

# Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

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Members of Rutland County Council District Council are hereby summoned to attend the **TWO HUNDRED AND TWENTY EIGHTH MEETING AND ANNUAL MEETING OF THE COUNCIL** to be held at the Rutland County Museum, Oakham on **10 May 2021 commencing at 7.00 pm**. The meeting will also be held via Zoom <https://zoom.us/j/92373398225> 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](http://www.rutland.gov.uk/haveyoursay)

Mark Andrews  
**Interim Chief Executive**

## A G E N D A

- 1) **APOLOGIES**
- 2) **CHAIRMAN'S ANNOUNCEMENTS**
- 3) **ANNOUNCEMENTS FROM 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 2020/21.

Upon election, the incoming Chairman of the Council would ordinarily be invested with the Chairman's Chain of Office by the outgoing Chairman. However, arrangements will be made for this at a later date due to current social distancing requirements. In the event of the Chairman being re-elected, the Chairman will retain the Chain of Office.

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

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

## **6) ELECTION OF THE 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 2020/21.

Upon appointment, ordinarily the outgoing Vice-Chairman would invest the incoming Vice-Chairman with the Chain of Office. The Chairman of the Council would 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 would retain the Chain of Office and remain seated. However, arrangements will be made for this at a later date due to current social distancing requirements.

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

## **7) NOTIFICATION BY THE LEADER OF THE APPOINTMENT TO THE EXECUTIVE**

The Council is requested to note the appointment of members of the Executive and their portfolios as announced by the Leader.

## **8) POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS (Pages 5 - 12)**

To receive Report No.53/2021 from the Monitoring Officer. This report asks Council to:

- i. Decide the political balance calculation to be adopted by Council
- ii. Approve the allocation of seats to Political Groups
- iii. Approve the increase in the number of seats on the Conduct Committee from 6 to 7 in line with other Council committees
- iv. Note the group nominations for scrutiny committees
- v. Note the group nominations for the membership of standing committees
- vi. Appoint a Councillor from among the membership of each Committee to Chair meetings of those Committees.
- vii. Appoint the Chair of the Scrutiny Commission.

## **9) SCHEME OF DELEGATION AND CHANGES TO THE CONSTITUTION (Pages 13 - 56)**

To receive Report No.59/2021 from the Monitoring Officer.

**10) PROGRAMME OF MEETINGS 2021/22 (Pages 57 - 62)**

To receive Report No.54/2021 from the Monitoring Officer.

**11) APPOINTMENTS TO OUTSIDE ORGANISATIONS, WORKING GROUP AND FORA (Pages 63 - 78)**

To receive Report No.52/2021 from the Monitoring Officer.

**12) 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 E Baines – Chairman of the Council  
Mr N Begy – Vice-Chairman of the Council

Mr K Bool  
Mr O Hemsley  
Mr R Coleman  
Mr A Walters  
Mr P Ainsley  
Mr A Brown  
Mr W Cross  
Mrs S Harvey  
Mr A Lowe  
Mr M Oxley  
Mrs R Powell  
Miss G Waller  
Mr N Woodley

Mr J Dale  
Mr G Brown  
Mrs L Stephenson  
Mr D Wilby  
Mr D Blanksby  
Ms J Burrows  
Mrs J Fox  
Miss M Jones  
Ms A MacCartney  
Mrs K Payne  
Mr I Razzell  
Mrs S Webb

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**ANNUAL COUNCIL**

10 May 2021

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

**Report of the Monitoring Officer**

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Phil Horsfield, Monitoring Officer, Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
	Joanna Morley, Governance Officer	01572 758271 jmorley@rutland.gov.uk
Ward Councillors	All	

**DECISION RECOMMENDATIONS**

That Council:

1. Decides the political balance calculation the Council should adopt, either:
  - Calculation to include 27 Councillors (i.e. including non-aligned Members) – see table A
  - Calculation to 24 Councillors (i.e. excluding non-aligned Members) – see table B
2. Approves the allocation of seats to Political Groups, as determined by the vote on political balance calculation and notes the membership of each committee as set out in table A of the report.
3. Approves the increase in the number of seats on the Conduct Committee from 6 to 7 in line with other Council committees.
4. Notes the groups' nominations for the Scrutiny Committees for the Municipal Year 2021/22 as set out in Appendix A of the report. Subject to the vote on 1 above the wishes of the groups for the allocation based on a calculation including 27 members is set out in Appendix A.
5. Notes the groups' nominations for the membership of standing committees
6. Appoints a Councillor from among the membership of each Committee to Chair meetings of those Committees.
  - Growth, Infrastructure and Resources Committee,
  - Children and Young People Scrutiny Committee

- Adults and Health Scrutiny Committee
- Audit and Risk Committee
- Employment and Appeals Committee
- Planning and Licensing Committee
- Conduct Committee

7. Appoints a Chair of the Scrutiny Commission

## **1 PURPOSE OF THE REPORT**

1.1 To request that Council approve the political balance calculation for the Council, agrees the number of voting places, and allocates seats to political groups on relevant committees appointed by Council.

## **2 ESTABLISHMENT OF SCRUTINY COMMITTEES 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 of Scrutiny Committees and Standing Committees.

2.2 The Constitutional Review Working Group have recommended that the number of seats on the Conduct Committee be increased from 6 to 7 in line with other committees of the Council (with the exception of Planning and Licensing). Council are being asked to resolve that this change be made and the number of seats to be allocated has been set at 54 to include this increase

2.3 The 54 seats/voting places on the Council are set out in the table below:

<b>Committee</b>	<b>No. of places</b>
Audit and Risk Committee	7
Conduct Committee	7
Planning and Licensing Committee	12
Employment and Appeals Committee	7
Adults & Health Scrutiny	7
Children & Young People Scrutiny	7
Growth, Infrastructure & Resources Scrutiny	7
<b>Total</b>	<b>54</b>

## **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 Council's 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 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 tables. Using 54 as the total number of voting places across all Committees, the final column shows the total number of places each group is entitled to, using the calculated proportions. Table A shows the seat allocation when all Members, including those who are non-aligned, are accounted for in the calculation. Table B shows the seat allocation excluding non-aligned Members.

**TABLE A**

Group	No. of Cllrs	As a % of 27	Number of seats	Rounded number of seats
Conservatives	15	55.55	29.99	<b>30</b>
Independent Group	6	22.22	11.99	<b>12</b>
Liberal Democrat	3	11.11	5.99	<b>6</b>
Non-aligned	3	11.11	5.99	<b>6</b>
	27	100%	54	<b>54</b>

**TABLE B**

Group	No. of Cllrs	As a % of 24*	Number of seats	Rounded number of seats
Conservatives	15	62.5	33.75	<b>34</b>
Independent Group	6	25	13.5**	<b>13</b>
Liberal Democrat	3	12.5	6.75	<b>7</b>
	24*	100%	54	<b>54</b>
Non-aligned	3	0	0	0
	27	100%	54	<b>54</b>

\* The 3 Members who are not part of a group are not accounted for in the political balance calculation (hence 24 rather than 27) as the current position is that they are unable to take up a committee seat, unless given by the Executive or any other group.

\*\* 0.5 as the lowest fraction has been rounded down.

- 3.4 The allocations set out in Appendix A shows the allocation of seats to political

groups, based on political balance calculation A and has been agreed between the political groups. The principle that the majority of seats on all Committees and Sub-Committees are allocated to the political group that has a majority of the Council's membership, has been applied.

3.5 **Appendix A** also shows the Councillors allocated to each committee seat, dependent on calculation, as informed by Group Leaders at the time of publication.

## **4 OTHER APPOINTMENTS**

4.1 The Constitution requires that Council should appoint a Councillor from within the membership of the Committee to Chair the meetings of that Committee.

## **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 committees.

8.2 The Council must allocate seats on committees so as to give effect to the political balance rules.

8.2.1 The allocation of seats shall conform to the principles of proportionality contained in sections 15 and 16 of the Local Government and Housing Act 1989. There is a duty to give effect to the following principles, as far as reasonably practicable, in the order shown:

- a) Not all the seats on the body are allocated to the same political group
- b) 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;



- c) Subject to (a) and (b) above, that 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
- d) Subject to (a) to (c) above, that 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.
- e) For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

8.3 The political proportionality rules that apply in allocating seats on Committees etc. set out in Section 15 and 16 of the Local Government and Housing Act 1989 apply only to political groups and not non-aligned (un-grouped) Members. Alternative arrangements not complying with section 15 and 16 of the 1989 Act may be made by virtue of Section 17 of the 1989 Act by passing a resolution with no member voting against the resolution.

8.4 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 – Committee Allocations based on calculation (A)

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## APPENDIX A

### Committee Places – Based on Calculation A (All 27 Councillors)

<b>AUDIT &amp; RISK COMMITTEE</b>		
	<b>Councillor</b>	<b>Allocation</b>
1	<i>Edward Baines</i>	<i>Cons</i>
2	<i>Gordon Brown</i>	<i>Cons</i>
3	<i>Nick Woodley</i>	<i>Cons</i>
4	<i>Ian Razzell</i>	<i>Cons</i>
5	<i>Rosemary Powell</i>	<i>Independent</i>
6	<i>Abigail MacCartney</i>	<i>Lib Dem</i>
7	<i>Adam Lowe</i>	<i>Non-aligned</i>

<b>EMPLOYMENT &amp; APPEALS COMMITTEE</b>		
	<b>Councillor</b>	<b>Allocation</b>
1	<i>Kenneth Bool</i>	<i>Cons</i>
2	<i>Gordon Brown</i>	<i>Cons</i>
3	<i>Samantha Harvey</i>	<i>Cons</i>
4	<i>Nick Woodley</i>	<i>Cons</i>
5	<i>Andrew Brown</i>	<i>Independent</i>
6	<i>Gale Waller</i>	<i>Lib Dem</i>
7	<i>Jeff Dale</i>	<i>Non-aligned</i>

<b>PLANNING &amp; LICENSING COMMITTEE</b>		
	<b>Councillor</b>	<b>Allocation</b>
1	<i>Kenneth Bool</i>	<i>Cons</i>
2	<i>Edward Baines</i>	<i>Cons</i>
3	<i>Nick Begy</i>	<i>Cons</i>
4	<i>Gordon Brown</i>	<i>Cons</i>
5	<i>William Cross</i>	<i>Cons</i>
6	<i>Samantha Harvey</i>	<i>Cons</i>
7	<i>Karen Payne</i>	<i>Cons</i>
8	<i>Andrew Brown</i>	<i>Independent</i>
9	<i>Marc Oxley</i>	<i>Independent</i>
10	<i>David Blanksby</i>	<i>Independent</i>
11	<i>Abigail MacCartney</i>	<i>Lib Dem</i>
12	<i>Adam Lowe</i>	<i>Non-aligned</i>

