

Rutland County Council

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DX28340 Oakham

Members of Rutland County Council District Council are hereby summoned to attend the **TWENTY SECOND ANNUAL AND TWO HUNDRED AND SEVENTY THIRD MEETING OF THE COUNCIL** to be held in the Council Chamber at Catmose, Oakham on **14 May 2018 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

Helen Briggs
Chief Executive

A G E N D A

1) APOLOGIES

To receive any apologies for absence from Members.

2) CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements by the Chairman.

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

To receive any announcements by the Leader, Members of the Cabinet or the Head of Paid Service.

4) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

5) ELECTION OF CHAIRMAN OF THE COUNCIL

The Chief Executive will invite nominations for office of Chairman of the Council for the Municipal Year 2018/19.

Upon election, the incoming Chairman of the Council will be invested with the Chairman's Chain of Office by the outgoing Chairman.

The incoming Chairman will then take the Chairman's Chair.

The Chairman of the Council may make a short speech of acceptance of office.

6) ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman of the Council will invite nominations for the office of Vice-Chairman of the Council for the Municipal Year 2018/19.

Upon appointment, the outgoing Vice-Chairman will invest the incoming Vice-Chairman with the Chain of Office. The Chairman of the Council will then invite the Vice-Chairman to take the Vice-Chairman's Chair. In the event of the Vice-Chairman being re-elected, the Vice-Chairman will retain the Chain of Office and remain seated.

The Vice-Chairman of the Council may make a short speech of acceptance of office.

7) APPOINTMENT OF EXECUTIVE AND LEADERS SCHEME OF DELEGATION

To inform Council of the Cabinet membership, portfolios and scheme of delegation as set out in the documents below:

- [Part 9 – Register of Members of The Executive \(Cabinet\)](#)
- [Cabinet Procedure Rules and Leaders Scheme of Delegation](#)

8) POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS (Pages 7 - 14)

To receive Report No. 90/2018 from the Director for Resources.

9) APPOINTMENT OF CHAIRMAN OF SCRUTINY PANELS AND THE SCRUTINY COMMISSION

Scrutiny Panels

The Council is requested to appoint Chairman to each of the following Scrutiny Panels for the Municipal Year 2018/19:

- i. Adults and Health Scrutiny Panel
- ii. Children and Young People Scrutiny Panel

iii. Growth, Infrastructure and Resources Scrutiny Panel

Scrutiny Commission

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

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

10) APPOINTMENT OF MEMBERS TO SCRUTINY PANELS

To appoint Elected Members (other than those appointed to the Cabinet and the Chairmanship of Scrutiny Panels) to each of the following Scrutiny Panels for the Municipal Year 2018/19:-

Adults and Health Scrutiny Panel	6 Places
Children and Young People Scrutiny Panel	6 Places
Growth, Infrastructure and Resources Scrutiny Panel	6 Places

11) SCHEME OF DELEGATION (Pages 15 - 46)

To agree the Scheme of Delegation as set out in Part 3 and Part 8 of the Constitution.

12) CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL COMMITTEES

a) To elect the Chairman and Vice-Chairman of the following Standing Committees of the Council:

- i. Audit and Risk Committee
- ii. Conduct Committee
- iii. Planning and Licensing Committee
- iv. Employment and Appeals Committee

To note that the Chairperson of the Health and Wellbeing Board will be the Portfolio Holder with responsibility for Health as set out in its Terms of Reference.

13) MEMBERSHIP OF COUNCIL COMMITTEES

a) To appoint the remaining Members of the following Standing Committees of the Council assuming both a Chairman and Vice-Chairman have been elected in (12) above:-

i. Audit and Risk Committee	5 Places
ii. Conduct Committee	4 Places
iii. Planning and Licensing Committee	8 Places
iv. Employment and Appeals Committee	5 Places

b) To appoint an additional elected member of Rutland County Council to

the Health and Well Being Board in accordance with its Terms of Reference.

14) PROGRAMME OF MEETINGS 2018/19 (Pages 47 - 52)

To receive Report No. 84/2018 from the Director for Resources.

15) APPOINTMENTS TO OUTSIDE ORGANISATIONS, WORKING GROUP AND FORA (Pages 53 - 66)

To receive Report No. 85/2018 from the Director for Resources.

16) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 30 and 30A.

17) NOTICES OF MOTION

To consider any Notices of Motion submitted by Members of the Council in accordance with Procedure Rule 34 in the order in which they are recorded as having been received.

18) MATTERS REFERRED TO COUNCIL BY MEMBERS OF THE COUNCIL

To consider any matters referred to Council by Members which in the opinion of the Chief Executive cannot wait until the next scheduled meeting of the Council to be determined.

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TO: MEMBERS OF THE COUNCIL

Mr K Bool – Chairman of the Council

Mr E Baines – Vice-Chairman of the Council

Mr I Arnold

Mr N Begy

Miss R Burkitt

Mr R Clifton

Mr W Cross

Mr R Foster

Mr R Gale

Mr J Lammie

Mr A Mann

Mr C Parsons

Mr A Stewart

Mr A Walters

Mr G Brown

Mr O Bird

Mr B Callaghan

Mr G Conde

Mr J Dale

Mrs J Fox

Mr O Hemsley

Mr A Lowe

Mr M Oxley

Mrs L Stephenson

Miss G Waller

Mr D Wilby

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THE COUNCIL'S STRATEGIC AIMS

Sustainable Growth

Safeguarding

Reaching our Full Potential

Sound Financial and Workforce Planning

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ANNUAL COUNCIL

14 May 2018

**POLITICAL BALANCE AND ALLOCATION OF SEATS TO
POLITICAL GROUPS**

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Natasha Taylor, Governance Team Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	Not Applicable	

DECISION RECOMMENDATIONS

That Council:

1. Appoints the Scrutiny Panels and Standing Committees as set out at paragraph 2 of the report for the Municipal Year 2018/19.
2. Agrees the terms of reference and number of voting places on Scrutiny Panels and Committees as detailed at paragraph 2 of the report for the Municipal Year 2018/19.
3. Approves the political balance calculation as per paragraph 3.3 of this report.
4. Approves the allocation of seats to Political Groups shown at paragraph 3.4 and notes the membership of each committee as set out in Appendix 1.
5. Appoints non-aligned members to the remaining seats on Committees and Scrutiny Panels as set out at paragraph 3.4.
6. Approves that non-aligned members may substitute for other non-aligned members and Procedure Rule 20 of the Constitution be updated accordingly.
7. Approves a mandatory requirement that all members appointed as Chairman of Committees and/or Scrutiny Panels attend appropriate training in Chairing skills.

1 PURPOSE OF THE REPORT

- 1.1 To approve the political balance calculation for the Council, agree the number of voting places and approve and allocate seats on relevant committees and panels appointed by Council to political groups.

2 ESTABLISHMENT OF SCRUTINY PANELS AND STANDING COMMITTEES

- 2.1 The RCC Constitution provides that under Part 4 Section 1, Procedure Rule 22 that the Annual Council meeting considers the establishment and terms of reference of Scrutiny Panels and Standing Committees.
- 2.2 There are currently 51 seats/voting places on the Council, as set out in the table below:

Committee	No. of places
Audit and Risk Committee	7
Conduct Committee	6
Planning and Licensing Committee	10
Employment and Appeals Committee	7
Adults and Health Scrutiny	7
Children's Scrutiny	7
Sustainable Growth and Resources Scrutiny	7
Total	51

- 2.3 There have been no changes to the terms of reference for Scrutiny Panels and Standing Committees which can be viewed at the links below:

- Terms of Reference of Scrutiny Panels

[RCC Constitution, Part 4, Section 4, Procedure Rule 212](#)

- Terms of Reference for Standing Committees

[RCC Constitution, Part 8, Sections 6 - 10](#)

3 POLITICAL BALANCE

- 3.1 Section 15 of the Local Government and Housing Act 1989 (the Act) imposes a duty on the Council at its Annual meeting to review the allocation of seats on its committees between political groups.
- 3.2 The Councils' duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, representing the overall political composition. It affects all formally constituted panels, committees and sub-committees which discharge functions on behalf of the authority, and some external bodies if they are in the nature of joint committees and the Council appoints at least three members. The exception is the Health and Wellbeing Board which is not covered by the Act and so the political balance rules are not applied. Political balance is not compulsory for working parties, forums or joint partnerships.

3.3 The composition of the Council is shown in the following table. Using 51 as the total number of voting places across all Committees and Panels, the final column shows the total number of places each group is entitled to, using the calculated proportions.

Group	No. of cllrs		Number of seats	Rounded number of seats
Conservatives	17	65.39	33.35	33
Independent Group	5	19.23	9.81	10
Non-aligned	4	15.38	7.85	8
	26	100%	51	51

3.4 The allocations set out in the table below show the allocation of seats to political groups, as agreed between the political groups. This provides for the remaining seats to be allocated to the non-aligned Members.

Committee or Panel	Conservative	Independent	Non-aligned
Audit and Risk (7)	4	1	2
Conduct (6)	4	1	1
Planning and Licensing (10)	7	2	1
Employment and Appeals (7)	5	1	1
Adults and Health Scrutiny Panel (7)	5	1	1
Children and Young People Scrutiny Panel (7)	4	2	1
Growth, Infrastructure and Resources Scrutiny Panel (7)	4	2	1
TOTAL	33	10	8

3.5 **Appendix A** shows the membership of each panel and committee, as informed by Group Leaders where membership is known at the time of publication.

4 OTHER CHANGES

4.1 At their meeting on the 24 April 2018, the Constitution Review Working Group (CRWG) requested that substitutions be allowed for non-aligned members should there be no statutory restriction on this. It has been confirmed that this is a local

choice matter which can be agreed by Council, subject to the arrangements regarding political balance.

- 4.2 It is proposed that Chairman Training should be mandatory for all councillors appointed to these roles. The most suitable training will be sourced through the Governance Team dependent on the role.

5 CONSULTATION

- 5.1 The information presented in the report has been compiled in consultation with the Group Leaders.

6 ALTERNATIVE OPTIONS

- 6.1 In line with the relevant legislation, the Council must review the Political Balance and allocation of seats at its Annual Council. Therefore there is no alternative option.

