



27 May 2020

Our Ref Annual Council 04.06.20
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To: The Chair and Members of North Hertfordshire District Council

**NOTICE IS HEREBY GIVEN OF A
MEETING OF THE COUNCIL**

to be held as a

VIRTUAL MEETING

on

THURSDAY, 4 JUNE 2020

at

7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Agenda **Part I**

Item		Page
1.	ELECTION OF CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2020/21 To elect a Chair of the Council to hold office until the election of a successor at the next Annual Meeting of the Council.	
2.	APOLOGIES FOR ABSENCE	
3.	ELECTION OF VICE-CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2020/21 To elect a Vice-Chair of the Council to hold office until the appointment of a successor at the next Annual Meeting of the Council.	
4.	CHAIR'S ANNOUNCEMENTS <u>Climate Emergency</u> Members are reminded that this Council has declared a Climate Emergency. This is a serious decision and means that, as this is an emergency, all of us, officers and Members have that in mind as we carry out our various roles and tasks for the benefit of our District. <u>Declarations of Interest</u> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
5.	SCHEDULE OF COUNCIL MEETINGS 2020/21 REPORT OF THE DEMOCRATIC SERVICES MANAGER To seek approval to a programme of ordinary meetings of the Council for the Civic Year 2020/21 and approve the calendar of meetings for 2020/21.	5 - 12
6.	APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2020/21 REPORT OF THE DEMOCRATIC SERVICES MANAGER To note the Leader of the Council's appointment of a Deputy Leader of the Council and the Executive Members making up the Membership of the Cabinet for 2020/21.	13 - 18

7. **CHANGES TO CONSTITUTION RECOMMENDED BY CORPORATE PEER CHALLENGE & FLEXIBILITY OF MEETINGS REGULATIONS CHANGES** 19 - 44
REPORT OF THE SERVICE DIRECTOR - LEGAL AND COMMUNITY & MONITORING OFFICER

To consider potential amendments to the Council's Constitution and Council Procedure Rules following recommendations in the Corporate Peer Challenge Report and the introduction of the 'Flexibility of Meetings Regulations 2020'.

8. **APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2020/21** 45 - 60
REPORT OF THE DEMOCRATIC SERVICES MANAGER

To determine the Committees to be appointed for 2020/21, the number of places on each and allocation thereof to the respective Groups and to appoint Members in accordance with their nominations.

9. **APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2020/21** 61 - 66
REPORT OF THE DEMOCRATIC SERVICES MANAGER

To appoint the Chairs and Vice-Chairs of the Committees (except the Chair and Vice-Chair of the Area Committees) for 2020/21.

10. **KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY** 67 - 72
REPORT OF THE LEADER OF THE COUNCIL

To inform the Council of any occasions over the past year where the provisions relating to "Special Urgency" have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.

11. **NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2020/21** 73 - 80
REPORT OF THE DEMOCRATIC SERVICES MANAGER

To nominate the Council's representatives on outside organisations and other bodies for 2020/21.

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**ANNUAL COUNCIL
4 JUNE 2020**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: SCHEDULE OF COUNCIL MEETINGS 2020/21

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2020/21.

2. RECOMMENDATIONS

- 2.1 That the following programme of ordinary meetings of the Council be approved for the Civic Year 2020/21:

Thursday, 9 July 2020 – 7.30pm
Thursday, 10 September 2020 – 7.30pm
Thursday, 12 November 2020 – 7.30pm
Thursday, 21 January 2021 – 7.30pm
Thursday, 11 February 2021 – 7.30pm
Thursday, 15 April 2021 - 7.30 pm

- 2.2 That the Calendar of Meetings for 2020/21, as attached as Appendix A, be approved.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To enable Members to agree a programme of ordinary meetings of the Council for 2020/21.
- 3.2 To enable Members to agree the Calendar of meetings for 2020/21.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 A number of alternative dates were considered during consultation.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 Consultation has been undertaken with the political Group Leaders.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 Standing Order 4.8.1(a)(xi) requires the Council, at its Annual meeting, to approve a programme of ordinary meetings of the Council for the ensuing Civic Year.

8. RELEVANT CONSIDERATIONS

- 8.1 Following consultation with the political Group Leaders, the following dates are recommended for ordinary meetings of the Council during the Civic Year 2020/21:

Thursday, 9 July 2020 – 7.30pm

Thursday, 10 September 2020 – 7.30pm

Thursday, 12 November 2020 – 7.30pm

Thursday, 21 January 2021 – 7.30pm

Thursday, 11 February 2021 – 7.30pm

Thursday, 15 April 2021 - 7.30 pm

- 8.2 Should circumstances dictate that any extraordinary meetings of the Council are required to deal with time critical issues in addition to the above programme of meetings then these will be arranged as necessary.
- 8.3 Following consultation with the political Group Leaders, the Calendar of Meetings for 2020/21 as attached as Appendix A, is recommended for the Civic Year.
- 8.4 The Covid-19 pandemic has in the 2019/20 civic year resulted in some meetings being cancelled, postponed or dates and times changed. It should therefore be noted, that all effort will be made to adhere to the Calendar of Meetings, however circumstances may dictate that future meetings are affected.
- 8.5 Due to the Covid-19 pandemic the Council is currently holding virtual meetings and this is likely to continue into the 2020/21 Civic Year.

9. LEGAL IMPLICATIONS

- 9.1 The terms of reference for the Annual Council include “approving a programme of ordinary meetings of the Council for the year”.
- 9.2 Provisions for calling meetings, enabling the public to be present and making documents available are contained in two principal pieces of legislation: the Local Government Act 1972, ss 100A to 100K for meetings of the full council and for non-executive committees; and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 for executive meetings, in particular cabinet. The 2020 Regulations provides stand-alone powers and amends these provisions to address the various issues which arise due to the Covid-19 pandemic

- 9.3 The Local Government Act 1972 requires members to be physically present in order for a meeting to take place.
- 9.4 Section 78 of the Coronavirus Act 2020 allows the relevant national authority to make regulations providing for virtual meetings in local authorities. It provides that regulations can be made relating to requirements for local authorities in relation to holding meetings, the requirements on timing and frequency of meetings, the place at which meetings must be held, and the way in which people may attend, speak and vote. The Regulations may also make provision relating to public admission and access to meetings and the availability of meeting documents
- 9.5 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came into force 4 April 2020. These apply to local authorities in England and police and crime panels in England and Wales. The Regulations apply to meetings held, or required to be held, before 7 May 2021, so concern the specific effects of lockdown and potential continuing social distancing measures.

10. FINANCIAL IMPLICATIONS

- 10.1 No financial implications arise directly from this report. A schedule of meetings forms part of the Council’s usual business arrangements.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no equalities implications in this report.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Calendar of Meetings 2019/20

17. CONTACT OFFICERS

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17. BACKGROUND PAPERS

17.1 None.

SUBJECT TO RATIFICATION AT THE COUNCIL MEETING ON 4 JUNE 2020

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2020/2021**

7.30pm start unless stated	Regular Meeting day	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021
COUNCIL													
COUNCIL	Thurs		4 Annual	9		10		12		21	11**		15
Council Tax Setting Cttee (5.00pm)	Thurs									14 Publish papers 06.01.21	25***		
EXECUTIVE													
CABINET	Tues		23	21		15			15	26*		23	
Cabinet Sub-Committee (Council Charities) (3.00pm)									14				
Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder)													
REGULATORY													
Licensing and Appeals Committee				6							8		
Planning Control Committee	Thurs	28	18	16	20	17	15	19	17	20 (Wed)	10 (Wed)	18	14 (Wed)
Standards Committee	Tues						20						13
SCRUTINY													
Overview & Scrutiny Committee	Tues		16	14		8			8	19		9	

SUBJECT TO RATIFICATION AT THE COUNCIL MEETING ON 4 JUNE 2020

7.30pm start unless stated	Regular Meeting day	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021
AREA COMMITTEES													
Baldock and District Committee	Mon		22				5		7			22	
Hitchin Committee	Tues		30			29			1			2	
Letchworth Committee	Wed		17				14		9			10	
Royston & District. Committee	Wed			1			7		2			17	
Southern Rural Committee	Thurs		25				8		10			4	
OTHER COMMITTEES													
Finance, Audit & Risk Committee	Mon/Thurs		15	20		7			3 (Thurs)	18		8	
Joint Staff Consultative Cttee (10.00am)	Wed		17			23			16			10	
PARTNERSHIPS, PANELS AND LIAISON MEETINGS													
Cabinet Panel on Community Engagement and Cooperative Development (Dates reserved)	Mon					2 (Wed)		9			1		
Cabinet Panel on the Environment	Tues			7		9 (Wed)		17			23		
Cabinet Panel on Housing, Strategic Planning and Transport (Dates reserved)	Wed					16		25			3		
CCTV Partnership Joint Executive			8 HBC										
Highways Liaison (7.00pm)	Mon			2							15		
BUDGET WORKSHOPS:													
Administration								2 (Mon.)					
Opposition								4 (Wed.)					

SUBJECT TO RATIFICATION AT THE COUNCIL MEETING ON 4 JUNE 2020

7.30pm start unless stated	Regular Meeting day	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021
CIVIC AND ELECTORAL EVENTS													
District/Parish & Police Commissioner Elections		7 Canx											
Civic Dinner and Awards Ceremony											26		

* Cabinet to consider Budgets; ** Council to set Budgets; *** To set Council Tax.

2021 – 2022

District Council Elections (2020 seats) – Thursday 6 May 2021
 County Council Elections – Thursday, 6 May 2021
 Police and Crime Commissioner Election – Thursday 6 May 2021
 Annual Council Meeting – Thursday, 20 May 2021
 Civic Dinner and Awards Ceremony – Friday 25 February 2022

School Holidays Hertfordshire

School year (2019/20)

Start of term: 2 September 2019
 Half term holiday: 28 October 2019 - 1 November 2019
 Christmas holiday: 23 December 2019 - 3 January 2020
 Half term holiday: 17 February 2020 - 21 February 2020
 Easter holiday: 6 April 2020 - 17 April 2020
 Half term holiday: 25 May 2020 - 29 May 2020
 Summer holiday: 22 July 2020 - 1 September 2020

School year (2020/21)

Start of term: 2 September 2020
 Half term holiday: 26 October 2020 - 30 October 2020
 Christmas holiday: 21 December 2020 - 3 January 2021
 Half term holiday: 15 February 2021 - 19 February 2021
 Easter holiday: 29 March 2021 - 9 April 2021
 Half term holiday: 31 May 2021 - 4 June 2021
 Summer holiday: 23 July 2021 - 31 August 2021

Conferences

Labour Conference: 19 September 2020 – 23 September 2020
 Conservative Conference: 4 October 2020 – 7 October 2020
 Liberal Conference: 26 September 2020 – 29 September 2020

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**ANNUAL COUNCIL
4 JUNE 2020**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2020/21

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL / BUILD THRIVING AND RESILIENT COMMUNITIES / RESPOND TO CHALLENGES TO THE ENVIRONMENT / ENABLE AN ENTERPRISING AND CO-OPERATIVE ECONOMY / SUPPORT THE DELIVERY OF GOOD QUALITY AND AFFORDABLE HOMES

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform the Council of the Leader's appointment of members of the Cabinet for 2020/21.