<b>CONDUCT COMMITTEE</b>		
	<b>Councillor</b>	<b>Allocation</b>
1	<i>Nick Begy</i>	<i>Cons</i>
2	<i>Oliver Hemsley</i>	<i>Cons</i>
3	<i>Nick Woodley</i>	<i>Cons</i>
4	<i>Andrew Brown</i>	<i>Independent</i>
5	<i>Sue Webb</i>	<i>Independent</i>
6	<i>Joanna Burrows</i>	<i>Lib Dem</i>
7	<i>Richard Coleman</i>	<i>Non-aligned</i>

	SCRUTINY COMMISSION	
<b>Chair of Adults &amp; Health Scrutiny Committee</b>	<b>Children &amp; Young People Scrutiny Committee</b>	<b>Growth, Infrastructure &amp; Resources Scrutiny Committee</b>

	GIR SCRUTINY COMMITTEE	
	Councillor	Allocation
1	<i>Nick Begy</i>	<i>Cons</i>
2	<i>Paul Ainsley</i>	<i>Cons</i>
3	<i>Gordon Brown</i>	<i>Cons</i>
4	<i>June Fox</i>	<i>Cons</i>
5	<i>Miranda Jones</i>	<i>Independent</i>
6	<i>Marc Oxley</i>	<i>Independent</i>
7	<i>Gale Waller</i>	<i>Lib Dem</i>

	ADULTS & HEALTH SCRUTINY COMMITTEE	
	Councillor	Allocation
1	<i>Paul Ainsley</i>	<i>Cons</i>
2	<i>William Cross</i>	<i>Cons</i>
3	<i>June Fox</i>	<i>Cons</i>
4	<i>Samantha Harvey</i>	<i>Cons</i>
5	<i>Rosemary Powell</i>	<i>Independent</i>
6	<i>Gale Waller</i>	<i>Lib Dem</i>
7	<i>Jeff Dale</i>	<i>Non-aligned</i>

	CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE	
	Councillor	Allocation
1	<i>Paul Ainsley</i>	<i>Cons</i>
2	<i>Nick Begy</i>	<i>Cons</i>
3	<i>William Cross</i>	<i>Cons</i>
4	<i>Samantha Harvey</i>	<i>Cons</i>
5	<i>Andrew Brown</i>	<i>Independent</i>
6	<i>Sue Webb</i>	<i>Independent</i>
7	<i>Richard Coleman</i>	<i>Non-aligned</i>

**ANNUAL COUNCIL**

10 May 2021

**SCHEME OF DELEGATION AND CHANGES TO THE  
CONSTITUTION**

**Report of the Monitoring Officer**

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Phil Horsfield, Monitoring Officer and Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
	Joanna Morley, Governance Officer	01572 758782 jomorley@rutland.gov.uk
Ward Councillors	N/A	

**DECISION RECOMMENDATIONS**

That Council:

1. Approves the Scheme of Delegation, Part 3 of the Constitution, as amended and set out in Appendix A.
2. Notes the use of and amendments to:
  - a) Part 5 of the Constitution – Codes and Protocols
  - b) Part 7 of the Constitution – Strategic Management Structure (Appendix B)
3. 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
- 1.2 To note amendments to Parts 5, and 7 following personnel changes and amendments to the Constitution.

**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.

### **3 SCHEME OF DELEGATION**

- 3.1 The Scheme of Delegation, 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 following link: [Scheme of Delegation](#)
- 3.2 Amendments to the scheme of delegation agreed by the Constitutional Review working Group (CRWG) this year and shown in Appendix A, include:
- i) The scheme at 7.7.1 relating to changes to a planning application submitted by or on behalf of an RCC County Councillor or an officer of the Council.
  - ii) The scheme at 11.2.1 and 11.12.12 to reflect delegations to the Strategic Director of Place.
  - iii) The addition at 11.10.5 which specifies that the requirement to keep a decision log and publish this regularly to Councillors, be added to the emergency delegation
  - iv) The change at 10.7.1 (b) which specifies that the two RCC members of the Rutland Health and Wellbeing Board shall be the Portfolio Holder for Health and the Portfolio Holder for Children's Services.
- 3.3 It should be noted that the CRWG have recommended an increase in the size of the Conduct Committee to 7 members. Council have been asked to resolve that this change be made in the Report on this agenda relating to Committees and appointments.

### **4 CODES AND PROTOCOLS**

- 4.1 The Officer Code of Conduct, [Part 5 Section 3](#), of the Constitution, now includes the Officers' Register of Interests Protocol. The Protocol applies to all employees of Rutland County Council and provides a clear framework in which Officers should operate in the event that they need to declare interests – promoting openness and transparency. A link to the Constitution and the protocol (sub-section 19) can be found here: [Officer Code of Conduct](#)
- 4.2 The Whistleblowing Policy, [Part 5 Section 5](#) of the Constitution has been amended following comments from the Audit and Risk Committee and subsequent approval by Cabinet at its meeting on 19 May 2020. The Policy can be found here: [Whistleblowing Policy](#)

### **5 MEMBERS SCHEME OF ALLOWANCES**

- 5.1 The Members' Scheme of Allowances, [Part 6](#) of the Constitution, has been updated following Council's approval on 9 March 2020 and can be found here: [Members' Scheme of Allowances](#)

### **6 STRATEGIC MANAGEMENT STRUCTURE CHART**

- 6.1 Over the past year there have been a number of changes to the Senior Management Structure, shown in [Part 7](#) of the Constitution. The Strategic Management structure can be seen at Appendix B.

## **7 CONSULTATION**

- 7.1 The Constitution Review Working Group (CRWG) have considered, and where appropriate, approved the proposed changes at their meetings this year.

## **8 ALTERNATIVE OPTIONS**

- 8.1 Council could choose to reject the proposed alterations to the Constitution (save for those in part 2 of the Recommendations)

## **9 FINANCIAL IMPLICATIONS**

- 9.1 There are no financial implications.

## **10 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 10.1 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.

## **11 EQUALITY IMPACT ASSESSMENT**

- 13.1 An Equality Impact Assessment Screening Form (EqIA) has not been completed.

## **12 COMMUNITY SAFETY IMPLICATIONS**

- 12.1 There are no community safety implications.

## **13 HEALTH AND WELLBEING IMPLICATIONS**

- 13.1 There are no health and wellbeing implications.

## **14 BACKGROUND PAPERS**

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

## **15 APPENDICES**

- 15.1 Appendix A – Revised Part 3 RCC Constitution (Scheme of Delegation)

- 15.2 Appendix B – Strategic Management Structure Chart

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# Rutland County Council

## PARTS 3 OF THE CONSTITUTION SCHEME OF DELEGATION

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## **SECTION 1 - GENERAL PRINCIPLES**

- 1.1 The Scheme is subject to other provisions of the Council's Constitution and in particular the parts 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.
- 1.8 Project Boards may be established to advise those with delegated powers in the exercise of those powers.

## **SECTION 2 - MATTERS RESERVED TO COUNCIL**

- 2.1 Local choice functions are mainly set out in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (the "Functions Regulations". These functions may be, but need not be, the responsibility of the Council's Executive. This means that the Council can decide whether the function is to be the responsibility of the Executive (an 'executive function') or the responsibility of the Council (a 'non-executive' function).
- 2.2 Having regard to government guidance full Council has decided that the local choice functions will be executive or non-executive as set out in the schedule below. Where a function is allocated to the Executive Board, the Board will be able to delegate decisions within that function to a committee or sub-committee of itself or to an officer. Similarly, where a function is allocated to the Council, the Council may delegate it to a committee or sub-committee or to an officer. Where the function is not specified then this will remain the responsibility of the Council.

No	Local Choice Function	Status of Function: 'Executive' or 'Non- Executive'
1.	Any function under a local Act other than a function specified or referred to in Regulation 2 or Schedule 1 of the Local Authorities Functions Regulations or specified within the terms of reference of any non-executive committee.	Executive
2.	The determination of an appeal against any decision made by or on behalf of the authority.	Non-Executive
3.	The making of arrangements pursuant to section 52 of the Education Act 2002 and the Education (Pupil Exclusions and Appeals (Maintained Schools) (England) Regulations 2002 and the Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (England) Regulations 2008 (making arrangements for appeals against exclusion of pupils).	Non-Executive
4.	The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to, the Schools Standards and Framework Act 1998 (making arrangements for admission appeals).	Non-Executive
5.	The making of arrangements pursuant to section 95(2) of, and Schedule 25 to, the Schools Standards and Framework Act 1998 (children to whom section 87 applies: appeals by governing bodies).	Non-Executive
6.	Any function relating to contaminated land.	Executive
7.	The discharge of any function relating to the control of pollution or the management of air quality.	Executive
8.	The service of an abatement notice in respect of a statutory nuisance.	Executive
9.	The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	Executive
10.	The inspection of the authority's area to detect any statutory nuisance.	Executive
11.	The investigation of any complaint as to the existence of a statutory nuisance.	Executive

12.	The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Executive
13.	The making of agreements for the execution of highways works.	Executive
14.	The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Executive
15.	The appointment of any individual: (a) to any office other than an office in which he/she is employed by the Council; (b) to any body other than: (i) the Council; (ii) a joint committee of two or more authorities; or (iii) to any committee or sub-committee of such a body, and the revocation of any such appointment.	Non -Executive where the body exercises Non- Executive powers, the Executive where the body exercises Executive Powers and Non-Executive where there is any doubt.
16.	The making of agreements with other local authorities for placing staff at the disposal of those other local authorities.	Executive
17.	Functions under sections 106, 110, 111, 113 of the Local Government and Public Involvement in Health Act 2007 relating to local Area Agreements	Executive
18.	Unless specifically catered for elsewhere, the adoption or approval of any plan or strategy relating to the Licensing and Regulatory functions listed in Part B of Schedule 1 of the Functions Regulations 2000.	Non-Executive

### **SECTION 3 - GENERAL DELEGATED POWERS**

- 3.1 The General Scheme of Delegation to all Committees is contained in Part 3, Section 11 of the Council's Constitution.

### **SECTION 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, Section 11 of the Council's Constitution.

## **SECTION 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. The Chief Executive acting at her absolute discretion may reallocate functions to ensure the efficient running of the Council.

