

# Communities Committee

Date: **Wednesday 18<sup>th</sup> June 2014**

Time: **10am**

Venue: **Edwards Room, County Hall, Norwich**

## **SUPPLEMENTARY A g e n d a**

### **6. Internal and External Appointments**

**(Page B2)**

Report by the Acting Managing Director

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# Communities Committee

Item No 6

<b>Report title:</b>	<b>Internal and External Appointments</b>
<b>Date of meeting:</b>	<b>18 June 2014</b>
<b>Responsible Chief Officer:</b>	<b>Acting Managing Director</b>
<b>Strategic impact</b> <p>The Council makes appointments to a number of External (Outside) and Internal bodies and also appoints Member Champions. Appointments to Outside Bodies are made for a number of reasons – some because of a statutory requirement to appoint one or more Councillors to them, but most are discretionary, taking into consideration how representation on them adds value in terms of contributing towards the Council's priorities and strategic objectives.</p> <p>The Council also makes appointments to a number of member level internal bodies such as Boards, Working Groups, Panels, and Steering Groups. These were constituted under the previous Executive arrangements to enable a wider involvement of members in the work of the Council. This report proposes a methodology to ensure that these bodies remain appropriate and aligned to the Council's strategic priorities.</p> <p>Under the Committee system responsibility for appointing to internal and external bodies lies with the Service Committees. The same applies to Member Champions which will be part of the review of the structures in November 2014.</p>	

## Executive summary

As the Council has a new system of governance and a new process for appointing members (i.e. Service Committees and Sub Committees) this is a timely opportunity for each of the new Committees to undertake a fundamental review of the Outside Bodies to which the Council appoints. This will also include how representatives are to feedback to the Council.

It is proposed that for the September 2014 cycle of Committees, there is a report reviewing the list of Outside Bodies within the remit of the Committee to ensure relevance and appropriateness of membership by applying basic criteria for continuing representation. The views of members who have served on these bodies together with those bodies themselves will be gathered and reported back to this Committee.

It is also proposed that as a general rule, current appointments are left in place pending review in the September cycle unless there are good reasons why membership needs to be reviewed before then (e.g. where an appointment was made on the basis of a position that a particular member held on the Council such as a Group Leader or a Cabinet Member). Where this applies, these are set out in Appendix A to this report.

Under the Committee system, responsibility for establishing and appointing to internal bodies lies with the Service Committees. The same applies to Member Champions which will be part of the review of the structures in November 2014. It is suggested that for these bodies/positions a similar approach to that outlined above for outside bodies be taken

Finally, a small number of Scrutiny Working Groups were unable to complete their tasks before the change of governance. It is suggested that a report be brought by the relevant

Chief Officer to the next meeting to allow members to consider how/if they wish to progress these pieces of work. Committees may decide they wish to reconstitute these Groups under the new system of governance or that they have other priorities for the resources available.

### **Recommendation**

- **That the Committee notes that unless otherwise specified, existing appointments to external and internal bodies will continue pending a review to the September Committee cycle and that Member Champion appointments remain in force until the November review.**
- **That members review and make appointments to those particular external and internal bodies where there is a need to review appointments before the September meeting of the Committee, as set out (where appropriate) in Appendix A.**
- **To note that where there is a scrutiny working group whose work was not considered by members to be have been complete (Appendix A where appropriate), the Chief Officer will bring a report the next meeting to allow members to consider how/if they wish to progress these pieces of work.**
- **To delegate to the Acting Managing Director, following consultation with the Chairman or Vice Chairman (and Group Spokespersons where appropriate) authority to make appointments to internal and outside bodies where there is an urgent need.**

## **1. Proposal**

### **Outside Bodies**

1.1 Under the Committee system, it is for Service Committees and their Sub Committees to consider making appointments. The move to a committee system of Governance is a timely opportunity for each of the new Committees to undertake a fundamental review of the Outside Bodies on which the Council is represented. The bodies to which we make appointments change regularly as new organisations request membership and others withdraw. However, given that we now have a new system of governance and a new mechanism for appointing members, a review of appointments and also of how members undertake that representative role, including effective feedback to the Council, is important.