2. RECOMMENDATIONS

- 2.1 That it be noted that Councillor Paul Clark be appointed as the Deputy Leader of the Council for the Civic Year 2020/21.
- 2.2 That the Members to be appointed as Executive Members of the Cabinet for 2020/21 and the areas for which they will be responsible as detailed in Appendix A be noted.
- 2.3 That the Members to be appointed as Deputy Executive Members for 2020/21 and the areas for which they will act as Deputy Executive Member as detailed at Appendix A be noted.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the provisions of the Local Government Act 2000 and Sections 4.8.1 (vii), 5.2, 5.3.4 and 5.6 of the Council's Constitution.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 The Leader of the Council will inform the Council of the appointment of the Deputy Leader of the Council and Cabinet Members for 2020/21.

5.2 The Leader will inform the Council of the appointment of Deputy Executive Members for 2020/21.

6. FORWARD PLAN

6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

7.1 As required as one of the choices of political model set out in the Local Government Act 2000, North Hertfordshire District Council has adopted a Leader and Cabinet form of executive governance.

8. RELEVANT CONSIDERATIONS

8.1 Under Section 5.2 of the Council's Constitution, it is set out that the Cabinet will consist of:

“5.2.1 the Leader of the Council (the “Leader”); and

5.2.2 at least two but not more than nine (or other parameters set by legislation) Councillors appointed to the Cabinet as Executive Members by the Leader.”

8.2 Under Section 4.8.1 of the Council's Constitution, it is set out that Annual Council will:

(vii) note the number of Members to be appointed to the Cabinet and the appointment those Members;

8.3 Under Section 5.6 of the Council's Constitution, it is set out that:

“in a joint administration a ‘deputy’ to an Executive portfolio holder may be appointed. That deputy will be invited to attend relevant meetings of the Executive (formal or informal) where executive functions are discussed, give their opinion and for this to be taken into account by the Executive decision maker or Cabinet, although they are not formally part of the Cabinet Executive nor an Executive decision maker. This does not apply to the Deputy Leader who is appointed to acts as per section 5.4. Functions of Cabinet”

8.4 Appendix A to the report sets out the Leader's appointments to the Cabinet Executive Member positions for 2020/21 and the appointment of Deputy Executive Members for the same period.

8.5 In accordance with Section 5.3.4 of the Council's Constitution, it is also required that “within two weeks of being elected as Leader, the Leader will submit to the Proper Officer a Cabinet Scheme of Delegations setting out the responsibilities and delegated authority of each member of the Cabinet and any other delegation of any Executive Function the Leader chooses to make.”

8.6 At the Annual Council meeting in 2019 the Leader was appointed for a four year term until May 2023. Due to the Covid-19 pandemic and the resulting Coronavirus Act 2020, there being no District Council elections, 5.3.4 of the Council's Constitution was fulfilled in 2019. However, the Leader has been consulted as to whether there will be any changes to delegations.

9. LEGAL IMPLICATIONS

9.1 Section 5.2 of the Council's Constitution sets out that the Cabinet will consist of:

“5.2.1 the Leader of the Council (the “Leader”); and

5.2.2 at least two but not more than nine (or other parameters set by legislation) Councillors appointed to the Cabinet as Executive Members by the Leader.”

9.2 Section 4.8.1(vii) of the Council's Constitution states that Annual Council will:

“note the number of Members to be appointed to the Cabinet and the appointment those Members”

9.3 Section 5.3.4 of the Council's Constitution sets out that:

“Within two weeks of being elected as Leader the Leader will submit to the Proper Officer a Cabinet Scheme of Delegations setting out the responsibilities and delegated authority of each member of the Cabinet and any other delegation of any Executive Function the Leader chooses to make.

9.4 Section 5.6 of the Council's Constitution sets out that:

“in a joint administration a ‘deputy’ to an Executive portfolio holder may be appointed. That deputy will be invited to attend relevant meetings of the Executive (formal or informal) where executive functions are discussed, give their opinion and for this to be taken into account by the Executive decision maker or Cabinet, although they are not formally part of the Cabinet Executive nor an Executive decision maker. This does not apply to the Deputy Leader who is appointed to acts as per section 5.4.Functions of Cabinet

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising directly from this report

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no direct equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Appointment of Members of the Cabinet (Including Deputy Executive Members)

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1 None.

APPOINTMENT OF MEMBERS OF THE CABINET (INCLUDING DEPUTY EXECUTIVE MEMBERS)

Report by the Leader of the Council

The Cabinet will consist of the Leader of the Council and the Deputy Leader together with at least one, but no more than eight, councillors appointed to the Cabinet by the Council on the recommendation of the Leader. Each of the Cabinet Members shall be responsible for a portfolio.

In a joint administration a 'deputy' to an Executive portfolio holder may be appointed. That deputy will be invited to attend relevant meetings of the Executive (formal or informal) where executive functions are discussed, give their opinion and for this to be taken into account by the Executive decision maker or Cabinet, although they are not formally part of the Cabinet Executive nor an Executive decision maker. This does not apply to the Deputy Leader who is appointed to acts as per section 5.4.Functions of Cabinet. The table below lists the Members appointed as Deputy Executive Members.

DELEGATIONS FOR INCLUSION IN THE SCHEME OF DELEGATION (Part 3 of the Constitution)

In accordance with the Cabinet Procedure Rules and Terms of Reference executive functions will be delegated to the following Cabinet Executive Members:

PORTFOLIO	CABINET EXECUTIVE MEMBER	ADDRESS	WARD	DEPUTY EXECUTIVE MEMBER
Planning and Transport	Councillor Paul Clark	7 Kipling Close, Hitchin, Hertfordshire, SG4 0DU	Hitchin Highbury	Councillor Ian Mantle
Finance and IT	Councillor Ian Albert	20 Holdbrook, Hitchin, Hertfordshire, SG4 9QW	Hitchin Bearton	Councillor Sam North
Community Engagement	Councillor Judi Billing	73 Whitehill Road, Hitchin, Hertfordshire SG4 9HP	Hitchin Bearton	Councillor Ruth Brown
Enterprise and Co-operative Development	Councillor Keith Hoskins	16 Bucklersbury, Hitchin, Hertfordshire SG5 1BB	Hitchin Highbury	Councillor Helen Oliver
Recycling and Waste Management	Councillor Elizabeth Dennis-Harburg	68 Highfield Letchworth Garden City Herts SG6 3PZ	Hitchin Walsworth	Councillor Carol Stanier
Environment and Leisure	Councillor Steve Jarvis	26 High Street, Graveley, Hertfordshire SG4 7LA	Weston and Sandon	Councillor Kay Tart
Housing and Environmental Health	Councillor Gary Grindal	122 Mullway, Letchworth Garden City, Hertfordshire SG6 4BE	Letchworth Wilbury	Councillor Sean Prendergast

The extent of the authority delegated to these Members will be as set out in Section 14.6.5 to 14.6.12 of the Council's Constitution.

Councillor Martin Stears-Handscomb
Leader of the Council
4 June 2020

**COUNCIL
4 JUNE 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: CHANGES TO CONSTITUTION RECOMMENDED BY CORPORATE PEER CHALLENGE & FLEXIBILITY OF MEETINGS REGULATIONS CHANGES

REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY & MONITORING OFFICER

EXECUTIVE MEMBER: THE LEADER OF THE COUNCIL: COUNCILLOR MARTIN STEARS-HANDSCOMB

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL

1. EXECUTIVE SUMMARY

- 1.1 The recent Local Government Association Corporate Peer Challenge (CPC) made a number of recommendations relating to the Council's Constitution. This report sets out the recommendations in the CPC report and potential amendments to update the Council's Constitution. This report also covers proposed changes to Council Procedure Rules following the introduction of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 '*Flexibility of Meetings Regulations 2020*'.
- 1.2 Note that a further Constitutional amendment report will be presented to the July meeting to cover the Tier 1 and 2 management changes and any other residual Constitutional issues.

2. RECOMMENDATIONS

- 2.1. That Full Council approves the proposed amendments set out in Appendix A, or where alternatives are proposed – such alternatives as are appropriate. Any amendments agreed are to take effect immediately.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To ensure the Council meets its statutory obligations and continues to improve its working practices.
- 3.2. That the decision takes immediate effect, specifically in respect of the updated Committee membership, so that appointments can be approved at this Council meeting to reflect the revised (legally proportionate) membership.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. The Council could maintain the existing Constitutional provisions or adopt a different approach to the CPC recommendations. As the CPC recommendations are based on peer learning it is considered appropriate to respond as proposed. In terms of the Flexibility of Meetings Regulations 2020, it could choose not to update the Constitution, but that would be undesirable as it could create confusion where there are inconsistencies between the Regulations and the Constitution as currently drafted.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Leader of Council and Cllrs Clark and Levett, as Group Leaders, have been consulted on these proposals. They were also discussed between the Monitoring Officer, Chief Executive, Deputy Chief Executive and Democratic Services Manager. Note that further discussions are taking place regarding the Panels' work programme(s), which it is anticipated will go to Cabinet prior to the two new Panels starting to meet in September 2020.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key Executive decision, it is a Full Council decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

Peer challenge:

- 7.1. The Local Government Association (LGA) offers a number of services to authorities, one of them is the CPC and all authorities are encouraged to undertake them every four to five years. It has been a number of years since North Herts last had one. The CPC took place between 21 and 24 January 2020.
- 7.2. The CPC is designed by the LGA to provide a robust and effective improvement tool managed and delivered by the sector, for the sector. Peers are at the heart of the CPC process and consist of Councillors and senior officers from other District/Borough Councils who provide a 'practitioner perspective' and 'critical friend' challenge. The CPC was at no additional cost to the Council.

Flexible Meetings:

- 7.3. Following the coronavirus pandemic, the Flexibility of Meetings Regulations 2020¹ came into force on 4 April and apply to meetings from that date until those held before 7 May 2021. These Regulations introduced new ways to hold Local Authority meetings, including wholly or partly virtual meetings of Councillors, officers, the press and public.

¹ <http://www.legislation.gov.uk/ukssi/2020/392/made>

7.4. The provision made in the Flexibility of Meetings Regulations 2020 apply notwithstanding any prohibition or other restriction contained in the Council's Procedure Rules, albeit that they state that an authority may make standing orders and any other rules which may include provision for—

(a) voting;

(b) member and public access to documents; and

(c) remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

8. RELEVANT CONSIDERATIONS

Corporate Peer Challenge Recommendations

8.1. The final report from the LGA following the CPC has been reported to Members (Cabinet meeting 24 March²) and an action plan will be developed setting out how the Council will respond to the recommendations.