<b>No</b>	<b>Act Section of Schedule</b>	<b>FUNCTION</b>	<b>PROPER OFFICER</b>
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)	Section 151 Officer
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

<b>No</b>	<b>Act Section of Schedule</b>	<b>FUNCTION</b>	<b>PROPER OFFICER</b>
16.	LOCAL GOVERNMENT ACT 1972 S.223(1)	The conduct of Legal proceedings before Magistrates' Court	Section 151 Officer or Deputy Director: Corporate Governance or Chief Executive
17.	LOCAL GOVERNMENT ACT 1972 S.225(1)	Deposit of documents	Chief Executive OR Monitoring Officer
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
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

<b>No</b>	<b>Act Section of Schedule</b>	<b>FUNCTION</b>	<b>PROPER OFFICER</b>
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	Strategic Director for Places
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	Strategic Director for 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
41.	LOCAL GOVERNMENT AND HOUSING ACT 1989	Acting Head of the Paid Service in the Head of Paid Service's absence	Strategic Director for People
42.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.5	Monitoring Officer	Deputy Director: Corporate Governance
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



<b>No</b>	<b>Act Section of Schedule</b>	<b>FUNCTION</b>	<b>PROPER OFFICER</b>
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	Section 151 Officer
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	Strategic Director for Resources and/or Monitoring Officer
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	Deputy Director: Corporate 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 Deputy Director: Corporate 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

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
54.	GENERAL DATA PROTECTION REGULATION 2016	Data Protection Officer	Information Governance Officer
55.	GENERAL DATA PROTECTION REGULATION 2016	Senior Information Risk Owner	Monitoring Officer
56.	CALDICOTT REVIEW 1997	Caldicott Guardian	Director Adult Services and Health (interim)
57.	CHILDREN ACT 2004 S 11	Local Authority Designated Officer (LADO)	Head of Safeguarding Children's Social Care

## 5.2 Deputy Proper Officer Provisions

5.2.1 Returning Officer - The Chief Executive can designate an individual Officer (in writing) who is authorised to act as a Deputy Returning Officer for Elections when the Chief Executive is unable to act

5.2.2 In other cases where the designated Proper Officer is unable to act, the following are designated Deputy Proper Officers:

- For the Chief Executive or in her absence any Corporate Director
- For any Corporate Director, any Director or Deputy Director

5.2.3 The Chief Executive is designated as Proper Officer for any purposes where no other Officer has been specifically designated. If neither the Proper Officer nor the Deputy Proper Officer is able to act the Chief Executive may designate an appropriate Officer to act as Proper Officer or Deputy Proper Officer.

5.2.4 If the Chief Executive is unable to exercise this power then it shall be exercised by the, Corporate Director Resources or a second tier Officer.

5.2.5 The Monitoring Officer and the Section 151 officer designate their own deputy direct and are not covered by the above.

## **TERMS OF REFERENCE FOR REGULATORY COMMITTEES**

### **SECTION 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 as follows:**

- a) to consider and approve the annual statement of accounts
- b) 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
- c) to ensure that the financial management of the Council is adequate and effective
- 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.
- 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.

## **6.6 Delegations to Officers**

- a) The Section 151 Officer, 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.

## **SECTION 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.

### **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 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 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~~

To be replaced with:

*“An application is submitted by or on behalf of a Rutland County Councillor, or an Officer of the Council directly or 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. Other than Prior Notifications, applications relating to trees, discharge of conditions, Lawful Development Certificates and such other matters as the Strategic Director for Places in consultation with the Monitoring Officer deem appropriate, including where necessary to ensure the Authority is able to ensure that statutory deadlines are met.”*

- 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 Strategic Director for Place 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
- 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 Delegations set out in Part 3 also apply.

## **SECTION 8 - EMPLOYMENT AND APPEALS COMMITTEE**

### **8.1 Employment**

- a) To establish panels to appoint Chief Officers and Officers that are part of the Strategic Management Team. 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 in line with procedures agreed by the Committee.
- 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 Strategic 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**

8.2.1 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:

- Access to Personal Files
- Approved Marriage Premises
- Curriculum Complaints
- Home to School Transport
- Housing Improvement Renovation or Repair Grants
- Discretionary Rate Relief (NNDR)
- Children’s Social Services Complaints

8.2.2 The panel will consist of three members drawn from the Committee. For this purpose, officers may draw upon members 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 any such panel and appropriate training will be provided in relation to the subject matter.

## **8.3 Delegation to Officers**

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

## **SECTION 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.

## **SECTION 10 - HEALTH AND WELLBEING BOARD**

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.

### **10.1 Aim**

10.1.1 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:

- a) collaborative leadership that influences, shapes and drives a wide range of services and interventions that span health care, social care and public health.
- b) 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.

### **10.2 Statutory Functions**

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

- a) 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.
- b) 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.

- c) To encourage close working between commissioners of health-related services and the Board itself.
- d) 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.
- e) Any other functions that may be delegated by the council under section 196(2) of the Health and Social Care Act 2012.

### **10.3 Additional Responsibilities**

10.3.1 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.

### **10.4 Principles**

10.4.1 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;
- 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.

## 10.5 Sub-groups

10.5.1 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 and ensure that relevant information is provided to those responsible for care for 19 – 25 years where appropriate
- b) **Rutland Health and Care Board:** Responsible for health and care needs in Rutland, managing the resources available to do this and working in partnership to provide leadership, direction and assurance to the integration and enhancement of health and care services in Rutland, with a particular focus on key local change programmes contributing to this aim.

10.5.2 The Terms of Reference for each of these sub-groups is attached in Appendix A, 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.

## 10.6 Safeguarding

10.6.1 The Board works 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.

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

## **10.7 Membership**

10.7.1 The minimum membership of the Board shall consist of:

- a) Two representatives from the East Leicestershire and Rutland Clinical Commissioning Group (2).
- b) Two local elected representatives (2) ~~at least one~~ to be the Portfolio Holder for Health [and the Portfolio Holder for Children's Services](#)
- c) The Director of [Adult Services and Health](#) 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).
- j) 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.

10.7.2 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.

## **10.8 Voting**

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

10.8.2 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.

10.8.3 Decisions can be taken by the Chairman 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.

## **10.9 Standing Orders and Meetings**

10.9.1 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.
- 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.

10.9.2 Administration support will be provided by Rutland County Council

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

- Declarations of Interest
- Minutes of the Previous Meeting
- Matters Arising
- Updates from each of the subgroups of the Health & Wellbeing Board

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

10.9.5 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.

## **10.10 Review**

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

## **SECTION 11 - DELEGATION TO OFFICERS - GENERAL**

### **Officer Scheme of Delegation**

#### **11.1 Introduction**

11.1.1 This scheme has been adopted by Rutland County Council and sets out the extent to which the powers and duties of the Council are delegated to officers under the Local Government Act 1972, the Local Government Act 2000 and all other powers enabling delegation to officers. It is adopted with the intention of giving a streamlined, clear and simple decision-making process. It should be interpreted widely.

- 11.1.2 Under this scheme officers must keep Members properly informed of action arising within the scope of these delegations. Officers must liaise closely with the relevant Portfolio Holder on executive functions and the relevant Chairman of the regulatory committee when the matter falls within the remit of that committee.
- 11.1.3 All references to legislation shall be deemed to include any subsequent amendments to such legislation.
- 11.1.4 Under section 101 of the Local Government Act 1972 the Council may authorise an officer of the authority to commission and monitor work for and on behalf of the Council by people who are not officers of the authority and such people will be bound by this scheme, and the obligations contained in it, at all times when engaged on Council business (e.g.. Peterborough Legal Services).
- 11.1.5 References to powers of ‘the Council’ include functions of Cabinet.
- 11.1.6 Any reference to a function/service area shall be deemed to include a reference to all statutory powers relating to that function and shall be deemed to include authority to exercise all such powers.
- 11.1.7 All delegations are intended to be cumulative. Each delegation may be read on its own unless it is specifically expressed to be subject to another.
- 11.1.8 The specific delegations should not weaken the general delegations and are included to ensure that it is clear that those powers have been granted.
- 11.1.9 All delegations to officers are subject to:
- Statutory requirements
  - Contract Procedure Rules
  - Financial Procedure Rules
  - Consideration of the policies and plans of the Council
  - The Employee Code of Conduct and adopted protocols
  - Any financial limits set out in any budget agreed by Council and in accordance with Financial, Contract and Property Procedure Rules
  - The Budget and Policy Framework set by Council and any other Council policy having regard to any report by the Head of Paid Service, the Monitoring Officer or the Officer designated under section 151 of the Local Government Act 1972
  - Any provision contained within this Constitution
- 11.1.10 Where an officer has delegated powers, the Council or the Cabinet or a Committee (as appropriate) can still exercise that power in a particular case if it considers it appropriate to do so. Equally it is always open to an Officer not to exercise delegated powers but to refer the matter as appropriate.

## **11.2 Exclusions**

11.2.1 This Scheme does not delegate:

- Any matter which by law may not be delegated to an officer
- Any matter which is specifically excluded from delegation by this scheme, by a decision of the Council, the Cabinet/Executive or a Committee or Sub-Committee.

### **11.3 Authorisations to other Officers**

11.3.1 Officers with delegated powers may in writing authorise another officer or officers to exercise those powers. Such authorisations may be subject to limitations and conditions. The officer with the delegated powers must keep a register of all authorisations granted. Copies must also be sent to the Governance Manager.

11.3.2 In relation to the exercise of the authority in relation to budgets the Agresso system will contain the definitive list of budgetary authority in addition to any specific written delegations provided by either officers, committee, Cabinet or Council.

### **11.4 Reserve Delegations**

11.4.1 The delegated powers held by a post may be exercised by the line manager of that post (or by their line manager) if:

- that post is vacant
- the post-holder is not at work for any reason

11.4.2 This does not apply to Proper Officer appointments

### **11.5 Consultation**

11.5.1 Officers shall consult as appropriate and have due regard to the advice given. If for any reason it is not practical to consult a person required to be consulted in the exercise of a delegation then the person with the delegated power must consult someone else whom he/she considers to be an appropriate substitute. In particular, consultation must take place with legal, finance and human resources as appropriate.

### **11.6 Restriction on delegations to Chief Officers/Deputy Chief Officers**

11.6.1 Delegations to Chief Officers/Deputy Chief Officers shall not be exercised if the Head of Paid Service, or a Director, or the Monitoring Officer, or Section 151 Officer, has given a direction to that effect.