7 FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications arising from this report.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 Procedure 13 of the Council Constitution – Appointment of Standing Committees and Procedure Rule 22 – Agenda for Annual Meeting, state that Annual Council must appoint at least one overview and scrutiny committee and such other committees as it considers appropriate to deal with the matters which are neither reserved to the Full Council nor are executive (Leader and Cabinet) functions and determine the terms of reference and number of voting places on those committees and scrutiny panels.
- 8.2 The allocation of seats shall conform to the following principles (Local Government and Housing Act 1989 Part 1 Section 15(5)(a) – (d)) in the order shown:
- Not all the seats on a body are allocated to the same political group;
 - A majority of the seats on a body are allocated to a group if it comprises a majority of the total membership of the authority;
 - The number of seats on ordinary committees allocated to each group bears the same proportion to the total of all seats on ordinary committees as is borne by the number of members of that group to the total membership of the authority; and
 - The number of seats on a body allocated to each group bears the same proportion to the number of seats on that body as is borne by the number of members of that group to the total membership of the authority.
- 8.3 Constitutionally, the Council is required to review the representation of Groups at its Annual Meeting each year and as soon as practicable after an event, which alters the political balance between the Groups and to determine the allocation of seats to be filled by appointments by the Council. This is in accordance with Sections 15 to 17 of the Local Government and Housing Act 1989 and Section 8 of the Local Government (Committees and Political Groups) Regulations 1990 (Requirement to Constitute Political Groups).

9 EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

10 COMMUNITY SAFETY IMPLICATIONS

10.1 There are no community safety implications arising from this report.

11 HEALTH AND WELLBEING IMPLICATIONS

11.1 There are no health and well-being implications arising from this report.

12 BACKGROUND PAPERS

12.1 None

13 APPENDICES

13.1 Appendix A: Council Structure.

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Rutland County Council

Structure – May 2018/2019

CHAIRMAN OF THE COUNCIL: To be appointed
VICE CHAIRMAN OF THE COUNCIL: To be appointed

LEADER OF THE COUNCIL: Mr O Hemsley
DEPUTY LEADER OF THE COUNCIL: Mr N Begy

COUNCIL (All 26 Members)

CABINET	SCRUTINY COMMISSION	GROWTH, INFRASTRUCTURE & RESOURCES SCRUTINY PANEL	CHILDREN & YOUNG PEOPLE SCRUTINY PANEL	ADULTS & HEALTH SCRUTINY PANEL
Mr N Begy (C)** Mr G Brown (C) Mr R Foster (C) Mr O Hemsley (C)* Mr A Walters (C) Mr D Wilby (C)	Chair of Growth, Infrastructure and Resources Scrutiny Chair of Adults and Health Scrutiny Chair of Children and Young People Scrutiny	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP THE INDEPENDENT GROUP OTHER, NON-ALIGNED	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP THE INDEPENDENT GROUP OTHER, NON-ALIGNED	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP OTHER, NON-ALIGNED

13

AUDIT & RISK COMMITTEE	PLANNING & LICENSING COMMITTEE	EMPLOYMENT AND APPEALS COMMITTEE	CONDUCT COMMITTEE	HEALTH & WELLBEING COMMITTEE
CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP OTHER, NON-ALIGNED OTHER, NON-ALIGNED	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP THE INDEPENDENT GROUP OTHER, NON-ALIGNED	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP OTHER, NON-ALIGNED	CONSERVATIVE CONSERVATIVE CONSERVATIVE CONSERVATIVE THE INDEPENDENT GROUP OTHER, NON-ALIGNED	Mr A Walters (C) To be appointed

* Chairman
 ** Vice Chairman

(C) - Conservative
 (I) – The Independent Group
 (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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ANNUAL COUNCIL

14 May 2018

SCHEME OF DELEGATION

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Natasha Taylor, Governance Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Confirms the Scheme of Delegation as set out in Part 3 of the Constitution;
2. Approves the amendments to Part 8 of the Constitution (Appendix A) as set out in Section 3.2 and 3.3 of the report;
3. Approves the removal of the referral process for Committee or Sub-Committee exercising a regulatory function set out in Procedure Rule 110;
4. Authorises the Monitoring Officer to incorporate the revisions and changes above into the Council's Constitution.

1 PURPOSE OF THE REPORT

- 1.1 To approve the scheme of delegation in Part 3 of the RCC Constitution and amendments to Part 8 following staffing/structural and legislative changes.
- 1.2 To approve other amendments to the Constitution in relation to referral of planning decisions.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Constitution (Part 4 Section 1, Procedure Rule 22) provides that the Council agrees the scheme of delegation at Annual Council.
- 2.2 Changes to the Structure in both the Places and Resources Directorates have resulted in changes to staffing and job titles which need to be reflected in the

Scheme of Delegation and list of “Proper Officers”.

3 SCHEME OF DELEGATION

3.1 Part 3 – Responsibility for Functions

3.1.1 Part 3 of the RCC Constitution sets out the responsibilities of the Council, those functions that the Council has reserved to itself, those elements that have been delegated to the Cabinet and the general delegations to officers. It can be found at the link below:

<http://rutlandcounty.moderngov.co.uk/documents/s9309/Part%203%20-%20Responsibility%20for%20Functions.pdf>

3.1.2 No changes have been made to this part of the Constitution.

3.2 Part 8 – Delegation to other Officers

3.2.1 Part 8, Section 11 of the Constitution sets out the executive and non-executive functions which have been permanently delegated by the Council or Cabinet to officers.

3.2.2 Changes have been made to reflect the appointment of the new Strategic Director and in all cases the titles Director for Places (Development and Economy) and Director for Places (Environment, Planning & Transport) have been replaced with the title Strategic Director for Places.

3.2.3 The Constitution Review Working Group are currently working on a review of the Council’s Officer Scheme of Delegation in order to move towards a more generic model which will provide a more efficient and effective framework for the authority’s decision-making.

3.3 Part 8 – Proper Officer Appointments

3.3.1 Part 8, Section 5 of the Constitution sets out the designation of Proper Officer Appointments.

3.3.2 The list of “Proper Officers” within Appendix A have been reviewed and changes have been made to reflect the appointment of the new Strategic Director and in all cases the titles Director for Places (Development and Economy) and Director for Places (Environment, Planning & Transport) have been replaced with the title Strategic Director for Places.

3.3.3 In addition amendments have been made to incorporate changes in legislation, staffing and job titles.

4 PROPOSED CHANGES – OTHER AREAS

4.1 It is proposed that Procedure Rule 110 be amended to remove the referral process for Committee or Sub-Committee exercising a regulatory function, thus removing the ability for members to refer planning decisions made at Planning and Licensing Committee to Council.

5 CONSULTATION

- 5.1 The Constitution Review Working Group (CRWG) considered the proposed changes to referral process at their meeting held on 24 April 2018. The CRWG concluded that there was a statutory right of appeal to the Planning Inspectorate should an applicant object to a decision made by the Local Planning Authority. There should not be several ways of challenging a decision of the Planning and Licensing Authority.

6 ALTERNATIVE OPTIONS

- 6.1 There is no alternative option in relation to the changes to the Scheme of Delegation as they are necessary to reflect recent changes to the organisation and staffing structures.
- 6.2 The alternative to the proposed removal of the planning referral process would be to make amendments to the process in order to implement tighter controls. It is not considered appropriate to retain the status quo, as following a recent referral of a planning decision to Council, Members requested a review of the Councils approach.

7 FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 Part 4 Section 1, Procedure Rule 22 of the RCC Constitution provides that the Council agrees the scheme of delegation at the Annual Council meeting.
- 8.2 There is no legal requirement to have a referral process for planning decisions. It is for the Council to determine the Planning Procedure Rules. It is unusual for Councils to adopt such a procedure as call-in is usually reserved only for Scrutiny to examine key decisions.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment Screening Form (EqIA) has been completed. No adverse or other significant issues were found.

10 COMMUNITY SAFETY IMPLICATIONS

- 10.1 There are no community safety implications.

11 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 There are no health and wellbeing implications.

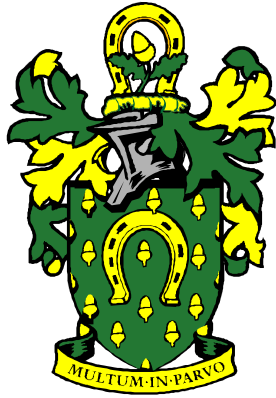
12 BACKGROUND PAPERS

- 12.1 There are no additional background papers to the report.

13 APPENDICES

- 13.1 Appendix A – Revised Part 8 RCC Constitution (Revised Scheme of Delegation to Officers and Proper Officer Appointments)

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



Rutland County Council

PART 8 – OF THE CONSTITUTION

TERMS OF REFERENCE AND SCHEME OF DELEGATION TO OFFICERS

**APPROVED BY COUNCIL
at each Annual Meeting but subject to
amendment at any Council Meeting**

Version May - 2018

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

CONTENTS

SECTION	SUBJECT
Section 1	General Principles
Section 2	Matters Reserved for Council
Section 3	General Delegated Powers
Section 4	Matters Delegated to the Chief Executive and Chief Officers of the Council
Section 5	“Proper Officer” Designation for statutory purposes
Section 6	Audit and Risk Committee
Section 7	Planning and Licensing Committee
Section 8	Employment and Appeals Committee
Section 9	Conduct Committee
Section 10	Health and Wellbeing Board
Section 11	Delegation to Officers

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

1. GENERAL PRINCIPLES

- 1.1 The Scheme is subject to other provisions of the Council's Constitution and in particular Part 3 relating to the responsibility for functions, the provisions contained in the Council's Procedure Rules and also to the roles of the officers appointed as the Council's Head of Paid Service, Monitoring Officer and Section 151 Officer.
- 1.2 Any arrangements made by the Council or Cabinet for the discharge of functions by a Committee, Sub-Committee or Officer shall not prevent the Council or Cabinet by whom such arrangements were made from exercising those functions, subject to Procedure Rule 110 (Referral of Decisions) or the provisions for the call-in of decisions in the Constitution and the Council's Procedure Rules.
- 1.3 Delegated powers may only be exercised within the Terms of Reference of the Committee or Sub-Committee exercising the power and within the framework of the Council's policy.
- 1.4 Delegated powers to purchase property, goods or services may only be exercised if provision is made in the Annual Budget or if a Supplementary Estimate has been approved.
- 1.5 All references to Acts, Orders, Regulations etc., in this Scheme shall be deemed to include references to amending or extending legislation in force from time to time.
- 1.6 No Working Party or Working Group shall have any executive powers. Their functions will be of investigation, consultation, research and reporting any recommendations to their appointing body for approval. No Working Party, or Working Group has any authority to commit the Authority to any expenditure.
- 1.7 Where a function is not reserved specifically for a Committee or Sub-Committee, it shall be deemed to be delegated to the Chief Officer responsible for the function.