8.2. Some of the recommendations within the CPC report relate to Constitutional matters, which are of course for Full Council to decide upon. Following consultation with the Leader of the Council it was agreed to bring forward the report on potential Constitutional changes ahead of the wider action plan, so that any changes agreed by Full Council can be implemented for the new civic year.

8.3. The recommendations contained within the CPC report have been extracted into the table at Appendix A (Cabinet Panel Terms of Reference as amended B-D), which also sets out the relevant current Constitutional provisions and proposed changes.

Other proposed constitutional changes

8.4. In addition, there is a proposal to amend the rules around substitutes in order to create more flexibility for the political groups, thereby seeking to ensure full representation at meetings.

Flexible Meetings

8.5. Proposals for Flexible meetings are set out in Appendix A and are based on recommendations from the Lawyers in Local Government and the Association of Democratic Services Officers' model wording.

8.6. These will apply for so long as the Flexibility of Meetings Regulations 2020 remain in force and deemed not to apply if the Regulations are repealed. In that event, or there is amendment or replacement legislation – the provisions will be reviewed and a delegated decision taken in consultation with the Leader to update those Rules, and for that to be reported to the next Council meeting, in line with sections 2.4 and 2.6.6³ of the Constitution.

² <https://democracy.north-herts.gov.uk/documents/s10365/Appendix%20A%20Corporate%20Peer%20Challenge%20Feedback%20Report.pdf>

³ '2.6.6 Any part of the Constitution may be amended by the Monitoring Officer where such amendment is required to be made so as to comply with any legislative provision. Such amendments shall take effect when the Monitoring Officer so decides or the legislation (where relevant) so provides. Such changes shall be reported to the next full Council meeting.'

9. LEGAL IMPLICATIONS

- 9.1. Full Council's terms of reference include "approving or adopting the Policy Framework". The Policy Framework includes the Constitution.
- 9.2. Section 37 Local Government Act 2000 requires the Council to have in place a Constitution and to keep that under review. The Local Government Act 2000 section 9P sets out the requirements of a local authority's Constitution, including the requirements to prepare it and keep it up to date and the requirement to make it available for public inspection.
- 9.3. The CPC is a voluntary process and therefore there is no legal obligation to either host a CPC or act upon the recommendations. However, it is best practice to undertake a CPC and having done so, to act upon the issues identified.
- 9.4. The Flexibility of Meetings Regulations 2020 introduced new provisions in relation to meetings and may be reflected in the Council's standing orders (primarily the Council Procedure Rules); other relevant legal considerations are as set out above.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no significant financial implications arising from this report.

11. RISK IMPLICATIONS

- 11.1. Ensuring the Council has appropriate governance arrangements in place is an important risk mitigation measure. The Council's Constitution is a fundamental part of those governance arrangements.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The Flexibility of Meetings Regulations 2020 may be of benefit for those with disabilities, in allowing Members, officers or the public to attend a meeting remotely. This also allows for greater opportunity to foster good relations between those who have a protected characteristic and those who don't.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and "go local" requirements do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no direct implications from this report, other than the potential for staff working from home and attending a meeting in that manner, hopefully improving work/ life balance.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1 In respect of the Flexibility of Meetings Regulations 2020 changes, these have been introduced as a result of the coronavirus pandemic, and therefore as a policy option, the Council has little choice but to follow the requirements. It is, however, anticipated/assessed that these changes allow the Council to take steps to reduce the impact on the environment - by removing the requirement to physically travel to and attend a meeting.

16. APPENDICES

- 16.1 Appendix A – Table of potential constitutional changes
- 16.2 Appendix B-D revised Terms of Reference for Cabinet Panels.

17. CONTACT OFFICERS

- 17.1 Jeanette Thompson, Service Director Legal and Community, Monitoring Officer
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- 17.4 Melanie Stimpson, Democratic Services Manager
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- 17.5 Ian Couper, Service Director Resources
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- 17.6 Reuben Ayavoo, Policy and Community Engagement Manager
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18. BACKGROUND PAPERS

- 18.1 Corporate Peer Challenge Report.

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Peer Review

Peer Review Recommendation	Current Constitution Reference	Proposed Changes/Options
<p>The administration intends the cabinet panels should not adversely impact current or future O&S activities. Peers recommend clarification of the governance arrangements between O&S and cabinet panels.</p>	<p>1) Panels terms of reference are not part of the Constitution, however they specifically state: <i>“The Panel shall endeavour not to duplicate the work of the Overview & Scrutiny Committee or its Task and Finish Groups.”</i></p> <p>2) 2.2.2 Cabinet Panel is defined under the Constitution as (and relevant part in bold): <i>“This is a group of members that has been established by Cabinet as an investigatory and advisory body to Cabinet, Executive Members or relevant Service Directors on a subject area that falls within their terms of reference.”</i></p>	<p>1) Propose to change terms of reference to read “The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities”.</p> <p>2) 2.2.2 Propose to add to end of definition of Cabinet Panel “...terms of reference. For the avoidance of doubt the Panel will not duplicate the work of Overview and Scrutiny Committee.”</p>
<p>The current membership of O&S was considered to be too large and would benefit from reducing from 15 members to 11 or 9.</p>	<p>6.2.1 <u>“Membership</u> <i>“No more than 16 Members shall be appointed to the Overview and Scrutiny Committee.”</i></p> <p><i>NB quorum – 6.2.3 currently 5, could consider reducing this to 4 if the membership is reduced, although given the nature of the Committee suggest keeping at 5..</i></p>	<p>Amend 6.2.1 (a) to twelve (12) members.</p>
<p>The size of the planning committee was perceived to be too large and should be subject to review and reduce in size to either 9 or 11 members.</p>	<p>8.4.1 Membership <i>“No more than fifteen (15) members shall be appointed to the Planning Control Committee.</i></p> <p><i>NB quorum – 8.4.2. currently 5. Usually a third of the membership. Could consider reducing this if</i></p>	<p>Amend 8.4.1 to twelve (12) members.</p>

	<p><i>the membership is reduced, although given the nature of the Committee may wish to keep 5.</i></p> <p><i>[Note - members may be requested to present to a Planning Appeal any Planning Control Committee objections to a planning application or reasons for refusing an application.]”</i></p>	
<p>Lessen the number of call-ins by tightening up criteria for a call-in. Give reasons related to material planning considerations only, not simply in the “public interest” which is too vague and raises objectors’ expectations for refusal. Call ins only on specific planning considerations.</p>	<p><i>“8.4.5 The Planning Control Committee shall determine :....</i></p> <p><i>8.4.5(c)(iii) within three (3) weeks of the matter appearing in the weekly lists of applications a Member requests in writing the matter to be determined by the Committee:</i></p> <p><i>1 detailing the reasons based upon one or more material planning considerations; or</i></p> <p><i>2 detailing the reasons that the matter is in the wider public interest.”</i></p> <p>NB. Neither of the above alters the current requirements within the Constitution that where a Member makes such a request, they should attend the relevant Committee meeting to present their reasons/grounds to the Committee. If they are unable to attend the relevant Committee meeting the member must arrange for another member to present on their behalf or provide a written statement presenting their reasons/grounds, otherwise the item may be deferred.</p>	<p>To implement the recommendation that call in reasons be material planning consideration only, amend 8.4.5(c)(iii) to read</p> <p><i>8.4.5(c)(iii) within three (3) weeks of the matter appearing in the weekly lists of applications a Member requests in writing the matter to be determined by the Committee detailing the reasons based upon a valid material planning consideration in the opinion of the Service Director: Regulatory or the Chair of the Planning Control Committee.</i></p> <p>An alternative would be to keep the current approach but change the “or” to “and” so that a call in would have to be both a material planning consideration and in the wider public interest</p> <p><i>8.4.5(c)(iii) within three (3) weeks of the matter appearing in the weekly lists of applications a Member requests in writing the matter to be determined by the Committee:</i></p> <p><i>1 detailing the reasons based upon one or more valid material planning considerations in the opinion of the Service Director: Regulatory or the Chair of the Planning Control Committee; and</i></p> <p><i>2 detailing the reasons that the matter is in the wider public interest.</i></p>

		<p>Delete the wording below (as either of the amendments should prevent the following):</p> <p>Members should not require an application to be referred to the Planning Control Committee for decision solely to enable a person to speak.</p>
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Additional Proposed Changes – substitutes

Issue	Current Constitution Reference	Proposed Changes/Options
<p>A need for further flexibility in the rules regarding substitutes, to try to ensure full representation on committees</p>	<p>4.8.4 Appointment of Substitute Members of Committees, Sub-Committees and Panels</p> <p>(a) As well as allocating seats on Committees, Sub-Committees and Panels the Council will allocate seats in the same manner for substitute Members.</p> <p>(b) For Committees or Sub-Committees listed at 4.8.4(d) below and Panels, but not the Cabinet, the Council will appoint a proportionate number of substitutes in respect of each political group as that group holds ordinary seats on that Committee, Sub-Committee or Panel. The number of substitutes shall be a maximum of 40% of the total of each group’s full committee or Panel membership rounded up to the nearest whole number.</p> <p>(c) The Democratic Services Manager (‘the Proper Officer’) may change substitutes on Committees, Sub-Committees or Panels for a meeting at the request and in consultation with the relevant Group Leader providing:</p>	<p>4.8.4 Appointment of Substitute Members of Committees, Sub-Committees and Panels</p> <p>(a) As well as allocating seats on Committees, Sub-Committees and Panels the Council will allocate seats in the same manner for substitute Members.</p> <p>(b) For Committees or Sub-Committees listed at 4.8.4(d) below and Panels, but not the Cabinet, the Council will appoint a proportionate number of substitutes in respect of each political group as that group holds ordinary seats on that Committee, Sub-Committee or Panel. The number of substitutes shall be a minimum of two substitutes for each political group and a maximum of 50% of the total of each group’s full committee or Panel membership rounded up to the nearest whole number.</p> <p>(c) The Democratic Services Manager (‘the Proper Officer’) may change substitutes on Committees, Sub-Committees or Panels for a meeting at the request and in consultation with the relevant Group Leader providing:</p>

	<p>(i) any Member substituting must have undertaken any pre-Committee compulsory training before such a request is made to act as the substitute; and</p> <p>(ii) the request is sent in writing to the Proper Officer at least 7 clear working days before the meeting.</p> <p>(iii) The appointment as substitute is for a particular meeting and shall then cease.</p> <p>(d) The Committees for which substitutes are permitted are; Employment Committee, Planning Control Committee, Overview and Scrutiny Committee, Finance, Audit and Risk Committee, Council Tax Setting Committee, Joint Staff Consultative Committee and the Standards Committee. Substitutes are allowed for Panels.</p>	<p>(i) any Member substituting must have undertaken any pre-Committee compulsory training before such a request is made to act as the substitute; and</p> <p>(ii) the request is sent via email to the Proper Officer at least 7 clear working days before the meeting.</p> <p>(iii) The appointment as substitute is for a particular meeting and shall then cease.</p> <p>(d) The Committees for which substitutes are permitted are; Employment Committee, Planning Control Committee, Overview and Scrutiny Committee, Finance, Audit and Risk Committee, Council Tax Setting Committee, Joint Staff Consultative Committee and the Standards Committee. Substitutes are allowed for Panels.</p>
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Additional Proposed changes - Flexible Meetings Regulation: Standing Orders/ Constitutional changes