11.6.2 The Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the appropriate Cabinet, Committee or Health and Wellbeing Board.

11.6.3 In the absence of the Chief Executive the Directors may exercise any delegated power possessed by the Chief Executive

11.6.4 In the absence of a Director, another Director or Deputy Director may exercise any delegated power possessed by that Director.

### **11.7 Transfer of Functions**

11.7.1 Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet or a Committee/Sub Committee.

11.7.2 Where a service is restructured, the Chief Executive and/or relevant Director shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer.

## 11.8 Proper Officers

11.8.1 In addition to the specific powers delegated to Strategic Management Team, local government legislation specifies that certain officers must have responsibility for a number of specific functions as set out in the various acts of parliament. Each officer with such responsibility is known as the “Proper Officer” in relation to that task. The list of Proper Officers is approved by the Council and is attached at Appendix One

11.8.2 The Council is also required to appoint certain officers known as Statutory Officers to take responsibility for functions specified in local authority legislation. These functions are in addition to the Scheme of Delegation and are set out below.

## 11.9 General Powers delegated to Strategic Management Team

	<b>Delegation</b>	<b>Exception</b>
11.9.1	To exercise within approved budgets all matters of day to day administration and operational management of the services and functions for which they are responsible.	
11.9.2	To take all necessary action to achieve and implement the objectives and actions set out in approved policies, strategies, plans and decisions of Council or committees.	
11.9.3	To make orders, sign licenses and notices relevant to their service areas.	
11.9.4	To make decisions on any objection submitted which relates to a proposal, application or other matter within their service area, subject to Committee Terms of Reference.	
11.9.5	Service of any statutory notices affecting their service area.	
11.9.6	To exercise the Council’s powers to enter land and premises (and to authorise others to enter land and premises) for the purposes of any of the Council’s functions which the officer has responsibility for enforcing or investigating.	
11.9.7	To instruct the Council’s Legal Service with respect to any legal matter concerning their department or services in consultation with the Monitoring Officer.	



11.9.10	To exercise the Council's power to publish information about its services including deciding the content of any publication.	
11.9.11	To respond to consultations including statutory consultations if there is not sufficient period of time to take to the relevant formal body for their comments.	
11.9.12	To decide the terms upon which services will be provided to the public (which may include providing services on different terms to different individuals or classes of individuals).	
11.9.13	The employment of all employees below Outside SMT level including determining the most appropriate means of recruitment and selection	
11.9.14	The decision to recruit permanent, temporary or agency staff within the services budget	
11.9.15	Formulation, review and revision of person specifications and job descriptions for posts within their service areas	
11.9.16	Application of conditions of service including the authorisation of leave of absence, payment of honoraria and scales of pay	
11.9.17	Suspension or dismissal of employees at or below Head of Service level	
11.9.18	To authorise payments for overtime in accordance with Council procedures.	
11.9.19	To deal with procurement matters acting at all times within the Council's Financial and Contract Procedure Rules	
11.9.20	To acquire, dispose of, grant and obtain rights in land and premises on such terms and conditions as considered appropriate	Limitations are as set out in the Financial Procedure Rules
11.9.20	To acquire, dispose of, grant and obtain rights in vehicles and other equipment and property	Limitations are as set out in the Financial Procedure Rules
11.9.21	To commission goods, services and works within approved budgets.	
11.9.22	To deal with media enquiries and press releases in conjunction with the Communications Officer who will contact the relevant Members.	

11.9.23	To represent the views of the Council in responding to consultations with the Council by any outside body where it is expedient to do so or where the period for a response does not allow the consultation paper to be reported to Members, subject to contacting the relevant Portfolio Holder.	Where the matter is politically contentious (as determined by the Leader/Deputy Leader) it must subsequently be reported to the next Cabinet/Council as appropriate.
11.9.24	To work with partners to achieve and implement the objectives and actions set out in the approved Corporate Plan, policies, strategies or other plans.	
11.9.25	Responding as the Responsible Authority within responsible service area	
11.9.26	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	

## **Specific Delegations**

### **11.10 Chief Executive Officer**

	<b>Delegations</b>	<b>Exceptions</b>
11.10.1	In accordance with the strategies, policies and priorities of the Council and the general conditions of this Scheme, to exercise overall responsibility for corporate management and operational issues (including overall management responsibility for all staff)	
11.10.2	To do, or authorise to be done, any act or thing necessary to effect any decision of the Council	
11.10.3	To determine the list of politically restricted posts within the Council and to issue certificates under Section 3 of the Local Government and Housing Act 1989	
11.10.4	To express the views of the Council with regard to Local Government and the functions associated with it, within the general policy laid down from time to time by the Council or its Committees and to act thereon	
11.10.5	To take any urgent action necessary in the event of a civil emergency and deal with matters	

	<p>relating to civil protection/emergency planning arising from the Council's powers and duties under the appropriate legislation.</p> <p><i>A log of all decisions relating to the emergency will be kept and circulated regularly to all Councillors</i></p>	
11.10.6	If there is an urgent need for a commercial decision, the Chief Executive Officer, following consultation with the Leader and/or Deputy Leader shall make the decision and endorsement will be sought from the Cabinet or Council as appropriate.	
11.10.7	To consider and report on any report of the Local Government Ombudsman or the Housing Ombudsman and to decide on and implement the action to be taken and to approve and make compensation payments on the recommendation of the Ombudsman whether or not a budget exists	Decisions above £5000 must be decided by Cabinet
11.10.8	To implement or remove shared services with another local authority or public sector body by taking any action necessary to facilitate the arrangements including entering into and terminating agreements and granting delegations.	Subject to any agreements being within existing delegated powers and budget where it is proposed to grant and within existing budgets where it is proposed to remove such an arrangement.
11.10.9	To make authorisations of officers from services at Rutland County Council to carry out appropriate statutory powers within another Local Authority.	
11.10.10	To issue/grant such authorisations as may be necessary to enable any employee to undertake with full legal force the full range of their duties subject to such authorisation remaining only in force until the next ordinary meeting of the Committee which has authority to issue/grant such authorisations.	
11.10.11	To determine all staffing matters (within approved budgets) including but not limited to: <ul style="list-style-type: none"> <li>(i) determining matters relating to structure (additions, reductions post title changes and other changes to the establishment)</li> <li>(ii) the appointment, dismissal, suspension or discipline of staff save that in relation to the</li> </ul>	Major restructures (as determined by the Leader/Deputy Leader) should be determined by Council Suspension of Monitoring Officer and

	Chief Executive Officer and any of the Chief Officers	Section 151 Officer limited to suspension for a maximum of 2 months.
11.10.12	To deal as Parish Trustee, with applications for dispensation under Section 97 of the Local Government Act 1972 unless they are of such a sensitive nature as to require them being considered by the Cabinet.	
11.10.13	To make and revoke Member appointments to outside bodies in consultation with the Leader.	
11.10.14	To approve expenditure in pursuance or determination of any employment related disputes including settlement agreements	
11.10.15	To amend the Polling Place Scheme between reviews.	
11.10.16	In common with the Monitoring Officer in consultation with the Chairman of Council to decide on any application for extended absence by a Councillor.	
11.10.17	Amend and update any policies in line with changes to employment legislation/regulation. Members of the Employment and Appeals Committee should be advised in writing. For the avoidance of doubt this applies to procedures and policies that Members have previously approved	

### 11.11 Strategic Director for People

	Delegations	Exceptions
11.11.1	In accordance with the strategies, policies and priorities of the Council and the general conditions of this Scheme, to exercise the Council's functions relating to Adults and Children's Services, including social care and intervention services for adults, children and young people, adoption, youth offending residential establishments, schools, further education, the youth service, care packages	
11.11.2	Following consultation with the Portfolio Holder for Children and Young People's Services to agree minor amendments to the Local Management of Schools Scheme	

11.11.3	To approve and authorise payment of mandatory and discretionary awards, grants, including the approval and payment of fees, loans and travelling expenses with the functions responsible for. In cases of students who are not eligible for awards including (to a maximum of £1,000).	<p>Payments to be made in accordance with Approved Schemes</p> <p><u>Maximum of £1000 to any one organisation per year</u></p> <p>Boarding Grants, assistance to pupils for out of school courses and individual grants to talented students in schools and colleges</p> <p>Grants to youth organisations to cover equipment, maintenance and rent of premises</p> <p><u>Maximum of £200 in any one case</u></p> <p>Grants for Youth Leaders and members of organisations attending approved courses</p>
11.11.4	To exercise any of the Chief Executive Officers delegations in her absence.	
11.11.5	Implementing or determining, subject to any rights of review or appeal which may apply, all matters concerning the Statutory Public Health complaints procedure.	
11.11.6	Setting, varying and recovering charges in respect of certain steps taken in the exercise of health improvement duties.	
11.11.7	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.	
11.11.8	To prepare reports to the Court relating to care proceedings.	

11.11.9	To report to the Portfolio Holder for Children and Young People's Services and OFSTED, as appropriate, the death of a child in care.	
11.11.10	Power to give approval to County pupils and students attending schools and colleges outside the County and authorisation of recoupment charges.	
11.11.11	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.	
11.11.12	To allocate responsibility allowances within the approved scheme where those powers are not delegated to Governing Bodies	
11.11.13	To exercise the powers and duties through authorisation of the Education Welfare Officer under Sections 443 and 444 of the Education Act 1996.	
11.11.14	Power to apply approved arrangements for centrally appointed teachers.	
11.11.15	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.	
11.11.16	Power to approve applications from teachers for premature retirement.	
11.11.17	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.	
11.11.18	Power to publish annually information required by the Education Act 1996.	
11.11.19	Power to authorise appropriate transport arrangements where necessary in cases where there has been a difficulty or embarrassing pupil history at a school.	
11.11.20	Power to authorise amendments to Instruments of Government for schools under the responsibility of the Local Authority.	

11.11.21	To respond to National Curriculum Consultation Documents where the timescale for consultation does not allow consideration of responses by the appropriate body.	
11.11.22	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.	
11.11.23	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.	
11.11.24	Following consultation with the relevant Portfolio Holder to agree minor amendments to the Local Management of Schools Scheme.	
11.11.25	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.	
11.11.26	To deal with all matters under Part IV of the Education Act 1996 relating to special educational needs provision for children in the County.	
11.11.27	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.	Maximum £1000
11.11.28	To arrange appropriate care for persons in need, including young persons in transition.	
11.11.29	To prepare reports to Courts relating to individuals as requested by the Court.	

