

Guildhall Gainsborough
Lincolnshire DN21 2NA

Tel: 01427 676676 Fax: 01427 675170

This meeting will be webcast and published on the Council's website

AGENDA

Prayers will be conducted prior to the start of the meeting.
Members are welcome to attend.

Notice is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA, on **Monday, 8th May, 2017 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

To: Members of West Lindsey District Council

1. CHAIRMAN'S WELCOME
2. APOLOGIES FOR ABSENCE
3. MEMBERS' DECLARATIONS OF INTEREST
Members may make any declarations of interest at this point and may also make them at any point during the meeting.
4. TO ELECT A CHAIRMAN OF THE DISTRICT COUNCIL
for the ensuing year, following which the Chairman elected will take the Chair and make the Declaration of Acceptance of Office.
5. TO ELECT A VICE-CHAIRMAN OF THE DISTRICT COUNCIL
for the ensuing year following which the Vice-Chairman appointed will make the Declaration of Acceptance of Office.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

6. CHAIRMAN'S CHAPLAIN
 - (a) To move a vote of thanks to the previous Chairman's Chaplain for their services during the past year; and
 - (b) To receive the appointment of Chairman's Chaplain for the ensuing year.

7. COUNCIL MINUTES
To approve as a correct record the minutes of the meeting of the Council held on 6 March 2017.
(PAGES 1 - 10)

8. TO ELECT A LEADER OF THE COUNCIL

9. TO ELECT A DEPUTY LEADER OF THE COUNCIL

10. REVIEW OF GOVERNANCE ARRANGEMENTS
(PAGES 11 - 40)

11. CONSTITUTION ANNUAL REVIEW
(PAGES 41 - 76)

12. CODE OF CONDUCT
(PAGES 77 - 128)

13. REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS ON COMMITTEES/SUB-COMMITTEES
To note the number of Members to be appointed to serve on each committee in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989.
(PAGES 129 - 136)

14. APPOINTMENT OF COMMITTEES
In accordance with the provisions of Section 16 of the Local Government and Housing Act 1989, to appoint Members to committees for the Civic year, in accordance with the wishes expressed by the political groups.
(PAGES 137 - 142)

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15. APPOINTMENT OF SUB-COMMITTEES AND OTHER GROUPS AND BODIES
(PAGES 143 - 152)

16. APPOINTMENT OF INDEPENDENT MEMBER FOR THE GOVERNANCE AND
AUDIT COMMITTEE
(PAGES 153 - 156)

17. SAXILBY NEIGHBOURHOOD PLAN
(PAGES 157 - 160)

18. CHALLENGE AND IMPROVEMENT COMMITTEE ANNUAL REPORT
(PAGES 161 - 182)

19. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES
(PAGES 183 - 198)

20. NOTE - MEETINGS OF COMMITTEES AND SUB-COMMITTEES
Immediately following Annual Council, a meeting of each of the Committees and
Sub-Committees will be held for the purpose of appointing Chairman and Vice-
Chairmen and conducting any other relevant business.

Agendas in respect of the above are included.
(PAGES 199 - 206)

M Gill
Chief Executive
The Guildhall
Gainsborough

Thursday, 27 April 2017

Agendas, Reports and Minutes will be provided upon request in the following formats:

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WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 6 March 2017 at 7.00 pm.

Present: Councillor Roger Patterson (Chairman)
Councillor Mrs Jessie Milne (Vice-Chairman)

Councillor Gillian Bardsley	Councillor Sheila Bibb
Councillor Owen Bierley	Councillor Matthew Boles
Councillor Jackie Brockway	Councillor David Cotton
Councillor Christopher Darcel	Councillor Michael Devine
Councillor Adam Duguid	Councillor Ian Fleetwood
Councillor Paul Howitt-Cowan	Councillor Stuart Kinch
Councillor Angela Lawrence	Councillor Giles McNeill
Councillor John McNeill	Councillor Richard Oaks
Councillor Judy Rainsforth	Councillor Mrs Diana Rodgers
Councillor Lesley Rollings	Councillor Reg Shore
Councillor Thomas Smith	Councillor Lewis Strange
Councillor Jeff Summers	Councillor Mrs Angela White
Councillor Trevor Young	

In Attendance:

Manjeet Gill	Chief Executive
Ian Knowles	Director of Resources and S151 Officer
Mark Sturgess	Chief Operating Officer
Alan Robinson	SL - Democratic and Business Support
Dinah Lilley	Governance and Civic Officer
Jana Randle	Governance and Civic Officer
James O'Shaughnessy	Team Manager BI and Corporate Governance

Also in Attendance: Rev Sue Deacon

Also Present: one member of the public

Apologies for Absence

- Councillor David Bond
- Councillor Stuart Curtis
- Councillor Steve England
- Councillor Hugo Marfleet
- Councillor Pat Mewis
- Councillor Maureen Palmer
- Councillor Malcolm Parish
- Councillor Tom Regis
- Councillor Anne Welburn

Councillor White had advised in advance that she may be arrive late.

87 CHAIRMAN'S WELCOME AND TRIBUTES TO THE LATE ALAN CAINE

The Chairman welcomed everyone to the meeting and took the opportunity to pay tribute to past West Lindsey District Councillor, Alan Caine, who had passed away on 20 February 2017. A minute's silence had been held during the prayers prior to the commencement of the meeting. A donation had been sent by the Council in lieu of flowers to MacMillan, and the Council's flag was flying at half-mast. Alan had served as a West Lindsey District Councillor from 1995 to 2015 and had held the position of Chairman from 1999 to 2001, and was also a prominent member of Caistor Town Council.

Several Members also spoke warmly of their memories of Alan and the sentiments of all were that he would be missed, by his colleagues on the Council and also by the town of Caistor – where he had been known as 'Mr Caistor' due to his commitment and the work he undertook. Condolences were sent to his family.

88 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the Minutes of the meeting held on 23 January 2017 were confirmed as a correct record.

89 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made at this point of the meeting.

90 MATTERS ARISING

The Monitoring Officer noted that all items were showing black as having been completed.

91 ANNOUNCEMENTS

Chairman

The Chairman noted that he had attended a number of engagements, which had been circulated to Members. One particular highlight was a visit to a business in Saxilby, which had begun as a single individual who then moved into farm buildings to expand, and subsequently went on to employ over 100 people. There were plans to expand further, and all this was over a period of just seven years. This was a good example of a real success story.

The Chairman also noted the distribution of envelopes, containing surveys, in front of Members, requesting that they distribute these in their wards. This was an important project, initiated by the Prosperous Communities Committee to establish the level of Broadband Provision across the district. It was particularly important that the surveys were returned to the Council in order for the results to be collated and a clearer view of the area's facilities obtained.

Leader of the Council

The Leader informed the Council of various meetings he had attended and speakers heard. On 1 February Andrew Percy MP had confirmed that the Devolution process had ceased.

On 2 February the Leader had met with a number of MPs at the District Councils Network Conference. Gavin Barwell had spoken regarding the Housing White Paper and emphasised the need to build for the future, and outlined plans for loans to developers and first time buyers. Greg Clark, the Minister for Business, Energy and Industry had highlighted the need for infrastructure and spoken on the emerging Green Paper, urging a response to be made. Sajid Javid, Secretary of State for Communities and Local Government discussed greater integration with CCGs and to provide more support to Adult Social Care. There was a £2.3b fund available from April, which it would be good to access, but would have been more accessible, had Devolution progressed.

There had also been a meeting with Lincolnshire Leaders at the Farming Forum, and Thonock and Somerby Estates had discussed the water course through Blyton which was to be modified. The Trent meeting of the associated drainage authorities, where discussion took place on the Environment Agency's intention to hand over responsibility for water courses to either local authorities or riparian owners. This needed to be monitored as it was felt that Drainage Boards would be a better option.

The Leader had also attended the County Council's meeting where the County Leader affirmed that opinions were to be sought from District Councils regarding the proposals for a unitary authority.

Head of Paid Service

The Chief Executive noted that the Leader had briefly mentioned the Devolution process, the Partnership working with the other authorities was clearly not at the same point as six months previously, and the Housing and Infrastructure Group was not meeting as regularly now as partners focus on other priorities and in absence of a Combined Authority for Greater Lincs and funding to it no longer being the driver. The current situation was not clear and an update would be provided following the May elections.

Work was ongoing with the LEP and the University to form partnerships in order to facilitate accessing funding. Bids had been submitted however there was not yet any news. Priorities at the moment included the Gainsborough Town Centre regeneration project and the Market Rasen Leisure Centre. There was a focus on the Planning and Enforcement services. The Chief Executive would be leading on this with officers. Much work had been done with recruitment of officers and the formulation of the Local Plan. There had been an increase in planning applications and there needed to be a consistent approach to dealing with these, and lessons learned from complaints. A report was to be submitted to the Prosperous Communities Committee.

92 PUBLIC QUESTION TIME

There were no questions from members of the public.

93 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Councillor Trevor Young queried that he had submitted a question to Council, however this had not been circulated. Officers verified that this question had not been received, and undertook to investigate. Meanwhile Councillor Young was requested to re-submit the

question which would be considered for the following meeting.

94 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

Councillor Shore had submitted the following motion:

Dear Members,

I am bringing this motion to you tonight after several instances where I have been let down by the planning department of West Lindsey District Council where there appears to be a disregard for the views of Ward Councillors.

If you recall, I have brought this matter up before, as misunderstandings between the Councillor role and the role of planning was evident - planning believing that their role is black and white and ALL judgments should be made on planning grounds alone. If this were the case then there would be no need whatsoever for a Planning Committee consisting of Members. It is now clear to me that this confusion still remains and decisions are being made without listening to the local democratic voice. If you recall I received a public apology on this matter.

The last straw came for me recently when, despite at least 17 email interactions between myself and other objectors, Parish Councillors, Executive level officers and Planning Officers; a delegated decision was made. I was only informed after the event had completed. It did not go to committee as requested previously and I was not communicated with, despite several requests to be updated so that I could check whether the committee option had been taken. This was an application, virtually identical to others, which had been previously refused.

Unfortunately, this is not the first time this has happened to me and all Councillors should be concerned that decisions are being made on controversial applications without Members being able to present the local perspective to committee. We are all aware that this is the essential democratic counter measure to what may be inappropriate decisions.

I therefore move that in the forthcoming audit of development management the issue of how the planning department communicates with ward councillors is included within the scope of that audit and that the training given to officers around political awareness is reviewed and strengthened.

Meanwhile I await the outcome of an investigation regarding a separate complaint about how the processing of the application I referred to was handled.

Cllr Reg Shore

Note: Councillor White joined the meeting at 19.38.

Councillor Giles McNeill, Chairman of the Governance and Audit Committee responded to

the motion and set out the scope of the forthcoming audit to be undertaken by the Committee. The scope was to include communications with the public and Councillors and invitations would be issued for interviews with Councillors from 2 May 2017. The Chairman had met with the Chairman and Vice Chairman of the Planning Committee and the Chief Operating Officer. The purpose of the audit was to undertake a full review of the efficiency and effectiveness of the planning and enforcement services. Twenty audit days were being dedicated to the work, as there were different issues being experienced to those of two years ago.

Councillor McNeill then seconded the motion.

The Chief Executive then informed Members that whilst normal practice was to wait for the improvement actions following the audit, she would be sending a table to all Members to enable cases to be listed to record issues of concern, to establish the trends and causes. In this way there could be improvement prior to the outcome of the audit, in September.

Having been moved and seconded, the motion was voted upon. It was then **RESOLVED** that the content of the motion be included within the scope of the Governance and Audit Committee's audit of the Planning Service.

95 CORPORATE PLAN (2016-2020) ACTION PLAN UPDATE

The report detailed key strategic activity in progress in support of delivery of the objectives of the Corporate Plan (2016-2010), and the key achievements during 2016/17 in support of the Corporate Plan.

The Council approved its Corporate Plan 2016-2020, at the Full Council meeting of 3 March 2016.

The Corporate Plan presented the vision as being "West Lindsey to be seen as a place where people want to live, work, invest and visit" and identified future priorities and outcomes which were based on evidence of assessments, surveys and key statistics such as deprivation and health related matters.

The Corporate Plan also detailed values which guided the Council' working:

- Delivering a surplus to re-invest
- Investing in communities
- Delivering customer focussed priorities
- Generating growth

and set out the approach based on the Entrepreneurial Model of:

- Investing in communities to help themselves and others
- A more commercial Council
- A modern, innovative and collaborative Council

The Corporate Plan contained six themes with a number of priorities and desired outcomes associated with each theme:

1. Open for Business
2. People First
3. Asset Management
4. Central Lincolnshire Local Plan
5. Partnerships/Devolution
6. Excellent Value for Money Services

To ensure that the Corporate Plan remained a working document, a commitment was made to provide an annual update in relation to progress of key activity undertaken in support of the achievement of the Plan's objectives.

Appendix One, attached to the report, provided Members with an overview of the key strategic work activity currently in progress against each of the Corporate Plan themes.

The Leader of the Council introduced the Corporate Plan document stating that it set out an ambitious vision both for the Council and the people of the district. It was well understood that it was no longer possible to rely on the government as in the past. Change and delivery for the electorate relied upon embracing of the commercial element of the Corporate Plan. Customers and partners had to be prioritised within that Plan delivery at a realistic cost. In noting that there were many key activities listed in the report, the Leader commended the report for approval.

Brief discussion ensued with Members complimenting the Plan on its visionary approach, however some Members felt that the proposals within it appeared too Gainsborough-centric, with insufficient focus on the smaller towns, villages and rural areas. Other Members responded that the regeneration of Gainsborough and the encouragement of business growth would help to enhance the whole district.

The recommendation was seconded and on being voted upon it was **RESOLVED** that:

- a) the key activity detailed within the report to facilitate the delivery of the objectives of the Corporate Plan be supported;
- b) the activity set out be agreed as the basis for an external publication.
- c) the report be approved.

96 FINANCIAL STRATEGY AND MEDIUM TERM FINANCIAL PLAN 2017/18 TO 2021/22

The Director of Resources presented the report for Members' approval.

The paper had been presented to the Corporate Policy and Resources Committee on 9 February 2017 based on the provisional settlement announced on 15 December. On 20 February the final settlement was announced with little change. Therefore the document was as presented to Corporate Policy and Resources Committee.

NNDR settlement funding had now been finalised and was contained at paragraph 2.6. The budgeted NNDR income was provided in Appendix A.

The budgeted net income was £2.266m after funding the previous year deficit of £1.060m.

The overall benefit continued to be £276k from the pool. This would be updated for the budget book.

The Medium Term Financial Plan was the primary strategic financial document for the authority and set out the local and national context, and the revenue and capital plans for the next five years.

The document also met a number of regulatory requirements:-

- i) The requirement to agree a balanced budget for the coming year 2017/18;
- ii) The requirement to establish the level of Council Tax for 2017/18; and
- iii) Meet current best practice (supported by CIPFA) by setting the budget in a medium term time horizon.

Over the last four years West Lindsey had reduced expenditure by £4.4m reflecting the reduction in core spending power as calculated by central government.

The impact of the settlement included:-

- i) Reduction in Rural Services Grant (RSG) by a further £626k
- ii) Changes to New Homes Bonus reducing expected income by £371k
- iii) The settlement reflects the four year deal offered in February 2016 and therefore delivered the expected level of RSG.

The document had been restructured this year to incorporate the Council's business plan commitment in section 3. The financial implications of the settlement and the authority's business plan commitments were reflected in section 4. Members were then referred to paragraph 4.11.2 which set out the underlying assumptions of the MTFP.

On that basis, and with the savings reflected in paragraph 4.12 the Council was able to agree a balanced budget for 2017/18 and 2018/19 with a remaining deficit in year 2020/21 of over £400k.

The Council Tax position was set out for Members in paragraph 3.5.

The Medium Term Financial Plan set out an ambitious capital programme in Appendix E. the programme totalled over £53m and was planned to be funded from reserves, capital receipts, borrowing and grants.

A risk analysis was included in Part 9 of the document. As the authority took a commercial approach to its activities there were specific risks to be highlighted. Firstly the assumption of commercial returns on the acquisition of investment properties. If it was not possible to find suitable acquisitions this could be an issue going forward. Secondly the assumption of introduction of Green Waste Charging in 2018/19, which, if not introduced would need alternative strategies to deliver the budget indicated.

