

 <b>Overview &amp; Scrutiny Committee</b> <b>2 April 2019</b>		<b>Agenda Item No. 12</b>
<b>Title</b>	<b>To review membership/participation with certain Outside Appointments</b>	
<b>For further information about this report please contact</b>	Andrew Jones – Deputy Chief Executive & Monitoring Officer Lesley Dury – Principal Committee Services Officer	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Overview & Scrutiny Committee 4 April 2018 and 27 November 2018 Council 9 May 2018	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No, not applicable

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	27.02.2019	Andrew Jones
Head of Service		
CMT	27.02.2019	Andrew Jones
Section 151 Officer		
Monitoring Officer	27.02.2019	Andrew Jones
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
The Deputy Chief Executive and Monitoring Officer liaises with Group Leaders.		
<b>Final Decision?</b>		No
<b>Suggested next steps (if not final decision please set out below)</b>		
The report will be presented to Council in May 2019 for approval of the appointments.		

## 1. **Summary**

- 1.1 Each year, Councillors who are appointed to represent this Council on outside bodies provide a report to Overview & Scrutiny Committee on what the outside body has achieved during the preceding 12 months; and what has been the personal contribution of the Councillor to this achievement. This municipal year, these reports were presented at the Overview & Scrutiny Committee's meeting at the end of November 2018. Under this Council's Scheme of Delegation, the Deputy Chief Executive (AJ) & Monitoring Officer undertakes an annual review of outside appointments, and this report details his initial decisions.
- 1.2 This report also details the Council's Champion appointments for information purposes.
- 1.3 The report also asks Overview & Scrutiny Committee Members to consider if an addition to the Council's Constitution should be recommended to Council in respect of the duties of this Council's Outside Body representatives.

## 2. **Recommendation**

- 2.1 That Overview & Scrutiny Committee note the recommendations for outside appointments 2019/2020, as set out at Appendix 1, to be agreed by Council in May 2019.
- 2.2 That Overview & Scrutiny Committee note the Council's Champion appointments.
- 2.3 That Overview & Scrutiny Committee recommend to Council that a change be made to this Council's Constitution with regard to Outside Bodies:

*"Representatives are expected to act corporately and are authorised to advise the respective bodies of the Council's policy position and make requests to the appropriate Portfolio Holder if new Council policy might be appropriate.*

*Most Outside Bodies operate using their own Boards which determine their terms of reference. Council representatives will be expected to work within the framework of the body upon which they are serving. A report will be submitted to the budget setting meeting of Council in February each year."*

## 3. **Reasons for the Recommendation**

- 3.1 The Council's Constitution, Section 4 – Scheme of Delegation stipulates that:

The Deputy Chief Executive (AJ) & Monitoring Officer shall have authority to:

MO(2) – Subject to consultation with Group Leaders, make appointments to outside bodies in accordance with the political balance already agreed. As a result in the cessation of the Warwick Town Centre Management Group and the Rural Services Network (from early 2019) the number of appointments allocated to each Group will need to be amended. This would result in the current allocation for the Conservative Group being reduced by one (from 10 to 9) and the allocation for the Labour Group being increased by 1 (from 2 to 3)

- 3.2 This delegated power allows the Deputy Chief Executive (AJ) to determine which outside appointments can be discontinued after consulting with Group Leaders.
- 3.3 The appointments by Council are made on a politically proportionate basis. The process for nominations is that the largest group on the Council are requested to make their nominations first, followed by, in turn, the second and third largest.
- 3.4 Over time, the list of the Council's Champions has increased and it was felt that each year a "stock-take" should be done of these, presented to Annual Council. This report lists which Councillors act as Champions so that it is transparent what work is being undertaken by whom.
- 3.5 The addition to the Constitution is recommended to provide a central point of guidance for councillors and outside bodies, to recognise the role of both the Council and the Outside Body.

#### 4. Policy Framework

##### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		
Nil	Nil	Nil
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained	<u>Intended outcomes:</u> Focusing on our customers' needs	<u>Intended outcomes:</u> Better return/use of our assets

All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Continuously improve our processes Increase the digital provision of services	Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
Re-evaluating which outside bodies require councillor participation ensures that time is not wasted.	Nil	Nil

#### 4.2 Supporting Strategies

Each strand of the FFF strategy has a number of supporting Strategies, however this report does not relate to one of them.

#### 4.3 Changes to Existing Policies - There are no changes to existing policies.

#### 4.3 Impact Assessments – There are no new policy changes in respect of Equalities.

#### 5. Budgetary Framework

5.1 The report does not impact on the Budgetary Framework.

5.2 The only outside appointments the Council has made a financial contribution, in terms of subscriptions and grants, during the current financial year are:

- West Midlands Employers £40,689.23
- District Councils Network £838.80
- Association of Retained Council Housing £3478.80
- Shakespeare's England Ltd £75,000
- National Association of Councillors £736

#### 6. Risks

6.1 The main risk associated with the appointments to outside bodies is the need for Members to be mindful of their roles and responsibilities to the Council and the organisation they are appointed to. Therefore, it is considered that Members should be refreshed of this following a review of the guidance.

#### 7. Alternative Option(s) considered

7.1 No alternative options have been considered as in this instance, it is unnecessary.

#### 8. Background

8.1 It is considered good practice to regularly review the outside appointments by the Council to ensure that they are beneficial to the Councillor and the Councillor appointed is held to account for their actions.