11.11.30	To receive persons into the Guardianship of the Authority under the Mental Health Act.	
11.11.31	To apply to the Courts for the displacement of the nearest relative or to the Court of Protection under the Mental Health Act.	
11.11.32	Payment of grants and negotiation of Service Level Agreements with Voluntary Organisations .	
11.11.33	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.	
11.11.34	In accordance with the strategies, policies and priorities of the Council and the general conditions of this Scheme, to exercise the Council's functions relating to Adults, including social care and intervention services for adults.	
11.11.35	To deal with day to day management of such property under the control of the Services for People that fall within the Directors area of responsibility.	
11.11.36	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	
11.11.37	To prepare all legal documents associated with the provision of housing and the administration of social service functions	

## 11.12 Strategic Director for Places

11.12.1	In accordance with the strategies, policies and priorities of the Council and the general conditions set out in this Scheme, to exercise the Council's functions with regard to Libraries, Museums, Archaeology, Archives and the Arts Town and Country Planning, Highways,	Withdrawal or major modification of public facilities should be determined by Cabinet
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	<p>Transportation, the Environment, Waste Disposal, Waste Management, Trading Standards, Consumer Protection, Animal Health and Welfare, Fire and Rescue, Emergency Planning and Economic Development, Consumer Protection, 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, Building Control, <i>Anti-Social Behaviour Act(s)</i> and other functions as may be allocated to the role from time to time.</p>	<p>Approval of planning applications and proposals in accordance with the Development Plans where objections are raised by statutory consultees or/and have more than four individual representations raising planning related objections;</p> <p>Approval of minerals and waste applications requiring Environmental Impact Assessments;</p> <p>Approval of applications for County Council development where no more than four individual representations raising planning-related objection are received and the Executive Director of Community and Environmental Services determines, in consultation with the Chairman of the Planning (Regulatory) Committee, that the application should be determined by the Committee.</p>
11.12.2	<p>To add small schemes (less than £50k) to the capital programme on the condition that all decisions are reported in the Quarterly Finance Report</p>	
11.12.3	<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</p>	<p>Variation must not exceed 20% for all developments except for affordable housing which is subject to a Cabinet proposal dated 19 March 2013</p>

11.12.4	To agree variations of payment of developer contributions of any amount where:- 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 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 c) the payment is capped to anticipated CIL levels pending the introduction of CIL (in accordance with Cabinet Decision No 830 of 2012/13)	
11.12.5	To certify interim and final adoption certificates for highways built to standards specified by the Council and put forward for adoption	
11.12.6	To make minor changes to Traffic Regulation Orders in consultation with the ward Member(s)	
11.12.7	To make amendments to approved highway schemes subject to consultation with the Portfolio Holder 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	
11.12.8	To carry out a periodic review of housing needs under S.8 of the Housing Act 1985	
11.12.9	To authorise officers to enter premises in order to carry out duties	
11.12.10	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	

	<p>e) Houses in multiple occupation and common lodging houses</p> <p>f) Unfit Housing</p>	
11.12.11	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.	
11.12.12	<i>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, Community Safety and Anti-Social Behaviour.</i>	
11.12.13	<p>To undertake the functions of the Council as Weights and Measures authority by virtue of</p> <p>(a) Section 8(2) Customs and Excise Management Act 1979 (as amended)</p> <p>(b) Section 169 Licensing Act 1964 (as amended)</p> <p>(c) Part 8 Enterprise Act 2002</p> <p>(a) Tobacco Advertising and Promotion Act 2002</p>	
11.12.14	To approve drainage of buildings in combination	
11.12.15	To take all appropriate action under statute to abate Environmental Nuisance including requiring culverting of watercourses, dealing with watercourses, ponds and sanitary appliances	
11.12.16	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.	
11.12.17	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.	
11.12.18	To carry out all powers and duties of the Council contained in Statutes relating to matters delegated to the Strategic Director for Places above.	
11.12.19	Day to day grounds management and maintenance	
11.12.20	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.	
11.12.21	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.	
11.12.22	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.	
11.12.23	<i>To be the designated Proper Officer who will undertake the specific responsibilities for ensuring the duties stated within the Counter Terrorism and Security Act 2015 (CTSA) (in particular Section 36) are upheld by the Council and have delegated authority to do so.</i>	

### 11.13 Strategic Director of Resources

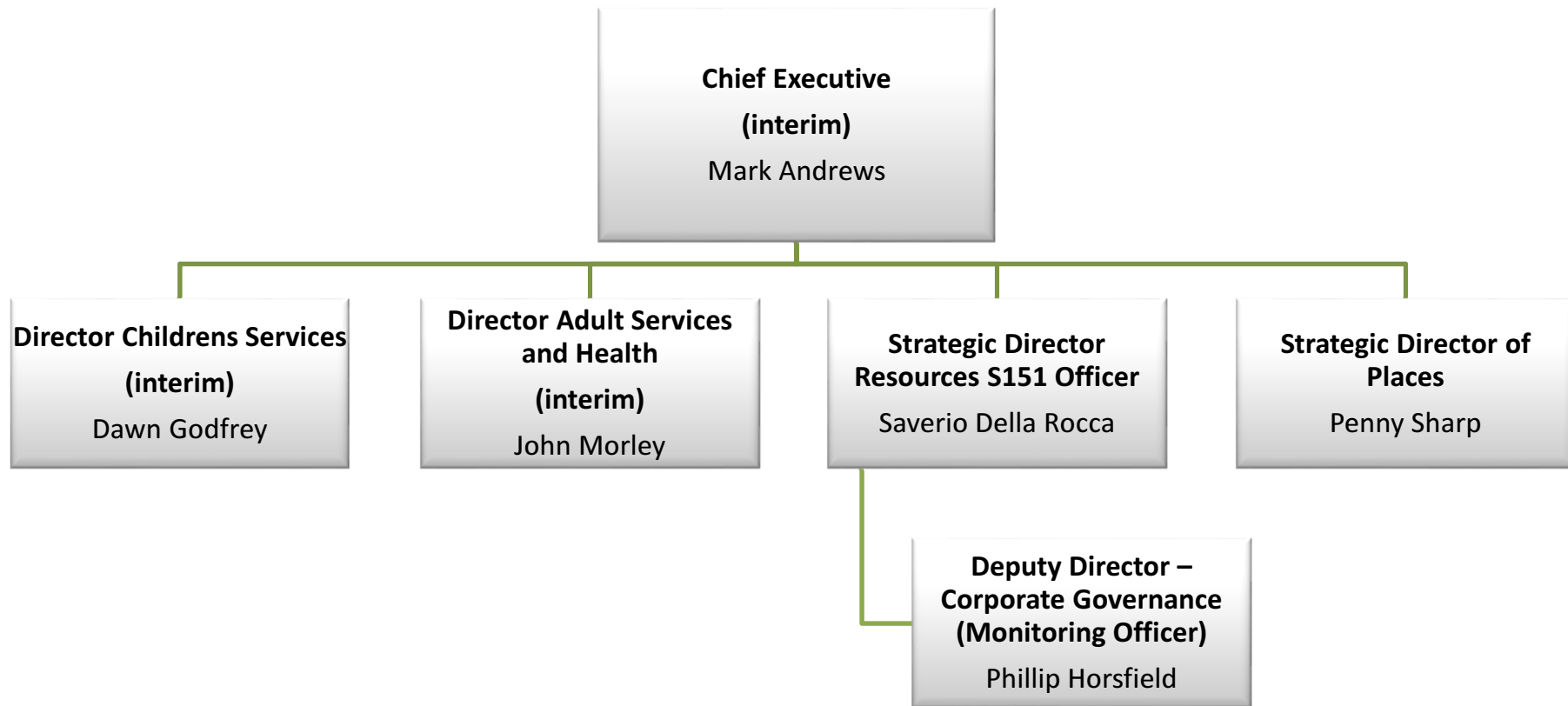
11.13.1	To determine whether an employee who has left the employment of the Councils shall be granted early release of pension subject to approval of the budgetary implications.	
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11.13.2	To act as the Section 151 Officer for the Council in accordance with the duties set out in the legislation.	
11.13.3	To approve the Draft Statement of Accounts prior to consideration by External Audit.	
11.13.4	After consultation with the relevant Portfolio Holder to authorise the write off of bad debts	Approval limit of £2,500. Larger debts will be included in a report for information to the Cabinet.
11.13.5	To authorise any amendments to the list of named officers that may prove necessary during the course of the financial year in relation to the duties identified in accordance with s.223 of the Local Government Act 1972.	
11.13.6	Changes to the Audit Plan in consultation with the Chair of Audit and Risk Committee	Changes must be reported to Audit and Risk Committee at the earliest opportunity
11.13.7	To arrange the Council's borrowing	
11.13.8	To effect Loan Debt Management, including taking up and repayment of loans and approval of terms	
11.13.9	To implement rent reviews in accordance with Valuer's instructions	
11.13.10	To invest surplus funds	
11.13.11	To administer all matters relating to Housing, 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	
11.13.12	To collect revenues and disbursements from the collection fund and general fund.	
11.13.13	To administer Pt.XIV of the Housing Act 1985 – Housing Advances	
11.13.14	The functions of the Council in relation to the naming of streets and numbering of houses	

11.13.15	To undertake the necessary work to approve the National Non Domestic Rates (NNDR) 1 form as required by The Local Government Finance Act 2012.	
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#### 11.14 Deputy Director: Corporate Governance and Monitoring Officer

11.14.1	In accordance with the strategies, policies and priorities of the Council and the general conditions set out in this Scheme, to exercise the Council's functions with regard to Legal Services, Governance, Business Support and Projects	
11.14.2	To monitor the use of the Gifts and Hospitality Registers and to maintain and sign acknowledgement of entries in the Gifts and Hospitality Register.	
11.14.3	To make amendments or corrections to the Constitution as necessary and any amendment necessary to ensure compliance with the law	In Consultation with the Chief Executive and subject to reporting to the next meeting of CRWG
11.14.4	To receive petitions in accordance with the Council's Petitions Scheme.	
11.14.5	To receive applications in accordance with Chapter 2 of the Localism Act 2011.	
11.14.6	To receive applications in accordance with Chapter 3 of the Localism Act 2011.	
11.14.7	To take all actions necessary and appropriate in order to protect the legal position of the Council and where necessary to preserve the options of the Council where a formal decision of Cabinet, Council or a Committee is required	Where the proposed action is likely to exceed the service budget the decision is to be taken in consultation with the Director of Resources.
11.14.8	In common with the Chief Executive in consultation with the Chairman of Council to decide on any application for extended absence by a Councillor	



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**ANNUAL COUNCIL**

10<sup>th</sup> May 2021

**PROGRAMME OF MEETINGS 2021/22**

**Report of the Monitoring Officer**

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Communications, and Resources (other than Finance)	
Contact Officer(s):	Phil Horsfield, Monitoring Officer and Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
	Joanna Morley, Governance Officer	01572 758782 jomorley@rutland.gov.uk
Ward Councillors	N/A	

**DECISION RECOMMENDATIONS**

That Council:

1. Approves the programme of meetings for 2021/22 attached as 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, where possible, affording some consistency from year to year.
- 2.2 Due to the Covid19 pandemic, in April 2020 Local Authorities in England were handed new powers to hold public meetings virtually. Adapting to this new way of working, together with the resource demands of responding to the pandemic

resulted in initial delays and deviations to the usual cycle of meetings that were scheduled, however by the end of the municipal year 2020/21 virtual meetings were operating well, public attendance had increased and Members, in general, expressed a preference for continuing with virtual meetings.