Finally, Members were reminded that earlier in the financial year the authority's budget process had received a full assurance outcome from internal auditors and the S151 paragraph and the statement on robustness of estimates and adequacy of reserves, was set out at section h of the report.

The Leader of the Council thanked the Director of Resources and the Finance Team for an

excellent report and budget position. The Plan should be seen as a journey to be taken over a four year period, with the route set, but not in stone. The budget was sound but had the flexibility needed to address external influences outside of the Council's control. The Leader moved the 12 Recommendations.

Debate ensued with Members welcoming a positive report, seeking and receiving clarification on a number of matters, such as New Homes Bonus, Market Rasen Car Parking, and the status of the Municipal Bonds Agency.

The Ward Member for Fiskerton noted that whilst the Council had received national recognition for its progress on Neighbourhood Plans, this could not be said for Fiskerton as the Plan was not what the village wanted. A Point of Order was raised that the matter was not relevant at this point. The Chairman also noted that WLDC had no control over the production of Neighbourhood Plans, merely provided support at the preparation stage, and that it was up to residents to decide at Referendum.

Further clarification was then sought on the increase to borrowing limits when risk should be minimised wherever possible. The response was that investments should generate enough head room to fund borrowing, and that the Treasury Management Strategy only allowed borrowing that was covered by such means.

The recommendations were moved and seconded en bloc, and in accordance with required legislation for voting on the Council's budget, a recorded vote was taken.

For: Councillors Bardsley, Bibb, Bierley, Brockway, Devine, Duguid, Fleetwood, Howitt-Cowan, Kinch, Lawrence, G McNeill, J McNeill, Milne, Oaks, Patterson, Smith, Strange, Summers, and White.

Against: Councillors Cotton and Darcel.

Abstained: Councillors Boles, Rainsforth, Rodgers, Rollings, Shore and Young.

A total of 19 votes for, two against and six abstentions.

RESOLVED that:

- a) the external environment and the severity of the financial challenges being faced as detailed in the Financial Strategy, be recognised;
- b) the Statement of the Chief Finance Officer on the Robustness of Estimates and Adequacy of Reserves be accepted;
- c) the Medium Term Financial Plan 2017/18 to 2021/22 be approved;
- d) a Mid-Year Review of the Medium Term Financial Plan be received during 2017/18;
- e) the Revenue Budget 2017/18 at Appendix A, be set;
- f) the Fees and Charges Policy be approved and the Fees and Charges 2017/18 (as amended) (Appendices B&C) be set;
- g) the Capital Investment Strategy (Appendix D) be adopted;
- h) the Capital Programme 2017/18 to 2021/22 and Financing (Appendix E) be approved;

- i) the Treasury Management Strategy 2017/18 be approved and the Treasury Investment Strategy, the detailed Counter Party criteria, the Treasury and Borrowing Prudential Indicators (Appendix F) be adopted;
- j) the Minimum Revenue Provision (MRP) Policy as contained in the Treasury Management Strategy (Appendix F) be approved
- k) the Council Tax (Appendix G-K) be approved; and
- l) the 2017/18 Pay Policy Statement and establishment numbers (Appendix L) be approved.

97 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

98 SURESTAFF BUSINESS PLAN 2017-18

The report submitted for Members' approval provided a business summary and an outline of the benefits delivered following the investment in Surestaff

The original proposal to buy Surestaff had been based on four potential benefits:

- 1 – To have a reliable local provider of agency staff to WLDC
- 2 – To minimise the cost of managing suppliers within the Operational establishment
- 3 – To generate an income stream from charged in services
- 4 – To generate a shareholder return

The report provided an update on current performance and had the full business plan for the next three years attached.

A recent reforecast, compiled on a relatively prudent basis, illustrated the potential for a positive contribution resulting from a local enterprise which was already generating a social return for the local communities of WLDC.

Clarification was sought on some of the processes involved and assurance was given that all due diligence was undertaken during the management of the business and there was an ethical focus on its activity.

On being moved, seconded and voted upon it was **RESOLVED** that, as the single shareholder, the Council agreed the Surestaff Business Plan attached to the report.

99 MINUTES OF COMMITTEE MEETINGS

NOTE: The meeting resumed in open session for consideration of the following item.

RESOLVED that the minutes of the Committee Meetings published since the Council meeting of 14 November 2016 be received.

The meeting concluded at 8.42 pm.

Chairman



Annual Council

8 May 2017

Subject: Recommendation from the Governance and Audit Committee's Governance Arrangements Task and Finish Group.

Report by:

Director of Resources

Contact Officer:

Alan Robinson
Monitoring Officer
01427 676509
Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

To receive the recommendation from the Governance and Audit Committee's Governance Arrangements Task and Finish Group, which was established to undertake further detailed evaluation work into the implications of a possible move to the Leader Cabinet model, hybrid or more effective Committee System, following a resolution passed by Annual Council in 2016.

RECOMMENDATION(S):

That Council: -

- (a) note and accept the work undertaken by the Task and Finish Group; and**
- (b) accept the recommendation from the Governance and Audit Committee, namely that that no further work into a potential change of Governance Arrangements be undertaken for the reason's outlined in the report attached at Appendix A.**

IMPLICATIONS

Legal: N/A

Financial : FIN/7/18

None at this stage.

However if further work was to be undertaken and the decision to implement new governance arrangements were to be put in place, then one off costs of consultation and Constitution review would be circa £20k, additional ongoing administrative costs are estimated to be £50k per annum including oncosts.

The financial impact on Members allowances has not been considered at this stage.

Staffing :

None at this stage. However if further work was to be undertaken the impact on staffing is summarised within the report

Equality and Diversity including Human Rights :N/A

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1 Introduction

- 1.1 The Governance and Audit Committee at its meeting on 18 April 2017, received the report attached at Appendix A.
- 1.2 The minute arising from this meeting is set out below: -

86 GOVERNANCE ARRANGEMENTS T&F GROUP OUTCOMES

Members gave consideration to a report which set out recommendations from the Governance Arrangements Task and Finish Group, which had been established to undertake further detailed evaluation work into the implications of a possible move to the Leader Cabinet model, hybrid or more effective Committee System, following a resolution passed by Annual Council in 2016.

The report set out the work the Task and Finish Group had undertaken in order to be able to form their recommendations and the outcome of the high level consultation they had undertaken.

Task and Finish Group Members who were present, shared with the Committee, experiences they had had whilst undertaking their investigations.

In responding to questions, Officers confirmed that the consultation responses received had been cross party.

RESOLVED that:

- (a) the work undertaken by the Task and Finish Group be noted and accepted;
- (b) in light of the Group's findings, it be **RECOMMENDED** to Council that no further work into a potential change of Governance Arrangements be undertaken for the reason's outlined in the report; and
- (c) Officers be requested to include provision for those suggestions made at Section 5.3 of the report within the annual review of the Constitution report for further consideration by Full Council in May 2017.

2. Recommendation

- 2.1 In light of the above Council are requested to:-
 - (a) note and accept the work undertaken by the Task and Finish Group; and
 - (b) accept the recommendation from the Governance and Audit Committee, namely that that no further work into a potential change of Governance Arrangements be undertaken for the reason's outlined in the report attached at Appendix A.



GA.62 16/17

Governance and Audit
Committee

18 April 2017

F

Subject: Recommendations from the Governance Arrangements Task and Finish Group.

Report by:

Director of Resources

Contact Officer:

Alan Robinson
Monitoring Officer
01427 676509
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Katie Coughlan
Governance and Civic Officer
01427 676594
Katie.coughlan@west-lindsey.gov.uk

Purpose / Summary:

This reports sets out recommendations from the Governance Arrangements Task and Finish Group, which was established to undertake further detailed evaluation work into the implications of a possible move to the Leader Cabinet model, hybrid or more effective Committee System, following a resolution passed by Annual Council in 2016.

RECOMMENDATION(S):

That :

- (a) The Governance and Audit Committee note and accept the work undertaken by the Task and Finish Group and**

(b) in light of the Group's findings, it be RECOMMENDED to Council that no further work into a potential change of Governance Arrangements be undertaken for the reasons outlined in the report; and

(c) Officers be requested to include provision for those suggestions made at Section 5.3 of this report within the annual review of the Constitution report for further consideration by Full Council in May 2017.

IMPLICATIONS

Legal:

Financial : Financial : FIN/7/18

None at this stage.

However if further work was to be undertaken and the decision to implement new governance arrangements were to be put in place, then one off costs of consultation and Constitution review would be circa £20k, additional ongoing administrative costs are estimated to be £50k per annum including oncosts.

The financial impact on Members allowances has not been considered at this stage.

Staffing :

None at this stage. However if further work was to be undertaken the impact on staffing is summarised at section

Equality and Diversity including Human Rights :

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Call in and Urgency:

Appendix A

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Background and Introduction

- 1.1 At its Annual Meeting in May 2016, when considering the Annual Review of the Constitution, Members were advised that whilst undertaking the annual review a number of other associated actions for further work and development during 2016/17 had been identified.
- 1.2 This included, as a result of the growing importance of the Devolution work in Lincolnshire, and a commitment in the Conservative manifesto, a recommendation that Governance and Audit Committee further explore the implications of a possible move to the Leader Cabinet model with a view to submitting recommendations to full Council during 17/18.
- 1.3 Annual Council had been further advised, in May 16, that workshops for Elected Members had been held in April 2016 to give Members an understanding of the Governance systems available and how they may meet the needs of WLDC. A number of key drivers emerged from comments expressed by those present at the workshops. These had included: -
- Speed of decision making
 - Executive powers for key Members
 - Specialist Knowledge
 - Transparency
- 1.4 Full Council therefore **RESOLVED** at its Annual Meeting in May 2016: -
“That Council commission the Monitoring Officer, with support from and through the Governance and Audit Committee, to undertake further detailed evaluation work into the implications of a possible move to the Leader Cabinet model, hybrid or more effective Committee System, with a view to achieving the outcomes set out below ((i) – (vii)) relate) and submit recommendations to full Council
- (i) Speed of decision making – The Council's Decision Making process allows it to take advantage of opportunities on commercial projects and ensure that WLDC can work as quickly as its colleagues in Greater Lincolnshire
- (ii) Empowering Individuals – Those members charged with representing the Council with partners have the authority to act and take responsibility for the decisions they make.
- (iii) Effective Council governance and roles of Members and Officers - to ensure the Council has maximum influence and impact with any potential Mayor and Combined Authority to the benefit of West Lindsey.

Appendix A

- (iv) Specialist Knowledge – Members have the knowledge and skills to make good, well informed and safe decisions
- (v) Transparency – Governance arrangements which ensure residents can see that decisions are made reasonably and fairly.
- (vi) Accountability – There is clear accountability for success and failure for both members and officers
- (vii) Involvement – Members are able to set policy and take ownership of key decisions.

- 1.5 In connection with this resolution the Governance and Audit Committee, at its meeting of 15 September 2016, received a briefing on the process for changing governance arrangements and consideration to appointing a Member/Officer Working Group to consider feedback from Members and the public, discuss options in detail and make recommendations for change to the Governance and Audit Committee in the first instance. The briefing included a staged outline timetable, and the steps required.
- 1.6 The Governance and Audit Committee were advised that whilst Full Council had made a request for change by May 2017 initially, the final implementation date of any change would be dependent on the extent of the changes ultimately agreed, as had been outlined in the paper.
- 1.7 At the meeting on 15 September 2016 the Governance and Audit Committee therefore resolved to establish a cross party Task and Finish Group comprising Councillors Angela White, David Bond and Giles McNeill. Terms of Reference were also agreed for the Group and these are set out at Appendix 1.

2. Work Undertaken by the Task and Finish

- 2.1 The Task and Finish Group met for the first time on 18th October 2016 to agree the terms of reference for the group and the desired outcomes for any change in Governance arrangements, as well as the next steps in the process given the timelines which had been outlined.
- 2.2 The meeting concluded that the Council should consider two of the legally available Governance Models, ruling out the Mayoral/Cabinet Model given the current anecdotal evidence of a lack of political or public appetite for a publically elected Mayor in connection with Devolution proposals.
- 2.3 It was acknowledged very early on by the Group that no one model would deliver all of the desired outcomes. It was also noted that the cost of a full consultation exercise could be considerable and was only required if significant change was proposed.

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2.4 Guidance provided by the former Department of Central and Local Government did not provide a standard approach to follow but it was clear that authorities were expected to use both qualitative and quantitative methods of consultation. In 2001 when the Council consulted on a potential change only quantitative methods were used. In 2008 when the Council had again consulted, the consultation was comprehensive and included a number of different methods of raising the issue and taking soundings from the community. The following were all part of the approach and included both qualitative and quantitative methods which complied with Government guidelines on effective consultation:

- a stand with Lead Member available to answer questions at each of the three Area Forums across the District in October 2008.
- the stand was then utilised in the Council's reception area in the Guildhall for wider community information.
- an individual edition of West Lindsey News to every household in West Lindsey explaining the issues and requesting a response.
- a special meeting for Parish and Town Councils with individual phone calls to each of the Parishes affected by the potential move to Whole Council Elections in 2011.
- Local Strategic Partnership/Stakeholder consultation.
- staff/member survey.

2.5 A similar comprehensive approach would need to be undertaken, if significant change was to be considered.

2.6 The Group were therefore of the view that high level indicative consultation should be undertaken in the first instance, with Elected Members, the Public, Parish Councils and the Citizens' Panel, to establish initial appetite on the two models, namely :

Committee Model (Known as Fourth Option) this is the system that we currently use. The key features of this are that Council and Committees make the decisions of the Council and these meetings are subject to scrutiny by the Challenge and Improvement Committee. Whilst this is the model that is currently used it can be amended and/or improved through the annual review of the constitution which is normally agreed at Annual Council.

Leader and Cabinet. This system was brought in by the Local Government Act 2000 and is the governance system that most Councils operate. In some Councils, individual Members of the Cabinet have decision-making powers; in others, decisions have to be made by the whole Cabinet. Cabinet is led by a Leader, who is elected by full

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Council for a term determined by the Council itself or on a four yearly basis

(And will usually be the leader of the largest party on the council). These Councils must have at least one overview and scrutiny committee.

- 2.7 It was also suggested that indicative consultation should be undertaken on the seven desired outcomes, which had already been agreed at Annual Council, in order to establish which of these were the priority 3 or 4, for those surveyed, in order to establish which drivers should be the key focus when making recommendations regarding future governance arrangements going forward.
- 2.8 The Group agreed that the consultation needed to be undertaken as a matter of urgency and thus submitted a report to the Governance and Audit Committee on 8 November 2016 seeking approval to undertake high level consultation.
- 2.9 The approved questionnaire is attached at Appendix 2.
- 2.10 At their first meeting the Group were in agreement that they understood the benefits, as well as the restrictions, of the Committee System within which they currently operated. However, those of the Leader Cabinet system were at this point only perceived views and known to a lesser degree.
- 2.11 Therefore it was further agreed that an information gathering visit to a similar sized local Authority operating a Leader Cabinet system would be of assistance in understanding how the two models differed in operating terms, and in order to gather views from those who operated within them.
- 2.12 Feedback and comments made at previous Members' Workshops had established the following potential advantages and disadvantages of the two systems: -

Leader and Cabinet model	
Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ Allows for clearer accountability to the community ▪ Permits the Council to act effectively in wider partnership working within the county and beyond ▪ Removes traditional 'silo' thinking in separate Committees ▪ Provides greater opportunity for One Council approach to 	<ul style="list-style-type: none"> ▪ Perception of a 'few' making decisions ▪ Potential to change cross party working ▪ Concern over the role of 'backbenchers'

<p>strategic decision making</p> <ul style="list-style-type: none"> ▪ Allows for more reactive decisions and less 'Ping Pong' of decisions ▪ Improves credibility and confidence in the Council with partners ▪ Would allow for stronger and more effective scrutiny function ▪ Improved role for Members in the community 	
Retaining the 'fourth option' Committee System	
Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ It is established and understood by existing members ▪ There is a good level of involvement of all Members in debate/discussion ▪ It is inclusive of all political parties 	<ul style="list-style-type: none"> ▪ Slow decision making process due to the length of cycle ▪ It is less accountable in that Members make 'collective' decisions and there is little personal accountability ▪ Current scrutiny function is too wide ranging and not focused on improvement or policy development ▪ It does not support and incorporate 'One Council' approach by reinforcing silos of different services in potential conflict ▪ A lot of energy and work is duplicated and resources are potentially wasted ▪ The Council is perceived as being out of date and un-modernised ▪ Perception is that the current system is officer led

2.13 A meeting with Cabinet Members, back benchers and scrutiny Chairman from similar sized local authority was therefore arranged and a series of questions to be posed was established.