- 8.2 The Overview & Scrutiny Committee therefore receives reports from all Councillors on outside appointments and it is intended to continue this arrangement on an annual basis.
- 8.3 As a result of this year's review made at Overview & Scrutiny Committee and in liaison with the Monitoring Officer, it was decided to cease this Council's membership of the National Association of Councillors. The National Association of Councillors has asked for one year's notice, so payments to this Outside Body will cease from the financial year 2020/21.
- 8.4 The criteria used by the Monitoring Officer to evaluate the outside appointments and their usefulness is:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.

- 8.5 It should be noted the appointments listed in Appendix 1 are split between Executive and Council appointments. Executive appointments are ones which are appointments made by the Executive and therefore cannot be made by the Council and in doing this are not subject to the calculation of political proportionality. However, these are included in the report for information.
- 8.6 Appendix 1 lists the outside appointments, with the Monitoring Officer's evaluation included.
- 8.7 Appendix 2 lists the Council's Champions.

## Appendix 1 – Outside Appointments

### Executive appointments

(Appointments made by the Executive and therefore not a decision for the Council and not subject to political proportionality rules)

<b>Conservative Appointments</b>	<b>Number of places</b>	<b>Councillor 2018/2019</b>
Warwickshire Police & Crime Panel (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
West Midlands Employers	1	Cllr Phillips
Coventry and Warwickshire LEP (Including City Deals)	1	Cllr Mobbs
District Councils' Network (Leader of the Council)	1	Cllr Mobbs
LLP Board	3	Cllr Butler Cllr Whiting Cllr Mobbs
Safer Warwickshire Partnership Board (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
South Warwickshire Community Safety Partnership (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
Warwickshire County Council Health & Wellbeing Board (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
Association of Retained Council Housing (ARCH) (Housing Portfolio Holder)	1	Councillor Phillips
Shakespeare's England (Development Portfolio Holder)	1	Councillor Butler
<b>Total</b>	<b>12</b>	

## Warwick District Council appointments to be agreed by Council

<b>Conservative Appointments</b>	<b>Number of places</b>	<b>Councillor 2018/2019</b>	<b>*Evaluation Criteria</b>	<b>Continue (Y/N)</b>
Coventry Airport Consultative Committee	1	Cllr Wright	2	Y
Kenilworth Abbey Advisory Committee	1	Cllr Cooke	4	Y
Kenilworth Town Centre Partnership	1	Cllr Coker	4	Y
LGA District Councils' Network	1	Cllr Mobbs	5	Y
South Warwickshire NHS Foundation Trust	1	Cllr Mrs Bunker	5	Y
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Cllr Mrs Redford	5	Y
Warwickshire Waste Management Forum	1	Cllr Grainger	2	Y
Birmingham Airport Consultative Committee	1	Cllr Illingworth	2	Y
Bid Leamington Board	1	Cllr H Grainger	2	Y
Chase Meadow Community Centre	1	Cllr Butler	4	Y
<b>Total</b>	<b>10</b>			

\*Evaluation Criteria Key:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.

<b>Labour Appointments</b>	<b>Number of places</b>	<b>Councillor 2018/2019</b>	<b>*Evaluation Criteria</b>	<b>Continue (Y/N)</b>
National Association of Councillors	0	Cllr Naimo	5	N
National Parking Adjudication Service (PATROL)	1	Cllr Barrott	1	Y
<b>Total</b>	<b>1</b>			

<b>Whitnash Residents Association Appointments</b>	<b>Number of places</b>	<b>Councillor 2018/2019</b>	<b>*Evaluation Criteria</b>	<b>Continue (Y/N)</b>
South Warwickshire Community Safety Partnership (Non Executive rep)	1	Cllr Heath	2	Y
<b>Total</b>	<b>1</b>			

\*Evaluation Criteria Key:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.



## Appendix 2 – Champions

<b>Champions</b>	<b>Lead Officer</b>	<b>Number of places</b>	<b>Councillors 2018/2019</b>
<b>Children’s Champions</b> <ul style="list-style-type: none"> <li>Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields;</li> <li>Undertake reasonable investigations so as to be able to form a view of the quality of the Council’s child safeguarding activities and work with the officer Children’s Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate;</li> <li>Act as a “critical friend” to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate;</li> <li>Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members.</li> </ul>	Lisa Barker	2	Thompson (PH) / Parkins
<b>Heritage Champion</b> (See Caf constitution for definition)	Robert Dawson	1	Chairman of CAF
<b>HS2 Champion</b> <ul style="list-style-type: none"> <li>(To monitor the impact of HS2 on Warwick District and work on mitigation for this;</li> <li>To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work)</li> </ul>	Debbie Prince	1	Illingworth
<b>Armed Forces Covenant Champion</b>	Bernie Allen	1	Illingworth
<b>Procurement Champions</b>	Mike Snow	4	Mrs Knight Gifford Quinney Rhead
<b>Parish/Town Champion – Role Profile</b> <ul style="list-style-type: none"> <li>To raise awareness and have regard of issues affecting Local Councils within the District Council;</li> <li>To respond to invitations from Local Councils to attend meetings of mutual interest;</li> </ul>	Bernie Allen	1	Mrs Redford

<ul style="list-style-type: none"><li>• To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council;</li><li>• To ensure that Local Councils view are taken into account when the District Council undertakes consultation;</li><li>• To facilitate discussions in relation to the possibility of devolving services to Local Councils;</li><li>• To encourage joint training events including Councillors from the District Council and Local Councils</li><li>• To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees;</li><li>• To attend other Local Council liaison meetings as appropriate</li></ul>			
--	--	--	--