2. MATTERS RESERVED TO COUNCIL

- 2.1 The functions reserved for Council are contained in Part 3 of the Council's Constitution.

3. GENERAL DELEGATED POWERS

- 3.1 The General Scheme of Delegation to all Committees is contained in Part 3 of the Council's Constitution.

4. MATTERS DELEGATED TO OFFICERS OF THE AUTHORITY

- 4.1 The matters delegated to the Chief Executive and other Chief Officers are contained in Part 3 of the Council's Constitution.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

5. “PROPER OFFICER” DESIGNATIONS FOR STATUTORY PURPOSES

5.1 The following officers are authorised to undertake the duties of the proper officer as determined by the relevant requirements of the appropriate legislation.

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
1.	LOCAL GOVERNMENT ACT 1972 S.13(3) AND S.97	Parish Trustee	Chief Executive
2.	LOCAL GOVERNMENT ACT 1972 S.83(1)	Receipt of declaration of acceptance of office	Chief Executive and Monitoring Officer
3.	LOCAL GOVERNMENT ACT 1972 S.84	Receipt of notice of resignation	Chief Executive
4.	LOCAL GOVERNMENT ACT 1972 S.88(2)	Convening a Council meeting to fill casual vacancy in office of Chair	Chief Executive
5.	LOCAL GOVERNMENT ACT 1972 S.89(1)(b)	Receipt of notice of casual vacancy in office of Councillor from two local government electors	Chief Executive
6.	LOCALISM ACT 2011 S.29(1) and LOCAL GOVERNMENT ACT 1972 S. 117	Receipt of notice and record of pecuniary interests under S.29 in respect of members and S.117 in respect of officers	Monitoring Officer
7.	LOCAL GOVERNMENT ACT 1972 S.111	Registrar of Bonds	Section 151 Officer
8.	LOCAL GOVERNMENT ACT 1972 S.101	Statutory determinations regarding borrowing limits	Section 151 Officer
9.	LOCAL GOVERNMENT ACT 1972 S.115	Receipt of monies due from officers required to account	Section 151 Officer
10.	LOCAL GOVERNMENT ACT 1972 S.146(1)(a)(b)	Declarations and certificates relating to securities in case of transfer	Section 151 Officer
11.	LOCAL GOVERNMENT ACT 1972 S.151	The officer responsible for financial administration (Section 151 Officer)	Assistant Director - Finance
12.	LOCAL GOVERNMENT ACT 1972 S.191(2)	Matters relative to Ordnance Survey	Chief Executive
13.	LOCAL GOVERNMENT ACT 1972 S.210(6) & (7)	Charity functions transferred to the District Council	Chief Executive
14.	LOCAL LAND CHARGES ACT 1975 (c.76, SIF 98:2), S.19(1), Sch. 2	Local Land Charges Registrar under the Land Charges Act 1925	Chief Executive
15.	THE REGULATORY REFORM (GAME) ORDER 2007 (S.I. 2007/2007), art.6. Sch.para.1(m)	The Collection of Licence Duties	Strategic Director for Places
16.	LOCAL GOVERNMENT ACT 1972 S.223(1)	The conduct of Legal proceedings before Magistrates' Court for recovery of Council Tax and non-domestic rate arrears	Section 151 Officer or Director of Resources or Chief Executive
17.	LOCAL GOVERNMENT ACT 1972 S.225(1)	Deposit of documents	Chief Executive
18.	LOCAL GOVERNMENT ACT 1972 S.228(3) & (4)	The Proper Officer whose accounts are open to inspection by members and whose audited accounts are open to public inspection	Section 151 Officer
19.	LOCAL GOVERNMENT ACT 1972 S.229(5)	Certificate of photographic copies of documents	Any Director
20.	LOCAL GOVERNMENT ACT 1972 S.234(1) & (2)	Authentication of Documents	Any Director
21.	LOCAL GOVERNMENT ACT 1972 S.236(9)	Service and receipt of copies of bylaws made by the County or District Council	Chief Executive

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
22.	LOCAL GOVERNMENT ACT 1972 S.238	Certification of bylaws	Chief Executive
23.	LOCAL GOVERNMENT ACT 1972 Sch 12 para 4(2)(b) & (3)	Signatures of Summons to Council meetings, receipt of Notices of addresses to which summons should be sent	Chief Executive
24.	LOCAL GOVERNMENT ACT 1972 s.12(a)	Certification of resolutions under the paragraph	Chief Executive
25.	PLANNING (CONSEQUENTIAL PROVISIONS) ACT 1990 (c. 11, SIF 123:1, 2), s. 3, Sch. 1 Pt. I, Sch. 3 paras. 1, 2, 4, 6	Receipt of deposit of lists of protected buildings S54(4) of Town & Country Planning Act 1971	Strategic Director for Places
26.	LOCAL GOVERNMENT ACT 1972 Sch 29 para 4(1)(a) and (c)	General provisions of existing legislation, not expressly covered by preceding provisions where reference is made to specific officers; for references to Surveyor, Public Health Inspector and Medical Officer of Health except in respect of matters which can only be dealt with by registered Medical practitioners	Strategic Director for Places
27.	LOCAL GOVERNMENT ACT 1972	For references to Town Clerk or Clerk of the Council	Chief Executive
28.	LOCAL GOVERNMENT ACT 1972 S.100B(2)	Circulation of reports and agenda	Chief Executive
29.	LOCAL GOVERNMENT ACT 1972 S.100B(7)(c)	Supply of papers to the press	Chief Executive
30.	LOCAL GOVERNMENT ACT 1972 S.100C(2)	Summaries of minutes	Chief Executive
31.	LOCAL GOVERNANCE ACT 1972 SCHEDULE 12A	Access to information	Chief Executive
32.	LOCAL GOVERNMENT ACT 1972 S.100D(1)(a)	Compilation of lists of background papers and S.100D(5)(a) Identification of background papers	Directors having responsibility for subject matter of report with the first named officer being designated in case of a joint report.
33.	LOCAL GOVERNMENT ACT 1974 S.30(5)	Public notice of publication of a Local Commissioner's report	Chief Executive
34.	REGISTRATION SERVICE ACT 1953	Registration of Births Deaths and Marriages	Senior Culture and Leisure Services Manager
35.	REPRESENTATION OF THE PEOPLE ACT 1983 S.8	Electoral Registration Officer	Chief Executive
36.	REPRESENTATION OF THE PEOPLE ACT 1983 S.52(2)	Deputy Electoral Registration Officer	Director of Resources
37.	REPRESENTATION OF THE PEOPLE ACT 1983 S.35	Returning Officer for Parish and District Council elections	Chief Executive
38.	REPRESENTATION OF THE PEOPLE ACT 1983 S.24	Returning Officer Parliamentary Elections	Mayor of Melton Borough Council
39.	REPRESENTATION OF THE PEOPLE ACT 1983 S.28	Acting Returning Officer for Parliamentary Elections	Chief Executive Melton Borough Council
40.	LOCAL GOVERNMENT AND HOUSING ACT 1989 P1.S4.1(a)	Head of the Paid Service	Chief Executive

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No	Act Section of Schedule	FUNCTION	PROPER OFFICER
41.	LOCAL GOVERNMENT AND HOUSING ACT 1989	Acting Head of the Paid Service in the Head of Paid Service's absence	Director for People
42.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.5	Monitoring Officer	Director of Resources
43.	LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 P3, S.8	Receipt of notice of formation and membership of a political group	Chief Executive
44.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.16	Receipt of notice of wishes of political groups as to appointments to committees and sub-committees and termination of appointments	Chief Executive
45.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.18 and Reg 14 of Local Authorities (Members' Allowances)	Receipt of notice in writing that a Councillor wishes to forgo any part of his entitlement to an allowance	Director of Resources
46.	The Local Authorities (Referendums)(Petitions) (England) Regulations 2011 P2 S.4(1)	Publication of 5% of local government electors for validating petitions	Electoral Registration Officer
47.	PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984	The Proper Officer for the purposes of the Public Health (Infectious Diseases) Regulations	Director of Public Health
48.	NATIONAL ASSISTANCE ACT 1948	The Proper Officer for the Purposes of Section 47	Director of Public Health
49.	LOCAL GOVERNMENT ACT 2000 S.52	Undertakings by Members and Co-opted Members to observe the Council's Code of Conduct	Chief Executive and Monitoring Officer
50.	FREEDOM OF INFORMATION ACT 2000 S 36(2) and (5)	The qualified person for the purposes of deciding whether information is exempt from disclosure to the public relating to the prejudice to the conduct of public affairs	Director of Resources
51.	FREEDOM OF INFORMATION ACT 2000 S 36	Determination of all exemptions apart from those relating to the prejudice to the conduct of public affairs	Head of Legal and Governance or Director or representative appointed by a Director
52.	REGULATION OF INVESTIGATORY POWERS ACT 2000	Authorising Officer and Designated Person for the use of surveillance and the acquisition and disclosure of communications data	Chief Executive or Any Director or Head of Legal and Governance
53.	THE LOCAL DEMOCRACY, ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009 S 31	The Statutory Scrutiny Officer responsible for the promotion of the authority's scrutiny function and the provision of support and guidance to Members and Officers of the authority.	Governance Manager
54.	GENERAL DATA PROTECTION REGULATION 2016	Data Protection Officer	Information Governance Officer
55.	GENERAL DATA PROTECTION REGULATION 2016	Senior Information Risk Owner	Head of Legal & Governance
56.	CALDICOTT REVIEW 1997	Caldicott Guardian	Deputy Director for People
57.	CHILDREN ACT 2004 S 11	Local Authority Designated Officer (LADO)	Head of Safeguarding Children's Social Care

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TERMS OF REFERENCE FOR REGULATORY COMMITTEES

6. Audit and Risk Committee

6.1 The purpose of the Committee is to undertake the County Council's responsibilities under the Accounts and Audit Regulations:

- a) to consider and approve the annual statement of accounts
- b) to ensure that the financial management of the Council is adequate and effective
- c) to ensure that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk
- d) to review annually the Council's system of internal control and to agree an Annual Governance Statement for inclusion in the statement of accounts
- e) to ensure that the Council has an adequate and effective internal audit function

6.2 Audit Activity

- a) To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- b) To approve the risk-based internal audit plan and resource requirements
- c) To consider summaries of specific Internal Audit reports as requested.
- d) To consider reports dealing with the management and performance of the providers of Internal Audit Services.
- e) To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- f) To approve the Internal Audit Charter
- g) To consider the External Auditor's Annual Letter, relevant reports, and the report to those charged with governance
- h) To consider specific reports as agreed with the External Auditor
- i) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- j) To liaise with the Public Sector Audit Appointments Ltd (PSAA) over the appointment of the Council's External auditor.
- k) To commission work from Internal and External Audit.