Issue	Current Constitution Reference	Proposed Changes/Options
Section 3		
<p>Section 3 getting information</p> <p>Change of definition for inspection in line with the Regulations/ access to information proposed in Section 15.</p>	<p>3.1.1 (c)</p> <p>(c) Information available prior to a meeting At least five clear working days before a meeting, the agenda, any report likely to be discussed and background papers to that report shall be available for inspection at the offices of the Council. Further detail and clarification is provided in Section 15.</p> <p>Change of definition for inspection in line with the Regulations/ access to information proposed in Section 15.</p>	<p>Amend wording to:</p> <p>(c) Information available prior to a meeting At least five clear working days before a meeting, the agenda, any report likely to be discussed and background papers to that report shall be available for inspection as detailed in Section 15.</p>

<p>Change of definition for inspection in line with the Regulations/ access to information proposed in Section 15.</p>	<p>3.1.1 (d) (d) Information available at a meeting The Council will make available to the public present at a meeting a reasonable number of copies of the Agenda and of the Reports for the meeting (save during any part of the meeting to which the public are excluded). Further detail and clarification is provided in Section 15.</p>	<p>Amend wording to: (d) Details of information available at a meeting are set out under Section 15.</p>
<p>The public taking part in a meeting 3.2 (ii) to cover off types of behaviour, colloquially known as ‘zombombing’/ crashing meetings and disrupting them electronically in some way.</p>	<p>3.2 Getting Involved (c) Taking Part in Meetings (i) Members of the public can come to and speak at any meeting which is open to the public. The rules on when you may speak and for how long are contained in Section 4.8.9. (ii) The Council operates openly and transparently and recognises that citizens may wish to utilise social media during meetings (including recording meetings). This engagement is welcomed provided that Council business is not disrupted or disturbed. Examples of disruptive behaviour can include:- • moving to areas outside the areas designated for the public without the consent of the Chair; • excessive noise in recording or setting up or re-siting equipment during the debate/discussion; • intrusive lighting and use of flash photography; and • asking for people to repeat statements for the purposes of recording.</p>	<p>Amend to: (c) (i) Members of the public can speak at any meeting which is open to the public. The rules on when you may speak and for how long are contained in Section 4.8.9. Add new (ii) • Where the meeting is held partly or wholly through remote means, conduct or use of electronic methods or imagery to disrupt the meeting.</p>
<p>3.4</p>	<p>3.4 Adverse Weather 3.4.1 If prior to a meeting of any Committee adverse weather conditions are expected which will affect the ability of those attending the meeting (public, Councillors or Officers) to travel</p>	<p>Add: 3.4.1 If prior to a meeting of any Committee adverse weather conditions are expected which will affect the ability of those attending the meeting (public, Councillors or Officers) to travel</p>

	safely, it shall be the responsibility of the Chair of the Committee, in consultation with the most senior Officer attending the Committee to determine whether to postpone the meeting. The Proper Officer shall be responsible for advising the public, Councillors and Officers of the postponement and setting a new date to re-convene the meeting in order to conclude the original agenda as soon as possible	safely, it shall be the responsibility of the Chair of the Committee, in consultation with the most senior Officer attending the Committee to determine whether to postpone the meeting, or hold this as a virtual meeting only . The Proper Officer shall be responsible for advising the public, Councillors and Officers of the postponement and setting a new date to re-convene the meeting, or that it will be a virtual meeting , in order to conclude the original agenda as soon as possible.
Section 4		
4.6 Council meetings	4.6 There are three types of Council meeting:- 4.6.1 the annual meeting; 4.6.2 ordinary meetings; and 4.6.3 extraordinary meetings.	Add 4.6 Council Meetings For all purposes of the Constitution the term "meeting" is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place and may be wholly or partly through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming provided such remote means are legally permissible under relevant legislation.
	4.8.5 Time and Place of Meetings and Agenda setting the Agenda and Recording of Meetings by the Council (a) The time and place of meetings will be determined by the Proper Officer and notified in the summons.	Add: (a) The time and place of meetings will be determined by the Proper Officer and notified in the summons. Place is to be interpreted as where a meeting is held, or to be held, and includes reference to more than one place including electronic, digital or virtual locations through remote means such as internet locations, web addresses or conference call telephone numbers. (d) The Council takes an audio recording of all parts of its committee meetings which the public are entitled to attend. This and any visual recording the Council takes are retained in

		accordance with the Council's data retention policies.
Needs to be updated to reflect flexible arrangements in the Regulations. NB Includes the reference to meetings management system – e.g. Modern.gov, as ordinarily members provided Notice this way via that app.	<p>4.8.6 Notice of and Summons to Meeting</p> <p>(a) The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules in Section 15. At least five clear days before a meeting, the Proper Officer will send a summons signed by them by post to every Member of the Council or leave it at their usual place of residence. The summons will usually be despatched prior to the statutory minimum five clear days and will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available (subject to the requirement at 15.5 that all reports must be available at least five clear days before the meeting unless the report is genuinely urgent).</p>	<p>Amend to:</p> <p>(a) The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules in Section 15. At least five clear days before a meeting, the Proper Officer will publish the summons and with date, time, place and specify the business to be transacted, and will be accompanied by such reports as are available (subject to the requirement under Section 15, that all reports must be available at least five clear days before the meeting unless the report is genuinely urgent).</p> <p>New 4.8.6 (b)</p> <p>(b) For all purposes of the Constitution, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:</p> <p>(i) “open to inspection” shall include for these and all other purposes as being published on the Council’s website (or electronic meetings management system);</p> <p>(ii) to be published, posted or made available at Council’s offices includes publication on the Council’s website (or electronic meetings management system).</p>
Quorum	<p>Quorum and Members in Remote Attendance of Meetings</p> <p>4.8.8 The quorum of a meeting will be one quarter of the whole number of Members. During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn</p>	<p>Amend</p> <p>4.8.8 Quorum and Members in Remote Attendance of Meetings</p> <p>4.8.8(a) and add (b)</p> <p>Remote Attendance of Members:</p>

	<p>immediately. In the event that there is a quorum present for subsequent agenda items, the meeting will resume. Remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting.</p>	<p>(b) A Member is in remote attendance if the conditions under 4.8.23 (a) (i)-(iii) are met.</p>
	<p>4.8.9 Presentations by the public (d) Notice of Presentations A presentation may only be made if notice has been given in writing or by electronic mail to the Proper Officer no later than midday, two working days before the day of the meeting.</p>	<p>Add: (d) Notice of Presentations A presentation may only be made if notice and the presentation have been given in writing or by electronic mail to the Proper Officer no later than midday, two working days before the day of the meeting.</p>
	<p>4.8.16 Voting (a) Majority Unless this Constitution provides otherwise, and subject to Standing Order 4.8.24, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put. (c) Method of Voting Unless a recorded vote is demanded under 4.8.16(e) the Chair will take the vote either by show of hands or (where available) by use of electronic voting buttons, or if there is no dissent, by the affirmation of the meeting.</p>	<p>Delete: (a) ‘and present in the room’ Amend to: (c) Method of Voting Unless a recorded vote is called for or applied under 4.8.16(e), (f) or (h) the Chair will take the vote by: (i) electronic voting system(s) for remote voting and, or voting in the Chamber; or (ii) roll-call of Members and the number of votes for, against or abstaining will be recorded; or (iii) show of hands; or (iv) if there is no dissent, by the affirmation of the meeting. Only a recorded vote will be detailed in the minutes, although there will be a record if an</p>

		electronic voting system is used, or audio or visual recording of the meeting taken.
Remote access for the press and public	<p>4.8.19 Exclusion of Public Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Section 15 of this Constitution or Standing Order 4.8.21 (Disturbance by Public).</p>	<p>Amend to:</p> <p>(a) A member of the public is entitled to attend a public Council meeting. Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Section 15 of this Constitution or Standing Order 4.8.21 (Disturbance by Public).</p> <p>(b) If during a remote meeting the Chair is made aware that a public meeting is not open to the public, due to any technological or other failure, then the Chair shall adjourn the meeting. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting.</p>
	<p>4.8.20 Members' Conduct</p>	<p>Add 4.8.20 (h) Where a Member is required to leave under (d) or (e) above, the means of remote attendance and access is to be disconnected whilst any discussion or vote takes place in respect of the item or items of business to which this relates or remainder of the meeting in the case of (d).</p>
	<p>4.8.21 Disturbance by Public (a) Removal of Member of the Public If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.</p>	<p>Amend to include: (a) Removal of Member of the Public If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting. If this meeting is partly or wholly remote, then use of language, or electronic methods or imagery which disrupts the</p>

		<p>meeting (whether intended or not) would lead to the person being muted, and or video stream from them being disabled to excluded them from any further participation.</p>
	<p>4.8.23 Decision Making (a) In order to vote on an agenda item at any meeting of the Council or a Committee or Sub-Committee, a Member must be present in the room for the entirety of the debate and consideration of that item.</p>	<p>Amend to include: (a) In order to vote on an agenda item at any meeting of the Council or a Committee or Sub-Committee, a Member must be present for the entirety of the debate and consideration of that item. A Member in remote attendance is present and attends the meeting if at all times they can: (i) hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance; and (ii) hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and (iii) be heard when entitled to speak and, where practicable, be seen by any other members of the public attending the meeting.</p> <p>If the above are not met and as soon as the Chair is made aware, the Chair may:</p> <p>(iv) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established; or if quorate (v) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.</p>

Application to Committees and Sub-Committees	4.8.24 Application to Committees and Sub-Committees	To make any consequential changes to numbering that result from approved amendment to the Council Procedure Rules.
Section 8		
Section 8 Licensing & Appeals	8.3.1 Licensing Sub-Committee add reserve member who is 'present' throughout the hearing to provide additional resilience in the event of technological reasons and can therefore be part of the decision making if any of the 3 drop out of the meeting.	Add: Three (3) Councillors shall be appointed to a Licensing Sub-Committee and one non-voting reserve Councillor. Footnote: NB in the event that one of the voting Councillors cannot attend, has a conflict or is unable to participate for the whole of the meeting, the reserve shall become a voting Member of the Sub-Committee for quorum and decision making purposes.
Section 15		
Access to Information rules	Section 15 Access to information Rules 15.3 Current wording as set out in black. Amendment provision based on the Lawyers in Local Government proposed model wording for access to information.	15.3 Rights to Attend Meetings Members of the public may attend all meetings subject only to the exceptions in these rules. Attendance includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
	15.4 Notices of Meetings Additional wording	15.4 Notices of Meeting Unless a meeting is convened at short notice, the Council will give at least five clear days' notice of any meeting by posting details of the meeting at the Council offices and on the Council's website. Reference to 'published, posted or made available at the Council offices' includes

		publication on the Council’s website (or electronic meetings management system).
	15.5 Access to Agenda and Reports Before the Meeting	Add Reference to ‘available for inspection’ includes being published on the Council’s website (or electronic meetings management system).
	<p>15.6 Supply of Copies</p> <p>15.6.1 The Council will supply to Members of the Committee copies of the agenda and reports for that Committee.</p> <p>15.6.2 The Proper Officer will ensure that copies of the agenda and reports are made available at the meeting of the Committee for any other Member, or member of the public, who attends the meeting. This is subject to 15.23.1.</p> <p>15.6.3 If you are not a Member of the Committee you should access the agenda and reports via the Council’s website .</p> <p>15.6.4 The Chair of Overview and Scrutiny Committee will receive copies of all reports for every Committee whose business can be scrutinised by Overview and Scrutiny Committee and any individual Executive delegated decision that could be subject to call-in.</p> <p>Renumbering references in Section 15 will apply if approved.</p>	Delete – as Members obtain reports via Modern.gov and can request access to meeting papers that way if not on the Committee or Cabinet.
	<p>Old 15.7 – new 15.6</p> <p>15.6 Access to Minutes etc after the Meeting</p> <p>Renumbering references in Section 15 will apply if approved.</p>	Add Access to minutes, decisions and other relevant documents and copies includes being published on the Council’s website (or electronic meetings management system).
	<p>Old 15.9 Summary of Public’s Rights new 15.8</p> <p>15.8 Summary of Public’s Rights</p>	Delete, as contained with the constitution on the web.