2.3 In March of this year, Luke Hall MP, Minister of State for Regional Growth and Local Government, announced that the powers to hold public meetings virtually would be revoked on May 7. As such we are introducing an interim hybrid model in order to make meetings as safe as possible for all those attending in person. Social distancing measures will be in place and attendees will be required to take a Covid test within 24 hours of the meeting.

2.4 The Government's phased reduction of lockdown measures, with an expected end to the restrictions on the number of people allowed to gather indoors by June 21<sup>st</sup> but a possible continuation of social distancing measures, has resulted in some uncertainty as to the set-up of meetings going forward. This has been compounded for RCC as the Council chamber is currently being used as a vaccination centre and therefore alternative venues, that are large enough to accommodate social distanced attendees, need to be sought.

2.5 Taking into account the Covid restrictions, the meeting programme as attached proposes the following:

- Until June 21<sup>st</sup> the only physical meetings held in public will be Council and Planning and Licensing
- Cabinet meetings will operate virtually with the Leader delegating the ability to make decisions to the Portfolio Holder in consultation with Cabinet. This consultation with Cabinet would be in the form of the usual Cabinet meeting. The Leader of the Council may vary the executive arrangements at any time and is not required to do so only at council meetings.
- Admittance to the meetings by members of the Public will be limited although meetings will be live streamed so that members of the Public will still be able to observe proceedings.
- Non-decision making committees will continue to be held virtually, using the Zoom platform.

2.6 Despite the adjustments made the timetable proposed does take into account the following

- Maintaining democratic accountability;
- Meeting statutory timescales (eg in relation to the budget)
- Good governance practice (maintaining a balance between executive decision making and scrutiny of those decisions)
- Enabling essential decision making to continue;
- Resources, both in terms of staff and the equipment required to carry out hybrid meetings.

2.7 The position in regard to virtual meetings will be closely monitored.

### **3 ALTERNATIVE OPTIONS**

3.1 It is a legislative requirement to publish a notice of ordinary meetings of the Council and its Committees and therefore there is no alternative option.

3.2 Options for the delivery of the meetings have been considered and the alternative options outlined below have been discounted.

- Reinststate a full programme of virtual meetings – this option has been discounted at present as given the current situation any decisions made would be invalid and liable to legal challenge.
- Operate using solely delegated powers. This would not meet the requirement of providing for democratic involvement in decision making.

### **4 FINANCIAL IMPLICATIONS**

4.1 Hosting hybrid meetings will incur costs; these include possible venue hire (while the Council chamber is being used as a vaccination centre), additional meeting and IT equipment, extra staffing costs and the costs associated with making the venue Covid secure.

### **5 LEGAL AND GOVERNANCE CONSIDERATIONS**

5.1 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. The Council also publishes notices on the Council's website.

5.2 As soon as reasonable practicable, a notice will also be published on the notice board at the Council Offices.

5.3 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.

### **6 DATA PROTECTION IMPLICATIONS**

6.1 There are no data protection implications.

### **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 The re-introduction of physical meetings has some community safety implications but these are mitigated by adherence to Government guidelines on meeting in public and the gradual easing of lockdown restrictions as the number of people vaccinated against Covid-19 increases. Levels of Covid19 in Rutland continue to fall.

## **9 HEALTH AND WELLBEING IMPLICATIONS**

- 9.1 The measures being taken for a safe return to meetings held in public include social distancing, well ventilated rooms, the use of lateral flow testing and the requirement to wear masks. This is in line with Government guidance to limit any implications for health and wellbeing.

## **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 to the report.

## **12 APPENDICES**

- 12.1 Appendix A – Programme of Meetings 2021/22

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

PROGRAMME OF MEETINGS – 2021-22 (V.5)

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

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Saturday	1								1			
Sunday	2			1					2			
Monday	3 <b>BANK HOLIDAY</b>			2			1 <b>Term starts</b> Parish Council Forum		3 <b>BANK HOLIDAY</b>			
Tuesday	4	1 Planning and Licensing Committee		3			2		4 <b>Term starts</b>	1 Audit and Risk Committee	1	
Wednesday	5	2		4	1 <b>Term starts</b> Members' Briefing		3	1	5	2	2	
Thursday	6 <b>PCC Elections</b>	3	1	5	2		4	2 Children and Young People Scrutiny Committee	6	3	3 Schools Forum	
Friday	7	4	2	6	3	1	5	3	7	4	4	1 <b>Term ends</b>
Saturday	8	5	3	7	4	2	6	4	8	5	5	2
Sunday	9	6	4	8	5	3	7	5	9	6	6	3
Monday	10 <b>ANNUAL COUNCIL</b>	7 <b>Term starts</b> Parish Council Forum	5 <b>COUNCIL</b>	9	6 Parish Council Forum	4 Parish Council Forum	8 <b>COUNCIL</b>	6 Parish Council Forum	10 Parish Council Forum	7 Parish Council Forum	7 Parish Council Forum	4
Tuesday	11	8	6 SACRE	10	7 Conduct Committee	5 Health and Wellbeing Board	9 Audit and Risk Committee	7	11 Health and Wellbeing Board Planning and Licensing Committee	8 <b>CABINET (Q3 &amp; BUDGET)</b> Employment and Appeals Committee	8 <b>CABINET</b> SACRE	5 <b>CABINET</b> Health and Wellbeing Board
Wednesday	12	9	7 Employment and Appeals Committee	11	8	6 Rutland Countryside Access Forum	10	8	12	9	9 Rutland Countryside Access Forum	6
Thursday	13	10 Growth, Infrastructure and Resources Scrutiny Committee	8	12	9 Adults and Health Scrutiny Committee	7	11	9 Schools Forum	13	10 Growth, Infrastructure and Resources Scrutiny Committee	10	7 Growth, Infrastructure and Resources Scrutiny Committee
Friday	14	11	9	13	10	8	12	10	14	11 <b>Term ends</b>	11	8
Saturday	15	12	10	14	11	9	13	11	15	12	12	9
Sunday	16	13	11	15	12	10	14	12	16	13	13	10
Monday	17	14	12	16	13 <b>COUNCIL</b>	11 <b>COUNCIL</b>	15	13 <b>COUNCIL</b>	17	14	14	11 <b>COUNCIL</b>
Tuesday	18 <b>CABINET (Q4)</b>	15 <b>CABINET</b>	13	17	14 Audit and Risk Committee	12 SACRE	16 <b>CABINET (Q2)</b>	14	18 <b>CABINET (DRAFT BUDGET)</b> SACRE	15 Planning and Licensing Committee	15 Planning and Licensing Committee	12
Wednesday	19	16	14	18	15	13	17	15	19 Corporate Parenting Board	16	16	13
Thursday	20	17 Schools Forum Adults and Health Scrutiny Committee	15	19	16 Schools Forum Growth, Infrastructure and Resources Scrutiny Committee	14	18 Growth, Infrastructure and Resources Scrutiny Committee	16	20	17 Adults and Health Scrutiny Committee	17	14 Adults and Health Scrutiny Committee
Friday	21	18	16	20	17	15 <b>Term ends</b>	19	17 <b>Term ends</b>	21	18	18	15 <b>GOOD FRIDAY</b>
Saturday	22	19	17	21	18	16	20	18	22	19	19	16
Sunday	23	20	18	22	19	17	21	19	23	20	20	17
Monday	24	21	19	23	20	18	22	20	24 <b>COUNCIL</b>	21 <b>Term starts</b> <b>COUNCIL (COUNCIL TAX)</b>	21 <b>COUNCIL</b>	18 <b>EASTER MONDAY</b>
Tuesday	25	22 Health and Wellbeing Board	20 Audit and Risk Committee	24 <b>CABINET (Q1)</b> Planning and Licensing Committee	21 <b>CABINET</b> Planning and Licensing Committee	19 Planning and Licensing Committee	23 Planning and Licensing Committee	21 <b>CABINET</b>	25	22	22 Conduct Committee	19 <b>Term starts</b> Planning and Licensing Committee
Wednesday	26 Members' Briefing	23 Corporate Parenting Board	21	25	22 Corporate Parenting Board	20	24	22	26 Scrutiny Committee Budget Meeting	23	23	20
Thursday	27	24 Children and Young People Scrutiny Committee	22 <b>Term ends</b>	26	23 Children and Young People Scrutiny Committee	21	25 Adults and Health Scrutiny Committee	23	27 Scrutiny Committee Budget Meeting	24 Children and Young People Scrutiny Committee	24	21 Children and Young People Scrutiny Committee
Friday	28 <b>Term ends</b>	25	23	27	24	22	26	24	28	25	25	22
Saturday	29	26	24	28	25	23	27	25	29	26	26	23
Sunday	30	27	25	29	26	24	28	26	30	27	27	24
Monday	31 <b>BANK HOLIDAY</b>	28	26 Parish Council Forum	30 <b>BANK HOLIDAY</b>	27	25	29	27 <b>BANK HOLIDAY</b>	31	28	28	25
Tuesday		29 Planning and Licensing Committee	27 <b>CABINET</b> Planning and Licensing Committee	31	28	26 <b>CABINET</b>	30	28 <b>BANK HOLIDAY</b>			29	26 Audit and Risk Committee
Wednesday		30 Members' Briefing	28 Members' Briefing		29 Members' Briefing	27 Members' Briefing		29			30	27 Corporate Parenting Board
Thursday			29		30	28		30			31	28
Friday			30			29		31				29
			31			30						30
						31						

**MEETING START TIMES:**

*(Open to the public)*

COUNCIL	7.00pm
CABINET	10.00am
SCRUTINY COMMITTEES	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
RUTLAND COUNTRYSIDE ACCESS FORUM	2.00pm
SCHOOLS FORUM	4.00pm

**MEETING START TIMES:**

*(Not open to the public)*

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

## COUNCIL

10<sup>th</sup> May 2021

# APPOINTMENTS TO OUTSIDE ORGANISATIONS, WORKING GROUPS & FORA

## Report of the Strategic Director for Resources

Strategic Aim:		All
Exempt Information		No
Cabinet Member(s) Responsible:		N/A
Contact Officer(s):	Phil Horsfield, Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
	Joanna Morley, Governance Officer	01572 758271 jmorley@rutland.gov.uk
Ward Councillors	N/A	

### DECISION RECOMMENDATIONS

That Council:

1. Approves appointments to Outside Bodies, Working Groups and Forums detailed in Appendix A.
2. Notes the appointments to Outside Organisation, Working Groups and Forums 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 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 The membership of many of the bodies is determined by their own constitution and the type of body that they are. For example organisations where the nominated Councillors become trustees are unlikely to be able to permit alternate members.