2.14 A sample of these is attached at Appendix 3

2.15 The Group were also afforded the opportunity to see a meeting of the Executive in operation.

3 How was the consultation undertaken and What Did We Learn?

3.1 West Lindsey Residents, Parish Councillors and West Lindsey District Council Members were invited through either a direct invite or by visiting the website to complete a questionnaire.

3.2 The consultation commenced on Thursday 22 December and ended on 3 February 2017, in accordance with agreed consultation protocols. It should be noted that the consultation timeframe differs to that agreed by the Governance and Audit Committee. On seeking advice from the Business Improvement Team, there was view that a greater response would be received by incorporating this survey into the larger Citizens' Panel Survey, also further time was permitted to acknowledge the Christmas and New Year Period and meeting frequency of Parish Councils. This has resulted in a delay in the timeline.

3.3 All 1,300 current members of the Citizens' Panel were sent an invite as well as all Parish Councils and West Lindsey District Council Councillors. The survey was also a feature item on the home page of the Authority's website.

3.4 The total number of surveys returned was 801, broken down as follows:

-

Number of Citizen Panel responses - 746

Number of Councillor responses - 13

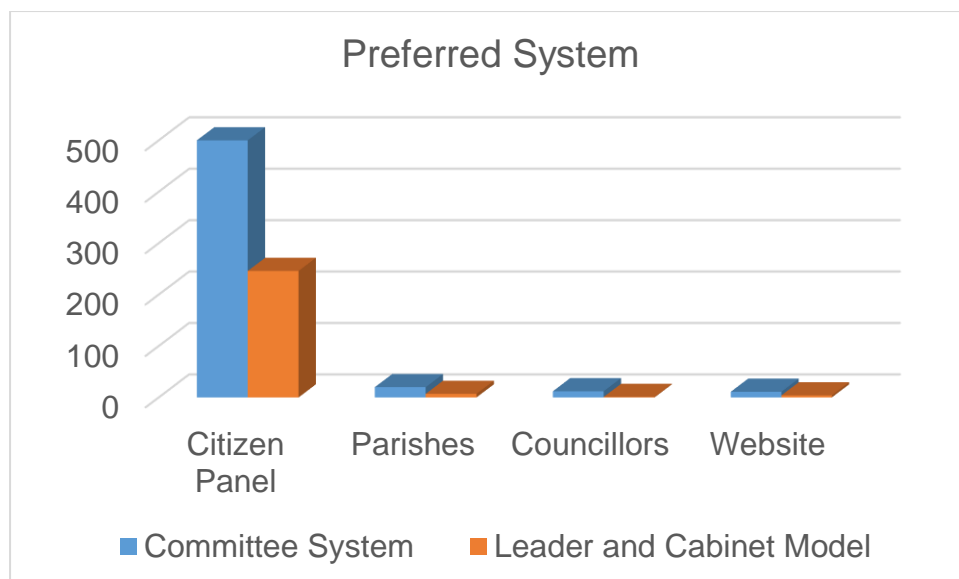
Number of website responses – 15

Number of Parish Council responses – 27

3.5 System preference

3.5.1 As indicated in Section 2 of the report, the first part of the consultation was to look at which system the respondents would prefer. Overall the Committee System was preferred with 68% of those who responded voting for this option.

	Committee System	Leader and Cabinet Model	Total responses
Citizen Panel	500	246	746
Parishes	20	7	27
Councillors	12	1	13
Website	11	4	15
Total	543	258	801
%	68%	32%	



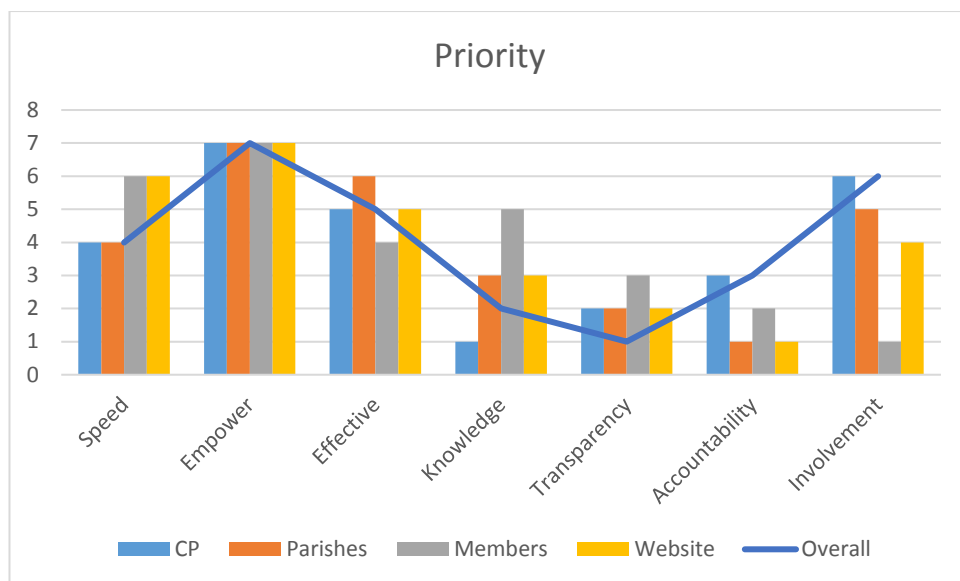
3.6 Priorities

3.6.1 Again as detailed in Section 2 of the report, the second part of the consultation was to identify the priority drivers for change.

3.6.2 Respondents were asked to prioritise the seven outcomes in order of priority to them, so that the Council could evaluate the models. Overall respondents felt that the most important priority was that the decisions were made reasonably and fairly, therefore transparent. The last priority for respondents overall was that individual Members could make decisions when working with partners (empowerment).

3.6.3 Below are the individual results and also the combined results:

	CP	Parishes	Members	Website	Overall
Speed	4	4	6	6	4
Empower	7	7	7	7	7
Effective	5	6	4	5	5
Knowledge	1	3	5	3	2
Transparency	2	2	3	2	1
Accountability	3	1	2	1	3
Involvement	6	5	1	4	6



3.6.4 Please note 7 was deemed the lowest priority and therefore the higher the peak the lower the priority.

3.6.5 It is important to remember that any change in governance would need a simple majority vote by Members of this Authority however, a significant change in governance, if approved, could not legally be significantly modified again for period of five years.

3.6.6 On analysis of the surveys received from District Council Members, firstly only 13 returned the survey and of those 12 stated they would prefer to remain in the current committee structure.

3.6.7 Involvement was the first priority outcome for those elected Members who responded, followed by accountability and transparency, whilst empowerment of individuals was the least.

4 Conclusions reached and Other Factors Taken into Consideration

4.1 The Information gained from the visit and the consultation responses have been assessed against those outcomes set by Council in May 2016.

4.2 The Group have also taken cognisance of work previously undertaken and of a number of pieces of arguably associated work being undertaken across the Council which the Group consider will further support some of those identified outcomes- see section 4 (a) and 4 (c)

4.3 Consideration has also be given to the further potential costs which will be incurred if the Council were to change its Governance Structure – see section 4 (b)

Outcome Set By Council	Findings From Visit	Importance demonstrated through consultation response or other factors to consider	Would revised structure bring change
<p>Speed of decision making – The Council’s Decision Making process allows it to take advantage of opportunities on commercial projects and ensure that WLDC can work as quickly as its colleagues in Greater Lincolnshire</p>	<p>On further investigation, the speed of decision making is not considerably different between the two models. Those on Executive arrangements are legally bound to give 28 days notice of the intention to take a key decision and publish this on a public forward plan. This is not a requirement for those on Committee systems and whilst WLDC currently retain a forward plan, key decision items can legally be added to this with little notice.</p> <p>Both models have provision to make an urgent decision with immediate effect (subject to it being within agreed Policy).</p> <p>Decisions which fall outside of Policy need to be taken by Full Council in both models. Both models have provision for calling an urgent meeting. The notice period however remains the same in both models.</p>	<p>speed of decision making did not score highly in the indicative consultation, Involvement, Transparency and Accountability were all viewed as more important.</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>Nor would it appear to be a priority driver from those who responded to the consultation.</p>

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Outcome Set By Council	Findings From Visit	Importance demonstrated through consultation response or other factors to consider	Would revised structure bring change
<p>Empowering Individuals – Those members charged with representing the Council with partners have the authority to act and take responsibility for the decisions they make.</p>	<p>The model operated by the Authority visited had not invested any Executive powers in individual members. The Executive Board were responsible for decisions (6 Members in total). Collective decision making was still present within the model used.</p>	<p>Empowering individuals was scored as the lowest priority by all those categories surveyed.</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>It was not a priority driver from those who responded to the consultation.</p>
<p>Effective Council Governance and roles of Members and Officers - to ensure the Council has maximum influence and impact with any potential Mayor and Combined Authority to the benefit of West Lindsey.</p>	<p>There was no evidence that the difference in Governance models either assisted or hindered working with any potential Mayor and Combined Authority to the benefit of the District</p>	<p>Effectiveness in these terms did not score highly in the indicative consultation</p> <p>One of the most recently established drivers for change was Devolution. Since Full Council's decision in May 2016, the Devolution picture has considerably changed and continues to do so. This arguably is now much less of a driver than it may have been previously. Furthermore, more in depth legal advice was sought as to the Leader's position, should a combined Authority be established. The impact of the Authority being in</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>It was not a priority driver from those who responded to the consultation.</p>

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Outcome Set By Council	Findings From Visit	Importance demonstrated through consultation response or other factors to consider	Would revised structure bring change
<p>Page 28</p>		<p>a Committee Structure on his position was considerably less than first thought.</p> <p>Decision making would work on similar albeit larger scale to that of the JPU, in that the Authority would have delegated its powers to another authority, a new authority. Members appointed to that authority, would have the decision making powers conferred to them by that Authority, so long as the decisions they were making only related to the resources assigned to the combined authority</p>	
<p>Specialist Knowledge – Members have the knowledge and skills to make good, well informed and safe decisions</p>	<p>There was no evidence that the difference in Governance models either assisted or hindered working in this way</p>	<p>Specialist Knowledge did score highly in the indicative consultation undertaken</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>However a more bespoke Member Training Plan, for Lead Members and Committee Chairs for</p>

Appendix A

Outcome Set By Council	Findings From Visit	Importance demonstrated through consultation response or other factors to consider	Would revised structure bring change
			example could improve the Council's performance in this area.
<p>Transparency – Governance arrangements which ensure residents can see that decisions are made reasonably and fairly.</p> <p>Page 29</p>	<p>There was no evidence that the difference in Governance models either assisted or hindered working in this way</p>	<p>Transparency did score highly in the indicative consultation undertaken, across all those categories surveyed.</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>However ensuring the Constitution reflects as accurately as possible how our decisions are made could improve the Council's performance in this area.</p>
<p>Accountability – There is clear accountability for success and failure for both members and officers</p>		<p>Accountability did score highly in the indicative consultation undertaken, across all those categories surveyed.</p>	<p>The group are not of the view that a change in Governance structure would deliver significant change in this aspect.</p> <p>However ensuring the Council's scheme of delegation is clear and</p>

Outcome Set By Council	Findings From Visit	Importance demonstrated through consultation response or other factors to consider	Would revised structure bring change
			understandable would further assist in this area.
<p>Involvement – Members are able to set policy and take ownership of key decisions.</p> <p>Page 30</p>	<p>The model operated by the Authority visited gave the impression that non-executive members did not have much involvement in decision making and it was difficult to oppose decisions.</p> <p>Decision making was in the hands of a few people and less inclusive. There was a clear expectation on non-executive members to read a lot of material in order to have some understanding of what was going on.</p> <p>.</p>	<p>Involvement scored highly with our own elected Members in the indicative consultation undertaken</p>	<p>A revised structure would bring about change in this aspect but this would likely have the adverse effect to the desire expressed through the consultation.</p> <p>In our present system members of all parties are able to be involved in committees, and decision making, even parties with small numbers, these appears to still be the desire of our Elected Members</p>

(a) **Previously established Advantages and Disadvantages of the current system**

- 4.4 A number of the original perceived advantages and disadvantages were established prior to the introduction of the new Constitution which was significantly streamlined in 2011 and resulted in
- clear definition of the relative roles and responsibilities of Members and senior officers of the Authority.
 - a scheme of delegated or reserved powers which included a formal schedule of those matters reserved for the collective decision of the Authority.
 - Members meeting on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.
 - clearly documented and understood management processes for policy development, implementation and review and for decision-making, monitoring and control and reporting and formal procedural and financial regulations to govern the conduct of the authority's business.
 - the role of the Leader, Deputy Leader and (Committee Chairs) being formally defined to include responsibility for providing effective strategic leadership to the authority and for ensuring that the authority successfully discharges its overall responsibilities for the activities of the organisation as a whole.
 - the roles and responsibilities of all Members of the local authority being defined clearly.
- 4.5 This has helped to address a number of the perceived disadvantages, outlined in Section 2 of the report, of the Committee system, and arguably gone some way to address some of the outcomes established in May 2016, particularly accountability.
- 4.6 For example, on analysis, the number of decisions which have had to be submitted to both Policy Committees, to date during 16/17, (with the exception of performance and budgets) was 6. The previous ping-ponging is having a lesser impact. Resources are not being "wasted" to the level previously perceived.
- 4.7 The Challenge and Improvement Committee in recent years have continued to refine their scrutiny function with more focus on improvement, policy development and working with other public bodies. More recent feedback received (through the annual effectiveness survey) regarding this Committee and its role has been positive. The improvements made in the Challenge and improvement Committee including the introduction of an agreed methodology have assisted the Committee in undertaking a more effective role.

(b) Potential Financial Implications of Implementing a Change

Staffing

- 4.8 A revised governance model is likely to see the need arise to review the current staffing arrangement.
- 4.9 Initial, but not in depth comparison has been made against NKDC who operate a Leader Cabinet Model.
- The Cabinet comprises six Members
 - There are three Scrutiny Committees
 - Regulatory committees including, planning, licensing, audit, standards and Full Council
- 4.10 All of these meetings require administrative support. To do this NKDC currently employ four full time Democratic Officers and a part time (20hrs) scrutiny officer. The salary cost of this (ignoring NI and Super) is £107,000. Leader and Cabinet Member support is provided from elsewhere and is therefore additional. The Chairman's Office and general Member support is also a separate function.
- 4.11 WLDC currently employ three Democratic Officers, these Democratic Officers also support the Chairman's Office and undertake a level of general member support. Initial indication is that a further £40k pa plus on costs may be required to support revised arrangements.
- 4.12 The detail of these impacts would only be completely clear as implementation is duly developed. However recruitment and training costs would also need to be allowed for (£4k)
- 4.13 Again, in light of the indicative consultation which has been undertaken and the emerging results, the Working Group are of the view that there is no value in undertaking further evaluation of the associated staffing costs at this stage.

Consultation and Advertisement

- 4.14 Any change would require the Council to undertake necessary consultation / publication within notice requirements set out in the Act.
- 4.15 Use of on-line methods would help reduce costs however it is suggested that this could incur a one off cost of around £5k.

Revised Constitution

- 4.16 Any change would require a fundamental change to the Constitution and in effect a new document in its entirety.
- 4.17 The last full revision of the constitution cost in the region of £10k and it is therefore suggested that costs of around £15k could be incurred.

Members Allowances

- 4.18 There would also be implications for Members' Allowances. These would ultimately be determined by the Independent Remuneration Panel.

