

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	4 th May 2021
TITLE:	Appointment of Committees and Panels and other Annual Business
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1 – Terms of Reference of Panels, Committees and other bodies in the Council’s Constitution</p> <p>Appendix 2 – Member Advocates – Annual Activity report</p>	

1 THE ISSUE

1.1 This report invites the Council to consider its non-executive and regulatory Committee arrangements for the Council Year May 2021 to May 2022 and associated annual business.

2 RECOMMENDATION

Council is asked to:

- 2.1 Approve the structure for non-executive and regulatory decision making and Policy Development & Scrutiny working (set out in current form in Appendix 1);
- 2.2 Accordingly, appoint those bodies with membership, terms of reference and delegated powers as set out in the Constitution (and with any necessary amendments arising from this meeting);
- 2.3 Approve the allocation of seats on those Committees and Panels (such seats to be filled in accordance with the nominations made by the political groups);
- 2.4 Appoint to chair each committee and panel those Councillors as may from time to time be nominated by the political group to whom the chairmanship of the body is allocated;
- 2.5 Authorise the Monitoring Officer to fill any casual vacancies in membership of all the bodies constituted and vacancy in the office of Chair of such bodies in accordance with the wishes of the political groups;

- 2.6 Determine the bodies on which co-opted and independent members are to have seats, as either voting or non-voting members and appoint such members accordingly (current arrangements are set out in Appendix 1);
- 2.7 Authorise the Monitoring Officer, in consultation with the Chairs of the Policy Development & Scrutiny Panels, to constitute and support any required Panel joint working as outlined in section 5;
- 2.8 Note the arrangements for the conduct of Cabinet business, as set out in section 6;
- 2.9 Note the activity of the Member Advocates, as set out in Appendix 2;
- 2.10 Instruct the Monitoring Officer, in consultation with Group Leaders, to make appointments on non-executive outside bodies and note that the Leader or Cabinet Members will do so for executive outside bodies, where such vacancies arise;
- 2.11 Note the calendar of meeting dates that has been prepared up to May 2022 which is available on the Council's website;
- 2.12 Authorise the Monitoring Officer to make and publicise any amendment to the Council's Constitution required, or take any other necessary action, as a result of decisions taken at this meeting on this and other reports within the agenda, or otherwise as required by law, and in particular to amend references to job titles within the Constitution, as described in section 9.

3 FINANCIAL IMPLICATIONS

- 3.1 None.

4 APPOINTMENT OF COMMITTEES AND PANELS AND THEIR CHAIRS AND MEMBERS

- 4.1 The Council's Constitution sets out the approved non-executive and regulatory decision-making structure and the Council's overview and scrutiny arrangements (known as Policy Development & Scrutiny). The size, terms of reference and delegated powers of those bodies are set out in the Constitution and attached as Appendix 1 to this report.
- 4.2 Political groups have appointed members to the bodies listed in Appendix 1 and as Chairs of the Policy Development and Scrutiny Panels and the regulatory, non-executive committees. Unless otherwise advised by the political groups, these appointments continue for the 4 year term.

5 ARRANGEMENTS CONCERNING OVERVIEW AND SCRUTINY BUSINESS

The trend towards collective scrutiny by West of England Councils and participation in a wider range of scrutiny activity on a regional basis is likely to continue. For this reason, it is proposed that any Panel should be able to participate in informal joint working with other Councils when it is expedient and cost-effective for there to be a collective approach.

6 CABINET WORKING & REPORT OF SPECIAL URGENT DECISIONS

- 6.1 Council is reminded that the arrangements for the discharge of executive (Cabinet) functions are the sole responsibility of the Leader of Council. A change in leadership is addressed elsewhere on this agenda. The newly appointed Leader may address the Council if he so wishes in respect of any implemented or proposed changes to the arrangements.
- 6.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require any decisions taken by the Cabinet or single Cabinet Member under special urgency provisions in the previous year to be reported to Council (Constitution part 4B, rule 16 refers). This Council has decided that will happen on an annual basis.
- 6.3 There were 4 decisions taken in the previous municipal year;

E3208 RULES 4 and 16 - Covid-19 Business Support Grants: Discretionary Fund

In response to the Coronavirus, COVID-19, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund. The government has now announced an additional discretionary fund aimed at providing support for some small and micro businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund.

Decision Maker: Cabinet Member for Resources
Decision published: 22/05/2020

Decision:

The Cabinet Member agreed that,

- the Discretionary Fund scheme as set out in Appendix 1 is approved.
- the proposed grant application and award process and timeline as set out in Appendix 2 is noted, and
- the application of the grant fund is delegated to the Director of Economy & Growth, in consultation with the Cabinet Member for Resources, the CX, the S151 Officer and the Monitoring Officer to ensure the grant is distributed within the £2.143m government funding, with fair distribution across the eligible business groups.