	A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at, and made available to the public at the Council's main offices.	
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MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.
3. The quorum shall be three (3).
4. The initial appointments to be made by Cabinet, thereafter confirmed by Full Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of climate and environmental issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate;
2. Consider a range of views on issues relating to climate change (both mitigation of and adaption to) and environmental matters;
3. Help and where appropriate maintain any links with relevant external (public, research and industrial) bodies;
4. Consider any relevant government or agency consultations and advise Cabinet or the relevant Executive Member and Service Director of a proposed response;
5. Contribute towards the review of the Climate Change Strategy;
6. Act as an advisory Panel to Cabinet in relation to the above.

The Panel shall endeavour not to duplicate the work of the Overview & Scrutiny Committee or its Task and Finish Groups. The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.

PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Environment and Leisure, and Recycling and Waste alternatively, or in the event of the absence of the other, by the attending Executive Member.
3. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
4. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
5. Administrative support will be organised by the Committee, Member and Scrutiny Team.
6. Officer support shall be provided by the Policy officer(s) from Policy and Community Engagement and where relevant other Directorate officers, as requested by the Panel.

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MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.
3. The quorum shall be three (3).
4. The initial appointments to be made by Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of community engagement, commercial and enterprise issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate;
2. Consider a range of views on issues relating to community engagement, commercial and economic development matters;
3. Help and where appropriate maintain any links with relevant external (public, research, professional/trade, commercial and industrial) bodies;
4. Act as an advisory Panel to Cabinet in relation to the above.

The Panel shall endeavour not to duplicate the work of the Overview & Scrutiny Committee or its Task and Finish Groups. The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.

PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Enterprise and Co-operative Development, or Community Engagement on a meeting by meeting basis (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change).
3. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
4. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
5. Administrative support will be organised by the Committee, Member and Scrutiny Team.
6. Officer support shall be provided by the most relevant Directorate for the subject of the meeting and where relevant other Directorate officers, as requested by the Panel.

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MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.¹
3. The quorum shall be three (3).
4. The initial appointments to be made by Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of Housing, Strategic Planning and Transport issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate;
2. Consider a range of views on issues relating to new Housing, Strategic Planning and Transport matters²;
3. Help and where appropriate maintain any links with relevant external (public, research and industrial) bodies;
4. Act as an advisory Panel to Cabinet in relation to the above.

The Panel shall endeavour not to duplicate the work of the Overview & Scrutiny Committee or its Task and Finish Groups. The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.

PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Planning and Transport, or Housing and Environmental Health on a meeting by meeting basis (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change).
3. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
4. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
5. Administrative support will be organised by the Committee, Member and Scrutiny Team.

¹ 2019/20 4 Conservative; 3 Labour & Co-operative; and 2 Liberal Democrats.

² The Panel will not substitute or duplicate the ongoing Local Plan process or consider planning/ development control matters. Public engagement regarding the ongoing Local Plan is via any public consultation exercise or submission to the Local Planning Inspectorate.

6. Officer support shall be provided by the Regulatory Directorate and where relevant other Directorate officers, as requested by the Panel.

**ANNUAL COUNCIL
4 JUNE 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2020/21

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of the appointment of Members of Committees for 2020/21.

2. RECOMMENDATIONS

2.1 That, in line with the feedback from the 2020 Peer Challenge, the membership of the Overview and Scrutiny Committee be reduced to 12 (currently 16).

2.2 That, in line with the feedback from the 2020 Peer Challenge, the membership of the Planning Control Committee be reduced to 12 (currently 15).

2.3 That, in line with the agreement of Group Leaders, the membership of the Licensing and Appeals Committee be reduced to 13 (currently 14)

2.4 That, for 2020/21, the seats allocated to each political party on the Committees to which Section 15 of the Local Government and Housing Act 1989 applies and the seats allocated to each political party on the bodies to which Section 15 of the Local Government and Housing Act 1989 does not apply be as set out in Appendix A to this report, be noted.

2.5 That, for 2020/21, Members be appointed to the various Committees and other bodies in accordance with the wishes of the individual political groups, as detailed in Appendix B to this report.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with the provisions of Section 15 of the Local Government and Housing Act 1989.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 The Leaders of the Political Groups have been consulted and have been requested to inform the Democratic Services Manager of their Committee Member nominations for 2020/21.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 The provisions of Section 15 of the Local Government and Housing Act 1989 (“the Act”) imposed a duty for the Council to review the representation of the different Political Groups on the Council’s Committees. The representation needs to be broadly proportional to the number of seats held by each Political Group of the Council. The Committees to which Section 15 of the Act applies are:

- Overview and Scrutiny Committee;
- Finance, Audit and Risk Committee;
- Planning Control Committee;
- Licensing & Appeals Committee;
- Standards Committee;
- Council Tax Setting Committee;
- Employment Committee;
- Employment Appeals Committee; and
- Joint Staff Consultative Committee.

- 7.2 The Council is also required to appoint to various other bodies, to which Section 15 of the Act does not apply, in accordance with the nominations received from the Political Groups.

8. RELEVANT CONSIDERATIONS

- 8.1 Due to the Covid-19 pandemic the Coronavirus Act 2020 Section 1, Paragraph 60 (1) provide that:

The poll for the ordinary election of councillors for any local government area in England that would otherwise be held on the ordinary day of election in 2020 is to be held instead on the ordinary day of election in 2021.

- 8.2 In reference to casual vacancies the Coronavirus Act 2020 Section 1, Paragraph 61 provides that:

- (1) *The Secretary of State or the Minister for the Cabinet Office may, by regulations made by statutory instrument, provide—*
- (a) *that the poll for a relevant election or a relevant referendum is to be held on such date, or within such period, as is specified in the regulations;*

- (b) *that polls for relevant elections or relevant referendums that would otherwise be required to be held on dates that fall within a period specified in the regulations are instead to be held on such later date, or within such period, as is specified in the regulations.*
- (2) *For the purposes of this section an election or referendum is “relevant” if—*
- (a) *the date of the poll for the election or the referendum falls within the period beginning with 16 March 2020 and ending with 5 May 2021, and*
- (b) *subsection (3) or (4) applies to it.*
- (3) *This subsection applies to—*
- (a) *an election of a councillor for any local government area in England to fill a casual vacancy;*
- 8.3 Since this legislation has been introduced two Councillors resigned as District Councillors. The elections for the vacancies will now not take place until 6 May 2021 therefore the Council currently consists of 47 Members (previously 49).
- 8.4 In January 2020, NHDC participated in a Peer Challenge, run by the Local Government Association (LGA). The Peer Group looked at 5 core area of good performance. Additionally they were asked to look at two other areas:
- Decision making by our Planning Control Committee, pre and post Local Plan period
 - How to conduct effective scrutiny with clear outcomes to benefit the political process.
- 8.5 The feedback from the Peer Challenge included that:
- Membership of the Planning Control Committee is perceived to be too large.
 - Membership of the Overview and Scrutiny Committee is perceived to be too large.
- 8.6 In view of this feedback, it is proposed that the membership of both committees are reduced as follows:
- Overview and Scrutiny Committee reduced to 12 (currently 16);
 - Planning Control Committee reduced to 12 (currently 15).
- 8.7 In respect of membership of the Licensing and Appeals Committee the constitution states at Paragraph 8.2.1:
- “No more than fifteen (15) Councillors shall be appointed to the Licensing and Appeals Committee.”
- 8.8 Having consulted with Group Leaders regarding proportionality and the reduction in membership of the Council, they agreed that, to aid proportionality, it be proposed that membership of the Licensing and Appeals Committee be reduced to 13 (currently 14).
- 8.9 Both the reduction in the membership of the Council and the proposed reduction in various Committees resulted in the need to review proportionality.

8.10 In respect of substitutes to committees the constitution, at the time of writing this report stated at Paragraph 4.8.4:

“(b) For Committees or Sub-Committees listed at 4.8.4(d) below and Panels, but not the Cabinet, the Council will appoint a proportionate number of substitutes in respect of each political group as that group holds ordinary seats on that Committee, Sub-Committee or Panel. The number of substitutes shall be a maximum of 40% of the total of each group’s full committee or Panel membership rounded up to the nearest whole number.”

8.11 As identified in the Constitutional Amendment report, due to be considered at Annual Council, there was “a need for further flexibility in the rules regarding substitutes, to try to ensure full representation on committees” and this report recommended that Paragraph 4.8.4 of the constitution be amended to read:

“(b) For Committees or Sub-Committees listed at 4.8.4(d) below and Panels, but not the Cabinet, the Council will appoint a proportionate number of substitutes in respect of each political group as that group holds ordinary seats on that Committee, Sub-Committee or Panel. The number of substitutes shall be a minimum of two substitutes for each political group and a maximum of 50% of the total of each group’s full committee or Panel membership rounded up to the nearest whole number.”

8.12 The number of substitutes identified in Appendix B to this report have been calculated using the proposed method as detailed in Paragraph 8.11 above

8.13 Appendix A to the report sets out political balance of Committees, as required under the provisions of Section 15 of the Local Government and Housing Act 1989, and the proposed allocation of seats for those bodies to which Section 15 does not apply, for 2020/21.

8.14 Appendix B to the report sets out the proposed appointment of Members to Committees for 2020/21, in accordance with the wishes of the Political Groups.

9. LEGAL IMPLICATIONS

9.1 The legal and constitutional requirements are set out in the main body of this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising directly from this report.

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no direct equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1. There are no known Environmental impacts or requirements that apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no human resource implications.