(c) On-Going Associated Work

- 4.19 There are a number of pieces of arguably associated work being undertaken across the Council which the Group consider will further support some of those identified outcomes: -
- A fundamental review of planning protocols, delegations and associated procedures, such as public participation, have been undertaken and is nearing completion. The Group are confident this will further facilitate the outcomes of: -
 - Transparency
 - Accountability
 - Involvement.
- 4.20 A fundamental review of the Code of Conduct is being undertaken, it is envisaged this work will conclude in May 2017. The Group are confident this will further facilitate the outcomes of: -
- Transparency
 - Accountability
 - Effective Governance
- 4.21 The Call-in Procedure is being reviewed, it is envisaged this work will conclude in May 2017 and further strength and clarify the role of Scrutiny in this regard.

5 Conclusion

- 5.1 In light of the apparent lack of appetite for change, a number of the drivers having changed or having being addressed in alternative ways and the further costs which would need to be funded to further investigate a potential change in governance, it is recommended that no significant change in governance is made ie, a move to a Leader Cabinet model.

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5.2 However a number of potential minor changes have been identified for further consideration.

- (a) Making it more explicit rather than implicit in the Constitution that key (high impact decisions) can be submitted directly to Council. This would increase Member involvement, which scored highly in the consultation, and speed up implementation of key decisions as they would not be subject to Call-in.

This could be achieved by an additional delegation being afforded to the Chief Executive to use at her discretion when it would prove prudent from a business need. It is further suggested that any delegation granted in this area should be exercised in consultation with the affected policy committee chairs and the Chair of Scrutiny in light of the fact that this approach will remove the ability to call such decisions in, but mean decisions can be implemented immediately.

- (b) Introducing a Joint Committee or “Back to Back Committee” protocol.

In recent years there have been occasions when it has been prudent to submit key (high impact decisions) to the two policy committee’s on the same evening.

The introduction of a laid down protocol, as to how and when such arrangements may be used could further facilitate the outcome of Transparency and would assist both Members and the public to be assured that decisions are been made reasonably and fairly and in accordance with laid down procedures.

- (c) Bespoke Member Training Plan for Lead Members

Member training has significantly improved over recent years, the creation of a supplementary training Programme bespoke to Lead Members, for example Committee Chairman, could further facilitate the outcome of Specialist Knowledge, which scored highly in the indicative consultation.

5.3 Changes to the Constitution within the current governance model will where possible be used to deliver the priorities established during this work. This will include:

- Clarity on the ability to call additional meetings where business makes it necessary: and
- Clarity on the ability to take some decision directly to full council to avoid double handling and to speed up implementation.

6 Recommendations

That

- (a) The Governance and Audit Committee note and accept the work undertaken by the Task and Finish Group and
- (b) in light of the Group's findings, it be **RECOMMENDED** to Council that no further work into a potential change of Governance Arrangements be undertaken for the reasons outlined in the report; and
- (c) Officers be requested to include provision for those suggestions made at Section 5.3 of this report within the annual review of the Constitution report for further consideration by Full Council in May 2017.

APPENDIX 1

Draft Terms of Reference – Governance Arrangements Task and Finish Group

a) **Membership 2016/17**

The Membership of the GA T&F is appointed at Governance and Audit Committee.

- Cllr D Bond
- Cllr G McNeill
- Cllr A White
- Project Manager
- Project Sponsor

The Membership will remain for the duration of the task.

All Members of Council are welcome to feed in to the discussions of the group.

b) **Purpose**

The purpose of the GA T&F is to:

- To fully review the governance arrangements in place, and develop options for future delivery that address (to the best extent) the requirements identified within the specified outcomes:
 1. Speed of Decision Making – The Council's decision making process allows it to take advantage of opportunities on commercial projects and ensure that WLDC can work as quickly as it's colleagues in Greater Lincolnshire
 2. Empowering Individuals – Those Members charged with representing the Council with partners have the authority to act and take responsibility for the decisions they make.
 3. Effective Council Governance and roles of Members and Officers – to ensure the Council has maximum influence and impact with any potential Mayor and combined authority to the benefit of West Lindsey.
 4. Specialist Knowledge – Members have the knowledge and skills to make good, well informed, and safe decisions.
 5. Transparency – Governance arrangements that ensure that residents can see that decisions are made reasonably and fairly.
 6. Accountability – there is clear accountability for success and failure for both members and officers.
 7. Involvement – Members are able to set policy and take ownership of clear decisions.
- To evaluate evidence presented and request evidence to support proposals for different arrangements to ensure efficiency, transparency and accountability to its best potential for decisions made at West Lindsey
- to consider refined procedures to combat a perceived slow pace in decision-making, address decision predetermination, accountability of decisions as well as connectivity, duplication of discussion, and value for money on the decision making process.
- To make recommendations with evidence and implications to G&A Committee for full consideration.

c) Role

- The GA T&F group aims to meet its objectives, and then will be disbanded.
- The GA T&F Group represents cross party working and considers the views of all Members and political parties.
- The GA T&F Group reports directly to GA Cttee, and is not a decision making body.

d) Responsibilities

The GA T&F Group take collective responsibility for:

- Engaging all Members in the work it undertakes;
- Reporting on a regular basis and when requested to its parent committee (Governance and Audit Committee);
- Developing ideas to further its objectives;
- Making recommendations, where necessary to its parent committee.

e) Modes of Operation

- The Group tailors its ways of working to its various functions;
- The Group meets on a regular basis, as business progression dictates.
- Agendas and Minutes are produced for each meeting, and Minutes are provided to the parent committee on a regular basis by email.

West Lindsey District Council Governance Arrangements 2016

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please contact Alan Robinson on alan.robinson@west-lindsey.gov.uk or call on 01427 676509.

West Lindsey District Council is reviewing its governance arrangements and two options are being considered. These are the Committee System which the council already uses and the Leader and Cabinet Model.

Committee system. Since the Localism Act this option is now available to all councils. Previously it was available only to district councils with populations under 85,000. Committee system councils make most decisions in committees, which are made up of a mix of councillors from all political parties. These councils may have one or more overview and scrutiny committees but are not required to.

Leader and Cabinet Model. This system was brought in by the Local Government Act 2000 and is the governance system that most councils operate. In some councils, individual members of the cabinet have decision-making powers; in others, decisions have to be made by the whole cabinet. Cabinet is led by a leader, who is elected by full council for a term determined by the council itself or on a four year.

1. Which system would you prefer West Lindsey District Council to use? **Please tick one box only**
 - Committee System
 - The Leader and Cabinet Model

2. In order to evaluate the models the Council will use the following outcomes. Please can you mark each of these outcomes from 1 to 7 with 1 being your first priority, 2 being the second priority and so on until 7 which would be the last priority to you.

Speed of decision making - The Councils Decision making process allows it to take advantage of opportunities on commercial projects and ensure that WLDC can work as quickly as its colleagues in Greater Lincolnshire.

Empowering Individuals - Those members charged with representing the Council with partners have the authority to act and take responsibility for the decisions they make.

Effective Council governance and roles of Members and Officers - to ensure the Council has maximum influence and impact with any potential Mayor and Combined Authority to the benefit of West Lindsey.

Specialist Knowledge - Members have the knowledge and skills to make good, well informed and safe decisions.

Transparency - Governance arrangements which ensure residents can see that decisions are made reasonably and fairly.

Accountability - There is clear accountability for success and failure for both members and officers

Involvement - Members are able to set policy and take ownership of key decisions.

3. Any other comments you wish to make about the proposed governance arrangements?

Thank you very much for your time completing this part of the questionnaire.

Please click submit once and you will be taken back to the West Lindsey District Council website.

Potential Questions: -

Opposition Members : -

Can you briefly summarise how decision making works in your authority and your involvement in this.

Do you feel you have ample opportunity to influence Policy?

How does this happen? Is this through informal meetings or through laid down procedures?

Do you feel the decision making arrangements effect relationships? How? Positive or Negative?

Do you think you become aware of potential policies as they develop or only once they are implemented?

Do you frequently use call-in? If not why not?

Do regularly review the forward plan.

How many scrutiny panels / cttees are there? How often do they meet.

How do you select your topics for investigation ? Free choice, or administration led?

Do you hold individual portfolio holders to account? How , when?

Administration Members

Can you briefly summarise how decision making works in your authority and your involvement in this

What mechanisms do you use to keep the opposition informed?

Do you engage them early around contentious policy? Is this through formal laid down procedures or informal arrangements?

How many exec Members, how often do they meet, how long do the meetings last?

Do you think it has removed silo thinking?

Do you feel you can make decisions quickly?

How do you stay up to date or develop yourself as an expert in your portfolio area?

How is the forward plan is scrutinised. Do you get much public participation engagement?

As a portfolio holder how are you held to account?

How do you make your executive decisions?



Annual Council

8 May 2017

Subject: Annual Review of the Constitution

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson

Strategic Lead for Democratic and Business Support and Monitoring Officer

01427 676509

Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

The purpose of the report is to recommend to Council the proposed amendments to the Constitution, following consideration by the Governance and Audit Committee at its meeting on 18 April 2017.

RECOMMENDATION(S):

- (a) That Members note the outcome of the annual review.
- (b) That the amendments detailed in paragraphs 2.6 to 2.13, and at Appendices 1 and 3 of the report, and the revised Constitution chapters as appended (Appendices 4-6) be approved for immediate implementation.
- (c) That the amendments detailed at Appendix 2 of the report, as already approved by Council/Committee, be noted.
- (d) That the Challenge and Improvement Committee new section on Oversight Commissioning and the Operating Methodology as set out in paragraph 2.10 and Appendix 7 be approved for inclusion.
- (e) That the review of Planning Protocols as recommended to Council by the Governance and Audit Committee as set out in paragraph 2.11 and Appendix 8, be approved.
- (f) Given the Council's increased Commercial activity it is suggested that the Constitution contain a separate section to deal specifically with the Council's Trading Companies, this to be compiled and developed for presentation within the Annual Review in 2018.

IMPLICATIONS

Legal: The Council is required by law to prepare, and keep up to date, the Constitution.

Financial: FIN 4-18 Costs to be met from existing budgets

There are only very limited financial implications as a result of making amendments to the constitution, these costs can be met from existing budgets. These relate to the resources needed to make changes to electronic records and to the limited printing costs of producing amended pages for paper copies of the Constitution.

Staffing: The Constitution sets out the manner in which staffing matters should be dealt with.

Equality and Diversity including Human Rights : None arising from this report.

Risk Assessment: Failure to amend the constitution to reflect changes could lead to a risk of legal challenge and reputational risk for the Council.

Climate Related Risks and Opportunities : None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Accessed through WLDC website "[Meetings, agendas, minutes and reports](#)"
[Constitution of the Council | West Lindsey](#)
[Local Authorities \(Standing Orders\) \(England\) \(Amendment\) Regulations 2015](#)
[Localism Act 2011](#)

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1 Introduction

- 1.1 The Council is required by law to prepare and keep up to date a Constitution which explains how the Council operates, how decisions are made and the procedures which are to be followed to ensure that these are efficient, transparent and accountable to local people.
- 1.2 Article 14 of the Constitution stipulates how such a review should be conducted namely:
 - a) by observing meetings of different parts of the Member and officer structure;
 - b) by undertaking an audit trail of a sample of decisions
 - c) by recording and analysing issues raised with Monitoring Officer by Members, officers, the public and other stakeholders; and
 - d) by comparing practices in this authority with those in comparable authorities, or national examples of best practice.
- 1.3 As a comprehensive review of the Constitution was undertaken in 2011 and in light of a number of mid-year changes having being made, a number of amendments are being proposed as detailed at Section 2 and appendices 1 and 3 of the report.
- 1.4 Several minor changes have been made throughout Parts III, IV and V, hence the inclusion of those revised chapters with those changes tracked, appended to the report.
- 1.5 The Constitution Review submitted to Annual Council in 2016 approved that the Monitoring Officer in consultation with the Chairman of the Governance and Audit Committee be granted delegated authority to make any required housekeeping amendments to relevant sections of the Constitution, and also that the Governance and Audit Committee be delegated to make any changes to the Financial and Contract Procedure Rules between Annual Councils.

2. Proposed Amendments

- 2.1 In line with a duty to annually review the Constitution, and having undertaken the process set out above, the following additions/amendments are proposed to come into immediate effect.
- 2.2 The table at Appendix 1 sets out the main proposed amendments for consideration along with the rationale for each.
- 2.3 The table at Appendix 2 sets out those amendments agreed by Council/Committee during the year, for noting.
- 2.4 The table at Appendix 3 sets out those amendments proposed to the Financial Procedure Rules and Contract Procedure Rules.

2.5 Appendix 4 comprises Part III of the Constitution in which the **Local Code of Governance** has been replaced according to CIPFA guidance.

2.5.1 CIPFA had previously set out six principles of good governance which were:

1. Engaging with local people and other stakeholders to ensure robust public accountability.
2. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
3. Members and officers working together to achieve a common purpose, with clearly defined functions and roles.
4. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of behaviour and conduct.
5. Taking informed and transparent decisions which are subject to effective scrutiny and managing risks.
6. Developing the capacity and capability of members and officers to be effective.

2.5.2 CIPFA (2016) has now detailed seven principles of good governance as set out:

1. Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.
2. Ensuring openness and comprehensive stakeholder engagement.
3. Defining outcomes in terms of sustainable economic, social and environmental benefits.
4. Determining the interventions necessary to optimise the achievement of the intended outcomes.
5. Developing the entity's capability including the capability of its leadership and the individuals within it.
6. Managing risks and performance through robust internal control and strong public financial management.
7. Implementing good practices in transparency reporting and audit to deliver effective accountability.

2.5.3 Principles one and two, permeate implementation of principles three to seven. Good governance is dynamic in nature and the Council as a whole should be committed to improving governance on a continuing basis through a process of evaluation and review.

As part of the review of the Council's Local Code of Corporate Governance, an assessment has been made of the behaviours and actions we have in place to demonstrate good governance in practice.

2.6 **Minutes of Committee Meetings.** The Constitution Part V Rules of Procedure page 2 currently states that the agenda of an ordinary

meeting of the Council includes the minutes of all Committee meetings that have been previously circulated since the previous meeting.

2.6.1 It is suggested that this requirement is an outdated practice. Research amongst other authorities shows that few other Councils now include this with their agendas. Since becoming paperless, all Councillors receive all minutes of committees by email as soon as they are published, and all documents are available in perpetuity on the Council's website. Therefore in the interests of cost and efficiency it is recommended that this practice cease.

Remove

~~l) receive the minutes of committees which have been previously circulated~~

2.7 It is recommended that the Director of Resources be delegated to authorise short term **cashflow loans to subsidiary companies** to a maximum of £25k (in line with financial procedure rules).

2.7.1 Add to Part IV page 29 under Director of Resources, Responsibility for Functions:-

To authorise short term cashflow loans to subsidiary companies to a maximum of £25k.

2.8 **Calling of Meetings.** The Chief Executive currently has the authority in the event of insufficient business or other unforeseen circumstances to cancel a meeting of the Council, a committee, sub-committee etc.

2.8.1 It is suggested that where the amount of business dictates, and where the matters are not urgent to warrant extraordinary meetings, the Chief Executive's authority be extended to allow for further meetings to be held, in addition to those set out in the timetable.

2.8.2 Add to Part IV, page 26, para 10
In the event of insufficient business to warrant calling a meeting or other unforeseen circumstance, to cancel or postpone a meeting of the Council, a committee, sub-committee etc. **or, where business dictates that a meeting, not already set out in the timetable, be required to be held, that meeting be called, in consultation with the relevant Chairman.**

2.8.3 Add Part IV, page 26, para 11
In the interest of avoiding 'double handling' by Committees and to speed up the implementation of decisions, the Chief Executive, in consultation with the Chairmen of the Prosperous Communities, Corporate Policy and Resources, and Challenge and Improvement Committees, be given the authority to submit an item of business directly to full Council for consideration.

2.9 **Licensing and Regulatory Committee**

2.9.1 Legal advice has been received which suggests that Licensing and Regulatory functions should be carried out by two separate Committees of the Council, and hearings for the two separate functions continue to be heard by the existing Sub-Committees, each with a different 'parent'.

