

## Public Document Pack



# Rutland County Council

Catmose Oakham Rutland LE15 6HP.

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Minutes of the **TWENTY FIRST ANNUAL AND TWO HUNDRED AND SIXTY SECOND MEETING** of the **COUNCIL** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Monday, 8th May, 2017 at 7.00 pm

### **PRESENT:**

Mr N Begy	Mr K Bool
Mr E Baines	Mr O Bird
Miss R Burkitt	Mr B Callaghan
Mr R Clifton	Mr G Conde
Mr W Cross	Mr J Dale
Mr R Foster	Mr J Fox
Mr R Gale	Mr O Hemsley
Mr J Lammie	Mr A Mann
Mr T Mathias	Mr M Oxley
Mr C Parsons	Mrs L Stephenson
Mr A Stewart	Mr K Thomas
Miss G Waller	Mr A Walters
Mr D Wilby	

**APOLOGIES:** Mrs D MacDuff

### **OFFICERS**

#### **PRESENT:**

Mrs Helen Briggs	Chief Executive
Mr Dave Brown	Director for Places – Environment, Planning and Transport
Mrs Debbie Mogg	Director for Resources (Monitoring Officer)
Ms Natasha Brown	Acting Manager - Corporate Support team
Miss Sue Bingham	Acting Coordinator - Corporate Support Team

### **1 APOLOGIES FOR ABSENCE**

Apologies were received from Mrs MacDuff.

### **2 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that the list of engagements had been circulated.

### **3 ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE**

There were no announcements from the Leader, Members of the Cabinet or the Head of Paid Service.

#### **4 DECLARATIONS OF INTEREST**

Members were invited to declare any disclosable interests under the Code of Conduct they might have in respect of items on the Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applied to them.

None were received.

#### **5 QUESTIONS FROM MEMBERS OF THE COUNCIL**

i) Miss G Waller

1. Cabinet was recently advised there was now no longer a waiting list for Children and Adolescent Mental Health Services (CAMHS). Can the portfolio holder please tell me the average, and longest, time lapse between CAMHS accepting a referral and the young person's first appointment?
2. How does CAMHS manage emergency referrals?
3. How does CAMHS signpost support to other agencies if it deems a referral below its threshold?

The Portfolio Holder for Adult Social Care and Health, Mr Clifton responded as follows:

##### Question 1

Cabinet were advised on 18th April 2017 that the last data we had from CAMHS on waiting times for children we support showed that there were no waiting times beyond the 3 weeks; however there was one exception for one child but this was for valid reasons. Further it was highlighted that getting data on waiting times was not an easy process.

Rutland County Council does therefore not receive regular information on provision timescales for individual children in the county; this is similar to all other types of health intervention that Rutland County Council does not directly commission.

That said CAMHS have informed us that the current average waiting times for all children is six weeks.

N.B. Matching process is undertaken 4 times a year so Rutland County Council is clear on which children it supports have been referred to the service.

##### Question 2

CAMHS referrals are classified in the following groups:

- Within 24 Hours (Emergency) – Referrals to Telephone & Face to Face Assessment and/or Treatment.
- 4 Week (Urgent) – Referrals to Telephone or Face to Face Assessment
- 13 Week (Routine) – Referrals to Telephone or Face to Face Assessment

Referral Process:

Emergency referrals are handled via the CAMHS Crisis team, who operate 08:00 – 22:00, Monday through to Friday. Work outside this is provided by the adult on-call team/ emergency duty team when required.

A telephone call is made within 2 hours and if required a face to face assessment is offered. The telephone and assessment confirms if the patient is suitable for the Crisis Team.

If treatment is required, this is provided straight away either through home treatment or inpatient services. Once completed, the patient is either discharged from care or stepped down to other CAMHS services or to early intervention services.

### Question 3

CAMHS can signpost professionals to its Tier 2 CAMHS Support in Rutland, for example:

- A weekly confidential family therapy service operates from the Children's Centre.
- A Professional Advice Line is available daily for anyone working with young people who may wish to discuss a case and Rutland Foster Carers are offered regular supervision sessions with a clinician.

The CAMHS service works closely with other emotional well-being and mental health support for young people in Rutland within the early intervention services.

- a) Rutland has a specialist emotional health and wellbeing practitioner, who sits within the health service school nursing structure, who covers Melton and Rutland, who works with our schools and our young people to deliver 1 to 1 and group support on emotional health and well-being issues.
- b) Rutland County Council's youth service team delivers targeted support to schools and to community groups through its group work programme, schools have specifically asked for support on self-esteem and emotional resilience.
- c) Young people who want one to one support and would not meet the threshold for CAMHS intervention, or who may have stepped down from CAMHS services, are offered a mentoring programme or 'whole family support' through Rutland County Council's Early Help targeted intervention practitioners.
- d) There is also a health commissioned service that delivers on line counselling and support, called 'Kooth' (<https://kooth.com/>), that will deliver 1 to 1 counselling and live and off line advice forums.

It was agreed to provide a copy of Mr Clifton's response with the minutes for the meeting.

As a supplementary question, Miss Waller asked how long it took once a referral had been made, for a young person to start to be supported on a regular basis?

Mr Clifton responded that he did not have the information available immediately, but would provide a response outside of the meeting.

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The Chief Executive took the Chair for the next item.

