

HAMBLETON DISTRICT COUNCIL

Report To: Council
10 December 2013

From: Director of Corporate Services

Subject: NEW ELECTORAL ARRANGEMENTS – CHANGES TO COUNCIL STRUCTURES

All Wards
Scrutiny Committees

1.0 PURPOSE AND BACKGROUND:

- 1.1 At its meeting on 11 June 2013, the Cabinet agreed to establish a New Structures Working Group. The terms of reference of the Working Group were to make recommendations to Council on the Committee structures and related organisational matters required as a result of the reduction of Council Members to twenty eight with effect from May 2015.
- 1.2 This report includes the recommendations of the Working Group.

2.0 THE DELIBERATIONS OF THE WORKING GROUP

2.1 The Working Group met in September and November 2013 and considered:-

- 2.1.1 Committee structures
- 2.1.2 Representation on Outside Bodies
- 2.1.3 Associated matters

2.2 The recommendations of the Working Group are now considered in turn.

Committee Structures:

- 2.3 The Working Group's proposals for Committees are shown in Annex 'A' to this report. This provides for the Cabinet, one Scrutiny Committee, the Planning Committee and an Audit, Governance and Standards Committee. There would be two Hearings Panels, one for Standards and one for Licensing and Appeals. The Hearings Panels would be comprised of three Members drawn from a pool of seven in each case.
- 2.4 The functions of the Licensing Committee, other than dealing with hearings, would be transferred to Cabinet.
- 2.5 It is also recommended that the new Licensing and Appeals Hearings Panel not deal with employment matters.

Outside Bodies:

- 2.6 The Working Group is recommending a reduction in the number of Outside Bodies on which the Council is represented. The revised list is attached as Annex 'B'. The Working Group has retained all of those bodies on which the Council was represented by the Leader or Cabinet Portfolio Holders.

Associated Matters:

- 2.7 Given the reduction in Members, the Working Group also felt that the Constitution should be changed so that no Member could be Chairman or Vice-Chairman of more than one Committee.

The Working Group also considered the role of the Chairman and some revisions to the normal functions of the role. The proposed functions are contained in Annex 'C'.

3.0 OTHER MATTERS:

- 3.1 Arising from the recommendations in Section 2 above there will be a requirement to make some amendments to the Scheme of Delegation in the Constitution to transfer some functions of the Licensing Committee to Cabinet.
- 3.2 The changes in Committee structures and representation on Outside Bodies will affect the responsibilities of all Councillors and those with Special Responsibilities under the Council's Members' Allowances Scheme. It is therefore recommended that Council ask the Remuneration Panel to look at the remuneration of Members under the Allowances Scheme.
- 3.3 The number of Councillors is due to reduce to twenty eight with effect from May 2015. However, it is recommended by the Working Group that the new arrangements take effect from May 2014 to establish whether there are any issues that need to be dealt with before the formal reduction to twenty eight Members. It should be noted that this will mean that there are fewer Committee places available during the 2014/15 Council year and that some Members may not be members of a Committee.
- 3.4 The Working Group also felt that it should continue in existence during 2014/15 with a view to considering any issues that might arise under the new structures.

4.0 LEGAL IMPLICATIONS:

- 4.1 There are no specific legal implications to the recommendations contained in this report. Appointment of Committees will continue to be subject to the normal rules on proportionality and will need to take account of the wishes of political groups.

5.0 FINANCIAL IMPLICATIONS:

- 5.1 If the changes are brought into effect in May 2014 without any changes to allowances then the effect on the budget outlook is as follows:-

<u>Revenue Effects:</u>	<u>2014/15:</u> £	<u>2015/16:</u> £	<u>2016/17:</u> £
New Electoral Arrangements Savings (Members Allowances)	(2,000) *	(68,000)	(13,000)

* Mileage only

- 5.2 If amendments are made to the Allowances Scheme following consideration by the Remuneration Panel then this may increase or reduce the savings in 2015/16 and beyond.

6.0 RISK ASSESSMENT:

6.1 There are no significant risk implications in this report.

7.0 EQUALITIES/DIVERSITY:

7.1 There are no equalities or diversity implications in this report.

8.0 RECOMMENDATIONS:

8.1 It is recommended that:-

- (1) the Committee structure contained in Annex 'A' be approved to take effect from the Annual Meeting in May 2014;
- (2) the list of representation on Outside Bodies contained in Annex 'B' be approved to take effect from the Annual Meeting in 2014;
- (3) the Constitution be amended so that no Member can be Chairman or Vice-Chairman of more than one Committee;
- (4) the outline of the Chairman's functions as contained in Annex 'C' be approved with effect from May 2014;
- (5) the Remuneration Panel be asked to convene to consider how the Allowances Scheme should apply from May 2015 based on the arrangements approved at this meeting;
- (6) the functions of the Licensing Committee (with the exception of dealing with hearings) be delegated to the Cabinet with effect from the Annual Meeting in 2014;
- (7) the Licensing and Appeals Hearings Panel does not deal with employment matters with effect from the Annual Meeting in 2014;
- (8) the Chief Executive be authorised to make any amendments to the Constitution necessary for the implementation of the above decisions.
- (9) the existing New Structures Working Group remain in existence to consider issues during 2014/15 at the discretion of the Chairman of the Working Group.