2.9.2 Therefore it is proposed that there be established:-

- a) a Licensing Act 2003 Committee to deal with alcohol, entertainment, late night refreshment and gambling matters including the initial formation of policies etc.; with
 - a Licensing Act 2003 Sub-Committee to hear any applications in relation to the above, as per Appendix 1 Delegation of Functions contained within Licensing Act 2003 Statement of Policy and Appendix 1 Proposed Scheme of Delegations contained within the Gambling Act 2005 Statement of Principles.
- b) a Regulatory Committee to deal with taxis, zoos, sex shops, animal breeding, boarding, skin piercing, scrap metal, caravan sites (insert complete list) including the initial formation of policies etc.; with
 - a Regulatory Sub-Committee to hear all applications not delegated to officers including the review of any licences

2.9.3 It is recommended that the two parent committees comprise the same (12) Members, with the same Chairman and Vice Chairman, and the timetable be organised with the four scheduled meetings as currently set, and these be available for either Committee. If business dictates that both Committees were required to sit, these could be run consecutively on the same date.

It is recommended that each of the Sub-Committees comprise three Members (plus one reserve) drawn from the parent Committee, as is currently the practice for the Licensing Sub-Committee. The two Sub-Committees would be convened as and when required, as per current practice.

The Revised Terms of Reference from Part IV of the Constitution are set out at Appendix 5.

2.10 **Challenge and Improvement Oversight Commissions.** The additional text below to be incorporated into paragraph 16, page 29, Part V, Rules of Procedure, within the Constitution, as set out in Appendix 6.

16. Part of the role of the Challenge and Improvement Committee is to provide support to the two policy committees by holding commissions on specific areas as requested by those committees.

To commence a commission: -

- the Prosperous Communities Committee and/or the Corporate Policy and Resources Committee will agree the purpose, scope and terms of reference of a commission and make a formal request via the Chair of Challenge and Improvement (by formal report) that a commission is established to investigate in detail a particular issue from a national, regional, sub-regional and local perspective.
- The proposed report and terms of reference for a commission should be agreed with the Chair of Challenge and Improvement Committee prior to being submitted to the commissioning policy committee for agreement.'
- In undertaking such a commission, the Challenge and Improvement Committee may hold inquiries and investigate options for future direction in policy development. They may appoint advisers and assessors to assist in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, as specified in the Constitutional operating procedures.
- if a budget is required this will need to be agreed by the commissioning Committee.
- The Challenge and Improvement Committee will report back their findings to the Commissioning Policy Committee.

2.10.1 A footnote be added to the Terms of Reference page for Challenge and Improvement Committee to say the committee has a full operating procedure. The operating procedure to be included as an appendix to the constitution (attached to this report as Appendix 7).

2.11 Planning Protocols

2.11.1 The Governance and Audit Committee, at its meeting on 14 March 2017, gave consideration to a review of Planning Protocols and Delegations. The ensuing minute is set out below.

77 REVIEW OF PLANNING PROTOCOLS AND DELEGATIONS (GA.55 16/17)

Consideration was given to a report which set out proposed revisions to the current protocols and Scheme of Delegation relating to the operation of the Planning Committee, for subsequent approval by Full Council.

This work had been undertaken following a formal request by the Governance and Audit Committee at their meeting on 17 January 2017 and a commitment given at Annual Council in May 2016. Members of both the Governance and Audit Committee and the Planning Committee had been engaged via a workshop.

The purpose of the workshop had been to explore the current arrangements and to discuss where potential amendments were needed, to either;

- a) capture any working practices that were not currently set out within either the Council's Constitution or within existing Protocols, and;
- b) identify any parts of the Constitution or Protocols that needed to be reviewed to bring them up-to-date since the last comprehensive review was undertaken in 2011.

A Summary of proposed changes to the 'Local Code of Conduct for Councillors and Officers dealing with Planning Matters' protocol was detailed in Table 1 (Section 3.3 of the report).

A summary of the recommended additions to the guidance 'Public Participation at Planning Committee Meetings' was detailed in Table 2 (Section 4.5 of the report)

The report also recommended a Constitutional Amendment to the Scheme of Delegation, to reflect the introduction of Neighbourhood Plans (at either an official draft stage or "made" as a consideration.

Debate ensued and in response to a question from the Visiting Member, it was confirmed that paragraph 6.5 of the Local Code of Conduct for Councillors and Officers dealing with Planning Matters, did not refer or relate to Neighbourhood Plans.

Regarding public participation dual hatters, would not be permitted additional time and would need to make the capacity in which they were attending clear at registration.

The External Auditor suggested that any references to the Audit Commission within the document should be amended in light of the organisation's demise.

On that basis it was

RESOLVED to RECOMMEND TO COUNCIL that the updates and revisions to the protocols for operation of the Planning Committee (including revisions to the delegation

arrangements set out in the Constitution) set out in in report GA.55 16/17 be approved, including:

- a) The two additions to the Local 'Code of Conduct' Protocol, set out in paragraph 3.3 of the report, to add clarity to the role of Members in certain planning appeals and to reflect Member involvement in pre-application advice.
- b) The five recommended additions to the 'Public participation at Planning Committee Meetings' protocol, as set out in paragraph 4.5 of the report. These propose setting a maximum time limit for all speakers at Planning Committee of five minutes, a requirement for all speakers to follow the same process for registering in advance to speak, and to make clear in what capacity a visiting member is speaking (Parish Councillor (or on behalf of the Parish Council), Ward Member or County Councillor).
- c) The proposed addition to the Council's Constitution to take account of any conflicts with draft and made (adopted) Neighbourhood Plans in determining planning applications, as set out at paragraph 3.7 of the report.

2.11.2 The report and its appendices are attached to this report at Appendix 8.

2.12 The **Challenge and Improvement Operating Methodology** (as requested to be included in the review at Annual Council 2016) is appended to the report at Appendix 7.

2.13 The **Governance Review** (as requested to be included in the review at Annual Council 2016) is the subject of a separate report on the Annual Council agenda. However this does recommend two changes to the Constitution at paragraph 5.3 of the report.

2.13.1 "5.3 Changes to the Constitution within the current governance model will where possible be used to deliver the priorities established during this work. This will include:

- Clarity on the ability to call additional meetings where business makes it necessary: and
- Clarity on the ability to take some decisions directly to full Council to avoid double handling and to speed up implementation."

These matters are included above in paragraph 2.8.

3. Recommendations

- (a) That Members note the outcome of the annual review.
- (b) That the amendments detailed in paragraphs 2.6 to 2.9, and at Appendix 1 of the report, and the revised Constitution chapters as appended (Appendices 3-6) be approved for immediate implementation.
- (c) That the amendments detailed at Appendix 2 of the report, as already approved by Council/Committee, be noted.
- (d) That the Challenge and Improvement Committee new section on Oversight Commissioning as set out in paragraph 2.10 and Appendices 6 and 7 be approved for inclusion.
- (e) That the review of Planning Protocols as recommended to Council by the Governance and Audit Committee as set out in paragraph 2.11 and Appendix 8, be approved.

List of Appendices

- 1 Table of proposed minor amendments
- 2 Amendments already agreed in-year
- 3 Financial and Contract Procedure Rules amendments
- 4 Part III Codes and Protocols
- 5 Part IV Responsibility for Functions
- 6 Part V Rules of Procedure
- 7 Challenge and Improvement Operating Methodology
- 8 Planning Protocols
- 9 Part VII Management Structure

Ref	Section /Page Ref	Amendment required	Reason for Amendment
1	Part III para 15.1	Additional wording Relations with the media need to be handled with care to ensure the Council's position on any issue is represented properly. Day to day contact with the press and media will normally be handled by the Communications Team, together with the appropriate Committee Chairman, Leader and relevant officers, and where appropriate, the relevant Ward Member.	To ensure local Member involvement
2	Part III Pages 17-23	Replace Local Code of Governance with revised version attached at Appendix 3	CIPFA (2016) revised principles of good governance as set out in the report.
3	Part IV page 1 para 1	Add to Council functions under budgetary and policy framework list <ul style="list-style-type: none"> • Pay Policy Statement 	Financial Services Manager advice
4	Part IV Page 10	Amend i) Scrap Yard Registrations to Scrap Metal Licences (2013 Act)	Updated legislation

Ref	Section /Page Ref	Amendment required	Reason for Amendment
5	Part IV pages 27 and 29	<p>Remove any references to Mortgages as the Council does not have any</p> <ul style="list-style-type: none"> • To accept interest only payments in respect of outstanding mortgage loans where not to do so would cause undue hardship; such arrangements to run for a period of one year at a time, until the property is sold or until the mortgagor is no longer in receipt of income support benefit, whichever is the sooner • To agree Building Society variations to mortgage of property subject to “Right to Buy” provisions. • To postpone the discount charge for all organisations specified by Section 156 of the Housing Act 1985 and any other financial organisation where the mortgagor account has not been conducted satisfactory. <p>(Limits on delegation: Following consultation with the Chairman or Vice-Chairman of the Prosperous Communities Committee).</p> <ul style="list-style-type: none"> • To approve the transfer of mortgaged property in circumstances covered by the exempt provisions of the Housing Act 1985 or as a result of family circumstances. 	Financial Services Manager advice
6	Part IV Page 25	<p>Chief Executive</p> <p>1. To exercise overall responsibility for corporate management and operational issues within existing budgets</p>	Additional wording requested by Financial Services Manager

Ref	Section /Page Ref	Amendment required	Reason for Amendment
7	Part IV Pages 27-41	A number of revisions have been made to the roles and responsibilities at Director level (as set out in appendix 5)	To accommodate the recent changes in management.
8	Part IV pages 30-32	Amend Food Hygiene (England) Regulations 2006 2013 The Official Feed and Food Control (England) Regulations 2005 2009 Food and Environmental Protection Act 1985 Add Food Information Regulations 2014 Sunbeds (Regulation) Act 2010 Anti-social Behaviour Act 2003 To be removed Water Act 1989	Updated legislation
9	Part IV pages 30-32	To be included Local Land charges Act 1975 Land Charges Rules 1977 Breeding of Dogs Act 1991 Breeding and Sale of Dogs (Welfare Act) 1999 Christmas Day (Trading) Act 2004 Remove Rag Flock and Filling Act 1951 Motor Salvage Operator Regulations 2002 Dogs Fouling of Land 1996	Licensing Team Manager advice
10	Part IV pages 30-31	To be included	As advised by Lincs Legal Services

Ref	Section /Page Ref	Amendment required	Reason for Amendment
		<p>House to House Collections Act 1939 National Assistance Acts 1948 and 1951 Hypnotism Act 1952 Scrap Metal Dealers Act 2013 Riding Establishments Acts 1964 & 1970 Dangerous Dogs Act 1991 Noise and Statutory Nuisance Act 1993 Police Reform Act 2002</p> <p>Remove</p> <p>Local Government Act 1972 s101 Small society lotteries</p>	
11	<p>Part IV Page 3 Para 6</p> <p>Pages 27-29</p> <p>Pages 42-53</p>	<p>add “Information Assurance” to the bulleted list.</p> <p>(Director of Resources) – add “To carry out the role of Senior Information Risk Owner (SIRO) in accordance with Local Public Services Data Handling Guidelines (Fourth Edition (Revised)), sign Information Sharing Agreements, and determine and respond to requests under the Data protection Act 1998”.</p> <p>Scheme of Management – Corporate Delegations: Sect 11 (Authorisations)</p> <p>Add, (and limit to CE/Directors and CFO)</p> <p>Certified Compliance</p> <ul style="list-style-type: none"> • PCI-DSS • PSN • Plus any other information governance standards as 	<p>Recommended by the Information Governance Officer</p>

Ref	Section /Page Ref	Amendment required	Reason for Amendment
		may be announced in due course	
12	Part IV Page 28	<p>• To reduce sundry debts to a nominal figure for cases subject to bankruptcy, liquidation or administration order proceedings</p> <p>Amend to:</p> <ul style="list-style-type: none"> • To write down sundry debts for cases subject to bankruptcy, liquidation or administration order proceedings <p>• To write down Non-Domestic Rate and Council Tax outstanding to a nominal value of £11 in respect of each arrears case which is subject to formal bankruptcy or liquidation claims.</p> <p>Amend to:</p> <ul style="list-style-type: none"> • To write down Non-Domestic Rate and Council Tax outstanding in respect of each arrears case which is subject to formal bankruptcy or liquidation claims. <p>Add:</p> <ul style="list-style-type: none"> • To authorise applications for national non-domestic rate relief up to £5,000 on hardship grounds in accordance with Section 49 of the LGFA 1988 and the Council's approved criteria. • To determine applications for national non-domestic rate discretionary relief in accordance with Section 47 of the LGFA 1988 and where the application accords with the Council's approved policy framework. • To determine applications, in accordance with the Local Government Finance Act 1992 as amended by the Local 	Email from Revenues Team Manager

Ref	Section /Page Ref	Amendment required	Reason for Amendment
		Government Finance Act 2003 Section 76, for Council Tax Section 13A Discretionary Relief .	
13	Part V page 1, para 1.3 d	Receive nominations of Councillors to serve on each Committee and Outside Body (where vacancies exist).	Clarification
14	Part V Page 6	Questions (to Council) 9.6 Supplemental Question A questioner will be allowed to ask one brief, relevant supplemental question after the reply to the original question at the Chairman's discretion.	Clarification
15	Part IV Page 17	Chief Officer Employment Rules Independent Disciplinary Panel Para 3 Add new c The role of the Panel is to commission an impartial individual with the right skills and expertise to carry out an investigation.	HR and OD Team Manager
16	Part IV Various pages	Those Committees where training is required to be undertaken, suggested wording Any Member wishing to serve or substitute on this Sub/Committee must have undertaken such training as deemed appropriate by the Monitoring Officer, and as a minimum, within the previous two years of the date of the meeting.	clarification
17	Part IV Page 3	In addition to recommending fees and charges to Council on an annual basis, CP&R has the delegation to change individual fees and charges where the Authority needs to respond to market changes or changes to the cost base.	To recognise the authority's commercial approach to income generation where appropriate

Ref	Section /Page Ref	Amendment required	Reason for Amendment
18	Part VII	Revised Management Structure attached at Appendix 9	

Changes already agreed by Council/Committee

Ref	Section /Page Ref	Amendment required	Reason for Amendment
19	<p data-bbox="258 651 478 724">Part IV page 3 para 10</p> <p data-bbox="258 1203 443 1276">Part IV page 29</p> <p data-bbox="258 1349 275 1365">“</p>	<p data-bbox="499 399 758 431">RESOLVED that:</p> <ul style="list-style-type: none"> <li data-bbox="541 435 1465 578">a) the proposed group structure for trading companies (the trading arm) to facilitate the return of profits to the Council which can be used to ensure the sustainable delivery of front line services, be approved; <li data-bbox="541 581 1472 724">b) authority be delegated to the Corporate Policy and Resources Committee for approval of annual business plans and accounts for the Group Holding Company and its individual subsidiaries; <li data-bbox="541 727 1451 800">c) the Shareholder Agreement for the Group Holding Company and its associated subsidiaries be approved; <li data-bbox="541 803 1423 876">d) the Articles of Association for the Group Holding Company and its associated subsidiaries be approved; <li data-bbox="541 880 1444 1055">e) the nomination of the Commercial Director as Company Director and Chief Executive as Non-Executive Director for the Group Holding Company (WLDC Trading Ltd) and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd) be approved; <li data-bbox="541 1058 1444 1166">f) the nomination of the S151 Officer, (the Director of Resources) as the Council’s Shareholder representative be approved; and <li data-bbox="541 1169 1465 1312">g) That Council authority be delegated to the Council’s Section 151 Officer and the appointed Director of the SureStaff subsidiaries to agree the format and content of a Resourcing Agreement for the supply of services by the Council. 	Council meeting 10 October 2016

Ref	Section /Page Ref	Amendment required	Reason for Amendment
20	Part IV page 26 para 18	<p>RESOLVED that:</p> <ul style="list-style-type: none"> a) The nomination of the Chief Executive as Company Director of WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd) be approved; b) The nomination of the Financial Services Manager as Company Secretary of WLDC Trading Ltd and its Sure Staff subsidiaries (Sure Staff Lincs Ltd and WLDC Staffing Services Ltd) be approved; and c) These roles be added to the responsibilities of the officers involved, in the Council's Constitution. 	
21	Part IV page 2 para 23	<p>RESOLVED: that the Council accepts Public Sector Audit Appointments' (PSAA) invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.</p> <ul style="list-style-type: none"> • And refer to Council for the approval of the Terms of Reference 	<p>Council meeting 14 November 2016 Recommended to Council by Governance and Audit.</p>
22		<p>65 MEMBER CHAMPIONS</p> <p>Consideration was given to a report which sought to formalise the previously informal arrangements relating to Member Champions ensuring the roles were permitted to claim expenses in accordance with the Councils Members Allowance Scheme.</p> <p>A number of key points in relation to the Member Champion roles was detailed in Section 1.5 of the report and were drawn to Members' attention.</p> <p>RESOLVED to RECOMMEND TO COUNCIL that:</p>	<p>Governance and Audit Committee 17 January 2017</p>

Ref	Section /Page Ref	Amendment required	Reason for Amendment
	Part IV Page 3 And Part VI Page 10	(a) the Constitution be amended to formalise the roles of Member Champions; and thus to enable travel and subsistence claims to be made for attendance at meetings and events by Members in their capacity as Member Champions, as is set out for representation on Outside Bodies; and (b) the responsibility for appointing Member Champions be included in the roles for committees.	