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## **6 ELECTION OF CHAIRMAN OF THE COUNCIL**

Nominations were invited for the office of the Chairman of the Council for the Municipal Year 2017/18. A nomination was received from Mr Mathias who proposed the election of Mr K Bool as Chairman. This was seconded by Mr Hemsley.

No further nominations were received.

### **RESOLVED**

That Mr K Bool is elected Chairman of the Council for the Municipal Year 2017/18.

Mr Bool was invested with the Chairman's Chain of Office.

Mr Bool made a short speech of acceptance of office and took the Chair.

## **7 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

Nominations were invited for the office of Vice-Chairman of the Council for the Municipal Year 2017/18. A nomination was received from Mr Mathias who proposed the election of Mr M E Baines as Vice-Chairman. This was seconded by Mr Foster.

No further nominations were received.

### **RESOLVED**

That Mr M E Baines be Elected Vice-Chairman of the Council for the Municipal Year 2017/18.

Mr Baines was invested with the Vice-Chairman's Chain of Office.

Mr Baines made a short speech of acceptance of office and thanked members for electing him as Vice-Chairman.

## **8 APPOINTMENT OF EXECUTIVE AND LEADERS SCHEME OF DELEGATION AND CABINET PROCEDURE RULES**

Report No.108/2017 from Director for Resources was received the purpose of which was to inform Council of the Cabinet membership, portfolios and scheme of delegation.

Mrs Mogg, Director for Resources, provided a short introduction confirming that the Leader may choose a Deputy Leader and members of the Cabinet for the coming year but is required to inform Council at its Annual meeting. The Leader

is also required to inform Council how decisions will be taken by the Executive, page 21 of the report confirmed that the current practice of decisions taken collectively by Cabinet will be maintained at present. Finally the report is to present for noting the Cabinet Procedure Rules which have been updated to reflect current legislation and practice.

Mr Mathias proposed the recommendations in the report. Mr Hemsley seconded the recommendations.

During debate the following points were raised:

- Mr Cross enquired how different the rules were from the earlier ones and highlighted that he felt that Procedure Rule 152 which required the person presiding to ensure that every point of view had a fair hearing was very important, along with Procedure Rules 154 which referred to the achievement of best value. Under Procedure Rule 159 Mr Cross hoped that details of any consultation on Cabinet matters would be available;
- Mrs Mogg confirmed that the procedure rules referred to by Mr Cross had not been changed.

## **RESOLVED**

- 1) Council **NOTED** the membership of the Cabinet and the portfolios allocated to Cabinet Members as shown at Appendix A to Report No. 108/2017; and
- 2) Council **NOTED** the Cabinet Procedure Rules which incorporate the Leader's Scheme of Delegation at Appendix B to Report No. 108/2017 and **AGREED** to its inclusion in the Constitution.

## **9 ESTABLISHMENT OF SCRUTINY PANELS AND STANDING COMMITTEES AND SCHEME OF DELEGATION**

Report No. 103/2017 from the Director for Resources was received the purpose of which was for the Annual Council meeting to consider the establishment and terms of reference of Scrutiny Panels and Standing Committees as required under Part 4 Section 1, Procedure Rule 22 of the RCC Constitution. A review of the current structure of Scrutiny Panels and Committees had taken place and the report presented a proposal for approval by Council. Changes to the current structure were detailed at paragraphs 3 and 4 of the report which must be considered before seats could be allocated in accordance with political balance rules.

Mrs Mogg provided a brief introduction outlining the main changes proposed in the report as follows:

- Changes to the number, name, membership size and terms of reference of Scrutiny Panels;
- Development Control and Licensing Committee and Licensing Committee to be brought under one Committee with a new name of Planning and Licensing Committee with revised membership size, delegations, terms of reference and start time changed to 7pm in line with other Committees;
- Introduction of a Public Speaking Scheme for Planning and Licensing Committee;

- Changes to the terms of reference for Employment and Appeals and Audit and Risk Committees;
- Amendment to the close of meetings Procedure Rules; and
- Revised Scheme of delegation.

During debate the following points were raised:

- i. Mr Oxley was concerned that the amount of time being given to the consideration of planning applications would be reduced by the change in start time of Planning and licensing Committee and the change in the close of meetings procedures. Mr Oxley was also concerned that enforcement had also been delegated to Officers and would no longer come to the Committee and Mr Conde supported this concern;
- ii. Mrs Mogg confirmed that where enforcement was concerned the delegation was in consultation with the Chair of the Committee who could request that an issue was brought before the Committee. All changes would be kept under review and could be reconsidered in future;
- iii. Mr Oxley highlighted that the Terms of Reference for the Conduct Committee noted promotion of high standards of conduct by Members of the authority, but did not explicitly mention Parish and Town Councillors;
- iv. Mrs Mogg confirmed that this was included under her statutory role as Monitoring Officer, but that the Conduct Committee would also take the opportunity to review the Terms of Reference at the first meeting of the Municipal year;
- v. Mr Bird felt that it was restrictive to allow only one person to speak for and one person to speak against a planning application under the proposed Public Speaking Scheme for Planning and Licensing Committee and also that 3 minutes was a short amount of time; and
- vi. Mr Gale was also concerned regarding reducing the amount of time for the Planning and Licensing Committee to consider planning applications.