6.3 Regulatory Framework

- a) To maintain an overview of the Council's Constitution with the exception of those matters under the remit of the Executive or a regulatory committee.
- b) To review any issue referred to it by the Chief Executive or a Director, or any Council body.
- c) To monitor the effective development and operation of risk management and corporate governance in the Council.
- d) To advise and monitor council policies on 'Whistle Blowing' and the 'Anti-fraud and corruption strategy' and the Council's complaints process.
- e) To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.

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- f) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- g) To consider The Council's compliance with its own and other published standards and controls.

6.4 Accounts

- a) To approve the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council
- b) To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

6.5 Accountability Arrangements

- a) To report to those charged with governance on the committee's findings conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
- b) To report to Full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

Delegations to Officers

- The Assistant Director (Finance), in consultation with the Chair of the Committee, is authorised to make changes to the Internal Audit plan. Such changes must be reported to the Committee at the earliest opportunity.

7. Planning and Licensing Committee

7.1 Planning

- a) The determination of all and any planning, listed building, advertisement or other allied applications and functions not specifically delegated to officers;
- b) Any agreement regulating development or use of land under Sections 106 and/or 106A of the Town and Country Planning Act (TCPA)1990;
- c) Any enforcement powers under any legislation relating to town and country planning or associated matters;
- d) Any formal comment or view on applications or proposals to be determined by any Statutory Body and government departments relating to matters within the remit of the Committee;
- e) Making any Direction, Order or issuing or serving any Notice under any legislation relating to town and country planning; and
- f) Any function under the Planning (Hazardous Substances) Act 1990 or the Planning (Listed Buildings and Conservation Areas) Act (LBA) 1990.

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7.2 Licensing

- a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the Council as licensing authority under Licensing Act 2003.
- b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the Council as licensing authority under Gambling Act 2005.
- c) To exercise all other functions relating to licensing and registration including taxi, gaming, entertainment, food, scrap metal dealers and other miscellaneous licensing.
- d) To hear and determine licensing applications and appeals where objections and/or representations have been received in relation to any of the above functions.
- e) Any other matters relating to licensing which may be referred to the Committee for consideration.

7.3 Licensing Sub-Committees

- a) To establish Panels (sub-committees) to determine matters that do not sit within the scope of delegation to officers, usually where representations have been received against a grant of a licence, or from the applicant against intended refusal or revocation of a licence/registration.

7.4 Commons Registration

- a) To exercise all those functions and responsibilities relating to common land, town and village greens under the Commons Act 2006

7.5 Highways Use and Regulation

- a) To exercise all those functions and responsibilities relating to highways and rights of way under the Highways Act 1980 and Wildlife and Countryside Act 1981

7.6 Health and Safety

- a) All those functions and responsibilities under any of the “relevant statutory provisions” within the meaning of Part 1 of the Health and Safety at Work Etc Act 1974 to the extent that those functions are discharged otherwise than in the authority’s capacity as an employer

7.7 Delegations to Officers

7.7.1 The Strategic Director for Places , Planning Services Manager or Nominated Deputy is authorised to deal with the following matters:

- a) Any application under the TCPA 1990, LBA 1990, the Planning (Hazardous Substances) Act 1990, the Control of Advertisements Regulations 2007 and the determination and expression of the Council’s views where the Council, as local planning authority, is a statutory or other consultee and the making of observations on proposals made by or being determined by any other body subject to the following exceptions:
 - i. The applicant is the Council or someone acting as applicant on its behalf, with the exception of minor proposals.
 - ii. There is an Officer recommendation of approval and the application is submitted by or on behalf of a Rutland County Councillor, or an Officer of the Council directly or

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indirectly involved in planning work, a member of the Council's Strategic Management Team or any other officer where the Strategic Director for Places considers that the application should be determined by the Committee in the interests of openness and transparency

- iii. An application which has been requested by a Member to be determined by the Committee (which must include the reason for the request, and the Planning Services Manager considers that the reasons given are sufficient) shall be subject to specific additional assessment by the Operational Strategic Director for Places or the Development Control Manager, in consultation with the Chairman or Vice-Chairman of the Planning and Licensing Committee, who will decide whether the application should go to that Committee.
 - iv. An application which officers consider would normally be approved under delegated powers, but which has been submitted by a Member or Officer of the Council acting as an agent, shall be subject to specific additional assessment in consultation with the Chairman or Vice-Chairman of the Planning & Licensing Committee.
 - v. There is an Officer recommendation of approval which is materially contrary to the National Planning Policy Framework and/or the Development Plan.
 - vi. There is an Officer recommendation of approval contrary to a previous refusal by the Planning and Licensing Committee and the policy framework has remained substantially unchanged since the refusal.
 - vii. Material planning objections have been received from a town/parish council or local resident, unless it is considered upon assessment that the development will result in no significant adverse impact. Such assessment to be carried out in consultation with the Chairman or Vice-Chairman of the Planning and Licensing Committee.
- b) All functions, applications and powers in respect of enforcement. Any decision to issue an enforcement notice, serve an injunction, issue a stop notice, issue a planning enforcement order, or serve a discontinuance notice shall be carried out in consultation with the Chair or Vice-Chair of the Planning & Licensing Committee.
 - c) All functions, applications and powers under The Hedgerow Regulations 1997, Tree Preservation Orders and Trees in Conservation Areas under the TCPA 1990 and Part 8 (High Hedges) of the Anti-Social Behaviour Act 2003
 - d) To consult and respond to consultations from neighbouring authorities, government departments and other bodies on all day to day matters
 - e) To determine applications to discharge conditions on any planning or related applications
 - f) To exercise powers under the General Permitted Development Order, the Development Management Procedure Order, any other such Regulations present and future and all directions and prior notifications in these Orders.
 - g) To formulate conditions and reasons for refusal the substance of which has been determined by Committee
 - h) Any certificate of existing or proposed lawful use or development under the TCPA 1990
 - i) To negotiate, agree and where appropriate amend terms of legal agreements and secure their fulfilment

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- j) To defend appeals against the Council's decisions and to represent the council at Hearings, Inquiries and the Courts
- k) To decline to determine any application pursuant to Section 70(A) of the TCPA 1990
- l) Determination of any matter under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 and any similar or successor regulations
- m) Any application for a certificate of appropriate alternative development under Section 17 of the Land Compensation Act 1961 (as amended)
- n) Determinations on overhead lines matters under Section 37 of the Electricity Act 1989 and subordinate Regulations.
- o) All Officers in Development Control team are authorised to enter onto land for any purpose permitted by any provision under TCPA 1990, LBA 1990 or any other legislation relating to town and country planning

7.7.2 The Strategic Director for Places is authorised to deal with the following matters:

- a) The agreement and operation of protocols, management agreements and/or Service Level Agreements
- b) The determination of applications for licences where no objections are received. This includes all applications made under the Licensing Act 2003 and Gambling Act 2005.

7.7.3 The Scheme of Delegation in Part 8 of the Constitution also applies.

8. Employment and Appeals Committee

8.1 Employment

- a) To establish panels to appoint Chief Officers, Officers that are part of the Strategic Management Team, or Officers that report directly to the Director for People. Such Panels to consist of three members of the committee plus the relevant Cabinet Member. Political balance applies to the panel.
- b) To consider employee procedures, including dismissal procedures.
- c) To hear, consider and determine appeals against dismissal by employees.
- d) The constitution of any special human resources panels or working parties as may be required from time to time.
- e) The discharge of such human resources functions that cannot be delegated under statute to the Cabinet or have not been delegated to officers, as may be delegated by the Council from time to time.
- f) To consider and approve HR policies (this requires two thirds voting members present to approve a policy subject to its financial impact not exceeding the virement threshold of the Director for Resources . If this cannot be achieved the policy in question will be referred to Full Council for further consideration and determination).

8.2 Appeals Panels

- a) To hear, consider and determine any other appeals made under a statutory appeals process and/or where no other appeals body has been established for the specific purpose. This will include:

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- i. Access to Personal Files
- ii. Approved Marriage Premises
- iii. Curriculum Complaints
- iv. Home to School Transport
- v. Housing Improvement Renovation or Repair Grants
- vi. Discretionary Rate Relief (NNDR)
- vii. Children’s Social Services Complaints

The panel will consist of three members drawn from the Committee. For this purpose, officers may draw upon members with training relevant to the subject matter of the appeal in order to ensure sufficient members are available to conduct the hearing, and to avoid involving any member who was involved in the original decision which is the subject of the appeal. Panel members should not be a representative of the Ward of the appellant. Panels should consist of three members of the Committee, with the exception of (vii) which should comprise two members of the committee and an independent chair. Political balance applies to the panel.

8.3 Delegation to Officers

The Director for Resources is authorised to deal with day to day administration of Human Resources matters.