15. APPENDICES

- 15.1 Appendix A – Appointment of Committees, including those to which Section 15 of the Local Government and Housing Act 1989 applies.
- 15.2 Appendix B – Appointment of Members of Committees for 2020/21.

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

- 17.1 Coronavirus Act 2020

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APPENDIX A

**APPOINTMENT OF COMMITTEES INCLUDING THOSE TO WHICH SECTION 15
OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 APPLIES**

	Conservative	%	L&C	%	Lib Dem	%	Constitution
Total Seats	21	44.68%	15	31.91%	11	23.40%	47
Overview & Scrutiny Committee	5	41.67%	4	33.33%	3	25.00%	12
Finance, Audit & Risk Committee	3	42.86%	2	28.57%	2	28.57%	7
Planning Control Committee	5	41.67%	4	33.33%	3	25.00%	12
Licensing & Appeals Committee	6	46.15%	4	30.77%	3	23.08%	10 to 15 Currently 13
Standards Committee	5	41.67%	4	33.33%	3	25.00%	12
Council Tax Setting Committee	2	40.00%	2	40.00%	1	20.00%	5
Employment Committee	2	40.00%	2	40.00%	1	20.00%	5
Employment Appeals Committee	2	40.00%	2	40.00%	1	20.00%	5
Joint Staff Consultative Committee (JSCC)	2	40.00%	2	40.00%	1	20.00%	5
Totals	32	42.11%	26	34.21%	18	23.68%	73 to 78
Variation		-2.58%		+2.30%		+0.28%	Currently 76

AREA COMMITTEE	Conservative	L&C	Lib Dem	Total
Baldock & District Committee	4	-	2	6
Hitchin Committee	2	8	3	13
Letchworth Committee	4	7	1	12
Royston & District Committee	4	-	2	6
Southern Rural Committee	7	-	3	10
Total	21	15	11	47

APPOINTMENT OF BODIES NOT INCLUDED IN THE POLITICAL BALANCE CALCULATIONS

Name of Body	Conservative	L&C	Lib Dem	Total
Cabinet	-	5	3	8
Hitchin Town Centre Working Party				
Community Facilities Capital Grants Panel	4	3	2	9
Joint Member Panel of NHDC and Letchworth Garden City Heritage Foundation (All Members of the Letchworth Committee)	4	7	1	12
CCTV Joint Committee (Three Cabinet Members)	-	2	1	3
Cabinet Sub-Committee (Council Charities) [Three Cabinet Members nominated by the Leader of the Council]	-	2	1	3
Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) [Three Cabinet Members nominated by the Leader of the Council]	-	1	2	3
Cabinet Panel on Community Engagement, Enterprise and Co-Operative Development [Agreed within Terms of Reference that Panel be politically balanced]	4	3	2	9
Cabinet Panel on the Environment [Agreed within Terms of Reference that Panel be politically balanced]	4	3	2	9
Cabinet Panel on Housing, Strategic Planning and Transport [Agreed within Terms of Reference that Panel be politically balanced]	4	3	2	9

APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2020/21

NORTH HERTFORDSHIRE DISTRICT COUNCIL

CONSTITUTION OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS 2020/21

Set out below are the proposed Members of the Committees, Sub-Committees and Working Groups for the Civic Year 2020/21:

OVERVIEW AND SCRUTINY COMMITTEE

(12 Members)

Councillor Kate Aspinwall
Councillor Val Bryant
Councillor Sam Collins
Councillor Terry Hone
Councillor Tony Hunter
Councillor David Levett
Councillor Jim McNally
Councillor Lisa Nash
Councillor Sue Ngwala
Councillor Adem Ruggiero-Cakir
Councillor Claire Strong
Councillor Tom Tyson

(Substitutes:

Councillor Clare Billing
Councillor Ruth Brown
Councillor Bill Davidson
Councillor Morgan Derbyshire
Councillor Gerald Morris
Councillor Sam North
Councillor Helen Oliver)

FINANCE, AUDIT & RISK COMMITTEE

(7 Members)

Councillor Kate Aspinwall
Councillor Sam Collins
Councillor Steve Deakin-Davies
Councillor Morgan Derbyshire
Councillor Sam North
Councillor Adem Ruggiero-Cakir
Councillor Michael Weeks

(Substitutes:

Councillor George Davies
Councillor Steve Jarvis
Councillor Ian Moody
Councillor Helen Oliver
Councillor Kay Tart
Councillor Terry Tyler)

COUNCIL TAX SETTING COMMITTEE

(5 Members)

Councillor Ian Albert
Councillor David Levett
Councillor Sam North
Councillor Martin Stears-Handscomb
Councillor Claire Strong

(Substitutes:

Councillor Sam Collins
Councillor George Davies
Councillor Simon Harwood
Councillor Sue Ngwala
Councillor Kay Tart
Councillor Sam Collins)

EMPLOYMENT COMMITTEE

(5 Members)

Councillor Judi Billing
Councillor Keith Hoskins
Councillor David Levett
Councillor Val Shanley
Councillor Martin Stears-Handscomb

(Substitutes:

Councillor Ian Albert
Councillor Kate Aspinwall
Councillor Paul Clark
Councillor Steve Jarvis
Councillor Ian Moody
Councillor Claire Strong)

EMPLOYMENT APPEALS COMMITTEE

(5 Members - none of whom are Members of the Employment Committee and at least one of whom must be an Executive Member)
(Chairman to be elected at each meeting)

Councillor Kate Aspinwall
Councillor David Barnard
Councillor Paul Clark
Councillor Sue Ngwala
Councillor Michael Weeks

(Substitutes:

Councillor Clare Billing
Councillor Ruth Brown
Councillor Val Bryant
Councillor Steve Jarvis
Councillor Mike Rice

1 Conservative substitute to be advised

JOINT STAFF CONSULTATIVE COMMITTEE

(5 Members)

Councillor Kate Aspinwall
Councillor Terry Hone
Councillor Keith Hoskins
Councillor Claire Strong
Councillor Kay Tart

(Substitutes:

Councillor David Barnard
Councillor Paul Clark
Councillor Sam Collins
Councillor Tony Hunter
Councillor Sue Ngwala
Councillor Martin Stears-Handscorn)

CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

(3 Cabinet Members)

Councillor Judi Billing
Councillor Elizabeth Dennis-Harburg
Councillor Steve Jarvis

CABINET SUB-COMMITTEE (LOCAL AUTHORITY TRADING COMPANIES' SHAREHOLDER)

(3 Cabinet Members)

Councillor Ian Albert
Councillor Paul Clark
Councillor Keith Hoskins

PLANNING CONTROL COMMITTEE

(12 Members)

Councillor Daniel Allen
Councillor Ruth Brown
Councillor Val Bryant
Councillor Morgan Derbyshire
Councillor Mike Hughson
Councillor Tony Hunter
Councillor David Levett

Councillor Ian Moody
Councillor Sue Ngwala
Councillor Sean Prendergast
Councillor Mike Rice
Councillor Tom Tyson

(Substitutes:

Councillor David Barnard
Councillor Sam Collins
Councillor George Davies
Councillor Ian Mantle
Councillor Michael Muir
Councillor Carol Stanier
Councillor Kay Tart)

LICENSING AND APPEALS COMMITTEE

(Pool consisting of 10 to 15 Members)

NO Substitutes

Councillor Ian Albert
Councillor Daniel Allen
Councillor David Barnard
Councillor Elizabeth Dennis-Harburg
Councillor Jim McNally
Councillor Gerald Morris
Councillor Lisa Nash
Councillor Sam North
Councillor Mike Rice
Councillor Adem Ruggiero-Cakir
Councillor Richard Thake
Councillor Tom Tyson
Councillor Michael Weeks

BALDOCK & DISTRICT COMMITTEE

(Baldock, Arbury & Weston & Sandon Wards - Parishes of Ashwell, Bygrave, Caldecote, Clothall, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington & Weston)

(6 Members)

Councillor Steve Jarvis
Councillor Jim McNally
Councillor Michael Muir
Councillor Valentine Shanley
Councillor Tom Tyson
Councillor Michael Weeks

HITCHIN COMMITTEE

(Hitchin and St. Ippolyts (North) Parish ward)

(13 Members)

Councillor Ian Albert
Councillor Clare Billing
Councillor Judi Billing
Councillor Val Bryant
Councillor Paul Clark
Councillor Sam Collins
Councillor Elizabeth Dennis-Harburg
Councillor Simon Harwood
Councillor Keith Hoskins
Councillor Mike Hughson
Councillor Martin Stears-Handscorn
Councillor Kay Tart
Councillor Richard Thake

LETCHWORTH COMMITTEE

(Letchworth only)

(12 Members + 1 vacancy)

Councillor Daniel Allen
Councillor Kate Aspinwall
Councillor Morgan Derbyshire
Councillor Gary Grindal
Councillor Terry Hone
Councillor David Levett
Councillor Ian Mantle
Councillor Sean Prendergast
Councillor Sue Ngwala
Councillor Helen Oliver
Councillor Mike Rice
Councillor Adem Ruggiero-Cakir

ROYSTON & DISTRICT COMMITTEE

(Royston & Ermine Ward - Parishes of Barkway, Barley, Kelshall, Nuthampstead, Reed & Therfield)

(6 Members + 1 vacancy)

Councillor Ruth Brown
Councillor Bill Davidson
Councillor Jean Green
Councillor Tony Hunter
Councillor Gerald Morris
Councillor Carol Stanier

SOUTHERN RURAL COMMITTEE

(Parishes of Codicote, Gosmore, Graveley, Great Ashby, Hexton, Holwell, Ickleford, Kimpton, Kings Walden, Knebworth, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts (South), St. Paul's Walden & Wymondley)

(10 Members)

Councillor David Barnard
Councillor John Bishop
Councillor George Davies
Councillor Steve Deakin-Davies
Councillor Faye S Frost
Councillor Ian Moody
Councillor Lisa Nash
Councillor Sam North
Councillor Claire Strong
Councillor Terry Tyler

STANDARDS COMMITTEE

(12 District Council Members
Independent Person and Reserve Independent Person (advisory roles);
2 Parish Council Members – non-voting co-optees)

(12 District Councillors)

Councillor Kate Aspinwall
Councillor Clare Billing
Councillor Judi Billing
Councillor Ruth Brown
Councillor Sam Collins
Councillor David Levett
Councillor Gerald Morris
Councillor Sean Prendergast
Councillor Mike Rice
Councillor Martin Stears-Handscob
Councillor Claire Strong
Councillor Richard Thake

(Substitutes:

Councillor Ian Albert
Councillor Paul Clark
Councillor George Davies
Councillor Simon Harwood
Councillor Lisa Nash
Councillor Adem Ruggiero-Cakir
1 Conservative substitute to be advised)

Independent Person: Mr Nicholas Moss (advisory)
Reserve Independent Person: Mr Peter Chapman (advisory)
Parish Councillors Helena Gregory +2 vacancies – non-voting co-optees)

CABINET PANEL ON THE ENVIRONMENT

(9 Members)