## **RESOLVED**

- 1) Council **APPOINTED** the Scrutiny Panels and Standing Committees as set out at paragraph 5 of Report 103/2017 for the Municipal Year 2017/18;
- 2) Council **APPROVED** the terms of reference for Scrutiny Panels as set out in Appendix A of Report 103/2017;
- 3) Council **APPROVED** the terms of reference for Standing Committees and the Scheme of Delegation as set out in Part 8 of the Constitution shown Appendix B of Report 103/2017 ;
- 4) Council **APPROVED** the proposed changes to Close of Meetings Procedure Rules as detailed in Section 6 of Report 103/2017;
- 5) Council **APPROVED** the revised public speaking scheme for the Planning and Licensing Committee as set out in Appendix C of Report 103/2017;
- 6) Council **AUTHORISED** the Monitoring Officer to incorporate the revisions and changes above into the Council's Constitution.

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In accordance with the provisions of Procedure Rule 11, paragraph 2 – Recording of Votes – Mr Gale requested that his vote against the above

resolutions be recorded.

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## 10 POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS

Report No. 109/2017 was received from the Director for Resources, the purpose of which was to review the political balance of Committees and Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Regulations made thereunder, confirm the number of seats on scrutiny panels and committees and approve the allocation of seats in accordance with the statutory requirements.

Mrs Mogg provided a short introduction to the report confirming that the Council was now asked to consider the allocation of 51 seats (as approved in the previous item) to political groups. The groups had indicated how they wanted to take their seats and this was recorded in Appendix 1 to Report No. 109/2017. The Council was also being asked to approve that allocation of seats to non-aligned Councillors, whose wishes had also been recorded in Appendix 1.

During debate the following points were raised:

- i. Mr Dale noted that all Committees were now predominantly Chaired by Conservative Members and it would have been better if the other Groups had been given more opportunity to Chair meetings; and
- ii. Mr Gale noted that his view was that party Politics in Rutland did not result in the best service for the community of Rutland.

### RESOLVED

- 1) Council **APPROVED** the revised political balance calculation as per paragraph 2.3 of Report No.109/2017;

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In accordance with the provisions of Procedure Rule 11, paragraph 2 – Recording of Votes – Mr Gale requested that his vote against the above resolution be recorded.

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- 2) Council **APPROVED** the allocation of seats to Political Groups shown at paragraph 2.4 and **NOTED** the membership of each committee as set out in the revised Appendix 1 of Report No. 109/2017(Appended to these minutes);

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In accordance with the provisions of Procedure Rule 11, paragraph 2 – Recording of Votes – Mr Gale requested that his vote against the above resolution be recorded.

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- 3) Council **APPOINTED** non-aligned members to the remaining seats on Committees and Scrutiny Panels as set out in the revised Appendix 1 of Report No. 109/2017(Appended to these minutes).

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In accordance with the provisions of Procedure Rule 11, paragraph 2 – Recording of Votes – Mr Gale requested that his vote against the above resolution be recorded.

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**11 APPOINTMENT OF CHAIRMEN OF SCRUTINY PANELS AND THE SCRUTINY COMMISSION**

The Council was requested to appoint members to the Chairmanship of Scrutiny panels for the Municipal Year 2017/18.

**RESOLVED**

That the following be appointed chairman to the appropriate Scrutiny Panel for the Municipal Year 2017/18:-

- |  |                      |
|--|----------------------|
| i) Adults and Health Scrutiny Panel                      | Mrs L Stephenson (C) |
| ii) Children and Young People Scrutiny Panel             | Mr N Begy (C)        |
| iii) Growth, Infrastructure and Resources Scrutiny Panel | Mr J M Lammie (C)    |

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In accordance with the provisions of Procedure Rule 11, paragraph 2 – Recording of Votes – Mr Gale requested that his abstention from voting on the above resolution be recorded.

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**SCRUTINY COMMISSION**

In accordance with the provisions of Procedure Rule 192, the Chairmen of the Scrutiny Panels listed above would be automatically appointed to the Scrutiny Commission for the period of their office.

Council was requested to appoint the Chairman of the Scrutiny Commission from one of the three Chairmen of Scrutiny Panels appointed above.

**RESOLVED**

Council appointed Mr J M Lammie as Chairman of the Scrutiny Commission for the Municipal Year 2017/18.

**12 APPOINTMENT OF MEMBERS TO SCRUTINY PANELS**

The Chairman noted that the appointment of members to Scrutiny Panels had already taken place at Item 10 following Council's approval of Revised Appendix 1 to Report No. 109/2017 appended to these minutes.

**13 CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL COMMITTEES**

The Council was requested to elect members to the Chairmanship and Vice-Chairmanship of the Standing Committees of the Council.

**RESOLVED**

a) That the following Members be elected as Chairman and Vice-Chairman of the Standing Committees of the Council:

i) Audit and Risk Committee

Miss G Waller (LD) – Chairperson  
Mr J M Lammie (C) – Vice Chairman

ii) Conduct Committee

Mr A Stewart (C) – Chairman  
Mr K A Bool (C) – Vice Chairman

iii) Planning and Licensing Committee

Mr M E Baines (C) – Chairman  
Mr A Stewart (C) – Vice Chairman

iv) Employment and Appeals Committee

Mr K A Bool (C) – Chairman  
Mr R Clifton (C) – Vice Chairman

b) Council noted that the Chairperson of the Health and Wellbeing Board will be the Portfolio Holder with responsibility for Health, Mr R Clifton.