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Background papers: None

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POSSIBLE REVISED COUNCIL MEETINGS

Meeting	No. of Councillors	No. of meetings per year
Council	28	6
Cabinet	6 (maximum)	10
Scrutiny Committee	11	9
Planning	12	13
Licensing and Appeals Hearings Panel	3 (from a pool of 7)	Ad hoc, say 3
Standards Hearing Panel	3 (from a pool of 7)	Ad hoc, say 3
Audit, Governance and Standards	7	5
Building Control Partnership Joint Committee	1	4
Parking Adjudication Joint Committee	1	4

LIST OF OUTSIDE BODIES

Name of Body of Organisation And Role of Nominee	No of Places	Representative or Independent	Suggested Appointee
Hambleton and Richmondshire Citizens' Advice Bureau (Board of Trustees)	1	Independent	1 Member
Hambleton Arts	1	Representative	Portfolio Holder for Leisure and Health
Hambleton Community Safety Partnership	1 1 Sub	Representative	Portfolio Holder for Customers
Hambleton Over 50s Forum	1	Representative	Portfolio Holder for Customers
Local Government Association	1	Representative	Leader of the Council
Local Government Association Rural Commission	1	Representative	Leader of the Council
Local Government North Yorkshire and York	1	Representative	Leader of the Council Substitute: Deputy Leader of the Council
Local Government North Yorkshire and York Housing Board	1	Representative	Portfolio Holder for Housing, Planning and Waste
Local Government North Yorkshire and York Spatial Planning and Transport Member Board	1	Representative	Deputy Leader of the Council
Local Government Yorkshire and the Humber	1 1 Sub	Representative	Leader of the Council
Local Government Yorkshire and the Humber Employers' Forum	1	Representative	Deputy Leader of the Council
North York Moors National Park Committee	1	Representative	1 Member
North Yorkshire Local Transport Body	1	Representative	Portfolio Holder for Housing, Planning and Waste Management

Name of Body of Organisation And Role of Nominee	No of Places	Representative or Independent	Suggested Appointee
North Yorkshire Pension Fund Advisory Panel	1	Representative	Deputy Leader of the Council
Stokesley and District Community Care Association (Trustee)	1	Representative	1 Member
Thirsk and Sowerby Swimming Baths Charity	5	Independent	5 Members
Welcome to Yorkshire	1	Independent	Deputy Leader of the Council
Yorkshire Energy Partnership Ltd	1	Representative	1 Member

PROPOSED LIST OF CHAIRMAN'S DUTIES/FUNCTIONS FROM MAY 2014

1. Chairing Annual/Council Meetings.
2. Attendance at HDC Civic Functions as follows:-
 - 2.1 Civic Dinner attended by Chairman and consort, Vice-Chairman and partner, Civic Heads of authorities within North Yorkshire and consorts, Leader and Deputy Leader and partners, HDC Chief Executive and partner, HDC Honorary Aldermen and partners, past Chairmen who are still elected Members and partners, up to 4 family members of the current Chairman and from May 2015, 5 other Hambleton District Council Members plus partners (selected on a rota basis).
 - 2.2 Civic Sunday Service* (followed by light buffet only) attended by Chairman and consort, all HDC Councillors and partners, Chief Executive and Directors of HDC and partners, HDC Honorary Aldermen and partners, past Chairmen of HDC and partners, Civic Heads of authorities within North Yorkshire and consorts, Lord Lieutenant and partner, Commanding Officers of Leeming, Linton, Topcliffe military bases and partners, MPs and partners and up to 4 family members of the current Chairman.

*Arranging a Civic Sunday Service will be at the discretion of the Chairman depending on his/her religious beliefs.
3. Attendance at other Local Authorities' Civic Functions within North Yorkshire limited to 2 per annum per Local Authority.
4. Attendance at the Royal Garden Party.
5. Attendance at 100th birthday and 60th + wedding celebrations of Hambleton residents with the Ward Member(s).
6. Host a reception for Councillors and partners following the election of a new Council.
7. Attendance as appropriate at other events (e.g., funerals of former Councillors) and ad hoc Civic functions within Hambleton (e.g., Royal visits, military events, concerts, promotional events).