1.2 It is therefore suggested that there be a review of the list of Outside Bodies to ensure relevance and appropriateness of membership by applying basic criteria including the following:-

- The appointment furthers the Council's corporate priorities
- The appointment is necessary to fulfil one or more of the Council's statutory functions.
- The appointment is necessary to protect the Council's investment and assets
- There is not a significant cost and resource implication for the Council when measured against any accrued benefit.
- The balance or risk of any detrimental impact on the Council were it not represented.
- The appointment raises the profile of the Council at a national or regional level

1.3 The views of members who have served on these bodies together with those bodies themselves will also be gathered and reported back to this Committee at your September meeting. The general rule to support continuity will be that current appointments will continue pending that review. However, there are a small number of outside (and internal) bodies that have appointments made on the basis of the positions that a particular member held on the Council (e.g. a Group Leader or a Cabinet Member) where there will be a need for the Committee to consider whether it wishes to make an early change. In addition, there are a small number of outside bodies where there is currently a vacancy and it is important to make an appointment. Where identified, these are set out in Appendix A to this report.

### **Internal bodies**

1.4 The current pattern of these groups was agreed by the Cabinet at its meeting in June 2013. Under the new system of governance, it is important to review these bodies as, for example, a number were established to advise Cabinet Members. It is suggested that this forms part of the review which will come to the Committee in September 2014. As these bodies were established under the Cabinet system, some had the portfolio holder as a member. Where there is a need for the Committee to consider whether it wishes to make an early change, these are set out in Appendix A to this report.

### **Scrutiny Working Groups**

1.5 A number of Scrutiny Working Groups were established by the former Overview and Scrutiny Panels (OSPs). Whilst the Overview and Scrutiny Strategy Group encouraged OSPs to complete their work plans (including working groups) before the start of the new Committee system, in a number of cases that did not prove possible. As there are no longer any OSPs, those working groups they established are no longer formally constituted. However, members were clear that they did not wish any outstanding pieces of work to be “lost” in the transition, so any scrutiny working groups established by OSPs whose work was not considered by members to be have been complete are set out in Appendix A (where appropriate). It is suggested that a report be brought to the next meeting (July cycle) to allow members to consider how/if they wish to progress these pieces of work. Committees may decide they wish to reconstitute these Groups under the new system of governance or that they have other priorities for the resources available.

## **2. Evidence**

2.1 The Committee could decide to extend the current arrangements and not review them. However, as there has been such a significant change in the Council’s governance, it is important to conduct a review. This will give the Committee the evidence to make sound decisions based on all the relevant factors (as described in 1.6 above).

## **3. Financial Implications**

The proposed course of action does not involve any financial implications as the review will be undertaken by your officers within existing financial and staffing resources. Any changes to the level of representation that the Committee decides at its September meeting may have financial implications in terms of member travel costs.

## 4. Issues, risks and innovation

4.1 There are no other relevant implications to be considered by members.

## 5. Background

5.1 Appointment of Members to Outside Bodies provides support to the organisation concerned, enables Councillors to fulfil their community leadership roles and enables appropriate monitoring of performance / budgets in line with best practice.

5.2 Councillors appointed to Outside Bodies are able to work with and alongside local community groups, helping to empower them in terms of addressing local issues and delivering sustainable solutions.

5.3 Under the previous system of Governance, appointments to outside bodies were made under delegated powers by the Leader at the commencement of a new Council. The Leader reviewed the appropriateness of making an appointment to a body and, following consultation with Group Leaders, appointed members. Any new organisations that required representation during the period of the Council were also referred to the Leader for a decision.