9. **Conduct Committee**

9.1 The Committee is authorised to:

- a) To promote and maintain high standards of conduct by Members of the authority.
- b) To assist Members of the authority to observe the authority’s code of conduct.
- c) To advise the authority on the adoption or revision of a Code of Conduct.
- d) To monitor the operation of the authority’s Code of Conduct for Members.
- e) To assess, consider and determine complaints of breaches of the authority’s Code of Conduct, in accordance with the Council’s approved procedures.
- f) To consider granting dispensations to Members from requirements relating to interests set out in the authority’s Code of Conduct.
- g) To advise the Council on maintaining high standards of ethics and probity and to review all codes of conduct relating to ethic and probity affecting officers and Members.
- h) To consider reports which may come from Government, the Ombudsman or other external sources relating to standards of conduct and to make recommendations to the Council.
- i) To consider any Monitoring Officer reports relating to Members’ conduct and probity.
- j) To carry out all of the functions contained within paragraphs 1 to 9 above inclusive in relation to parish councils within the county and their Members.

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10. Health and Wellbeing Board

10.1 The Health and Wellbeing Board has been appointed by Rutland County Council as a statutory committee of the Local Authority. It will discharge directly the functions conferred on Rutland County Council by Section 196 of the Health and Social Care Act 2012 and any other such legislation as may be in force for the time being.

10.2 Aim

- a) To achieve better health, wellbeing and social care outcomes for Rutland's whole population and a better quality of care for patients and other people using services through the provision of:
 - i. collaborative leadership that influences, shapes and drives a wide range of services and interventions that span health care, social care and public health.
 - ii. strategic oversight of, and challenge to, the planning, strategy, commissioning and delivery of services across Health, Social Care, Public Health, Children's Services and other services that the Board agrees impact on the wider determinants of health.

10.3 Statutory Functions

10.3.1 Under the Health and Social Care Act 2012, the Health & Wellbeing Board has the following duties and functions:

- b) To encourage integrated working between health and social care commissioners, including arrangements under Section 75 of the National Health Service Act 2006 in connection with the provision of health and social care services.
- c) To prepare and publish a Joint Strategic Needs Assessment (JSNA) and Joint Health and Wellbeing Strategy (JHWS) that is evidence based and supported by all stakeholders to set out Rutland's objectives, trajectory for achievement and how members of the Board will be jointly held accountable for delivery.
- d) To encourage close working between commissioners of health-related services and the Board itself.
- e) To encourage close working between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services.
- f) Any other functions that may be delegated by the council under section 196(2) of the Health and Social Care Act 2012.

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10.4 Additional Responsibilities

10.4.1 The Board has also agreed a number of additional responsibilities which complement its statutory functions:

- a) To challenge and hold to account partners to ensure that their strategies, plans and services are aligned to Rutland's JHWS priorities, and to consider what is best for Rutland within all they plan and do.
- b) To have oversight of the use of relevant public sector resources across a wide range of services and interventions, with greater focus and integration across outcomes spanning health care, social care and public health.
- c) To task sub-groups (whether standing or time-limited) to develop solutions to challenges outlined in the JSNA and JHWS.
- d) To facilitate partnership working across health and social care to ensure that services are joined up around the needs of service users.
- e) To join up partnership working across Rutland, particularly linking to the Safer Rutland Partnership and ensure there are appropriate links with the Local Safeguarding Children's Board and the Leicestershire and Rutland Safeguarding Adults Board (The Joint Protocol for the HWB and LRSCB/LRSAB is in Appendix A).
- f) To focus resources on the agreed set of priorities for health, wellbeing and social care (as outlined in the JSNA and JHWS).
- g) To ensure that the work of the Board is aligned with policy developments both locally and nationally.

10.5 Principles

10.5.1 The Board agree to work to the following principles:

- a) Shared ownership of the Board by all its members (with commitment from their nominating organisations) and accountability to the communities it serves for delivering our priorities;
- b) Commit to driving real action and change to integrate services and to improve services and outcomes;
- c) Target resources in support of strategic objectives;
- d) Aim to reduce disparities in health and wellbeing in Rutland by prioritising those in greatest need;
- e) Support people to maintain their independence and make informed healthy choices;

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- f) Share success and learning to make improvements cross-organisationally for the wider benefit of Rutland;
- g) Be open and transparent in the way that the Board carries out its work - listening to service users/patients and the public, and acting on what they tell us
- h) Take advantage of Rutland's small size to utilise our resources and assets;
- i) Represent Rutland at LLR, regional and national platforms to ensure Rutland's voice is heard.

10.6 Sub-groups

10.6.1 There will be two permanent sub-groups of the Board:

- a) **Children's Trust Board:** Responsible for the development and improvement of services for children and young people 0 – 19 years, (and to the age of 25 years for some vulnerable young people), overseeing the delivery of the agreed vision and priorities of the Children, Young People and Families Plan.
- b) **Integration Executive Board:** Responsible for overseeing the integration of health and social care operational services, driving improvements in service delivery, and monitoring and approving the delivery of the Better Care Fund programme and Better Care Together in Rutland.

10.6.2 The Terms of Reference for each of these sub-groups is attached in Appendix B, also addressing reporting requirements and timescales. Additional sub-groups may be formed on a time limited basis at the request of the Board to address specific issues or undertake specific pieces of work. Where additional sub-groups are formed, the Chair of the Board will appoint a Chair for the sub-groups and agree reporting requirements and timescales.

10.7 Safeguarding

10.7.1 The Board work in line with the agreed protocol in place with the Leicestershire & Rutland Children's Safeguarding Board (LRCSB) and the Leicestershire & Rutland Safeguarding Adults Board (LRSAB). The protocol outlines the relationship between the Boards, how safeguarding shall be taken into account within the business of the HWB, and how health & wellbeing shall be taken into account within the business of the LRSCB and the LRSAB.

10.7.2 The protocol shall be approved by both the Board and by the LRSCB and the LRSAB, and reviewed at least three yearly.

10.8 Membership

10.8.1 The minimum membership of the Board shall consist of:

- a) Two representatives from the East Leicestershire and Rutland Clinical Commissioning Group (2).

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- b) Two local elected representatives (2) at least one to be the Portfolio Holder for Health.
- c) The Director of People for Rutland County Council (1).
- d) The Director of Public Health for Rutland County Council (1).
- e) One representative of Rutland Healthwatch (1).
- f) One representative from the Voluntary and Community Sector (1) (Non statutory member).
- g) One representative from NHS England (1).
- h) One representative from a Registered Social Landlord (1) (Non statutory member).
- i) One representative from Leicestershire Constabulary (1) (Non statutory member).

10.8.2 and such other persons as the local authority and/or the Board thinks appropriate in order to bring particular skills, knowledge and/or perspectives, including, but not limited to: additional voluntary sector representatives; clinicians; provider representatives.

10.8.3 Members can appoint a maximum of one deputy to attend meetings in their absence. Members (and their nominated deputy) will act with the necessary delegated responsibility from their organisation and take decisions on behalf of that organisation in relation to the work of the Board.

10.9 Voting

10.9.1 All members of the Health and Wellbeing Board are allowed to vote (unless the County Council directs otherwise).

10.9.2 Rutland County Council's Meeting Procedure Rules in relation to voting apply; however it is hoped that decisions of the Board can be reached by consensus without the need for formal voting.

10.9.3 Decisions can be taken by the Chair where necessary for reasons of urgency outside of formal meetings. Any decisions taken outside of formal meetings shall be recorded at the following meeting along with the reasons for the urgency and the basis for the decision.

10.10 Standing Orders and Meetings

10.10.1 The Access to Information Procedure Rules and Meeting Procedure Rules (Standing Orders) laid down by Rutland County Council will apply with any necessary modifications including the following:-

- a) The Chairperson will be Rutland County Council's Leader or Portfolio Holder for Health; the vice-chair will be elected from one of the other statutory members of the Board.

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- b) The quorum for a meeting shall be a quarter of the membership including at least one elected member from the County Council and one representative of the East Leicestershire and Rutland Clinical Commissioning Group.

10.10.2 Administration support will be provided by Rutland County Council.

10.10.3 There will be standing items on each agenda to include:

- a) Declarations of Interest
- b) Minutes of the Previous Meeting
- c) Matters Arising
- d) Updates from each of the subgroups of the Health & Wellbeing Board

10.10.4 Meetings will be held in public at least quarterly (4 times a year).

10.10.5 The Board may also meet for workshops or seminar sessions and for Board learning and development. These meetings will be informal and not held in public.

10.11 Review

10.11.1 These Terms of Reference will be reviewed at least annually, and more frequently where circumstances dictate appropriate.

11. DELEGATION TO OFFICERS - GENERAL

11.1 The following powers and duties are delegated to the named officer(s):

	DELEGATED FUNCTION	OFFICER
	<u>Adult Social Care, Health and Housing Functions</u>	
1.	To arrange appropriate care for persons in need, including young persons in transition	Director for People
2.	To prepare reports to Courts relating to individuals as requested by the Court	Director for People in conjunction with Chief Executive
3.	To receive persons into the Guardianship of the Authority under the Mental Health Act	Director for People
4.	To apply to the Courts for the displacement of the nearest relative or to the Court of Protection under the Mental Health Act	Director for People in conjunction with Chief Executive
5.	Payment of grants and negotiation of Service Level Agreements with Voluntary Organisations	Director for People
6.	To report to the Cabinet on new legislation, regulations or guidance and their implications for the Council	Director for People and Chief Executive