CHANGES TO FINANCIAL PROCEDURE RULES – MARCH 2017

Ref	Section/Page Ref	Amendment required	Reason for Amendment
23	General Throughout the document	Changed title of Commercial Director to Economic & Commercial Growth Director	Reflects new title
24	Throughout the document	Changed title throughout of Anti-fraud and Anti-Corruption and Money Laundering Policy	Reflects correct title
25	Throughout the document	Various Minor formatting, typing amendments and minor changes	Either for clarification or to provide additional information, which are of no consequence in terms of changing the substance of the original rules.
26	Introduction Page 30	Added clarification on meaning of Chief Officers at 2.3. For the purpose of these rules any reference to Chief Officers means the Council's Chief Executive and Directors.	Clarification
27	Part One - Context Page 32	Added at 3.2 a further key element 3.2 Accounting Policies are approved annually by the Governance and Audit Committee prior to the production of the Statement of Accounts	Update
28	Page 33	Replaced legislation in 5.2 by more recent legislation Local Audit and Accountability Act 2014 and the National Audits Office Code of Audit Practice.	Update
29	Section 6. Page 33-37	Various Aligned roles and responsibilities of committees to be consistent with the Responsibility of Functions within Part IV.	Consistency

Ref	Section/Page Ref	Amendment required	Reason for Amendment
30	Page 35	6.4 Added "Accounts and Audit Regulations 2015"	Update
31	Regulation 1. Page 41	Amended Corporate Plan section to remove reference to CE having responsibility to be consistent with Responsibility for Functions section. 1.3.1 The Council approves a five year Corporate Plan that contains the priorities that the Council will focus on over the term of the plan	Consistency
32	Regulation 2 Page 45	Rewrite of Regulation 2 2.2.4 The Council operates a three year Business Planning process to deliver its priorities. As part of this process all services produce their own Service Business Plans. These plans will include projects that are expected to be delivered over the next three financial years. Some of these projects may require capital resources in order that they can be delivered. 2.2.5 As part of the annual budget process Financial Services will collate all projects as included within the Business Plans. A ranking process is then used in order to determine a projects priority for progression and funding. This ranking is based on the scoring outcome from the completed outline business cases using guidance as approved by the Chief Finance Officer from time to time. 2.2.6 Projects will then go forward for inclusion within the Councils Capital Budget. Approval of a capital budget does not automatically	To reflect current practices and the Business Planning process.

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>give approval that the project can then progress. Projects are required to follow a further approval process and shall be progressed in accordance with the Approved Code of Practice 2 Programme/Project Management Methodology.</p>	
3	Regulation 3 Page 51	<p>Expansion of para 3.5.8 to provide more comprehensive guidance on financial implications on committee reports and the requirement of 5 working days' notice of forward plan deadlines for Financial Services to agree the financial implication. Chief Officers will ensure that all reports to Members or the Corporate Leadership Team are seen by the Chief Finance Officer, evidenced and contain clear and accurate financial implications. These will include but are not limited to:</p> <ul style="list-style-type: none"> • the revenue budget impact in the current and future years • how the proposal will be funded and the need for any additional budget approvals • any capital expenditure and how this will be financed • identification of financial risks and how these will be managed 	Provided more guidance
3	Page 53	<p>Para 3.6.6 added the requirement for salary virements to also have approval by Corporate Leadership Team</p> <p>Within a Cost Centre:</p> <ul style="list-style-type: none"> • No limit within a defined cost centre. Chief Officers must agree in advance with the Accountant responsible for that service area. • Virements cannot be made from non-controllable budgets such as Central Support Recharges and Capital charges. • Virements from salary budgets can only be actioned during the current financial year. Any permanent change to salary budgets 	Reflects current agreed process

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		will be seen as a change to the Council's establishment requiring compliance with the Human Resources procedure rules and approval by the Corporate Leadership Team	
3	Page 58	Updated 3.11.6 to reflect current categories of earmarked reserves Earmarked reserves will generally fall into the following categories: <ul style="list-style-type: none"> • Budget Smoothing • Service Investment • Budget Volatility • Time limited programmes and projects; • To meet specific risks of a non-insurable nature or self-insured risks; • To carry forward under spending (or overspending) as a ring fenced amount. 	To reflect current position
3	Regulation 5 Page 65	Amended 5.2.5 Any suspected irregularities should be reported to the Chief Finance Officer who will decide whether an allegation warrants an investigation and on the best way to do this."	As contained in the Anti-fraud, Corruption and Money Laundering Policy.
3	Page 65	Moved the Money laundering section to 5.2.6 and 5.2.7. See section 5.2	To reflect that money laundering is now included within the Anti-Fraud and Corruption policy
3	Page 66	The following provisions have been added to 5.4	To reflect the

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>5.4.1.1 Before considering any acquisition or disposal of land and buildings reference to and adherence to the Council's Acquisition and Disposal Policy is required.</p> <p>5.4.1.2 In all cases (acquisition or disposal) a robust business case document must be produced prior to any acquisition or disposal.</p> <p>5.4.1.3 Disposals for less than best consideration where the market value is greater than £10,000 must be approved by the Corporate Policy and Resources Committee. Disposals for less than best consideration where the market value is less than £10,000 can be approved by the Chief Officer.</p> <p>5.4.1.4 Disposals that are of public interest must be approved by the Corporate Policy & Resources Committee</p> <p>5.4.1.5 In all cases of disposal at less than market value the approval of the Secretary of State will be required unless a General Disposal Consent is available.</p> <p>Save for the exceptions above the following limits will apply:-</p>	<p>requirements of the Councils Acquisition and Disposal Policy, S123 Local Government Act 1972 and to ensure transparency and that the Council receives value for money.</p>
3	Page 67	<p>Rearranged wording of 5.4.1.9</p> <p>In all cases, acquisitions and disposals of areas of open space or land in the nature of open space, if there is significant public interest in the preservation of the same, are subject to reference to Corporate Policy and Resources Committee by the appropriate Chief Officer.</p>	<p>In order to make more sense.</p>
4	Page 71	<p>Added at 5.4.33 a new requirement for completion certificates to be obtained for property disposals.</p> <p>As part of the disposal process Completion Certificates must be obtained</p>	<p>Reflects the need to provide external audit evidence.</p>

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		from the lawyers and passed to the Chief Finance Officer.	
4	Page 71	At 5.4.34 Added a further key control: <ul style="list-style-type: none"> Assets are disposed of in accordance with the Acquisition and Disposal Policy; 	Reflects approved policy
4	Page 71	At 5.4.40 Replaced "Statement of Accounts" with "closure of accounts" A report must be submitted at least annually by the relevant Chief Officer to the Chief Finance Officer, who will report annually on the overall level of write-offs as part of the closure of the accounts process.	Write offs are not required to be disclosed within the Statement of Accounts but are required to be disclosed to external audit as part of the final accounts working papers.
4	Page 72	Amended 5.5.1 Regular meetings shall take place between the Chief Finance Officer and Human Resources (Payroll) to ensure that all records in relation to this Establishment List reconcile.	For clarification and to reflect current practice
4	Regulation 6 Page 82	Added at para 6.6.8 Any proposed purchase of IT software must be approved by the Corporate Systems Group and have an approved budget in place prior to ordering."	To reflect current approved process

Ref	Section/Page Ref	Amendment required	Reason for Amendment
4	Page 82-85	Revised Section 6.6 Ordering and 6.7 Paying for Goods See draft Financial Procedure Rules	To reflect electronic purchasing and payment for goods and services
4	Page 85	At 6.8.2 added reference to the iTrent system for recording expenses and annual leave All expense claims are to be entered onto the iTrent system or submitted to Human Resources by the fifth working day of the month for inclusion in that month's payroll	To reflect current practice.
4	Page 86	At 6.8.9 changed the date for expense claims to be presented for payment from the 10 th April to 5 th April Each claim must be promptly submitted for payment and must be presented on a form clearly detailing the expenditure incurred, supported by VAT receipts where applicable, dated, coded, and signed by the claimant and counter signed by the appropriate authorising officer. Promptly is defined as monthly for large transactional or high value claims, or quarterly for small transactional or low value claims. All claims relating to a previous financial year must be presented to payroll for payment by the 5th April each year.	To reflect payroll deadlines.
48	Page 90	INCOME AND CASH HANDLING: Insert 6.10.19 All Direct Debit payments will be processed in accordance with the Direct Debit Guarantee in accordance with advice from the Council's sponsoring bank. 6.10.20 All cash payments will be processed in accordance with Payment	As requested by the Council's Information Governance and Systems Development Officer.

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		Card Industry - Data Security Standard (PCI-DSS) requirements.	
4	Page 93	ded 6.13.2 Holders of P-cards agree to abide by the Procurement Card Policy and use the P-card in accordance with the Procurement Card User Guide.	Reflects the existence of a policy and user guide.
5	Page 93	Added a key control at 6.13.2 <ul style="list-style-type: none"> Use is governed by a Procurement Card Policy and a Procurement Card User Guide. 	Reflects policy and user guide control
5	Regulation 7 new	Added new section 7.4 on Council acting as the Accountable Body See draft Financial procedure Rules	Was not covered.
5	new	Added new section 7.6 Local Authority Companies See draft Financial procedure Rules	Was not covered
5	FPR Appendix 1 Page 102	Added Governance and Audit Committee column to the Summary of Financial Responsibilities table plus various other changes Various – see Appendix 1 of the FPR	To reflect items in rules that were previously not included
5	FPR Appendix 2 Page 105	Changed retention of documents Appendix 2 See Appendix 2 of the FPR	To align with new draft retentions policy. Provides a more comprehensive list but is still consistent with existing list which are

Ref	Section/Page Ref	Amendment required	Reason for Amendment
			included.
55	FPR Appendix 4 Page 112	Added to the note on Acquisitions or disposals of land or buildings Chief Officers (including the Chief Finance Officer) may authorise acquisitions and disposals (including leases or easements where the annual rent multiplied by the length of the lease does not exceed that figure assuming that the rent is not increased on review) which is an approved item in the approved Capital Programme but within the constraints of Financial Procedure Rule 5.4	To reflect the requirements of 5.4
56	Page 112	Added to the note on Acquisitions or disposals of land or buildings Where market value exceeds £10,000 Asset disposals at less than best consideration to be approved by Corporate Policy & Resources Committee	To reflect the requirements of 5.4
57	Page 112	Added to the note on Acquisitions or disposals of land or buildings Where market value does not exceed £10,000 Asset disposals at less than best consideration to be approved by the Chief Officer.	To reflect the requirements of 5.4
5	new	Added Insurance See Appendix 4 of the FPR	To reflect 5.1.16
5	new	Added Companies & Subsidiaries See Appendix 4 of the FPR	To reflect new section 7.6
CONTRACT PROCEDURE RULES			

Ref	Section/Page Ref	Amendment required	Reason for Amendment
6	Part V Page 114	These Procedure Rules apply to all West Lindsey District Council officers, any persons appointed to work on behalf of the council , and services.	To ensure persons such as consultants and agency staff adhere to WL procurement procedures and thresholds
6	Part V Page 115	Insert revised section to include Exceptions Report	Current exceptions report is not reflecting current spend levels and requirements
6	Part V Page 117	Amend wording of paragraph 1.10 Term contracts, service levels and credits and variation mechanisms . For example parts of the contract may be varied by reference to the then current RPI or other suitable index. Regular reviews shall be undertaken to ensure all requirements of the contracts are being adhered to.	Need to include to ensure management of term contracts has KPI's and performance levels identified

Ref	Section/Page Ref	Amendment required	Reason for Amendment																
6		<p>Insert new paragraph 1.11 The following table shows the financial threshold levels for Procurement Goods and Services</p> <table border="1" data-bbox="506 456 1409 867"> <tr> <td>up to £1000</td> <td>one written estimate/quotation (email included)</td> </tr> <tr> <td>£1001 - £10,000</td> <td>two quotations</td> </tr> <tr> <td>£10001 - £25,000</td> <td>three quotations (simple RfQ)</td> </tr> <tr> <td>£25,001 - £75,000</td> <td>three quotations (detailed RfQ)</td> </tr> <tr> <td>£75,001 - £164,176</td> <td>four quotations (detailed RfQ)</td> </tr> <tr> <td>over £164,176</td> <td>full EU tender process (ITT)</td> </tr> </table> <p>Works contracts As above until</p> <table border="1" data-bbox="506 992 1409 1057"> <tr> <td>£164,176 - £4,104,394</td> <td>Five quotations or by advertisement</td> </tr> <tr> <td>Over £4,104,394</td> <td>full EU tender process (ITT)</td> </tr> </table>	up to £1000	one written estimate/quotation (email included)	£1001 - £10,000	two quotations	£10001 - £25,000	three quotations (simple RfQ)	£25,001 - £75,000	three quotations (detailed RfQ)	£75,001 - £164,176	four quotations (detailed RfQ)	over £164,176	full EU tender process (ITT)	£164,176 - £4,104,394	Five quotations or by advertisement	Over £4,104,394	full EU tender process (ITT)	Need to identify what documentation will apply
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Over £4,104,394	full EU tender process (ITT)																		
6	Part V Page 121 Paras 5.2.2 b) c), d) and f)	Change Strategic Lead to Contracts Officer	The SL are not in a position to manage this process with their workloads, therefore revert it to the CO																
6	Part V Page 122	Revised wording The contract must require include evidence that the supplier has all	Not always produced, and should be																

Ref	Section/Page Ref	Amendment required	Reason for Amendment																
	Para 5.2.3 e)	the necessary qualifications, insurances and permissions such as waste disposal licence, planning permission etc..																	
6	Part V Page 126 Para 8.1	<p>Revised Figures in table</p> <p>8.1 Expenditure above the contract price should be reported as follows –</p> <table border="1" data-bbox="558 586 1524 932"> <thead> <tr> <th data-bbox="558 586 774 699">Contract Figure £</th> <th data-bbox="774 586 995 699">Director £</th> <th data-bbox="995 586 1241 699">Leadership Team & Chief Finance Officer</th> <th data-bbox="1241 586 1524 699">Committee £</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 699 774 776">Up to 25,000</td> <td data-bbox="774 699 995 776">Up to 5,000</td> <td data-bbox="995 699 1241 776">Over 5,000 to 10,000</td> <td data-bbox="1241 699 1524 776">Over 10,000</td> </tr> <tr> <td data-bbox="558 776 774 852">25,001 to 75,000</td> <td data-bbox="774 776 995 852">Up to 7,000</td> <td data-bbox="995 776 1241 852">Over 7,000 to 12,000</td> <td data-bbox="1241 776 1524 852">Over 12,000</td> </tr> <tr> <td data-bbox="558 852 774 932">75,000 above</td> <td data-bbox="774 852 995 932">Up to 9,000</td> <td data-bbox="995 852 1241 932">Over 9,000 to 15,000</td> <td data-bbox="1241 852 1524 932">Over 15,000</td> </tr> </tbody> </table>	Contract Figure £	Director £	Leadership Team & Chief Finance Officer	Committee £	Up to 25,000	Up to 5,000	Over 5,000 to 10,000	Over 10,000	25,001 to 75,000	Up to 7,000	Over 7,000 to 12,000	Over 12,000	75,000 above	Up to 9,000	Over 9,000 to 15,000	Over 15,000	Felt that contracts costs have risen since this table was last reviewed and feel that the extra spend limit should also be increased
Contract Figure £	Director £	Leadership Team & Chief Finance Officer	Committee £																
Up to 25,000	Up to 5,000	Over 5,000 to 10,000	Over 10,000																
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75,000 above	Up to 9,000	Over 9,000 to 15,000	Over 15,000																
6	Part V Page 127 Para 10	<p>Rewritten paragraph 10</p> <p>Rule 10. The Appointment of Consultants to Provide Services:</p> <p>10.1 Where in the opinion of the relevant officer because of the specialist nature of the services required, it is necessary to appoint a consultant to provide the services to the Council the following procedure will be undertaken.</p> <p>10.2 The officer must submit a report to GCLT setting out:</p> <ul style="list-style-type: none"> ▪ The nature of the services for which the 	Requirement to include IR35																