5.4 The Council also makes appointments to a significant number of internal bodies. Under the Committee system, responsibility for these bodies lies with the Service Committees. The Cabinet system had a pattern of Boards, Working Groups, Panels, Steering Groups and other member bodies which do not have executive authority and therefore do not need to be politically balanced. The current political allocations were agreed by Cabinet in 2013; however the Committee may, if it so wishes, make changes.

5.5 There is no requirement for a member to be appointed from the “parent committee”. In certain categories of outside bodies it will be most appropriate for the local member to be appointed; in others, Committees will wish to have the flexibility to appoint the most appropriate member regardless of their division or committee membership. In this way a “whole Council” approach can be taken to appointments.

5.6 All Committees will be considering a similar report this cycle

**Background Papers** – There are no background papers relevant to the preparation of this report

### Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

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## Communities Committee

### Outside Bodies

The following Outside Bodies require review before the report to the Committee in September 2014

1. Norfolk Community Health and Care NHS Trust Shadow Council of Governors  
(2)

(1 representing Adults)  
(1 representing Children)

Norfolk Community Health & Care NHS Trust is responsible for community health provision across all of Norfolk except for Great Yarmouth and Waveney. This includes community hospitals and a full range of non-acute services including community nursing, health visiting, and school nursing services. The Trust currently shares one senior manager post with Adult Social Care and is in the process of agreeing a joint senior management team with the Council.

Council appointees as a Governor of an NHS Trust should not also be members of the Norfolk Health Overview and Scrutiny Committee because of the potential / perceived conflict of interest.

Frequency : Monthly in public

Location : Various locations around the County. Every other meeting is in Norwich

The Council has vacancies on this important body which need to be appointed to as soon as possible. It is suggested that the Committee appoints a member of Children's Services Committee as the Children's representative and a member of Adult Social Care Committee as the Adults representative

2. Governors Council of James Paget University Hospitals NHS Foundation Trust  
(1)

The Governors Council holds the Board of Directors to account for the performance of the Trust. Council appointees as a Governor of an NHS Trust should not also be members of the Norfolk Health Overview and Scrutiny Committee because of the potential / perceived conflict of interest.

Frequency : 5 meetings a year plus AGM

Location : James Paget University Hospital

The Council has a vacancy on this important body which needs to be appointed to as soon as possible. It is suggested that the Committee appoints a member of Adult Social Care Committee as the representative.

3. East of England Trading Standards Association Member Group (EETSA)(1)

Current representative: Cllr Roper

EETSA is a partnership of the LA Trading Standards services that fall within the eastern region of England. EETSA authorities collaborate on procurement, bids for grants and coordination of some enforcement that crosses LA areas. EETSA is represented by Norfolk CC on the National Trading Standards Board which provide strategic capacity and funding to national trading standards issues

Frequency: Twice a year

Location: As it's a regional event venues have been Peterborough and King's Lynn

The current representative (Cllr Roper) was appointed by virtue of his position as Cabinet Member

### **Communities Committee Boards/Working Groups/Panels**

- (a) The following Group requires review before the report to the Committee in September 2014 to determine whether it requires the Chair or Vice Chair of the Committee to be a member of the Group where previously the Cabinet member was part of the Group. If so, further adjustment of Group membership may be required to accommodate that.

1. Fire Joint Consultative Forum – 7

Current representatives:

1 Labour - Mike Sands  
1 Lib Dem - Dan Roper  
4 Conservatives - Alison Thomas, Nigel Dixon, Colin Foulger, Nigel Shaw  
1 UKIP - Stephen Agnew

- (b) The following Sub-Panel of the Committee requires appointment

1. Norfolk Community Safety Partnership (CSP) Sub Panel (3 County and 7 District Members)

3 County Councillors (1 Conservative, 1 Labour, 1 UKIP and 1 named substitute for each)

This body is a Sub Panel of the Committee and scrutinise the Countywide CSP and is politically balanced. It is appointed annually. In addition to the 3 County Council members, each District Council nominates one member.

Current membership: Cllrs Thomas (Con), Perkins (UKIP), Sands (Lab)