#### **14 MEMBERSHIP OF COUNCIL COMMITTEES**

a) The Chairman noted that the appointment of members to Standing Committees had already taken place at Item 10 following Council's approval of Revised Appendix 1 to Report No. 109/2017 appended to these minutes.

b) Council were asked to appoint an additional elected member of Rutland County Council to the Health and Wellbeing Board in accordance with its Terms of Reference.

Mr Hemsley nominated Mr Mathias and this was seconded by Mr Foster.

No further nominations were received.

#### **RESOLVED**

Mr Mathias was appointed as the additional elected member of Rutland County Council to the Health and Wellbeing Board in accordance with its Terms of Reference.

#### **15 PROGRAMME OF MEETINGS 2017/18**

Report No.106/2017 was received from the Director for Resources the purpose of which was for Council to agree the date and time of ordinary meetings of Council (and its Committees) for the coming Municipal Year.

#### **RESOLVED**

That the programme of meetings 2017/18 as set out in the annex to these minutes be approved.

## **16 APPOINTMENTS TO OUTSIDE ORGANISATIONS, WORKING GROUP AND FORA**

Report No. 107/2017 was received from the Director for Resources the purpose of which was to approve those appointments that must be appointed to by Full Council (Appendix A) and note those that are allocated according to a Member's role or Ward (Appendix B).

### **RESOLVED**

- 1) Council **APPROVED** the appointments to Outside Bodies, Working Groups and Fora detailed in revised Appendix A to Report No. 107/2017 appended to these minutes.
- 2) Council **NOTED** the appointments to Outside Organisation, Working Groups and Fora automatically designated by role/ward member in revised Appendix B to Report No. 107/2017 appended to these minutes.
- 3) Council **NOTED** the appointments that were no longer required, as set out in revised Appendix B to Report No. 107/2017 appended to these minutes.
- 4) Council **APPROVED** the Terms of Reference for the Constitution Review Working Group set out at Appendix C to Report No. 107/2017.

## **17 MATTERS REFERRED TO COUNCIL BY MEMBERS OF THE COUNCIL**

No matters had been referred.

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The Chairman wished to thank the Chief Executive, her team and the Corporate Support Officers for their hard work throughout the last Municipal year.

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**The Chairman declared the meeting closed at 7.52 pm.**

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# Rutland County Council

## Structure - May 2017/18

**CHAIRMAN OF THE COUNCIL: Mr K A Bool**  
**VICE CHAIRMAN OF THE COUNCIL: Mr M E Baines**

**LEADER OF THE COUNCIL: Mr T Mathias**  
**DEPUTY LEADER OF THE COUNCIL: Mr O Hemsley**

### **COUNCIL** (All 26 Members)

#### **CABINET**

Mr T Mathias (C)\*  
 Mr O Hemsley (C)\*\*  
 Mr R Clifton (C)  
 Mr R Foster (C)  
 Mr A Walters (C)  
 Mr D Wilby (C)



#### **SCRUTINY COMMISSION**

Mr J M Lammie (C)\*  
 Mr N Begy (C)  
 Mrs L Stephenson (C)

#### **GROWTH, INFRASTRUCTURE & RESOURCES SCRUTINY PANEL**

Mr J M Lammie (C)\*  
 Mr M E Baines (C)  
 Mr O Bird (I)  
 Mr W J Cross (C)  
 Mr A Mann (C)  
 Mr A Stewart (C)  
 Mr K Thomas (LD)

#### **CHILDREN & YOUNG PEOPLE SCRUTINY PANEL**

Mr N Begy (C)\*  
 Mr M E Baines (C)  
 Mr K A Bool (C)  
 Mr B Callaghan (I)  
 Mr J T Dale (O)  
 Mrs L Stephenson (C)  
 Mr K Thomas (LD)

#### **ADULTS & HEALTH SCRUTINY PANEL**

Mrs L Stephenson (C)\*  
 Mrs R Burkitt (C)  
 Mr G Conde (C)  
 Mr W J Cross (C)  
 Mrs J Fox (C)  
 Mr C A Parsons (I)  
 Miss G Waller (LD)

#### **AUDIT & RISK COMMITTEE**

Miss G Waller (LD)\*  
 Mr J M Lammie (C)\*\*  
 Mr N Begy (C)  
 Mrs R Burkitt (C)  
 Mr G Conde (C)  
 Mrs J Fox (C)  
 Mr M Oxley (I)

#### **PLANNING & LICENSING COMMITTEE**

Mr M E Baines (C)\*  
 Mr A Stewart (C)\*\*  
 Mr G Conde (C)  
 Mr W J Cross (C)  
 Mr R Gale (O)  
 Mr J M Lammie (C)  
 Mr A Mann (C)  
 Mr T Mathias (C)  
 Mr M Oxley (I)  
 Mr C Parsons (I)

#### **EMPLOYMENT AND APPEALS COMMITTEE**

Mr K A Bool (C)\*  
 Mr R Clifton (C)\*\*  
 Mr J T Dale (O)  
 Mr M Oxley (I)  
 Mr A Stewart (C)  
 Mr A Walters (C)  
 Mr D Wilby (C)