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>appointment of a Consultant is required;</p> <ul style="list-style-type: none"> ▪ The estimated Total Contract Value of the services; ▪ The preferred Procurement route (RfQ, tender, framework) ▪ That no employee of the Council has been identified with the capacity or availability to undertake the services. ▪ Whether IR35 (intermediaries legislation) will apply <p>IR 35 is legislation which comes into force from 6 April 2017 and affects tax and National Insurance contributions relating to appointments whereby consultants are contracted to work through an intermediary.</p> <p>The intermediary can be: a limited company; a service or personal service company; or a partnership</p> <p>Where it is deemed that IR35 will apply, the status check report and cost implications of such appointment must be highlighted in the report. No consultant is to be appointed without confirming if the IR35 rule applies to an engagement.</p> <p>10.3 If GCLT is of the opinion that in the interest of value for money for the provision of the services it is necessary or expedient to secure the appointment of a consultant to provide those</p>	

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>services they shall record that opinion in writing and authorise the officer to engage a consultant using the identified Procurement route.</p> <p>10.4 The estimated Total Contract Value will dictate which Procurement route is applicable (Table shown at 1.11). This should be followed.</p> <p>10.5 An RFQ/Invitation to Tender for the provision of consultancy services must include as a minimum:</p> <ul style="list-style-type: none"> a) a specification for the services; b) a questionnaire seeking details of the applicant's experience in providing similar services; c) the Council's standard contractual terms on which it is intended to appoint the consultant to provide the services; and d) the Award Criteria. <p>10.6 If the officer is of the opinion that the nature of the services required is so specialist that fewer than three Applicants would be able to provide the services the officer must record in writing the reason why the services are so specialist and, subject to the approval of GCLT, may send the invitation to provide the services to one/two Applicant(s) only.</p> <p>10.7 Responses to the invitation to provide the services shall be</p>	

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>submitted to the officer by the appointed time and shall be opened by the officer and a representative of the relevant Director. The responses shall be evaluated in accordance with the Award Criteria to ascertain which response is most economically advantageous. The evaluation shall be recorded in writing and the record shall be signed by the officer.</p> <p>10.8 The officer will ensure that two satisfactory references have been obtained.</p> <p>10.9 The officer shall submit the evaluation report, together with the references, to GCLT and recommend the appointment of the applicant who has submitted the most economically advantageous response. GCLT may accept or reject that recommendation and shall record their reason for doing so in writing and sign and date that record.</p> <p>10.10 Contracts for Consultant appointments must be drawn up by the Finance Manager or appointed representative and must include as a minimum;</p> <ul style="list-style-type: none"> ▪ start and end date of contract ▪ specification/requirement ▪ terms and conditions of appointment ▪ IR35 status report (where applicable) ▪ Pricing schedule 	

Ref	Section/Page Ref	Amendment required	Reason for Amendment
		<p>10.11 The original signed contracts for Consultants will be held by the Financial Manager. A copy will also be held by Organisational & Development Services</p>	



Annual Council

8 May 2017

Subject: Revised Members' Code of Conduct and Operating Procedures

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson
Monitoring Officer
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Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

To present a revised Members' Code of Conduct and Operating Procedures, developed in conjunction with both the Standards Sub-Committee and the Governance and Audit Committee, for immediate adoption.

RECOMMENDATION(S):

- (1) That Members approve the new Code of Conduct and associated Operating Procedures for immediate adoption.**

Subject to recommendation 1 being accepted:

- (2) That within a period of 28 days of the Code being adopted, all Members agree to sign an undertaking to abide by the new Code of Conduct; and**
- (3) That the Monitoring Officer, during 2017/18 undertake consultation with all Parish Councils, in relation to the new Code of Conduct, with a view to those Parishes also adopting its content by Autumn 2017.**

IMPLICATIONS

Legal: The content of any code adopted under the Localism Act is a matter for each local authority to determine subject only to it being consistent with the seven 'Nolan principles'

Financial : None arising from this report

Staffing : In the event that the Code is adopted, there will be a small amount of administration to undertake initially. Consultation and workshops will also need to be undertaken with parishes. These tasks can be met from within existing resources.

Equality and Diversity including Human Rights :

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

Report to Standards Sub-Committee on 9 December 2016 and Minutes
Report to Governance and Audit Committee 17 January 2017 and Minutes
Report to Standards Sub Committee on 7 April 2017
Report to Governance and Audit Committee on 18 April 2017 and Minutes

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary

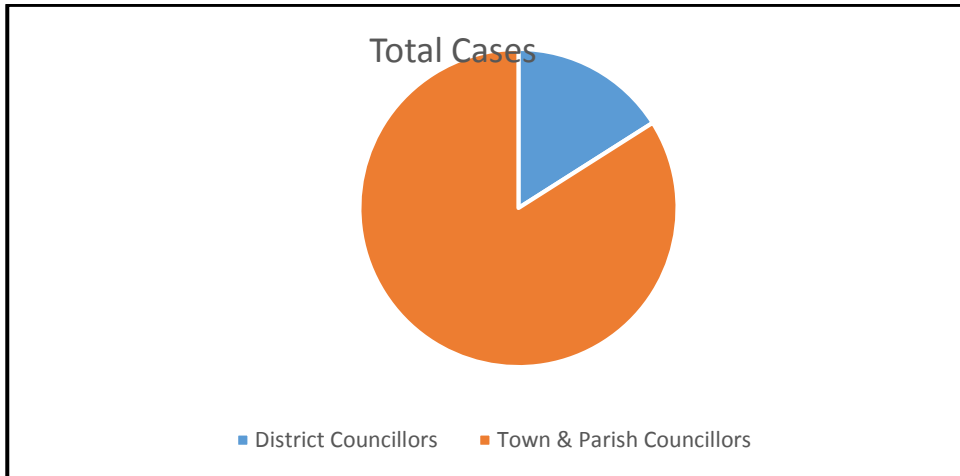
- The Council introduced its current Code of Conduct and Operating Procedures in July 2012 in response to the requirements of the Localism Act 2011, which saw the abolition of the Standards Board regime and all the rules under it.
- A review of the Code has not been undertaken since its introduction in 2012 and having now worked within its requirements for over four years it would seem appropriate to do so.
- A sound and robust ethical framework is a key component of effective governance arrangements and this can be demonstrated by the adoption of robust, open and transparent arrangements for dealing with allegations of misconduct.
- Officers and Members have, through a series of both informal and formal meetings with Members of the Governance and Audit Committee and Standards Sub-Committee, since autumn 2016, developed a new Code of Conduct, which it is hoped Members will agree is more fit for purpose.
- The proposed new revised Code, which has arisen from this work is attached at Appendix 1
- Sections 1 and 2 of the report set out the background, context and rationale for change including supporting data analysis.
- The revisions being proposed and rationale for inclusion are detailed at Section 3 of the report. Some of the key changes are: -
 - It is recommended that general obligations **relating to respect, bullying, intimidation and the disclosing of confidential information** be incorporated into our Code of Conduct.
 - The Localism Act did give authorities permission to include further local provision relating to interests and again the proposed revised Code now includes local provision interests and does place a requirement on Members to leave the room if they have either a disclosable pecuniary interest (as set out in Statute and included as Appendix B in the new proposed Code) or a local provision prejudicial interest. This change is detailed further in Section 3 of the report.
- Officers and Members have also reviewed the operating procedures, which support the Code, and amended procedures are attached as Appendices 3 and 4.
- Members are being asked to support the revisions and adopt the new Code of Conduct and Operating Procedures.

1 Background and Introduction

- 1.1 The Council introduced its current Code of Conduct and Operating Procedures in July 2012 in response to the requirements of the Localism Act 2011, which saw the abolition of the Standards Board regime and all the rules under it.
- 1.2 A review of the Code has not been undertaken since its introduction in 2012 and having now worked within its requirements for over four years it would seem appropriate to do so.
- 1.3 The content of any Code adopted under the Localism Act is a matter for each local authority to determine subject only to it being consistent with the seven 'Nolan Principles' and different authorities will quite legitimately come to a range of views about the content of their Code.
- 1.4 Having worked with our current Code for around four years, it has become apparent that the general public, Officers and Councillors alike are of the view that these principles do not go far enough.
- 1.5 The Localism Act does not prevent us from including further provisions on our Members and in light of the nature of the complaints that have been received during the period, we would recommend that general obligations **relating to respect, bullying, intimidation and the disclosing of confidential information** be incorporated into the Code.
- 1.6 It is also important that all Codes should contain a sufficient level of detail to allow allegations of misconduct or inappropriate behaviour to be properly assessed.
- 1.7 Although a 'minimalist' approach may appear superficially attractive this does not engender confidence amongst citizens that conduct issues will be addressed appropriately.
- 1.8 The Act requires local authorities to ensure that Elected Members maintain high standards of conduct. A sound and robust ethical framework is a key component of effective governance arrangements and this can be demonstrated by the adoption of robust, open and transparent arrangements for dealing with allegations of misconduct.

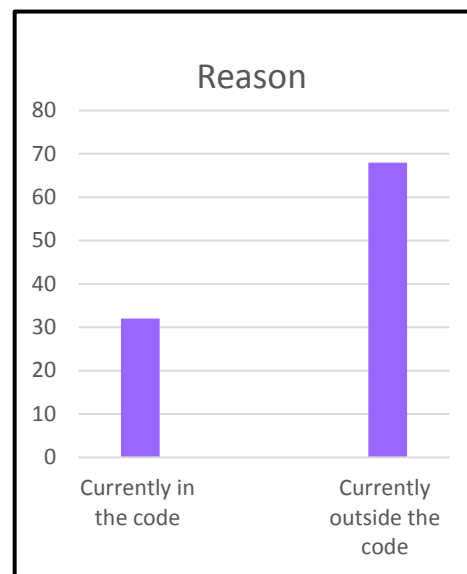
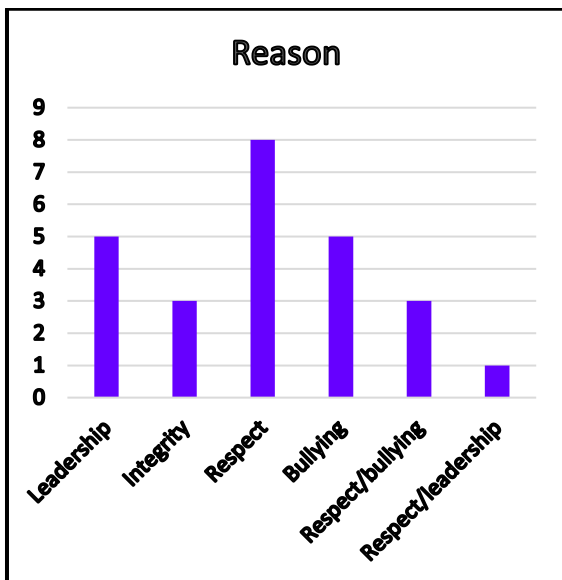
2. Summary of Number, Nature and Outcome of Complaints between the Period 1 October 2015 – 30 September 2016

- 2.1 During the period 1 October 2015 – 30 September 2016, there has been a total of 25 individual complaints. Four made against District Councillors and 21 made against Parish Councillors. This is shown in percentage terms in the chart below:



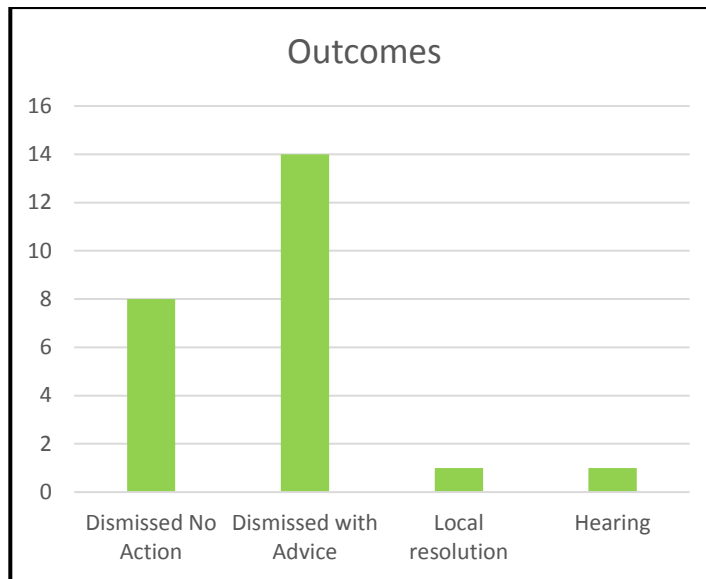
2.2 Of these, only two complaints have led to a formal investigation.

2.3 The reasons cited by the complainants when initially making the complaint are set out below:



2.4 As the current Code of Conduct in force does not have provisions included relating to bullying and respect, a number of complaints fell outside of the Code's current remit, shown above.

2.5 In such cases, dependent upon the issues contained with the complaint, the Monitoring Officer will often seek to take informal action and give guidance about expected behaviour. The graph below, shows the types of actions which were taken in response.



3 Proposed Amendments

3.1 General Comments

- 3.1.1 It has become normal practice when policies are reviewed to include for ease of reference an additions/ amendments/ deletions sheet. In this case the new Code is written very differently so this was not deemed appropriate on this occasion. The Code has been reviewed to ensure it is clearer and easier to understand. The proposed revised Code is attached at Appendix 1. This has been developed through a series of both informal and formal meetings with Members of the Governance and Audit Committee and Standards Sub-Committee, since autumn 2016, The Code currently in force is attached at Appendix 2 for comparison.
- 3.1.2 It is now written in a more appropriate language following a similar style to a number of other local authorities and has been split into three sections namely: -
- Part 1: The Principles
 - Part 2: General Provisions
 - Part 3: Interests and Notifications of Interest
- 3.1.3 The list of example behaviours previously included has been removed from the main body of the Code and attached as an Appendix (Appendix A of the proposed Code), again to make the document an easier read. It is made clear in the main body of the code that these are examples of how Elected Members will display behaviour in accordance with these Principles, as opposed to an exhaustive list.
- 3.1.4 The Code is also now easier to interpret and assess behaviour against.
- 3.1.5 The revised Code aims to make clearer the expectations on all Members. Arguably, all the proposed revisions are in accordance with how the majority of Elected Members currently behave and conduct themselves,

and how we would all wish to be treated in our daily life however, these have not previously been documented and therefore were not enforceable under the Code.

3.2 Part 1 – The Principles

3.2.1 This section sets out the seven Nolan Principles. The wording remains the same as set out in the previous Code agreed in July 2012 and places no further requirements on Members.

3.2.2 However, the words “holders of public office” have been replaced with “You” – increasing ownership of the Principles. And the words “should” with “must”. We consider this demonstrates a greater commitment to uphold the Principles.