### **6 DATA PROTECTION IMPLICATIONS**

6.1 There are no data protection implications.

### **7 EQUALITY IMPACT ASSESSMENT**

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 allocate members to Outside Organisations, Working Group and Forums for the Municipal Year 2021/22.

### **11 BACKGROUND PAPERS**

11.1 There are no additional background papers to this report.



## **12 APPENDICES**

- 12.1 Appendix A – Appointments to Outside Organisations, Working Group and Forums.  
**(to follow)**
- 12.2 Appendix B - List of Outside Organisations, Working Group and Forums designated by role/ward for noting.

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## APPENDIX A - REPORT NO. 52/2021

### MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORA

#### APPOINTMENTS TO OUTSIDE BODIES MADE BY COUNCIL – 10<sup>TH</sup> MAY 2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
ACTIVE RUTLAND (was Local Sports Alliance)	Bi-monthly  5pm – 6pm	Mrs L Stephenson	Yes	Mr I Razzell		
ANGLIAN (NORTHERN) REGIONAL FLOOD AND COASTAL COMMITTEE	Quarterly  Daytime at Peterborough	Mr M E Baines	Yes	Miss G Waller		
CARLTON HAYES MENTAL HEALTH CHARITY	Quarterly during working hours	Mr A Lowe	No.  If the appointed member cannot attend it would require a re-appointment of a new member rather than a substitute.	N/A.	(4 year term of office following initial appointment – up to 2023)	Mr A Lowe has indicated that he wishes to stand down. An alternative member to be appointed up to 2023

## APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (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.	N/A		
EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION (Leics and Rutland Committee)	Bi-annually  6pm - 9pm at Leicester and Loughborough	Mr D Wilby	Yes	Mr I Razzell		
EMMA MOLESWORTH CHARITY ADVISORY COMMITTEE	Bi-annually  April and September during working hours at Catmose	Mr A Brown Mr W Cross Mr M E Baines Ms A MacCartney	Yes	N/A		

## APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
FAIRTRADE STEERING GROUP	Annual General Meeting  Evenings Every 6-8 weeks at Oakham Methodist Church	Mr M Oxley	Yes	Not appointed		
JOINT HEALTH SCRUTINY PANEL	Ad hoc Daytime	Chair of Adult Scrutiny (Mrs S Harvey)  Miss G Waller	N/A	Mrs R Powell		
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	Mrs L Stephenson	Yes	N/A		

## APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
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 M Jones	Yes	N/A		
RUTLAND WATER PARTNERSHIP	Quarterly Daytime	Mr M E Baines Mr K A Bool Mrs J Fox	N/A	Not appointed		
STANDING ADVISORY COMMITTEE ON RELIGIOUS EDUCATION (SACRE)	Quarterly 4.30pm – 6.30pm	Mrs L Stephenson  Mrs R Powell	N/A	N/A		
UPPINGHAM TOWN PARTNERSHIP	Minutes indicate monthly Evenings	Mr M Oxley  Miss M Jones	N/A	N/A		

## APPENDIX A - REPORT NO. 52/2021

### APPOINTMENTS TO WORKING GROUPS AND FORA TO BE MADE BY COUNCIL

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPOINTED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	PROPOSED MEMBER(S) 2021/22
CONSTITUTION REVIEW WORKING GROUP	Bi-monthly 3pm <u>Provisional Dates</u> 2 June 2021 1 Sept 2021 3 Nov 2021 12 Jan 2022 2 March 2022 27 April 2022	7 (Cross party calculated in accordance with political balance)  4 Cons  1 Lib Dem  2 Ind	Mr O Hemsley Mr G Brown Mr W J Cross Mr M E Baines Miss G Waller Mr M Oxley Mrs R Powell	N/A	
JOINT SAFETY COMMITTEE	Quarterly	2	Mr G Brown Mr M Oxley	N/A	
PARISH COUNCIL WORKING GROUP	Quarterly Evening	2	Mr O Hemsley Mr G Brown	Any other Councillor	
RUTLAND COUNTRYSIDE ACCESS FORUM	Minimum of twice a year	2	Mr A Brown Ms M Jones	N/A	

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**APPENDIX B - REPORT NO. 52/2021**

**MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORUMS**

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

<b>OUTSIDE ORGANISATION</b>	<b>FREQUENCY OF MEETINGS (TO BE ADDED)</b>	<b>APPROVED MEMBERS 2020/21</b>	<b>ALTERNATE MEMBER(S) ALLOWED</b>	<b>ALTERNATE MEMBER(S) 2020/21</b>	<b>MEMBER(S) 2021/22</b>	<b>ALTERNATE 2021/22 (where applicable)</b>
COURT OF LEICESTER UNIVERSITY	Annual sitting of court <b>(Date TBC)</b>	Chairman  Mr M E Baines – Nominated Representative	No	Not appointed	Chairman	
EAST MIDLANDS ADOPTIONS AGENCY	TBC	Relevant Portfolio Holder  Mr D Wilby	N/A	N/A	Relevant Portfolio Holder	
EAST MIDLANDS COUNCILS	Bi-annual Daytime at Nottinghamshire County Council	Leader  Mr O Hemsley	Yes	Deputy Leader  Mr G Brown	Leader	Deputy Leader
FRIENDS OF RUTLAND COUNTY MUSEUM	Quarterly 5.30pm to 7.00pm Catmose or Museum	Mrs L Stephenson	Yes – Cabinet Member	Cabinet Member	Relevant Portfolio Holder	Cabinet Member

## APPENDIX B - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
GREATER LINCOLNSHIRE LOCAL ENTERPRISE PARTNERSHIP	TBC	Mr O Hemsley  Mr G Brown			Leader  Relevant Portfolio Holder	
HANSON CEMENT KETTON LIAISON COMMITTEE	Quarterly	Mr G Brown Mrs K Payne	N/A	Not appointed	Ward Members	
LEICESTERSHIRE AND RUTLAND HERITAGE FORUM	Unknown	Relevant Portfolio Holder	Unknown	Cabinet member	Relevant Portfolio Holder	Cabinet Member
LEICESTERSHIRE AND RUTLAND SAFEGUARDING CHILDREN BOARD	TBC	Relevant Portfolio Holder – Mr D Wilby	Yes	Mr A Walters	Relevant Portfolio Holder	Mr A Walters
LEICESTERSHIRE AND RUTLAND SAFEGUARDING ADULTS BOARD	Quarterly Daytime County Hall Glenfield	Relevant Portfolio Holder – Mr A Walters	Yes	Not appointed	Relevant Portfolio Holder	

## APPENDIX B - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
LOCAL GOVERNMENT ASSOCIATION (MOST SPARSLEY POPULATED COUNCILS GROUP)	3-4 per year Daytime London	Leader – Mr O Hemsley	Yes	Deputy Leader – Mr G Brown	Leader	Deputy Leader
LOCAL GOVERNMENT ASSOCIATION – NATIONAL (and General Assembly)	Annual	Leader – Mr O Hemsley Deputy Leader – Mr G Brown	No	Not appointed	Leader  Deputy Leader	
PATROL (NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE)	Unknown	Relevant Portfolio Holder  Mrs L Stephenson		Not appointed	Relevant Portfolio Holder	

## APPENDIX B - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
PUBLIC PROTECTION SHARED SERVICE GOVERNANCE BOARD	Every 6 months Catmose or Peterborough alternately	Relevant Portfolio Holder	Substitute not allowed at short notice, prior notification required for a change of representative	Cabinet member	Relevant Portfolio Holder	
RUTLAND ADOPTION PANEL	Ad-hoc (Monthly Daytime)	Relevant Portfolio Holder – Mr D Wilby	No	Cabinet member	Relevant Portfolio Holder	
RUTLAND TOURISM	Quarterly Daytime	Relevant Portfolio Holder – Mr O Hemsley	Yes	Cabinet Member	Relevant Portfolio Holder	
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	

## APPENDIX B - REPORT NO. 52/2021

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

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPROVED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	MEMBERS 2021/21
CATMOSE CAMPUS BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr G Brown	N/A	Property Portfolio Holder
CATMOSE CAMPUS SPORTS PROJECT BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr O Hemsley	N/A	Culture Portfolio Holder
7 CORPORATE PARENTING BOARD	Quarterly in practice 2 required by Terms of Reference Daytime	Portfolio Holder for Children  Champion for Looked After Children	Portfolio Holder for Children – Mr D Wilby  Champion for Looked After Children – Ms S Harvey	N/A	Portfolio Holder for Children  Champion for Looked after Children
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	N/A	Relevant Portfolio Holder  Chairman of Relevant Scrutiny Panel

## APPENDIX B - REPORT NO. 52/2021

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPROVED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	MEMBERS 2021/21
RUTLAND HEALTH AND WELLBEING BOARD	4 times per year	Portfolio Holder for Health RCC Member	Portfolio Holder for Health – Mr A Walters Chair of Adults and Health – Mrs S Harvey	N/A	Portfolio Holder for Health Portfolio Holder for Children* (recommended change)

