

SCRUTINY PANEL

15 February 2018

OAKHAM TOWN TASK AND FINISH GROUP

Report of the Director for Resources

Strategic Aim:	Reaching our Full Potential	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development and Resources (except Finance and Communications)	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Natasha Taylor, Governance Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That the Panel:

1. Approves the membership of the Oakham Town Task and Finish Group as detailed in section 3 of the report.
2. Provides feedback on the draft timetable for the Task and Finish Group (Section 4 of the report).

1 PURPOSE OF THE REPORT

- 1.1 To approve the membership of the task and finish group as detailed in paragraph 3 of the report.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Full Council resolved to set up a Task and Finish Group to consider the future regeneration of Oakham Town at its meeting on 15 January 2018. A link to this meeting can be found below:

<http://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=145&MId=1652>

Members expressed that the Task and Finish Group should include co-opted members from stakeholder organisations, along with elected members from

Rutland County Council.

- 2.2 The Growth, Infrastructure and Resources (GIR) Scrutiny Panel will approve the membership of the Group. Once membership has been established, the group will have a preliminary scoping meeting to decide on terms of reference. The terms of reference will then be brought back to the Growth Infrastructure and Resources Scrutiny Panel for approval (See timetable at Paragraph 4).

3 MEMBERSHIP

- 3.1 It is proposed that the Group consist of no more than 10 members. In accordance with the RCC Constitution the number of Co-opted Members cannot exceed the number of elected members. It is therefore suggested that the group consist of 6 RCC Members, 4 Co-opted Members (detailed below), plus an independent Chair with relevant experience will be sourced through the Local Government Association. Further information regarding the independent chair will be provided at the meeting.
- 3.2 Nominations for the Co-opted Members will be requested from the following organisations (Appendix A - Letter requesting nominations):
- Oakham Town Council (1 nomination)
 - Oakham Town Partnership (1 nomination)
 - Oakham Neighbourhood Plan Working Group (1 nomination)
 - Residents Group (1 nomination)
- 3.3 These organisations have been notified in advance that they will receive a formal request for nominations following the GIR Scrutiny Panel Meeting on 15 February 2018 and nominations must be provided by 2 March 2018.
- 3.4 The Chair of GIR Scrutiny Panel, Mr J Lammie, wrote to Rutland County Councillors on 24 January 2018, inviting expressions of interest for the Task and Finish Group. The following members have expressed an interest in becoming part of the Group:
- Mr O Bird
 - Mrs R Burkitt
 - Mr B Callaghan
 - Mr R Clifton
 - Mr G Conde
 - Mr W Cross
 - Mr J Dale
 - Mrs J Fox
 - Mr R Gale
 - Mr A Mann
 - Mr A Stewart

- 3.5 The Members above will be invited to the Growth, Infrastructure and Resources Scrutiny Panel on 15 February 2018, where they will be invited to make representations regarding their suitability to sit on the group. The Scrutiny Panel will then decide which of the members will take a place on the Task and Finish Group.
- 3.6 Members not appointed to the task and finish group will still have the opportunity to provide evidence and make submissions for consideration by the group as well as asking questions when the group provides update reports to the Scrutiny Panel.

4 PROPOSED TIMETABLE

January 2018	<p><u>Independent Chair</u></p> <p>RCC Scrutiny Officer to source Independent Chair</p> <p><u>Set Provisional Date for preliminary scoping Meeting –</u></p> <p>W/C 5 March 2018</p>
8 February 2018 (following publication of agenda for GIR Scrutiny Panel)	<p><u>Organisations contacted to give advance notice of request for nominations</u></p>
15 February 2018	<p><u>GIR Scrutiny Panel agree proposed membership:</u></p> <ul style="list-style-type: none"> • 4 Co-opted Members 1 from each agreed stakeholder groups • 6 Elected Members (<i>Needs to exceed number of co-opted members, so may need to be increased if number of co-opted agreed is more than 4</i>)
16 February 2018	<p><u>Chair of GIR Scrutiny Panel Writes to agreed stakeholder groups</u> to ask for nominations for membership of Task and Finish Group to be put forward by 2 March 2018</p>
W/C 5 March 2018	<p><u>Preliminary scoping meeting</u> to agree the Terms of Reference (Meeting to take place by 9 March 2018)</p>
Additional GIR Scrutiny Panel Meeting 22 March 2018 (<i>Proposed Date</i>)	<p><u>GIR Scrutiny Panel agree Terms of Reference</u></p>
April 2018 – September 2018	<p><u>Monthly meetings of the Task and Finish Group</u> to be scheduled</p>

(6 meetings)	Standing item on GIR Scrutiny Panel and other panels (as appropriate)
	Further details to be added following scoping meeting regarding information and evidence gathering, objectives and Purpose/desired outcome.
October 2018	<u>Task and Finish Group Meet to agree final report</u>
November 2019	<u>Final Report to Scrutiny Panel(s)</u>
November/December 2019	<u>Final Report to Cabinet/Council</u>

5 FINANCIAL IMPLICATIONS

- 5.1 The independent chair for the task and finish group will attend all meetings of the task and finish group; including the preliminary scoping meeting; update reports for the GIR Scrutiny Panel; as well as the final report detailing the recommendations of the group. The independent chair will work on a consultancy basis and this will be funded from within existing budgets.
- 5.2 Clerical support for the group will be provided by the Governance Team and can be contained within existing resources.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 There is no legal provision for Task and Finish groups. This group will therefore operate within the rules set out in the RCC Constitution and all members will be subject to the RCC Members Code of Conduct.
- 6.2 The Task and Finish Group does not have decision making powers, therefore any decision (on the wording of the final report, for example) should be undertaken through consensus, not by a vote. Any recommendations arising from the group will be subject to comment and endorsement by the appropriate RCC Scrutiny Panel(s) and approval by the RCC Cabinet and/or Council.

7 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 7.1 Membership of the Oakham Town Task and Finish Group needs to be agreed before a preliminary scoping meeting can take place to establish the terms of reference for the group.

8 BACKGROUND PAPERS

- 8.1 There are no additional background papers.

9 APPENDICES

- 9.1 Appendix A – Letter to stakeholder groups inviting nominations.

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