Lead officer: Andy Rothery, John Wilkinson

E3209 RULE 16 - Social distancing, active travel and LTN schemes

Temporary measures to widen pavements, remove traffic from roads, and cycling improvements, will be introduced in parts of the city to help people to socially distance and to encourage a long-term shift in the way people travel around Bath and North East Somerset.

Decision Maker: Cabinet Member for Transport Services, Cabinet Member for Resources, Council Leader

Decision published: 05/06/2020

Decision:

The Cabinet Members decided to:

- 1.1 agree to the principle of the reallocation of road space and access restrictions, both to encourage active travel and to enable social distancing in a form that is appropriate for the location in areas across Bath and North East Somerset;
- 1.2 recognise and agree to the principle of, where strictly necessary, the removal of parking spaces to deliver the schemes;

- 1.3 approve the incorporation of Social Distancing and Active Travel Measures as a new grant funded scheme into the Councils provisional Capital programme.
- 1.4 delegate authority to the relevant Director, in consultation with the Cabinet Members for Transport, the decisions to agree and to proceed with any relevant legal processes to ensure the delivery of the schemes as developed;
- 1.5 support the development and adoption of a reviewable plan setting out the consultation and review processes for all temporary and experimental schemes; and
- 1.6 consider the Equalities Impact Assessment (EqIA)

Lead officer: Chris Major

E3218 RULE 16 Local Outbreak Management Plan

As part of the national response to Covid-19, all Local Authorities are asked to have an agreed Local Outbreak Management Plan in place by the end of June 2020.

Decision Maker: Cabinet

Date of decision: 02/07/2020

RESOLVED (unanimously) that the Cabinet agreed to:

- 2.1 Accept the Covid-19 Local Outbreak Management Plan as a suitable framework plan on which to base further planning of the local response to this pandemic.
- 2.2 Commit the Council to providing local leadership during this period of crisis, working with communities and other stakeholders in order to protect the health, wellbeing and prosperity of people in Bath and North East Somerset.
- 2.3 Commit to the provision of adequate material support for the implementation of this plan, while also taking into account other Council needs and pressures. (This is a commitment in principle: the framework plan does not detail any specific requests, but these will follow and be subject to separate decision making processes).

E3247 RULE 4 and RULE 16 - COVID19 Business Support Grants: Additional Restrictions Grant Policy

The government has announced a further Covid-19 business support funding package to be administered by Local Authorities. The funding is available either at the point the area enters tier 3 local restrictions or on the imposition of national restrictions. National restrictions came into effect on 5th November 2020 triggering the need to implement the business support schemes in all Local Authority areas.

Decision Maker: Cabinet Member for Resources

Decision published: 13/11/2020

Decision:

The Cabinet Member agreed to:

- 1) Approve the Additional Restrictions Grant scheme policy as set out in Appendix 1.
- 2) Delegate the application of the grant fund to the Director of Finance, in consultation with the Cabinet Member for Resources, the CX, and the Monitoring Officer to ensure the grant is distributed within the £3.866m government funding, with fair distribution across the eligible business groups.

Lead officer: Andy Rothery

7 MEMBER ADVOCATES

- 7.1 The Council has appointed a number of Member Advocates to champion the needs of a particular interest;

<https://democracy.bathnes.gov.uk/documents/s65299/Member%20Advocates%20role%20description.pdf>

7.2 The scheme requires a brief annual report to Council about the work the Advocate has done in their role in the preceding year. A summary of these is attached at Appendix 2.

8 APPOINTMENTS ON OUTSIDE BODIES

8.1 Currently, appointments are made by full Council (through delegation to the Monitoring Officer in consultation with Group Leaders) for Council functions, and by the Leader for Cabinet ones.

9 CHANGES TO THE CONSTITUTION

9.1 The references to senior officer posts in various sections of the Constitution need amending to pick up the amended job titles within the senior officer structure.

9.2 Approval is sought to permit the Head of Legal and Democratic Services to make any such changes as required; making reference to the post of Chief Operating Officer & Directors and deleting reference to Corporate Directors, wherever this is required.

10 RISK MANAGEMENT

10.1 No risk assessment related to the issue and recommendations has been undertaken as the Council needs to put in place the arrangements contained in this report.

11 EQUALITIES

11.1 Equalities Impact Assessments have been carried out on the Access to the Democratic process and the Scrutiny function and are available for public inspection.

12 ADVICE SOUGHT AND CONSULTATION

12.1 The Council's Chief Executive, Monitoring Officer (Head of Legal and Democratic Services) and Section 151 Officer (Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

12.2 Group Leaders have been consulted on relevant aspects of this report.

Contact person	Jo Morrison, Democratic Services Manager (ext 4358)
Background papers	The Council's Constitution
Please contact the report author if you need to access this report in an alternative format	