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	DELEGATED FUNCTION	OFFICER
7.	To report to the Portfolio Holder and the Care Quality Commission, as appropriate, significant events relating to persons receiving services provided or arranged by the Department excluding the expected death or natural illness of elderly persons	Director for People
<u>People - Children And Young People's Services Functions</u>		
8.	To arrange care for Children and Young Persons in need and in response to the directions of the Court, including those young persons in transition.	Director for People
9.	To prepare reports to the Court relating to care proceedings	Director for People
10.	To report to the Portfolio Holder for Children and Young People's Services and OFSTED, as appropriate, the death of a child in care	Director for People
11.	Power to give approval to County pupils and students attending schools and colleges outside the County and authorisation of recoupment charges	Director for People
12.	Power to establish teams of peripatetic staff as necessary within schemes approved by the Cabinet	Director for People
13.	To agree allocation, transport and attendance of pupils and welfare of schools, colleges and other establishments where those powers are not delegated to Governing and Managing Bodies, Heads and Principals.	Director for People
14.	To allocate responsibility allowances within the approved scheme where those powers are not delegated to Governing Bodies	Director for People
15.	To exercise the powers and duties through authorisation of the Education Welfare Officer under Sections 443 and 444 of the Education Act 1996	Director for People in consultation with the Chief Executive
16.	Power to apply approved arrangements for centrally appointed teachers	Director for People
17.	Power, in consultation with the Portfolio Holder for Children and Young People's Services to approve claims for compensation up to a maximum of £1,000 in those cases which are not covered by the County Council's insurance	Director for People
18.	Power to approve applications from teachers for premature retirement	Director for People
19.	Power to implement payments and make all necessary arrangements depending on local circumstances, for the supply of meals to pupils eligible for free school meals	Director for People
20.	Power to publish annually information required by the Education Act 1996	Director for People

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	DELEGATED FUNCTION	OFFICER
21.	Power to authorise appropriate transport arrangements where necessary in cases where there has been a difficulty or embarrassing pupil history at a school	Director for People
22.	Power to authorise amendments to Instruments of Government for schools under the responsibility of the Local Authority	Director for People
23.	To respond to National Curriculum Consultation Documents where the timescale for consultation does not allow consideration of responses by the appropriate body.	Director for People
24.	Power to give grants to youth organisations to cover equipment, maintenance and rent of premises, not exceeding £1,000 to any one organisation per year and the authorisation of grants for Youth Leaders and members of organisations attending approved courses, not exceeding £200 in any one case.	Director for People
	<u>Property</u>	
25.	To deal with day to day management of property under the control of the Services for People department including location of mobile classrooms and property consideration of requests by Governors for disposal of small pieces of land	Director for People in consultation with the Strategic Director for Places
	<u>Local Management of Schools Scheme</u>	
26.	Following consultation with the Portfolio Holder for Children and Young People’s Services to agree minor amendments to the Local Management of Schools Scheme	Director for People
	<u>Education otherwise than at School</u>	
27.	Power to make arrangements to comply with the Local Authority duty under Section 19 of the Education Act 1996 to make exceptional provision of education otherwise than at school, through service provision based on a minimum of 25 hours per week education	Director for People
28.	To deal with all matters under Part IV of the Education Act 1996 relating to special educational needs provision for children in the County	Director for People
	<u>Grants and Awards</u>	
29.	To approve and authorise payment of mandatory and discretionary awards, grants, including the approval and payment of fees, loans and travelling expenses in cases of students who are not eligible for awards. Payments to be made in accordance with Approved Schemes including Boarding Grants, assistance to pupils for out of school courses and individual grants to talented students in schools and colleges (to a maximum of £1,000).	Director for People

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PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
<u>Housing Functions</u>	
To issue all notices, certificates and consents required under the Housing Acts	Chief Executive
To carry out a periodic review of housing needs under S.8 of the Housing Act 1985	Strategic Director for Places
To authorise officers to enter premises in order to carry out duties	Director for People or Strategic Director for Places
To administer the day to day arrangement of the following functions under Housing legislation: a) Homelessness b) the Council's Housing waiting list c) Shared Ownership d) Housing Benefit/Council Tax Benefit	a) and b) Strategic Director for Places Chief Executive Director for Resources
To consider representations from housing applicants requesting special consideration for housing provision	Strategic Director for Places after consultation with the ward member and Portfolio Holder
To prepare all legal documents associated with the provision of housing and the administration of social service functions	Chief Executive after consultation with the Director for People or Strategic Director for Places
To administer Pt.XIV of the Housing Act 1985 – Housing Advances	Director for Resources
To administer the day to day arrangement of the following functions under Housing legislation a) Heating Grants, Improvement Grants b) Improvement Notices c) Slum Clearance d) Overcrowding e) Houses in multiple occupation and common lodging houses f) Unfit Housing	Strategic Director for Places
To receive and advise on a day to day basis issues in respect of property	Strategic Director for Places and Chief Executive
<u>Community Services Functions</u>	
To take all necessary action to implement programmes in accordance with the Council's approved Economic Development Plan and Tourism Strategy	Strategic Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To take all necessary action to implement programmes in accordance with the Council's approved Sports Strategy	Strategic Director for Places
To arrange the day to day management of Waste Collection and Street Cleansing including provisions under the: (a) Public Health Act 1961 – Accumulation of Rubbish, Filth and Vermin (b) Environmental Protection Act 1990 – Household Waste, Control of Waste, Unauthorised Waste and Privies (c) Refuse Disposal Amenity Act 1978 and Road Traffic Regulation Act 1984 – Unauthorised Dumping of Rubbish and Waste.	Strategic Director for Places
To implement the provisions of the Health Act 2006 in respect of smoke-free environments in premises to which the public has access	Strategic Director for Places
To implement the provisions of the Animal Welfare Act 2006	Strategic Director for Places
To implement the provisions of the Clean Neighbourhoods and Environment Act 2005	Strategic Director for Places
To implement the provisions of the Sunbeds (Regulation) Act 2010 including the authorising of officers for the purposes of powers of entry and enforcement	Strategic Director for Places
To authorise Inspectors, officers and persons required to perform statutory duties, including the issuing of fixed penalty notices, the inspection of premises and the issuing of notices	Strategic Director for Places
To arrange for the day to day management of Consumer Protection, Control of Environmental Health, Pest Control, Health and Safety, Food Safety, Drainage, Cemeteries and Burial Grounds under the control of the Council, Sunday Trading, Animals, Pollution, Emergency Planning, Gypsies and Travellers.	Strategic Director for Places
To undertake the functions of the Council as Weights and Measures authority by virtue of (a) Section 8(2) Customs and Excise Management Act 1979 (as amended) (b) Section 169 Licensing Act 1964 (as amended)	Strategic Regulatory Services Manager, Peterborough City Council

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
(c) Part 8 Enterprise Act 2002 (d) Tobacco Advertising and Promotion Act 2002	
To approve drainage of buildings in combination	Strategic Director for Places
To take all appropriate action under statute to abate Environmental Nuisance including requiring culverting of watercourses, dealing with watercourses, ponds and sanitary appliances	Strategic Director for Places
To carry out, in accordance with Statutory Powers available to this Authority, the maintenance of all registers, issuing and making representations with regard to all Licences or Consents and exercising associated control and day to day administration, inspection of premises including powers of entry (including obtaining warrants), service of notices and execution of works in default, compliance on behalf of owners or occupiers.	Strategic Director for Places in consultation with the Director of Public Health as appropriate.
Provided always that any such matters which relate to infectious diseases and of food poisoning should be carried out in consultation with a medically qualified proper officer or which relate to meat hygiene for which the Council has appointed an official veterinary surgeon.	
To carry out all powers and duties of the Council contained in Statutes relating to matters delegated to the Strategic Director for Places above.	Strategic Director for Places
Day to day grounds management and maintenance	Strategic Director for Places
To make observations and responses in relation to planning policy consultation documents and to make planning policy related submissions in circumstances where it is not practicable or appropriate to obtain formal Committee approval in advance.	Strategic Director for Places
To make minor wording and other amendments to planning policy documents in the course of their preparation to correct errors, to update their content and to ensure consistency.	Strategic Director for Places
To administer the Building Act 1984 and Building regulations, make decisions on applications and exercise the Council's powers, duties and responsibilities thereunder, including the issuing of notices, execution of work and recovery of expenses and authorisation of approved inspections and to implement and administer the duties of the council in respect of the receipt of Approved Inspectors and public bodies notices and certificates.	Strategic Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
Developer Contributions	
<p>To agree variations from the total amount of developer contributions required by agreements made under section 106 TCPA 1990 or in accordance with Supplementary Planning Documents (SPD) up to and including £50,000, provided that any variation does not exceed 20% of the sum required or indicated</p> <p>(Note: with effect from the approval of this delegation by Council on 23 April 2013, the element of the 20% calculation that does not relate to affordable housing shall be measured on the basis of the Community Infrastructure Levy (CIL) proposal agreed by Cabinet on 19 March 2013 where that proposal would require a lower contribution than that required by the relevant SPD for a section 106 obligation)</p>	Strategic Director for Places
<p>To agree variations of payment of developer contributions of any amount where:-</p> <p>a. affordable housing payments from developments of one or two dwellings are deferred until completion or occupation (in accordance with Cabinet Decision No 831 of 2012/13), provided that the full affordable housing contribution still has to be paid by that time; or</p> <p>b. where development of a single new dwelling or annexe is within the curtilage of the existing family home and is to be occupied for up to seven years by a direct family member or carer with no transfer of ownership, with both properties remaining in direct family ownership (in accordance with Cabinet Decision No 831 of 2012/13); or</p> <p>c. the payment is capped to anticipated CIL levels pending the introduction of CIL (in accordance with Cabinet Decision No 830 of 2012/13)</p>	Strategic Director for Places
Highway Functions	
To administer, make decisions and exercise powers, duties and responsibilities, including the issue of notices, permits and licences, under the provisions of the Highways Act 1980	Strategic Director for Places
To execute works by contract, recover expenses where appropriate, and respond to winter maintenance requirements and other adverse weather conditions	Strategic Director for Places
To arrange for the renewal of traffic signs, lining and road studs	Strategic Director for Places
To undertake local traffic management	Strategic Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To administer the provisions of the New Road and Streetworks Act 1991	Strategic Director for Places
To arrange safety audits of major new works and developers proposals	Strategic Director for Places
To certify interim and final adoption certificates for highways built to standards specified by the Council and put forward for adoption	Strategic Director for Places
To arrange testing of materials in highway works and check on compliance with specification	Strategic Director for Places
To arrange condition surveys of the highway in order to assess maintenance needs	Strategic Director for Places
To investigate claims made against the Council for alleged defects in the highway	Strategic Director for Places
To consider and, if appropriate, agree licences to cultivate the highway verge	Strategic Director for Places
To consider and decide applications for brown tourist and yellow advisory signs	Strategic Director for Places
To implement the requirements of the Traffic Sign Regulations and General Directions Order 2002	Strategic Director for Places
To fulfil the Council's obligations under the various Road Traffic Acts	Strategic Director for Places
To advise on the highway implications of proposals submitted as planning applications	Strategic Director for Places
To advise on the highway implications of development and forward planning on a local regional and national basis	Strategic Director for Places
To liaise with Network Rail and the train operating companies over the provision and improvement of rail services in Rutland	Strategic Director for Places
To administer the sponsorship of planting within the highway	Strategic Director for Places
To administer, make decisions and exercise powers, duties and responsibilities, and implement the provisions of the various Acts of Parliament relating to public rights of way issues, including legal enforcement, in consultation with the Head of Legal and Democratic Services; this to include the issuing of, and authorisation of, requisite notices and certificates as may be required by statute and associated regulations	Strategic Director for Places
To make minor changes to Traffic Regulation Orders in consultation with the ward Member(s)	Strategic Director for Places
To make amendments to approved highway schemes subject to consultation with the Portfolio Holder	Strategic Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To substitute highway schemes in place of the approved programme where it is not possible to progress an approved scheme within the year, subject to there being no change in the approved budget and subject to consultation with the Portfolio Holder	Strategic Director for Places
To undertake the duties of Traffic Manager in accordance with the Traffic Management Act 2004	Strategic Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