#### **CONDUCT COMMITTEE**

Mr A Stewart (C)\*  
 Mr K A Bool (C)\*\*  
 Mr R Clifton (C)  
 Mr R Foster (C)  
 Mr R Gale (O)  
 Mr M Oxley (I)

#### **HEALTH & WELLBEING COMMITTEE**

Mr R Clifton (C)\*  
 Mr T Mathias (C)

\* Chairman  
 \*\* Vice Chairman

(C) - Conservative  
 (I) – The Independent Group  
 (LD) – Liberal Democrat  
 (O) – Other , non-aligned  
 (V) – Vacant Councillor

#### **Independent Members (Co-Opted, non-voting)**

Mr G Grimes  
 Mr I Shatford

#### **Parish/Town Council Members**

Mr S Aley  
 Mr A Lowe

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MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
		1										
		2			1						1	
1 <b>BANK HOLIDAY</b>		3			2 Parish Council Forum			1 <b>BANK HOLIDAY</b>			2 <b>EASTER MONDAY</b>	
2		4 Planning and Licensing Committee	1 Planning and Licensing Committee		3 SACRE			2			3 SACRE	1
3		5	2		4	1		3 <b>Terms Starts</b>			4	2
4 People (Children) Scrutiny Panel	1	6	3		5l	2		4	1	1	5 Adults and Health Scrutiny Panel	3
5	2	7	4	1	6	3	1	5	2	2	6	4
6	3	8	5	2	7	4	2	6	3	3	7	5
7	4	9	6	3	8	5	3	7	4	4	8	6
8 <b>ANNUAL COUNCIL</b>	5 <b>Term Starts</b>	10 <b>COUNCIL</b>	7	4	9 <b>COUNCIL</b>	6	4	8	5	5	9 <b>COUNCIL</b>	7 <b>BANK HOLIDAY</b>
9	6 Corporate Parenting Board Planning and Licensing Committee	11	8	5 Corporate Parenting Board Conduct Committee	10	7	5 Rutland Health and Wellbeing Board	9 SACRE	6 Employment and Appeals Committee	6 Rutland Health and Wellbeing Board	10 Corporate Parenting Board Planning and Licensing Committee	8 Planning and Licensing Committee
10	7	12	9	6	11	8	6	10	7	7	11	9
11 <b>13</b>	8 <b>ELECTION</b>	13	10	7 Children and Young People Scrutiny Panel	12	9	7	11	8 Adults and Health Scrutiny Panel	8	12 Growth, Infrastructure and Resources Scrutiny Panel	10
12	9	14	11	8	13 <b>Term Ends</b>	10	8	12	9 <b>Term Ends</b>	9	13	11
13	10	15	12	9	14	11	9	13	10	10	14	12
14	11	16	13	10	15	12	10	14	11	11	15	13
15	12 <b>COUNCIL</b>	17 Parish Council Forum	14	11 <b>COUNCIL</b>	16	13 <b>COUNCIL</b>	11	15 <b>COUNCIL</b>	12	12 <b>COUNCIL</b>	16 <b>Term Starts</b> Parish Council Forum	14 <b>ANNUAL COUNCIL</b>
16 <b>CABINET</b> Planning and Licensing Committee	13 Rutland Health and Wellbeing Board	18 <b>CABINET</b> Employment and Appeals Committee	15 <b>CABINET</b>	12	17 <b>CABINET</b>	14	12	16 <b>CABINET (Draft Budget)</b> Planning and Licensing Committee	13 Planning and Licensing Committee	13 Planning and Licensing Committee	17 <b>CABINET</b>	15
17	14	19	16 Parish Council Working Group	13	18	15	13 Parish Council Working Group	17	14	14	18	16
18	15 Growth, Infrastructure and Resources Scrutiny Panel	20	17	14 Adults and Health Scrutiny Panel	19	16 Growth, Infrastructure and Resources Scrutiny Panel	14	18	15 Growth, Infrastructure and Resources Scrutiny Panel	15	19 Children and Young People Scrutiny Panel	17
19	16	21 <b>Term Ends</b>	18	15	20	17	15	19	16	16	20	18
20	17	22	19	16	21	18	16	20	17	17	21	19
21	18	23	20	17	22	19	17	21	18	18	22	20
22	19	24	21	18	23	20	18	22	19 <b>Term Starts</b>	19	23	21
23	20 <b>CABINET (Q4)</b>	25	22	19 <b>CABINET</b> Audit and Risk Committee (Statement of Accounts)	24 Planning and Licensing Committee	21 <b>CABINET (Q2)</b> Planning and Licensing Committee	19 <b>Term Ends CABINET</b> Planning and Licensing Committee	23 Corporate Parenting Board	20 <b>CABINET (BUDGET &amp; Q3)</b>	20 <b>CABINET</b>	24 Audit and Risk Committee	22 <b>CABINET</b>
24	21	26	23	20	25	22	20	24 Scrutiny Panel Budget Meeting	21	21	25	23
25	22 Children and Young People Scrutiny Panel	27	24	21	26	23 Children and Young People Scrutiny Panel	21	25 Scrutiny Panel Budget Meeting	22 Children and Young People Scrutiny Panel	22	26	24
26 <b>Term Ends</b>	23	28	25	22	27	24	22	26	23	23	27	25 <b>Term Ends</b>
27	24	29	26	23	28	25	23	27	24	24	28	26
28	25	30	27	24	29	26	24	28	25	25	29	27
29 <b>BANK HOLIDAY</b>	26	31	28 <b>BANK HOLIDAY</b>	25	30 <b>Terms Starts</b>	27	25 <b>BANK HOLIDAY</b>	29 Parish Council Forum	26 <b>SPECIAL COUNCIL (COUNCIL TAX)</b>	26	30	28 <b>BANK HOLIDAY</b>
30	27 SACRE Audit and Risk Committee		29 Planning and Licensing Committee	26 Rutland Health and Wellbeing Board Planning and Licensing Committee	31	28	26 <b>BANK HOLIDAY</b>	30 Audit and Risk Committee	27	27 Conduct Committee		29
31 Parish Council Working Group	28		30	27		29	27	31	28 Parish Council Working Group	28		30
	29 Adults and Health Scrutiny Panel		31 <b>Terms Starts</b> Growth, Infrastructure and Resources Scrutiny Panel	28		30 Adults and Health Scrutiny Panel	28			29 <b>Term Ends</b>		31
	30			29			29			30 <b>GOOD FRIDAY</b>		
				30			30					
							31					