Councillor Val Bryant
Councillor Sam Collins
Councillor Elizabeth Dennis-Harburg
Councillor Steve Jarvis
Councillor Ian Moody
Councillor Gerald Morris
Councillor Michael Muir
Councillor Claire Strong
Councillor Kay Tart

(Substitutes:

Councillor Mike Hughson
Councillor David Levett
Councillor Adem Ruggiero-Cakir
Councillor Carol Stanier
Councillor Richard Thake
1 Liberal Democrat substitute to be advised)

CABINET PANEL ON COMMUNITY ENGAGEMENT AND COOPERATIVE DEVELOPMENT

(9 Members)

Councillor Judi Billing
Councillor Ruth Brown
Councillor George Davies
Councillor Jean Green
Councillor Simon Harwood
Councillor Keith Hoskins
Councillor Helen Oliver
Councillor Kay Tart
Councillor Michael Weeks

(Substitutes:

Councillor Ian Albert
Councillor Faye Frost
Councillor Michael Muir
**1 Labour and Cooperative substitute to be advised
2 Liberal Democrat substitutes to be advised)**

CABINET PANEL ON HOUSING, STRATEGIC PLANNING AND TRANSPORT

(9 Members)

Councillor David Barnard
Councillor Clare Billing
Councillor Paul Clark
Councillor Bill Davidson
Councillor Gary Grindal
Councillor Ian Mantle
Councillor Ian Moody
Councillor Michael Muir
Councillor Sean Prendergast

(Substitutes:

Councillor Daniel Allen
Councillor George Davies
Councillor Jean Green
Councillor Sue Ngwala
2 Liberal Democrat substitutes to be advised)

HITCHIN TOWN CENTRE WORKING PARTY

(7 Members)

Nominations to be advised

COMMUNITY FACILITIES CAPITAL GRANTS PANEL

(9 Members + 1 vacancy)

Councillor Ian Albert
Councillor Clare Billing
Councillor David Barnard
Councillor Ruth Brown
Councillor Bill Davidson
Councillor Michael Muir
Councillor Sue Ngwala
Councillor Sam North
Councillor Mike Rice

CCTV PARTNERSHIP JOINT EXECUTIVE

(3 Members)

Councillor Ian Albert
Councillor Judi Billing
Councillor Paul Clark

JOINT MEMBER PANEL – LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

(All Members of the Letchworth Committee)

**ANNUAL COUNCIL
4 JUNE 2020**

***PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES
FOR 2020/21**

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform the Council of the appointment of Chairs and Vice-Chairs of Committees (except Area Committees) for 2020/21.

2. RECOMMENDATIONS

2.1 That the Chairs and Vice-Chairs of Committees (except Area Committees) for 2020/21 be appointed in accordance with the details set out in Appendix A to the report.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with the provisions of Standing Order 4.8.1(a)(ix) of the Council's Constitution.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leaders of the Political Groups have been consulted and have informed the Democratic Services Manager of their nominations for Chairs and Vice-Chairs of Committees (except Area Committees) for 2020/21.

6. FORWARD PLAN

6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 Standing Order 4.8.1(a)(ix) of the Council's Constitution states that the Annual Council will:

“appoint the Chairs and Vice-Chairs of Committees, with the exception of the Area Committees, subject to any requirements of this Constitution concerning who may be appointed to such positions”.

8. RELEVANT CONSIDERATIONS

- 8.1 Appendix A to the report comprises nominations for the appointment of Chairs and Vice-Chairs of Committees (except Area Committees) for 2020/21.

- 8.2 Usually the Annual Council meeting would adjourn to allow for the appointment of Chairs and Vice Chairs for the Area Committees. However, due to the meeting being delivered remotely, and for reasons of expediency, the Chairs and Vice Chairs will be appointed at the first Area Committee meeting to be convened subsequent to this meeting.

9. LEGAL IMPLICATIONS

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 The appointments are due to be made in line with the provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended by the Local Government (Committees and Political Groups) (Amendment) Regulations 1991.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising directly from this report

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Appointment of Chairs and Vice-Chairs of Committees (except Area Committees) for 2020/21.

17. CONTACT OFFICERS

Author

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18. BACKGROUND PAPERS

18.1 None.

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APPENDIX A**APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES 2020/21**

COMMITTEE	PROPOSED CHAIR	PROPOSED VICE-CHAIR
Overview & Scrutiny Committee	Councillor David Levett	Councillor Kate Aspinwall
Finance, Audit & Risk Committee	Councillor Kate Aspinwall	Councillor Sam North
Licensing & Appeals Committee	Councillor Lisa Nash	Councillor Daniel Allen
Joint Staff Consultative Committee	Councillor Kay Tart	Councillor Kate Aspinwall
Planning Control Committee	Councillor Ruth Brown	Councillor Daniel Allen
Council Tax Setting Committee	Councillor Ian Albert	N/A
Standards Committee	Councillor Judi Billing	Councillor Ruth Brown
Employment Committee	Councillor Matin Stears-Handscomb	N/A
Employment Appeals Committee	Councillor Sue Ngwala	N/A
Community Facilities Capital Grants Panel	Councillor Clare Billing	

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**ANNUAL COUNCIL
4 JUNE 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY

REPORT OF THE LEADER OF THE COUNCIL

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform the Council of any occasions over the past year where the provisions relating to “Special Urgency” have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.

2. RECOMMENDATIONS

- 2.1 That the report be noted.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To comply with Regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”).

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 None.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 came into force on 10 September 2012. The Regulations, inter alia, revised the procedures for publicity in connection with Key Decisions.

- 7.2 A Key Decision means an executive decision which is likely –
- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
 - (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.
- 7.3 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Regulation 9(2) requires that at least 28 clear days notice is given by the Council before a Key Decision is made. This requirement is ordinarily met at NHDC by the regular publication of the Forward Plan of Key Decisions.
- 7.4 Regulation 10 requires that, where the publication of the intention to make a Key decision under regulation 9(2) is impracticable, that decision may only be made –
- (a) where the proper officer has informed the Chair of the relevant Overview and Scrutiny Committee or, if there is no such person, each member of the relevant Overview and Scrutiny Committee by notice in writing, of the matter about which the decision is to be made;
 - (b) where the proper officer has made available at the offices of the relevant local authority for inspection by the public and published on the relevant local authority's website, if it has one, a copy of the notice given pursuant to sub-paragraph (a); and
 - (c) after five clear days have elapsed following the day on which the proper officer made available the notice referred to in sub-paragraph (b).
- 7.5 In cases of Special Urgency, Regulation 11 requires that where the date by which a key decision must be made, makes compliance with regulation 10 impracticable, the decision may only be made where the decision maker has obtained agreement from -
- (a) the Chair of the relevant Overview and Scrutiny Committee; or
 - (b) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Chair of the relevant local authority; or
 - (c) where there is no Chair of either the relevant Overview and Scrutiny Committee or of the relevant local authority, the Vice-Chair of the relevant local authority, that the making of the decision is urgent and cannot reasonably be deferred.
- 7.6 Regulation 19(1) requires that the Executive Leader must submit to the relevant local authority at such intervals as may be determined by the relevant local authority a report containing details of each executive decision taken during the period since the last report was submitted to the authority where the making of the decision was agreed as urgent in accordance with Regulation 11.

- 7.7 As contained within the Council's Constitution it is stated that the Executive Leader will submit a report annually to Council.
- 7.8 Regulation 19(2) requires that a report submitted for the purposes of Regulation 19(1) must include –
- (a) particulars of each decision made; and
 - (b) a summary of the matters in respect of which each decision was made.
- 7.9 Regulation 19(3) requires that the Executive Leader must submit at least one report under Regulation 19(1) annually to the relevant local authority.

8. RELEVANT CONSIDERATIONS

- 8.1 In 2019/20, the following Key Decision required the Special Urgency procedure outlined in Regulation 11 to be invoked:

Subject Matter: Business Rates Pooling 2020/21.

Decision:

- (1) That it be approved in principle that the Council is part of a Hertfordshire Business Rates pool in 2020/21;
- (2) That, if it is proposed that Council is part of an optimum pool, that the authorisation for the final agreement be delegated to the Service Director- Resources in consultation with the Executive Member for Finance and IT.

Decision Taker: Cabinet

Date of Decision: 24 September 2019.

Reason for urgency:

The Ministry for Housing, Communities and Local Government (MHCLG) have issued an invitation for groups of Authorities to become Business Rate pools. The deadline for applications is 25 October 2019. There is not another scheduled meeting of Cabinet within the time period for the decision to be made.

Cabinet is recommended that, if the Council would be part of an optimum pool, that the authorisation for the final agreement be delegated to the Service Director- Resources in consultation with the Executive Member for Finance and IT.

The delegated decision was placed on the Forward plan on 18 September 2019 with the decision due to be made, if delegation is agreed by Cabinet, on 16 October 2019.

- 8.2 Due to the Coronavirus pandemic and the need for social distancing, prior to legislation being introduced to allow virtual meetings, it was agreed that decisions that would have been taken by the Cabinet and other Committee meetings would be taken by way of urgent delegated decisions.

- 8.3 Delegated decisions taken, that would have been otherwise been taken at a meeting, were informed by consultation with the Leader of the Council, Chair and Members of the respective Committees via email.
- 8.4 On 4 April 2020, the new Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 'Regulations') came into force.
- 8.5 This legislation enabled Local Authorities to hold virtual meetings therefore the need to make delegated decisions, as described in Paragraph 8.2, reduced.
- 8.6 The following six committee meetings were cancelled with delegated decisions made as described in paragraph 8.3:
- Overview and Scrutiny – 17 March 2020
 - Baldock and District Committee – 23 March 2020
 - Cabinet – 24 March 2020
 - Southern Rural Committee – 26 March 2020
 - Royston and District Committee – 1 April 2020
 - Council – 2 April 2020
- 8.7 These decisions are not reportable under the legislation relating to special urgency as they had been notified (where applicable) on the Forward Plan for the required 28 day period. The decisions were, due to the Coronavirus pandemic, considered to be urgent as normal meetings and the decision-making process had been suspended. The Chair of Council was informed and agreed that the decisions were reasonable in the circumstances and were to be treated as a matter of urgency.
- 8.8 All delegated Decisions and Notices of Special Urgency can be viewed on the Council's Website: <https://www.north-herts.gov.uk/home/council-and-democracy/decisions>
- 8.8 The following Key Decisions, which were due to be taken at the meeting of the Cabinet, and subsequently taken under delegated authority by the Chief Executive having previously been notified on the Forward Plan:
- Third Quarter Revenue Monitoring 2029/20 - 31 March 2020
 Risk Management Update - 2 April 2020
 John Barker Place Development Agreement - 2 April 2020
 Greenspace Management Strategy - Scoping Document
 Environmental Crime Vehicles - 2 April 2020
 Parking Strategy - Draft Operational Guidelines - 2 April 2020
 Inflationary Increases in Car Parking Charges - 3 April 2020
 Information Technology Strategy - 3 April 2020
 Investment Strategy - 3 April 2020
 Land at Meadow Way - 3 April 2020
 Land Adjacent to 1 North End, Kelshall - 3 April 2020
 Land Adjacent to 9 North End, Kelshall - 3 April 2020
 Third Quarter Revenue Monitoring 2019-20 - 3 April 2020

9. LEGAL IMPLICATIONS

9.1 This report is a requirement of the Council Procedure Rules as set out in Part 15.18.3 of the Council's Constitution.

