recycling, Street Cleansing, Grounds Maintenance • Play Areas • Newbold Comyn Master Plan • Europa Way Cycle Pathways • New Athletics Track
		Culture, Tourism & Leisure	<ul style="list-style-type: none"> • Sport & Leisure • Leisure Projects
Planning & Place	Councillor Cooke	Development	<ul style="list-style-type: none"> • Physical Infrastructure – transport, energy • Regeneration • Building Control • Development Management • Land Charges • Planning Enforcement

Resources	Councillor Hales	Finance	<ul style="list-style-type: none"> • Budget & Finance • Audit & Risk • Procurement • Revenues, Benefits and Customer Services
Transformation	Councillor Tracey	ICT	<ul style="list-style-type: none"> • Digital and ICT • Broadband delivery • Digital Infrastructure
		People & Communications	<ul style="list-style-type: none"> • Communications • Human Resources

Programme Advisory Board membership 2022/23

1. **Strategic Leadership** – Chairman Neale Murphy
2. Transformation – Chairman Phil Kohler
3. Resources – Chairman Trevor Wright
4. Climate Change. Chairman - Rob Margrave.
5. Neighbourhood & Leisure. Chairman Mary Noone.
6. Housing & Assets. Chairman Geraldine Cullinan.
7. Economy & Culture. Chairman Daniel Russell.
8. Planning & Place. Chairman Martyn Ashford
9. Health & Community Protection. Chairman James Kennedy