**MEETING START TIMES:**

*(Open to the public)*

COUNCIL	7.00pm
CABINET	9.30am
SCRUTINY PANELS	7.00pm
AUDIT AND RISK COMMITTEE	7.00pm
CONDUCT COMMITTEE	7.00pm
PLANNING AND LICENSING COMMITTEE	7.00pm
EMPLOYMENT AND APPEALS COMMITTEE	7.00pm
LICENSING ACT COMMITTEE	7.00pm
PARISH COUNCIL FORUM	7.00pm
RUTLAND HEALTH AND WELLBEING BOARD	2.00pm
SACRE	4.30pm

**MEETING START TIMES:**

*(Not open to the public)*

Corporate Parenting Board	2.00pm
Parish Council Working Group	5.30pm
Parish Council Forum	7.00pm
(parish representatives only)	

**MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FOR A**

**APPOINTMENTS TO OUTSIDE BODIES MADE BY COUNCIL**

OUTSIDE ORGANISATION	Frequency of Meetings	ALTERNATE MEMBER(S) ALLOWED	Proposed Member(s) for 2017/18
ACTIVE RUTLAND (was Local Sports Alliance)	Bi-monthly 5pm – 6pm	Yes	Mr A Walters (Alternate – Mr O Hemsley)
ANGLIAN (NORTHERN) REGIONAL FLOOD AND COASTAL COMMITTEE 15	Quarterly (Jan, 28 April, 14 July, 20 Oct) with sub-cttee when needed Daytime at Peterborough	Yes Must be of a similar level i.e. Councillor or Officer	Mr M E Baines (Alternate – Miss G Waller)
CARLTON HAYES MENTAL HEALTH CHARITY	Quarterly during working hours	No. If the appointed member cannot attend it would require a re-appointment of a new member rather than a substitute.	Mr R Foster (Appointed until 2019)
COMBINED FIRE AUTHORITY	Annual General Meeting in June. Quarterly at Leicester during working hours	Council can replace the appointed member at their discretion.	Mr K A Bool (Alternate – Mr R Foster)
EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION (Leics and Rutland Committee)	Bi-annually 6pm - 9pm at Leicester and Loughborough	Yes	Mr R Foster (Alternate – Mr D Wilby)

OUTSIDE ORGANISATION	Frequency of Meetings	ALTERNATE MEMBER(S) ALLOWED	Proposed Member(s) for 2017/18
EMMA MOLESWORTH CHARITY ADVISORY COMMITTEE	Bi-annually April and September during working hours at Catmose		Mr R J Gale Mr C A Parsons Mr W J Cross Mr M E Baines
FAIRTRADE STEERING GROUP	Annual General Meeting 26 April 2017. Evenings Every 6-8 weeks at Oakham Methodist Church	Yes	Mr G Conde
JOINT HEALTH SCRUTINY PANEL	Ad hoc Daytime	N/a	Chair of Adult Scrutiny One other member – Miss G Waller
LEICESTERSHIRE AND RUTLAND PLAYING FIELD ASSOCIATION EXECUTIVE COMMITTEE (Part of the Rural Community Council Leics and Rutland)	Up to 4 meetings per year Daytime in Leicester	Yes	Mr A Walters (Alternate – Mr O Hemsley)
LOCAL ENTERPRISE PARTNERSHIP	Unknown	Unknown	Leader / Deputy Leader  Mr O Hemsley (Alternate – Mr T Mathias)
RURAL COMMUNITY COUNCIL (LEICESTERSHIRE AND RUTLAND)	Up to 6 meetings per year Daytime Leicester	No	Mr M E Baines