RESOURCES

DELEGATED FUNCTION	OFFICER
To manage day to day internal audit services for the Council	LGSS, subject to any action required to be taken by the Section 151 Officer and Monitoring Officer, arising from their statutory responsibilities.
To manage, co-ordinate and review the Council's complaints procedure and handling of individual complaints under that procedure	Director for Resources or Director for People in respect of Adult Social care complaints
To receive, evaluate and process grant applications	Director for Resources and appropriate Chief Officer
To effect debt management	Director for Resources
To write off debits up to the level fixed by Financial Regulations	Assistant Director - Finance
To invest surplus funds	Director for Resources
To arrange the Council's borrowing	Director for Resources
To effect Loan Debt Management, including taking up and repayment of loans and approval of terms	Director for Resources
To implement rent reviews in accordance with Valuer's instructions	Director for Resources
To administer all matters relating to Council Tax and Rating administration including billing collection recovery administration of benefits representation at Court and Tribunals (in consultation with the Chief Executive where appropriate) determination of exemptions maintenance of the valuation list refunds and relief	Director for Resources
To undertake the necessary work to approve the National Non Domestic Rates (NNDR) 1 form as required by The Local Government Finance Act 2012.	Assistant Director – Finance in consultation with the Portfolio Holder for Finance
To agree the disposal of surplus assets at open market value in accordance with agreed procedures, where that value is not greater than £50,000	Strategic Director for Places in conjunction with Director for Resources
To add small schemes (less than £50k) to the capital programme on the condition that all decisions are reported in the Quarterly Finance Report	Chief Executive in conjunction with relevant Portfolio Holder

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To deal with all matters connected with the leasing and management of the Council's industrial and office units and investment properties	Strategic Director for Places and Head of Legal Services
To collect revenues and disbursements from the collection fund and general fund.	Director for Resources
Day to day administration of IT Section and IT matters.	Director for Resources
To review staff resources and consequential action to be taken within budget to alter the organisation structure	Chief Executive with the Strategic Management Team and that reports of these decisions be periodically reported to the Cabinet
In order to create fairness and parity across the Authority, the awarding of re-gradings, the provision of additional or accelerated increments and honoraria for all staff (excluding staff employed in schools).	Chief Executive with the Strategic Management Team
The functions of the Council in relation to the naming of streets and numbering of houses	Director for Resources

ANNUAL COUNCIL

14 May 2018

PROGRAMME OF MEETINGS 2018/19

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Natasha Taylor, Governance Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

1. That Council approves the programme of meetings for 2018/19 attached at Appendix A.

1 PURPOSE OF THE REPORT

1.1 The Council at its Annual Council Meeting agrees the date and time of ordinary meetings of Council (and its Committees) for the coming Municipal Year. This report presents the programme of meetings and the principles that have been applied in compiling it.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 The Schedule of meeting dates is underpinned by a series of principles which are applied to ensure adherence to the Constitution and other Financial and Legislative requirements as well as affording some consistency from year to year. These principles are attached at Appendix B.

2.1.1 These principles have been developed over a number of years, but the main changes for 2018/19 are:

- Impact of May 2019 Election and purdah.

3 CONSULTATION

3.1 Group Leaders and Scrutiny Commission have been consulted on the principles for the programme of meetings and were supportive of the proposals.

4 ALTERNATIVE OPTIONS

- 4.1 It is a legislative requirement to publish a notice of ordinary meetings of the Council and its Committees.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 There are no community safety implications.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 There are no health and wellbeing implications.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that a schedule of the ordinary meetings of the Council and its Committees can be published in line with legislative requirements.

11 BACKGROUND PAPERS

- 11.1 There are no additional background papers.

12 APPENDICES

- 12.1 Appendix A – Programme of Meetings 2018/19

- 12.2 Appendix B – Principles for the Programme of Meetings 2018/19

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

PROGRAMME OF MEETINGS – 2018/19 (V.8)

For Meeting Start Times, please see overleaf.....

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

MEETING START TIMES:

(Open to the public)

COUNCIL 7.00pm
CABINET 10.00am
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
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)

DRAFT

Principles for Programme of Meetings 2018/19

Council

- 2nd Monday of month
- June/July/Sept/Oct/Nov/Jan/March/April/May(Annual Council)
- Council Tax Meeting – Monday 25th Feb 2019 (not a Special Meeting)
- January Council Monday 21st January (avoid Christmas publication dates)
- **Annual Council** – 20 May (Later due to Election on 9th May)

Cabinet

- Monthly – 3rd Tuesday of Month
- **Q2 – November (full report), Q3 – February (summary report), Q4 – May (full report looking backwards at previous year and an update re budget and emerging issues for current year)**
- Draft Budget Tuesday 15th Jan
- Final budget to February Cabinet (19th)
- No Cabinet in May due to Election and later Annual Council

Scrutiny Panels

- 5 rounds of ordinary meetings – each Panel taking place over a consecutive 3 week period
- Thursday Evening
- Budget Meetings (Ordinary Meetings) – January (propose w/c 21 Jan)
- Growth, Infrastructure and Resources Scrutiny Panel to take Q2, Q3 & Q4 before Cabinet.
- Meetings not to be scheduled in the 3 weeks before Annual Council

Audit and Risk

- Quarterly
- April/July(Statement of Accounts)/October/January

Planning and Licensing Committee

- Every Four Weeks (Tuesdays)
- **No May Meeting** (due to Election and later Annual Council)

Corporate Parenting Board

- Quarterly
- June/September/January/April

Employment and Appeals

- 6 Monthly

Conduct

- 6 Monthly

Health and Well-Being Board

- Quarterly

SACRE

- Quarterly (Tuesdays - 4 per year)
- **Avoid 4th Tuesday of the month**

Other Meetings to be considered

- Parish Council Working Group (Minimum 6 weeks before the Forum – 4 per year, Wednesdays)
- Parish Council Forum (Mondays - 4 per year)

Other Factors

- Every attempt will be made to avoid Rutland School Holidays
- Confirmed with Elections that Purdah starts on 26 March – every attempt has been made to avoid meetings in April and May in light of Election
- **Draft Programme of Meetings to be circulated to Group Leaders for Comment in advance of publication for Annual Council**

ANNUAL COUNCIL

14 May 2018

APPOINTMENTS TO OUTSIDE ORGANISATIONS, WORKING GROUP AND FORA

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Natasha Taylor, Governance Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Approves the appointments to Outside Bodies, Working Groups and Fora detailed in Appendix A.
2. Notes the appointments to Outside Organisation, Working Groups and Fora automatically designated by role/ward member in Appendix B.

1 PURPOSE OF THE REPORT

- 1.1 The Council is represented on a number of outside bodies as set out in Appendices A and B. Some of these appointments must be appointed to by Full Council (Appendix A) whilst others are allocated according to a Member's role or Ward (Appendix B).

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The appointments listed in Appendix A are for Council approval.
- 2.2 The appointments listed in Appendix B are for information only as they are automatically designated according to role, relevant portfolio, or Ward.
- 2.3 A full review of the appointments to Outside Organisations, Working Group and

Fora took place in 2017 and updates are also made throughout the year when Governance are advised of changes.

3 CONSULTATION

3.1 Group Leaders have been consulted.

4 FINANCIAL IMPLICATIONS

4.1 There are no financial implications.

5 LEGAL AND GOVERNANCE CONSIDERATIONS

5.1 There are no legal and governance considerations.

6 EQUALITY IMPACT ASSESSMENT

6.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

7 COMMUNITY SAFETY IMPLICATIONS

7.1 There are no community safety implications.

8 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no health and wellbeing implications.