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

78

GROUP	FREQUENCY OF MEETINGS	MEMBER(S) APPOINTED 2020/21	MEMBER(S) APPOINTED 2021/22
Children's Trust Board	Quarterly	Cllr D Wilby	
Safer Rutland Partnership	Quarterly	Cllr A Walters/ Cllr L Stephenson	

REVISED APPENDIX A - REPORT NO. 52/2021

**MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORA**

**APPOINTMENTS TO OUTSIDE BODIES MADE BY COUNCIL – 10<sup>TH</sup> MAY 2021**

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
ACTIVE RUTLAND (was Local Sports Alliance)	Bi-monthly  5pm – 6pm	Mrs L Stephenson	Yes	Mr I Razzell	Mr A Walters	
62 ANGLIAN (NORTHERN) REGIONAL FLOOD AND COASTAL COMMITTEE	Quarterly  Daytime at Peterborough	Mr M E Baines	Yes	Miss G Waller	Mr M E Baines	Miss G Waller
CARLTON HAYES MENTAL HEALTH CHARITY	Quarterly during working hours	Mr A Lowe	No.  If the appointed member cannot attend it would require a re- appointment of a new member rather than a substitute.	N/A.	Miss G Waller  (4 year term of office following initial appointment – so up to 2023)	

## REVISED APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (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.	N/A	Mr K A Bool	
EAST MIDLANDS RESERVE FORCES AND CADETS ASSOCIATION (Leics and Rutland Committee)	Bi-annually  6pm - 9pm at Leicester and Loughborough	Mr D Wilby	Yes	Mr I Razzell	Mr D Wilby	Mr I Razzell
EMMA MOLESWORTH CHARITY ADVISORY COMMITTEE	Bi-annually  April and September during working hours at Catmose	Mr A Brown Mr W Cross Mr M E Baines Ms A MacCartney	Yes	N/A	Mr A Brown Mr W Cross Mr M E Baines Ms A MacCartney	



## REVISED APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
FAIRTRADE STEERING GROUP	Annual General Meeting  Evenings Every 6-8 weeks at Oakham Methodist Church	Mr M Oxley	Yes	Not appointed	Mr M Oxley	
JOINT HEALTH SCRUTINY PANEL	Ad hoc Daytime	Chair of Adult Scrutiny (Mrs S Harvey)  Miss G Waller	N/A	Mrs R Powell	Chair of Adult Scrutiny (Mrs S Harvey)  Miss G Waller	Mrs R Powell
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	Mrs L Stephenson	Yes	N/A	Mr A Walters	

## REVISED APPENDIX A - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS	APPROVED MEMBER(S) FOR 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) APPOINTED FOR 2020/21	PROPOSED MEMBER(S) 2021/22	PROPOSED ALTERNATE 2021/22 (where applicable)
RURAL COMMUNITY COUNCIL (LEICESTERSHIRE AND RUTLAND)	Up to 6 meetings per year Daytime Leicester	Mr M E Baines	No	Not appointed	Mr M E Baines	
RUTLAND ACCESS GROUP	Wednesday mornings	Miss M Jones	Yes	N/A	Miss M Jones	
RUTLAND WATER PARTNERSHIP	Quarterly Daytime	Mr M E Baines Mr K A Bool Mrs J Fox	N/A	Not appointed	Mr M E Baines Mr K A Bool Mrs J Fox	
STANDING ADVISORY COMMITTEE ON RELIGIOUS EDUCATION (SACRE)	Quarterly 4.30pm – 6.30pm	Mrs L Stephenson  Mrs R Powell	N/A	N/A	Mrs L Stephenson  Mrs R Powell	
UPPINGHAM TOWN PARTNERSHIP	Minutes indicate monthly Evenings	Mr M Oxley  Miss M Jones	N/A	N/A	Mr M Oxley  Miss M Jones	

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**APPOINTMENTS TO WORKING GROUPS AND FORA TO BE MADE BY COUNCIL**

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPOINTED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	PROPOSED MEMBER(S) 2021/22
CONSTITUTION REVIEW WORKING GROUP	Bi-monthly 3pm <u>Provisional Dates</u> 2 June 2021 1 Sept 2021 3 Nov 2021 12 Jan 2022 2 March 2022 27 April 2022	7 (Cross party calculated in accordance with political balance)  4 Cons  1 Lib Dem  2 Ind	Mr O Hemsley Mr G Brown Mr W J Cross Mr M E Baines Miss G Waller Mr M Oxley Mrs R Powell	N/A	Mr O Hemsley Mr G Brown Mr W J Cross Mr M E Baines Miss G Waller Mr M Oxley Mrs R Powell
JOINT SAFETY COMMITTEE	Quarterly	2	Mr G Brown Mr M Oxley	N/A	Mrs L Stephenson  Mr M Oxley
PARISH COUNCIL WORKING GROUP	Quarterly Evening	2	Mr O Hemsley Mr G Brown	Any other Councillor	Leader  Deputy Leader
RUTLAND COUNTRYSIDE ACCESS FORUM	Minimum of twice a year	2	Mr A Brown Ms M Jones	N/A	Mr A Brown Ms M Jones

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## APPENDIX B - REPORT NO. 52/2021

### MEMBER APPOINTMENTS TO OUTSIDE ORGANISATIONS AND WORKING GROUPS AND FORUMS

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

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
COURT OF LEICESTER UNIVERSITY	Annual sitting of court (Date TBC)	Chairman  Mr M E Baines – Nominated Representative	No	Not appointed	Mr M E Baines	
EAST MIDLANDS ADOPTIONS AGENCY	TBC	Relevant Portfolio Holder  Mr D Wilby	N/A	N/A	Relevant Portfolio Holder	
EAST MIDLANDS COUNCILS	Bi-annual Daytime at Nottinghamshire County Council	Leader  Mr O Hemsley	Yes	Deputy Leader  Mr G Brown	Leader	Deputy Leader
FRIENDS OF RUTLAND COUNTY MUSEUM	Quarterly 5.30pm to 7.00pm Catmose or Museum	Mrs L Stephenson	Yes – Cabinet Member	Cabinet Member	Relevant Portfolio Holder	Cabinet Member

## APPENDIX B - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
GREATER LINCOLNSHIRE LOCAL ENTERPRISE PARTNERSHIP	TBC	Mr O Hemsley  Mr G Brown			Leader  Relevant Portfolio Holder	
HANSON CEMENT KETTON LIAISON COMMITTEE	Quarterly	Mr G Brown Mrs K Payne	N/A	Not appointed	Ward Members	
LEICESTERSHIRE AND RUTLAND HERITAGE FORUM	Unknown	Relevant Portfolio Holder	Unknown	Cabinet member	Relevant Portfolio Holder	Cabinet Member
LEICESTERSHIRE AND RUTLAND SAFEGUARDING CHILDREN BOARD	TBC	Relevant Portfolio Holder – Mr D Wilby	Yes	Mr A Walters	Relevant Portfolio Holder	Cabinet Member
LEICESTERSHIRE AND RUTLAND SAFEGUARDING ADULTS BOARD	Quarterly Daytime County Hall Glenfield	Relevant Portfolio Holder – Mr A Walters	Yes	Not appointed	Relevant Portfolio Holder	Cabinet Member

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OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
LOCAL GOVERNMENT ASSOCIATION (MOST SPARSLEY POPULATED COUNCILS GROUP)	3-4 per year Daytime London	Leader – Mr O Hemsley	Yes	Deputy Leader – Mr G Brown	Leader	Deputy Leader
LOCAL GOVERNMENT ASSOCIATION – NATIONAL (and General Assembly)	Annual	Leader – Mr O Hemsley Deputy Leader – Mr G Brown	No	Not appointed	Leader  Deputy Leader	
PATROL (NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE)	Unknown	Relevant Portfolio Holder  Mrs L Stephenson		Not appointed	Relevant Portfolio Holder	

## APPENDIX B - REPORT NO. 52/2021

OUTSIDE ORGANISATION	FREQUENCY OF MEETINGS (TO BE ADDED)	APPROVED MEMBERS 2020/21	ALTERNATE MEMBER(S) ALLOWED	ALTERNATE MEMBER(S) 2020/21	MEMBER(S) 2021/22	ALTERNATE 2021/22 (where applicable)
PUBLIC PROTECTION SHARED SERVICE GOVERNANCE BOARD	Every 6 months Catmose or Peterborough alternately	Relevant Portfolio Holder	Substitute not allowed at short notice, prior notification required for a change of representative		Relevant Portfolio Holder	
RUTLAND ADOPTION PANEL	Ad-hoc (Monthly Daytime)	Relevant Portfolio Holder – Mr D Wilby	No		Relevant Portfolio Holder	
RUTLAND TOURISM	Quarterly Daytime	Relevant Portfolio Holder – Mr O Hemsley	Yes	Cabinet Member	Relevant Portfolio Holder	Cabinet Member
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	Cabinet Member



## APPENDIX B - REPORT NO. 52/2021

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

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPROVED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	MEMBERS 2021/21
CATMOSE CAMPUS BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr G Brown	N/A	Property Portfolio Holder
CATMOSE CAMPUS SPORTS PROJECT BOARD	Half yearly Daytime	Relevant Portfolio Holder	Relevant Portfolio Holder – Mr O Hemsley	N/A	Culture Portfolio Holder
∞ CORPORATE PARENTING BOARD	Quarterly in practice 2 required by Terms of Reference Daytime	Portfolio Holder for Children  Champion for Looked After Children	Portfolio Holder for Children – Mr D Wilby  Champion for Looked After Children – Ms S Harvey	N/A	Portfolio Holder for Children  Ms S Harvey
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	N/A	Relevant Portfolio Holder  Chairman of Relevant Scrutiny Panel

## APPENDIX B - REPORT NO. 52/2021

WORKING GROUP / FORA	FREQUENCY OF MEETINGS	DESIGNATED MEMBERS	APPROVED MEMBERS 2020/21	ALTERNATE MEMBERS IF APPLICABLE	MEMBERS 2021/21
RUTLAND HEALTH AND WELLBEING BOARD	4 times per year	Portfolio Holder for Health RCC Member	Portfolio Holder for Health – Mr A Walters Chair of Adults and Health – Mrs S Harvey	N/A	Portfolio Holder for Health Portfolio Holder for Children* (recommended change)

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

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GROUP	FREQUENCY OF MEETINGS	MEMBER(S) APPOINTED 2020/21	MEMBER(S) APPOINTED 2021/22
Children's Trust Board	Quarterly	Cllr D Wilby	
Safer Rutland Partnership	Quarterly	Cllr A Walters/ Cllr L Stephenson	