9.2 The requirements of the Regulations are set out in the main body of this report.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising directly from this report. In the event of the use of Special Urgency procedures, financial (and other) implications would be considered in the decision making process and reported to Full Council.

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 This is a noting report, the intention of which is to ensure transparency of decision making. Equalities Implications in relation to each decision will have been set out in the reports concerned.

12.3 There are no direct equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and "go local" policy do not apply to this report.

14 HUMAN RESOURCE IMPLICATIONS

14.1 There are no human resource implications.

15. ENVIRONMENTAL IMPLICATIONS

15.1. There are no known Environmental impacts or requirements that apply to this report.

16. APPENDICES

16.1 None.

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

- 18.1 None.

**ANNUAL COUNCIL
4 JUNE 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2020/21

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL / BUILD THRIVING AND RESILIENT COMMUNITIES

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2020/21.

2. RECOMMENDATIONS

2.1 That the list of nominations of representatives on Outside Organisations and Other Bodies for 2020/21, as set out in Appendix A to the report be approved.

2.2 That Political Group Leaders notify the Democratic Services Manager of nominations to the remaining vacancies or any changes to the existing representatives on outside organisations.

3. REASONS FOR RECOMMENDATIONS

3.1 To comply with the provisions of Standing Order 4.8.1(b)(iv) and (v) of the Council's Constitution.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1 The Leaders of the Political Groups have been consulted regarding the nomination of representatives on Outside Organisations and Other Bodies for 2020/21.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 Standing Order 4.8.1(b)(iv) of the Council's Constitution states that at the Annual Meeting, the Council will

“receive nominations of Councillors to serve on each Committee and outside body”.

- 7.2 Standing Order 4.8.1(b)(v) states that at the Annual Meeting, the Council will also

“make appointments to those Committees and nominations to outside bodies, except where nomination to those bodies has been delegated by the Council or is exercisable by the Cabinet”.

8. RELEVANT CONSIDERATIONS

- 8.1 A cursory review of outside bodies with the respective organisations was undertaken shortly before the Coronavirus Act 2020. The result of this review was referred to the Group Leaders, who were asked to consider the results when nominating Members to these bodies. A fuller review will be required next year.
- 8.2 We have been advised that Coombes Community Centre, Royston – Management Committee and Royston Community Association have merged. Therefore Coombes Community Centre Management Committee is to be removed from the list of outside organisations and nominations made to Royston Community Association only.
- 8.3 We were advised last year at Annual Council that East and North Herts NHS Trust – Involvement Committee was no longer in existence. Following that meeting consultation was undertaken with East and North Herts NHS Trust who confirmed this. Therefore East and North Herts NHS Trust – Involvement Committee is to be removed from the list of outside organisations.
- 8.4 Appendix A to the report sets out the nomination of representatives to Outside Organisations and Other Bodies for 2020/2021.

9. LEGAL IMPLICATIONS

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 It is a constitutional requirement to review the appointments to outside organisations at the Annual Meeting.
- 9.3 Appointments are made by the Council in the interests of openness and transparency.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising directly from this report.

11. RISK IMPLICATIONS

11.1 There are no direct risk implications arising from this report.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. APPENDICES

16.1 Appendix A – Nomination of Representatives on Outside Organisations and Other Bodies for 2020/21.

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18. BACKGROUND PAPERS

18.1 None.

NOMINATION OF REPRESENTATIVES OF THE COUNCIL ON OUTSIDE BODIES AND ORGANISATIONS
2019/20

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Baldock Community Forum Community Interest Company	Cllr M Weeks	2021	1	CON	
Baldock Town Twinning Association	Cllr M. Weeks Cllr J McNally	2021 2021	1 1	CON CON	
Baldock United Almshouses Charities	Cllr V Shanley Cllr M Muir Cllr M Weeks	2021 2021 2021	1 1 1	CON CON CON	
Baldock Youth and Community Association	Cllr J McNally Cllr V Shanley Cllr M Weeks	2021 2021 2021	1 1 1	CON CON CON	
Bedford and River Ivel Internal Drainage Board	Cllr S Jarvis (Executive Member)	2021	1	L&C	
British Schools Museum	Cllr V Bryant	2021	1	L&C	
Charles Collison Trust	Cllr I Albert	2021	1	L&C	
Chilterns Conservation Board	Cllr S Jarvis (Executive Member)	2021	1	LD	
Citizens Advice North Herts	Cllr R Brown Cllr I Mantle Cllr M Rice	2021 2021 2021	1 1 1	LD L&C CON	
Coombes Community Centre, Royston – Management Committee	Cllr B Davidson Vacancy Cllr C Stanier	2021 2021 2021	1 1 1	CON CON LD	This organisation has amalgamated with Royston Community Assoc. This organisation to be removed
E.A. Lucas Technical School Foundation	Cllr S Collins	2021	1	LD	
East of England Leaders Group	Cllr M Stears- Handscomb Sub Cllr P Clark	2021	1	L&C LD	
East and North Herts NHS Trust – Involvement Committee	Cllr Lisa Nash Sub Cllr S Ngwala	2021 2021	1 1	LD L&C	This Committee No Longer Exists To be removed
Grange Fellowship Community Association	Cllr D Allen Cllr M Derbyshire Cllr H Oliver	2021 2021 2021	1 1 1	L&C CON L&C	
Groundwork Hertfordshire	Cllr S Jarvis (Executive Member)	2021	1	LD	
Hertfordshire Building Preservation Trust	Cllr J Green (Chairman of the Council)	2021	1	CON	
Hertfordshire Community Covenant Board	Cllr J Billing (Executive Member for Community Engagement)	2021	1	L&C	
Hertfordshire Health Scrutiny Committee	Cllr S Ngwala Cllr L Nash (Sub)	2021 2021	1 1	L&C LD	
Hertfordshire Waste Partnership	Cllr E Dennis-Harburg (Executive Member for Recycling & Waste) Sub Cllr C Stanier (Deputy EXecutive Member)	2021 2021	1 1	L&C LD	
Herts Leaders' Group	Cllr M Stears- Handscomb Sub Cllr P Clark	2021	1	L&C LD	

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Hitchin BID	Cllr K Hoskins	2021	1	LD	
Hitchin Charity School Endowment	Cllr V Bryant	2021	1	L&C	
Hitchin Cow Common Trust	Cllr I Albert	2021	1	L&C	
Hitchin Educational Foundation	Cllr P Clark Cllr Simon Harwood Cllr M Stears-Handscomb Cllr C Strong Cllr K Tart	2023 2021 2021 2024 2023	4 4 4 4 4	LD CON L&C CON L&C	
Hitchin Initiative	Chairman of Hitchin Committee	2021	1	L&C	
Hitchin Senior Citizens' Welfare Committee	Cllr M Hughson Cllr Keith Hoskins Cllr R Thake	2021 2021 2021	1 1 1	L&C LD CON	
Hitchin Town Band Committee	Cllr S Harwood Cllr K Tart	2021 2021	1 1	CON L&C	
Hitchin Town Twinning	Cllr I Albert Cllr S Collins	2021 2021	1 1	L&C LD	
Hitchin United Charities	Cllr I Albert Cllr R Thake Cllr T Tyler VACANCY VACANCY	2021 2021 2021 2021 2021	1 1 3 1 3	L&C CON LD CON L&C	
Howard Garden Social and Day Care Centre	Cllr K Aspinwall Cllr M Muir Cllr S Ngwala	2021 2021 2021	1 1 1	L&C CON L&C	
Jackmans Community Association	Cllr K Aspinwall Cllr D Levett Cllr A Ruggiero-Cakir	2021 2021 2021	1 1 1	L&C CON L&C	
King George V Playing Fields User Group	Cllr I Albert Cllr P Clark Cllr S Harwood	2021 2021 2021	1 1 1	L&C LD CON	
Knebworth House Education and Preservation Trust	Chairman of the Council	2021	1	CON	
Knebworth Twinning Association	Cllr L Nash	2021	1	LD	
Knebworth Village Trust	Cllr S Deakin-Davies Cllr L Nash	2021 2021	1 1	CON LD	
Letchworth Civic Trust	Cllr D Allen Cllr M Rice	2021 2021	1 1	L&C CON	
Letchworth Garden City BID	Cllr H Oliver	2021	1	L&C	
Letchworth Garden City Heritage Foundation	Cllr H Oliver	2021	The term of office of the person appointed	L&C	
Letchworth Garden City Town Twinning Association	Cllr I Mantle	2021	1	L&C	
Letchworth Sustainability Forum	Cllr A Ruggiero-Cakir	2021	1	L&C	
London Luton Airport Consultative Committee	Cllr P Clark	2021	1	LD	
North Hertfordshire Council for Voluntary Service	Cllr T Hunter Cllr M Stears-Handscomb	2021 2021	1 1	CON L&C	
North Herts Local Strategic Partnership	Cllr T Hunter Cllr S North Cllr Martin Stears-Handscomb	2021 2021 2021	1 1 1	CON LD L&C	
North Herts Minority Ethnic Forum	Cllr A Ruggiero-Cakir	2021	1	L&C	

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Police and Crime Panel	Cllr S North Sub: Cllr J Billing	2021	1	LD L&C	
Rands Educational Foundation	Cllr C Strong	May 2021	4	CON	
Royston & District Community Transport Scheme	Cllr T Hunter	2021	1	CON	
Royston & District Sports Council	Cllr C Stanier	2021	1	LD	
Royston Community Assn.	Cllr B Davidson Vacancy Cllr C Stanier	2021 2021 2021	1 1 1	CON CON LD	This organisation is amalgamated with Coombes Community Centre.
Royston First Advisory Council (BID)	Cllr R Brown	2021	1	LD	
Royston Old People's Day Centre Committee	Cllr B Davidson	2021	1	CON	
Royston Town Twinning Association	Cllr R Brown Vacancy	2021 2021	1 1	LD CON	
Sport North Herts	Cllr J Bishop Cllr E Dennis-Harburg Cllr F Frost Cllr G Grindal Cllr C Stanier	2021 2021 2021 2021 2021	1 1 1 1 1	CON L&C CON L&C LD	
St. Michaels Mount Community Centre, Hitchin – Management Committee	Cllr E Dennis-Harburg Cllr M Hughson Cllr K Tart	2021 2021 2021	1 1 1	L&C L&C L&C	
Walsworth Community Association	Cllr M Hughson Cllr E Dennis-Harburg Cllr K Tart	2021 2021 2021	1 1 1	L&C L&C L&C	
Westmill Community Centre, Hitchin – Management Committee	Cllr C. Billing	2021	1	L&C	

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