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**APPENDIX A**

OUTSIDE ORGANISATION	Frequency of Meetings	ALTERNATE MEMBER(S) ALLOWED	Proposed Member(s) for 2017/18
RUTLAND ACCESS GROUP	Wednesday mornings	N/a	Miss G Waller Mr C Parsons (Alternate - Mr J M Lammie)
RUTLAND CITIZENS ADVICE	3 times per year Late afternoon (4.30pm)	Yes	Propose – Delete Observer status only
RUTLAND WATER PARTNERSHIP	Quarterly Daytime	N/a	Mr M E Baines Mr K A Bool Mrs J Fox
SOUTH Lincs AND RUTLAND LOCAL ACCESS FORUM	Quarterly 2 meetings each pm and evening Various locations throughout southern Lincolnshire	No	Miss G Waller (Alternate - Mr W J Cross)
STANDING ADVISORY COMMITTEE ON RELIGIOUS EDUCATION (SACRE)	Quarterly 4.30pm – 6.30pm	Yes	Miss G Waller Mrs L Stephenson
TRUSTEES OF CORY ENVIRONMENTAL TRUST	Now ad hoc (Will cease by the end of 17/18)	N/a	Mr M Oxley
TRUSTEES OF VICTORIA HALL	Quarterly 5.30pm – 7.00pm	Yes	Mr T Mathias Mr O Bird
UPPINGHAM TOWN PARTNERSHIP	Quarterly Evenings	Unknown	Mrs L Stephenson Ms R Burkitt (P/H on request)

**APPOINTMENTS TO WORKING GROUPS AND FOR A TO BE MADE BY COUNCIL**

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS 2016/17	ALTERNATE MEMBERS if applicable	Proposed Members 2017/18
CONSTITUTION REVIEW WORKING GROUP	Quarterly Daytime	6 (politically balance) 4 (Cons) 2 (elsewhere)	N/a	Mr T Mathias Mr K A Bool Mr W J Cross Mr M E Baines Miss G Waller Mr M Oxley Mr R J Gale
EQUALITY AND DIVERSITY GROUP	Quarterly Daytime	N/a	N/a	1 Appointment
JOINT SAFETY COMMITTEE	Quarterly	Mr M A Oxley Mr A Stewart	N/a	Mr M A Oxley Mr A Stewart
PARISH COUNCIL WORKING GROUP	Quarterly Evening	2	N/a	Mr T Mathias Mr A Stewart

**APPOINTMENTS TO OUTSIDE ORGANISATIONS DESIGNATED BY ROLE/WARDMEMBER**

OUTSIDE ORGANISATION	Frequency of Meetings (To be added)	ALTERNATE MEMBER(S) ALLOWED	Proposed Members 2017/18
COURT OF LEICESTER UNIVERSITY	Annual sitting of court February (11am 2.30pm)	No	Chairman Mr M E Baines - Nominated Representative
EAST MIDLANDS COUNCILS	Bi-annual Daytime at Nottinghamshire County Council	Yes	Leader – Mr T Mathias Alternate – Deputy Leader Mr O Hemsley
FRIENDS OF RUTLAND COUNTY MUSEUM	Quarterly 5.3pm to 7.00pm Catmose or Museum	Yes – Cabinet Member	Relevant Portfolio Holder – Mr A Walters Alternate – Deputy Leader Mr O Hemsley
HANSON CEMENT KETTON LIAISON COMMITTEE	Quarterly	Unknown	Mrs D MacDuff Mr G Conde (Ward Members)
LEICESTERSHIRE AND RUTLAND HERITAGE FORUM	Unknown	Unknown	Relevant Portfolio Holder – Mr A Walters
LEICESTERSHIRE AND RUTLAND SAFEGUARDING CHILDREN BOARD	Quarterly Daytime County Hall Glenfield	Yes	Relevant Portfolio Holder – Mr R Foster Alternate - Mr R Clifton
LEICESTERSHIRE AND RUTLAND SAFEGUARDING ADULTS BOARD	Quarterly Daytime County Hall Glenfield	Yes	Relevant Portfolio Holder – Mr R Clifton Alternate – Mr R Foster

OUTSIDE ORGANISATION	Frequency of Meetings (To be added)	ALTERNATE MEMBER(S) ALLOWED	Proposed Members 2017/18
LOCAL ENTERPRISE PARTNERSHIP – TRANSPORT BOARD	Quarterly Daytime Alconbury, Cambs	Yes	Relevant Portfolio Member – Mr T Mathias Alternate – Deputy Leader Mr O Hemsley
LOCAL GOVERNMENT ASSOCIATION (MOST SPARSLEY POPULATED COUNCILS GROUP)	3-4 per year Daytime London	Yes	Leader – Mr T Mathias (Alternate – Mr M E Baines)
LOCAL GOVERNMENT ASSOCIATION – NATIONAL (and General Assembly)	Annual	No	Leader – Mr T Mathias Deputy Leader – Mr O Hemsley
PATROL (NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE)	Unknown	Unknown	Relevant Portfolio Holder – Mr T Mathias
PUBLIC PROTECTION SHARED SERVICE GOVERNANCE BOARD	Every 6 months Catmose or Peterborough alternately	Substitute not allowed at short notice, prior notification required for a change of representative	Relevant Portfolio Holder – Mr A Walters
RUTLAND ADOPTION PANEL	Monthly Daytime	Unknown	Relevant Portfolio Holder – Mr R Foster
RUTLAND TOURISM	Quarterly Daytime	Not necessary	Relevant Portfolio Holder – Mr A Walters Alternate – Deputy Leader Mr O Hemsley

OUTSIDE ORGANISATION	Frequency of Meetings (To be added)	ALTERNATE MEMBER(S) ALLOWED	Proposed Members 2017/18
POLICE AND CRIME PANEL	6 per year Daytime Either Glenfield or Leicester on rota basis	Yes	Relevant Portfolio Holder – Mr A Walters Alternate: Leader – Mr T Mathias