9 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

9.1 To allocate members to Outside Organisations, Working Group and Fora for the Municipal Year 2018/19.

10 BACKGROUND PAPERS

10.1 There are no additional background papers.

11 APPENDICES

11.1 Appendix A – List of Outside Organisations, Working Group and Fora approved by Council.

11.2 Appendix B - List of Outside Organisations, Working Group and Fora designated by role/Ward for noting.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORA

APPOINTMENTS TO OUTSIDE BODIES MADE BY COUNCIL

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2017/18	PROPOSED MEMBER(S) 2018/19	PROPOSED ALTERNATE 2018/19 (where applicable)
ACTIVE RUTLAND (was Local Sports Alliance)	Bi-monthly 5pm – 6pm	Mr A Walters	Yes	Mr O Hemsley		
ANGLIAN (NORTHERN) REGIONAL FLOOD AND COASTAL COMMITTEE	Quarterly (Jan, 28 April, 14 July, 20 Oct) with sub- cttee when needed Daytime at Peterborough	Mr M E Baines	Alternate allowed. Must be of a similar level i.e. Councillor or Officer	Miss G Waller		
CARLTON HAYES MENTAL HEALTH CHARITY	Quarterly during working hours	Mr R Foster (4 year term of office following initial appointment – so up to 2019)	No. If the appointed member cannot attend it would require a re- appointment of a new member rather than a substitute.	Not appointed.	Mr R Foster	

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2017/18	PROPOSED MEMBER(S) 2018/19	PROPOSED ALTERNATE 2018/19 (where applicable)
COMBINED FIRE AUTHORITY	Annual General Meeting in June. Quarterly at Leicester during working hours	Mr K A Bool (1 member as per constitution of CFA)	Council can replace the appointed member at their discretion.	Mr R Foster		
EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION (Leics and Rutland Committee)	Bi-annually 6pm - 9pm at Leicester and Loughborough	Mr R Foster	Yes	Mr D Wilby		
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		Not appointed		

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2017/18	PROPOSED MEMBER(S) 2018/19	PROPOSED ALTERNATE 2018/19 (where applicable)
FAIRTRADE STEERING GROUP	Annual General Meeting 26 April 2017. Evenings Every 6-8 weeks at Oakham Methodist Church	Mr G Conde	Yes	Not appointed		
JOINT HEALTH SCRUTINY PANEL	Ad hoc Daytime	Chair of Adult Scrutiny One other member – Miss G Waller	N/a	Not appointed		
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	Mr A Walters	Yes	Mr O Hemsley		

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2017/18	PROPOSED MEMBER(S) 2018/19	PROPOSED ALTERNATE 2018/19 (where applicable)
LOCAL ENTERPRISE PARTNERSHIP	Unknown	Leader / Deputy Leader Mr O Hemsley	Yes	Mr T Mathias		
RURAL COMMUNITY COUNCIL (LEICESTERSHIRE AND RUTLAND)	Up to 6 meetings per year Daytime Leicester	Mr M E Baines	No	Not appointed		
RUTLAND ACCESS GROUP	Wednesday mornings	Miss G Waller Mr C Parsons	Yes	Mr J M Lammie		
RUTLAND CITIZENS ADVICE	3 times per year Late afternoon (4.30pm)	Propose – Delete (Observer status only)	Yes	Not appointed		
RUTLAND WATER PARTNERSHIP	Quarterly Daytime	Mr M E Baines Mr K A Bool Mrs J Fox	N/a	Not appointed		

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2017/18	PROPOSED MEMBER(S) 2018/19	PROPOSED ALTERNATE 2018/19 (where applicable)
SOUTH Lincs AND RUTLAND LOCAL ACCESS FORUM	Quarterly 2 meetings each pm and evening Various locations throughout southern Lincolnshire	Miss G Waller	A requirement for Rutland to be represented on the Forum. Not necessary to send deputy to if appointed member has persistent difficulty attending a replacement is recommended.	Mr W J Cross		
STANDING ADVISORY COMMITTEE ON RELIGIOUS EDUCATION (SACRE)	Quarterly 4.30pm – 6.30pm	Miss G Waller Mrs L Stephenson	Unknown	Not appointed		
TRUSTEES OF CORY ENVIRONMENTAL TRUST	Now ad hoc (Will cease by the end of 17/18)	Mr M Oxley		Not appointed		
TRUSTEES OF VICTORIA HALL	Quarterly 5.30pm – 7.00pm	Mr T Mathias Mr O Bird	Yes	Not appointed		
UPPINGHAM TOWN PARTNERSHIP	Minute indicate monthly Evenings	Mrs L Stephenson Ms R Burkitt (P/H on request)		Not appointed		

APPOINTMENTS TO WORKING GROUPS AND FORA TO BE MADE BY COUNCIL

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPOINTED MEMBERS 2017/18	ALTERNATE MEMBERS IF APPLICABLE	PROPOSED MEMBER(S) 2018/19
CONSTITUTION REVIEW WORKING GROUP	Quarterly Daytime	7 (Cross party calculated in accordance with political balance) 4 Cons 1 Ind 2 Other	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	N/a	
EQUALITY AND DIVERSITY GROUP	Quarterly Daytime	N/a	1 Appointment	N/a	
JOINT SAFETY COMMITTEE	Quarterly	2	Mr M A Oxley Mr A Stewart	N/a	
PARISH COUNCIL WORKING GROUP	Quarterly Evening	2	Mr T Mathias Mr A Stewart	N/a	

MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORA

APPOINTMENTS TO OUTSIDE ORGANISATIONS DESIGNATED BY ROLE/WARDMEMBER

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2017/18	MEMBER(S) 2018/19	ALTERNATE 2018/19 (where applicable)
COURT OF LEICESTER UNIVERSITY	Annual sitting of court February (11am 2.30pm)	Chairman Mr M E Baines – Nominated Representative	No	Not appointed	Chairman Mr M E Baines – Nominated Representative	
EAST MIDLANDS COUNCILS	Bi-annual Daytime at Nottinghamshire County Council	Leader – Mr O Hemsley	Yes	Deputy Leader - Mr N Begy	Leader – Mr O Hemsley	Deputy Leader - Mr N Begy
FRIENDS OF RUTLAND COUNTY MUSEUM	Quarterly 5.3pm to 7.00pm Catmose or Museum	Relevant Portfolio Holder – Mr G Brown	Yes – Cabinet Member	Mr O Hemsley	Relevant Portfolio Holder – Mr G Brown	Cabinet Member
HANSON CEMENT KETTON LIAISON COMMITTEE	Quarterly	Mr G Brown Mr G Conde		Not appointed	Mr G Brown Mr G Conde	
LEICESTERSHIRE AND RUTLAND HERITAGE FORUM	Unknown	Relevant Portfolio Holder – Mr G Brown	Unknown	Cabinet member	Relevant Portfolio Holder – Mr G Brown	Cabinet Member

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2017/18	MEMBER(S) 2018/19	ALTERNATE 2018/19 (where applicable)
LEICESTERSHIRE AND RUTLAND SAFEGUARDING CHILDREN BOARD	Quarterly Daytime County Hall Glenfield	Relevant Portfolio Holder – Mr R Foster	Yes	Mr R Clifton	Relevant Portfolio Holder – Mr R Foster	Mr A Walters
LEICESTERSHIRE AND RUTLAND SAFEGUARDING ADULTS BOARD	Quarterly Daytime County Hall Glenfield	Relevant Portfolio Holder – Mr A Walters	Yes	Mr R Foster	Relevant Portfolio Holder – Mr A Walters	Mr R Foster
LOCAL ENTERPRISE PARTNERSHIP – TRANSPORT BOARD	Quarterly Daytime Alconbury, Cambs	Relevant Portfolio Member – Mr O Hemsley	Yes	Mr O Hemsley	Relevant Portfolio Member – Mr N Begy	Mr O Hemsley
LOCAL GOVERNMENT ASSOCIATION (MOST SPARSLEY POPULATED COUNCILS GROUP)	3-4 per year Daytime London	Leader – Mr O Hemsley (Alternate – Mr M E Baines)	Yes	Mr M E Baines	Leader - Mr O Hemsley	Mr M E Baines
LOCAL GOVERNMENT ASSOCIATION – NATIONAL (and General Assembly)	Annual	Leader – Mr O Hemsley Deputy Leader – Mr N Begy	No	Not appointed	Leader – Mr O Hemsley Deputy Leader – Mr N Begy	

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2017/18	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2017/18	MEMBER(S) 2018/19	ALTERNATE 2018/19 (where applicable)
PATROL (NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE	Unknown		Unknown	Not appointed	Relevant Portfolio Holder	
PUBLIC PROTECTION SHARED SERVICE GOVERNANCE BOARD	Every 6 months Catmose or Peterborough alternately	Relevant Portfolio Holder – Mr G Brown	Substitute not allowed at short notice, prior notification required for a change of representative	Cabinet member	Relevant Portfolio Holder – Mr G Brown	Cabinet Member
RUTLAND ADOPTION PANEL	Ad-hoc (Monthly Daytime)	Relevant Portfolio Holder – Mr R Foster	No	Cabinet member	Relevant Portfolio Holder – Mr R Foster	
RUTLAND TOURISM	Quarterly Daytime	Relevant Portfolio Holder – Mr G Brown	Yes	Mr O Hemsley	Relevant Portfolio Holder – Mr G Brown	Mr O Hemsley
POLICE AND CRIME PANEL	6 per year Daytime Either Glenfield or Leicester on rota basis	Relevant Portfolio Holder – Mr A Walters	Yes	Deputy Leader	Relevant Portfolio Holder – Mr A Walters	Deputy Leader – Mr N Begy

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

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPROVED MEMBERS 2017/18	ALTERNATE MEMBERS IF APPLICABLE	MEMBERS 2018/19
CATMOSE CAMPUS BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr O Hemsley	N/a	Relevant Portfolio Holder – Mr O Hemsley
CATMOSE CAMPUS SPORTS PROJECT BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr O Hemsley	N/a	Relevant Portfolio Holder – Mr O Hemsley
CORPORATE PARENTING BOARD GA	Quarterly in practice 2 required by Terms of Reference Daytime	Portfolio Holder for Children Champion for Looked After Children	Portfolio Holder for Children – Mr R Foster Champion for Looked After Children – Mr D Wilby	N/a	Portfolio Holder for Children – Mr R Foster Champion for Looked After Children – Mr D Wilby
PARISH COUNCIL FORUM	Quarterly Evening	All Members	All Members	N/a	All Members
SCHOOLS FORUM	No less than 4 per year Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr D Wilby Chairman of Relevant Scrutiny Panel	Chairman of Relevant Scrutiny Panel	Relevant Portfolio Holder – Mr D Wilby Chairman of Relevant Scrutiny Panel

APPOINTMENTS TO LOCAL STRATEGIC GROUP FOR INFORMATION (DESIGNATED BY RELEVANT PORTFOLIO)

GROUP	FREQUENCY OF MEETINGS	MEMBER(S) APPOINTED 2017/18	MEMBER(S) APPOINTED 2018/19
Children's Trust Board	Quarterly	Cllr Richard Foster	Cllr Richard Foster
Safer Rutland Partnership	Quarterly	Cllr A Walters/Cllr O Hemsley	Cllr A Walters/Cllr O Hemsley

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