**APPOINTMENTS TO WORKING GROUPS AND FORA DESIGNATED BY ROLE/WARD MEMBER**

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS 2016/17	ALTERNATE MEMBERS if applicable	Proposed Members 2017/18
CATMOSE CAMPUS BOARD	Half yearly Daytime	Relevant Portfolio Holder	N/a	Relevant Portfolio Holder – Mr O Hemsley
CATMOSE CAMPUS SPORTS PROJECT BOARD	Half yearly Daytime	Relevant Portfolio Holder	N/a	Relevant Portfolio Holder – Mr O Hemsley
CORPORATE PARENTING BOARD	Quarterly in practice 2 required by Terms of Reference Daytime	Portfolio Holder for Children Champion for Looked After Children	N/a	Portfolio Holder for Children – Mr R Foster Champion for Looked After Children – Mr D Wilby
PARISH COUNCIL FORUM	Quarterly Evening	All Members	N/a	All Members

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS 2016/17	ALTERNATE MEMBERS if applicable	Proposed Members 2017/18
SCHOOLS FORUM	No less than 4 per year Daytime	Relevant Portfolio Holder	Chairman of Relevant Scrutiny Panel	Relevant Portfolio Holder – Mr D Wilby Chairman of Relevant Scrutiny Panel

**APPOINTMENTS TO LOCAL STRATEGIC GROUPS FOR INFORMATION (Designated by Relevant Portfolio)**

GROUP	FREQUENCY OF MEETINGS	MEMBER(S) APPOINTED 2017/18
Local Strategic Partnership	3 per year	Cllr Tony Mathias
Children's Trust Board	Quarterly	Cllr Richard Foster
LSP Culture & Leisure	Quarterly	Cllr Alan Walters
LSP Sustainable Growth (Environment) Theme Group	Quarterly	Cllr Alan Walters
Infrastructure Group	Quarterly	Cllr Oliver Hemsley
Safer Rutland Partnership	Quarterly	Cllr A Walters/Cllr T Mathias

**DELETED APPOINTMENTS FOLLOWING MAY 2017 REVIEW FOR ANNUAL COUNCIL**

OUTSIDE ORGANISATION (Deleted)	Frequency of Meetings	MEMBER(S) APPOINTED 2016/17	REASON APPOINTMENT NO LONGER REQUIRED
EAST MIDLANDS RURAL NETWORK	N/A	Mr J M Lammie	East Midlands Councils have confirmed that the network no longer functions so no requirement for appointed members.
MELTON AND RUTLAND HOME START	N/a	Mr A Walters	Spoke to Elaine who administers, confirmed that when RCC provided funding a representative was required. As no longer funding this she agreed the appointment was no longer necessary. They will contact us should this change.
NORTH LUFFENHAM COMMUNITY CENTRE	N/a	Mr K A Bool	Cllr Bool and Cllr Waller advise that no longer meets.
OAKHAM TOWN PARTNERSHIP		Relevant Portfolio Holder Mr T Mathias Mr O Bird Mr A Mann	Constitution amended to remove this requirement for 2017/18.

EAST MIDLANDS MUSEUM SERVICE	Quarterly Daytime Around East Midlands with Nottingham bias	Relevant Portfolio Holder – Mr O Hemsley	Recent policy change, Local Authorities no longer required to attend
ROCKINGHAM SPEEDWAY FORUM	None	Mr J M Lammie	There will be no further formal meetings of this group, any issues would now be dealt with via email unless an extraordinary meeting required.
2 S106 CAPITAL ALLOCATIONS FOR SPORT, RECREATION, COMMUNITY AND LEISURE – GRANT PANEL	Ad hoc Evenings	5 (politically balanced) 3 (Cons) 2 (Elsewhere)	No longer required.
STAMFORD HOSPITAL DEVELOPMENT ADVISORY COUNCIL	Unknown	Unknown	No recent meetings held and no contact found.
UPPINGHAM FIRST	Unknown	Unknown	

VOLUNTARY ACTION RUTLAND (VAR)		Relevant Portfolio Holder – Mr R Clifton	Current VAR management structure does not, currently, require representatives from external agencies to attend board meetings.
25 WELLAND JOINT COMMITTEE		Leader – Mr T Mathias Deputy Leader – Mr O Hemsley	Not required from 1 April 2017
WELLAND PARTNERSHIP BOARD		Leader – Mr T Mathias Deputy Leader – Mr O Hemsley	Not required from 1 April 2017

WORKING GROUP / FORA (Deleted)	FREQUENCY OF MEETINGS	MEMBER(S) APPOINTED 2016/17	REASON APPOINTMENT NO LONGER REQUIRED
LOCAL PLAN WORKING GROUP	Ad hoc	Relevant Portfolio Holder – Mr T Mathias Interested Members – Mr O Bird Mr R J Gale Mr O Hemsley Mrs D Macduff Mr A Stewart	Engagement has taken place with all members therefore no need for sub / working group
OAKHAM CEMETERY JOINT MANAGEMENT COMMITTEE	Annual / Ad hoc	Mr J Dale Mr A Walters	Mark Loran and Dave Brown preparing report on future of this
TEACHERS SUB GROUP	Not Less than 4 times per year	Relevant Portfolio Holder – Mr D Wilby	Sub-Group of Local Joint Council (LJC) – Confirmed by C Snell that no members attend the LJC