3.3 Part 2 – General Provisions

3.3.1 This is a new section within the Code and comprises: -

- An Introduction and Interpretation
- Scope
- New General Obligations on Members relating to respect, bullying, harassment, confidential information and use of resources

3.3.2 Introduction / Interpretation and Scope

It is hoped that the inclusion of an Introduction / Interpretation and Scope Section within the Code offers further clarity and clearly sets out to Members and the public when the Code of Conduct is engaged and can be applied. This is aimed at increasing understanding. This fact used to be clearly set out in the Authority’s previous Code and the wording is taken from there. Similar wording is used by other local authorities, and within Codes that are deemed exemplar models, such as Melton Mowbray. The section now also draws Members’ attention to the fact that failure to abide by the Code in certain scenarios is now a criminal offence (since the introduction of the Localism Act), and those such offences have been compiled as a further Appendix to the Code (Appendix B of the proposed Code).

3.3.3 General Obligations

This section arguably places three new requirements for Members to adhere to these being :-

- Respect / Bullying and Harassment
- Confidential Information; and
- Use of Resources

- 3.3.4 Again, this is how the majority of Elected Members currently behave when conducting their business and how we would all wish to be treated in our daily life, but they have not previously been documented and therefore were not enforceable under the Code.
- 3.3.5 Such matters as confidential information and the use of resources are covered in other Codes and Protocols within the Council's Constitution, so Members are familiar with the expectations but they would become enforceable if part of the Elected Members' Code of Conduct.
- 3.3.6 The wording which has been used is similar to other local authorities and was used in all pre 2011 codes. Through the development meetings Members requested that respect be quantified further and Members be made aware of the various ways such behaviours can manifest including social media and in the absence of a person.
- 3.3.7 Respect is difficult to quantify but an introductory paragraph has been included which aims to offer clarity to complainants and Members, and raise awareness.
- 3.3.8 Examples, but not an exhaustive list, of confidential information have also been included, again this is as a result of suggestions made through development meetings and it is hoped it offers further clarity and guidance and makes the document more user friendly.

3.4 **Part 3 - Interests / Notification of / Participation**

- 3.4.1 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 sets out the Statutory requirements placed upon Members regarding their interests.
- 3.4.2 In 2012 this legislation was only issued the day before the new Codes had to come into force and therefore, a large number of local authorities only implemented the minimum statutory requirements.
- 3.4.3 As previously advised, The Localism Act did give authorities permission to include further local provision relating to interests and left it to local discretion as to whether Members were asked to leave the room.
- 3.4.4 West Lindsey's Code only currently includes a direct lift from this legislation (see Appendix of Current Code (Appendix 2)) and this is displayed in a very un-user-friendly format. In 2012 no local provision interests were introduced or addressed through the Code, nor was the issue of leaving the meeting addressed.
- 3.4.5 The proposed revised Code now includes local provision and does place a requirement on Members to leave the room if they have either a disclosable pecuniary interest (as set out in Statute and included as Appendix B in the new proposed Code) or a local provision prejudicial interest. If this change is accepted, Council Procedure rules will need to be amended to reflect the requirement to leave the room, in such

circumstances. It can be argued that failure to leave the room will diminish confidence in open decision making. The requirement to leave the room would become enforceable following the changes being proposed to the Elected Members Code of Conduct.

- 3.4.6 Whilst arguably the contents of this part of the Code have not fundamentally changed, the largest change does come from the introduction of what have been termed local provision prejudicial interests.
- 3.4.7 These would be most applicable when a Councillor was considering such matters as licensing or planning applications. Whilst the statutory disclosable pecuniary interest only asks Councillors to declare interests relating to themselves or their spouse, the scope for relevant person, in the case of local provision prejudicial interests has been extended to include not only spouse but any member of a Councillor's immediate family, this being, mother, father, sister, brother, son and daughter or any person living habitually under the same roof"
- 3.4.8 So for example, if you were a Member of the planning committee and your mother had a planning application, under the new Code you would be deemed to have a local provision prejudicial interest and be required to leave the room. Whilst most Councillors would operate that way, this has never been laid down as a clear enforceable expectation since the introduction of the 2012 Code.
- 3.4.9 The scope of relevant person was a topic of much discussion at the development meetings. A prescriptive list would never cover every scenario. We want Members to make a reasonable judgment based on their personal circumstances, giving consideration to public perception. The phrase "close association" has previously been used but again this is considered quite a subjective term, hence the proposed suggestion.
- 3.4.10 This is a similar approach to what was in force prior to the Localism Act and is arguably how most Councillors have continued to conduct themselves, so Members are familiar with the expectations but they would become enforceable if part of the Elected Members' Code of Conduct.
- 3.4.11 This wider approach supports good ethical governance and probity in areas which have a high risk of challenge. Probity in Planning also supports this approach, and advises that conflicted Members leaving the room is a must.
- 3.4.12 A number of other Councils have extended their Codes to make such local provision including the need to leave the room.
- 3.4.13 Again the issue of leaving the room, generated much debate at development meetings, there was general consensus that any requirement included should be phrased so that the affected Member must not only leave the room, but also be out of sight of those still

present and must not use electronic communications to influence others. This requirement is clearly reflected in the new proposed code.

4 Gifts and Hospitality

4.1 Gifts and Hospitality were not mentioned within the 2012 Code. Since that time Officers have been operating by previously agreed rules laid out in the pre 2012 codes. This matter is now dealt with in the revised Code and places similar requirements on Members to those expected by other local authorities.

5 Enforcement of the Code

5.1 This Code will be enforced with the ethos of good governance, openness and transparency underpinning any decisions made. Local and informal resolution will always be used wherever possible. This is particularly important due to the impossible sanction being limited. Complaints will only be released into the public domain, when all forms of local and informal resolutions have failed.

5.2 Complaints regarding respect, bullying and harassment, will be considered within a threshold of tolerance, with less tolerance applied for complaints regarding behaviour towards the public or very public acts.

5.3 The Code aims to respect a Councillors' right to a private life, however, it is important to understand that the public, particularly in small communities, will never see their elected Members as off duty.

5.4 The Code is not intended to stifle the rough and tumble of political debate, nor will malicious, petty or politically or personally motivated complaints be pursued

5.5 Nor is the Code intended to prevent involvement at a local level. It is important that local communities can participate at a local level, as this is often the driver for them first engaging in local democracy, whilst maintaining public confidence in the decisions they make. This Code aims to achieve that.

6. Operating Procedures - Amendments to Operating Procedure

6.1 The revised Operating Procedures are attached at Appendices 3 and 4.

6.2 Arguably this area has been subjected to the strongest debate.

6.3 Consultation with the Ward Member (for Parish Council) complaints was originally included back in 2012 in the hope that Ward Members would provide some local context to complaints received. They are the eyes and ears on the ground and are often involved in democracy at the grass roots level. It was therefore intended to ensure that actions which were appropriate to that parish, within their context, were taken. Whilst this

has been the case with a large number of the complaints we have received, it has also been a point of contention and concern for both complainants and Subject Members on a number of occasions. It has also given rise to allegations regarding conflict of interest and bias.

- 6.4 It was therefore **originally proposed** that the Ward Member consultation would be removed from the process, and consultation would only be with the Independent Member.
- 6.5 However as indicated above Elected Members, and Parish Council Representatives alike, had concerns that without local Member input there would be no local context to complaints. Parish Council representatives considered it was important that this was retained, whilst accepting that the public must have confidence that complaints would be handled fairly.
- 6.6 The amendment offered (See Section 4 of the parish council operating procedure) seeks to satisfy both the suggestions and comments that have been raised along with those concerns raised.
- 6.7 The suggested approach is similar to that used when seeking views on planning applications. It leaves it to the discretion of the Member as to whether they wish to express a view on the complaint (retaining local context) and emphasises that this is an early allegation not within the public domain. It is a time limited opportunity (as with planning applications) allowing complaints to still be handled swiftly. It is also hoped this approach will re-affirm the legal position in that it is the Monitoring Officer's decision alone to decide if a complaint should be sent for investigation. The Independent Person will also be asked to submit their comments in writing and as such all written comments will be retained on file. The use of "Panel Meetings" as they are often referred to will not be necessary. It is hoped this will address any bias and public perception concerns which have been raised previously
- 6.8 It is still proposed to include consultation with the relevant Group Leader, regarding allegations made against District Councillors. The reason being that the more mature political group structure seen at second tier Government, gives Group Leaders arguably more leverage to deal with issues than the Monitoring Officer, particularly given the very limited imposable sanctions, offered by legislation.
- 6.9 The following areas have also been addressed as result of the development meetings:-
- Making it clear throughout the document which stages of the process are not within the public domain.
 - Amending the consultation with the Ward Member process (for Parish Council complaints) as detailed above

- It has been made clear that following an investigation if the MO makes the decision to proceed to a hearing, there will be full disclosure of all witness statements given to all parties.
- The procedure states that the method for recording any interviews will be a decision for the Investigating Officer, however an audio recording will be taken on request;
- It has been made clear that Hearings can proceed in the absence of the subject member if the MO is not satisfied with their reason for non-attendance.
- The procedure now states that if the MO decides to proceed to a hearing following an investigation, the reasons for this will be documented and shared with all parties. The procedure goes on to state that the Monitoring Officer will have the final decision regarding whether a Hearing should proceed.
- The submission of complaints is now time limited to 6 months. Complaints which relate to an allegation that took place more than 6 months ago will not be accepted, unless in the view of the Monitoring Officer, if proven, they would result in significant breaches of the Code.
- In relation to complaints regarding District Councillors, Political groups / Whips may be asked to consider making use of their disciplinary procedures.

7. Recommendations

On that Basis Members are asked to

- (1) Approve the new Code of Conduct and associated Operating Procedures for immediate adoption.

and subject to recommendation 1 being accepted:

- (2) Agree to sign an undertaking to abide by the new Code of Conduct within a period of 28 days of the Code being adopted; and
- (3) Request the Monitoring Officer, to undertake consultation during 2017/18 with all Parish Councils, in relation to the new Code of Conduct, with a view to those Parishes also adopting its content by Autumn 2017.



APPENDIX 1

West Lindsey District Council

Members' Code of Conduct

WEST LINDSEY DISTRICT COUNCIL MEMBERS' CODE OF CONDUCT

FOR ELECTED AND CO-OPTED MEMBERS OF WEST LINDSEY DISTRICT COUNCIL

Part 1: The Principles

As a member or co-opted member of West Lindsey District Council, you have a responsibility to represent the community and work constructively with your fellow members, our staff and partner organisations to secure better social, economic and environmental outcomes for all.

When acting in this capacity you must have regard to the following principles in carrying out your duties, in accordance with the requirements of the Localism Act 2011 (The Act) :-

1. Selflessness.
2. Integrity.
3. Objectivity.
4. Accountability.
5. Openness.
6. Honesty.
7. Leadership.

More specifically that means observing the following rules of behavior to maintain public confidence in this Authority :-

Principle 1 – Selflessness

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

Principle 2 – Integrity

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Principle 3 – Objectivity

When carrying out your public duties / business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you must make all choices, on merit.

Principle 4 – Accountability

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

Principles 5 and 6 – Openness and Honesty

You must be as open as possible in respect of all your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions. You should only restrict information when the wider public interest clearly demands it (see general obligation 4 also).

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in Part 3 of this Code.

Principle 7 – Leadership

You must promote and support the above principles by leadership and example.

In addition West Lindsey District Council's Code also includes local provision relating to

1. Respect Bullying and Harassment
2. Confidential Information
3. Use of Resources

The requirements relating to these aspects are set out in more detail in Part 2 of this Code under General Obligations.

These principles articulate the fundamental values of public service that underpin the conduct of members. The following provisions of the Code of Conduct for members are derived from those principles and provide a set of enforceable minimum standards for the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

Examples, but not an exhaustive list, of how Elected Members will display behaviour in accordance with these principles is set out in Appendix A to the Code.

Part 2: General Provisions

Introduction and Interpretation

1. (1) This Code applies to **you** as a member of an authority.
 - (2) You should read this Code together with the general principles set out above.
 - (3) It is your responsibility to comply with the provisions of this Code.
 - (4) In this Code –

“meeting” means any meeting of –

 - (a) your authority;
 - (b) Any of your authority’s or its committees, sub-committees, joint committees, subcommittees, or area committees; “member” includes a co-opted member.

Scope

2. (1) You must comply with this Code whenever you –
 - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed);
 - (b) act, or claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.
- (2) Where you act as a representative of your authority:-
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority’s code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority’s code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (3) Members should note that the Act creates specific criminal offences in relation to disclosable pecuniary interests (disclosable pecuniary interests are contained in Appendix B together with the offences)

General Obligations

3 Respect, Bullying and Harassment

Disrespect, Bullying and Harassment can be emotive and subjective issues.

Employment Law is clear that it is the feelings of the recipient that define bullying and disrespect so can vary from individual to individual.

Members need to be mindful that such behaviour can manifest itself in a number of guises, including through the use of electronic communications, social media and in the absence of a person (for example if a person is spoken very badly about or to / present or absent, this can effect third parties and legitimately give rise for complaints .)

Councillors at all times must show respect to each other, staff and members of the public and engage with them in an appropriate manner and one that underpins the mutual respect that is essential for local government. Councillors may not always agree with the political views of their member colleagues but they will respect the right for those views to be held.

- 1) You must treat others with respect.
 - (2) You must not –
 - (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person, including those who are or are likely to be –
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

Note: Allegations made under this code relating to respect, bullying and harassment will be assessed within a threshold. This

code is not designed to stifle proper robust political debate nor will solely malicious allegations be accepted.

4. Confidential information

The disclosure of confidential information can seriously undermine the position of your Authority. It can be detrimental to the Council's reputation, and could result in legal action being taken against your authority. This is particularly important in relation to the procurement of contracts.

Examples (but not an exhaustive list) of confidential information include: -

- matters which have been discussed in closed /private session
- reports which have been marked as exempt or restricted
- staffing matters / salaries
- code of conduct matters
- matters relating to contracts under procurement

Therefore You must not, via any means, including through social media –

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is: -
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

Guidance Note: Members considering making a public disclosure are advised to seek guidance from the Monitoring Officer / Clerk in the first instance

5. Use of Resources

You –

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority –
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the relevant legislation in existence at the time.
- (d) Act in accordance with your Authority's Social Media Policy or equivalent.

Part 3: Interests

Notification of Interests

6. (1) You must, within 28 days of the adoption of this Code or of taking office as a member or co-opted member, notify the Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State.

Those which are covered by these regulations are listed at Appendix B of this code.

[Note: the regulations currently in force apply where the disclosable pecuniary interest is yours, your spouse's or civil partner's or is the pecuniary interest of somebody with whom you are living as a husband or wife or as if you were civil partners.]

- (2) If a disclosable pecuniary interest, as defined above, has not been entered into the authority's Register upon notification under paragraph 6 (1), you must disclose the interest to any meeting of the authority at which you in any matter being considered and whether the matter is not a 'sensitive interest'. Following any such disclosure of an interest, you must notify the Monitoring Officer within 28 days beginning with the date of disclosure.
- (3) In addition to the disclosable pecuniary interests which are the subject of paragraph 6 (1) above, you must, within 28 days of:-

- (a) this code being adopted by or applied to the authority; or
- (b) your election or appointment to office (where that is later),

notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the descriptions set out in paragraph 8 below for inclusion in the Register of Interests.

- (4) You must, within 28 days of becoming aware of any new interest or change to any interest to be registered under the requirements of paragraphs 6 (1) – (3), notify the Monitoring Officer of the details of that new interest or change.

Definition of Personal Interest

- 7. (1) You have a personal interest in any business of the authority where either:-
 - (a) it relates to or is likely to affect –
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body –
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principle purposes including the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management; or
 - (b) a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers, or inhabitants of the electoral division or ward, as the case may be, affected by the decision.
- (2) For the purposes of paragraph 7 (1) (b), a relevant person is – a member of your immediate family, namely your mother, father, sister, brother; son daughter, any person habitually living under the same roof, or
 - (a) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or

- (b) any person or body in whom such persons have a beneficial interest and a class of securities exceeding the nominal value of £25,000 or one hundredth of the total issued share capital of that body.

Definition of Prejudicial Interests

8. The Council has decided that in addition to disclosable pecuniary interests referred to in paragraph 6 (1) above, you also have a prejudicial interest if you have a personal interest in any business of the authority where the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:-
- (a) affects your financial position or the financial position of a person or body described in paragraph 7; and
 - (b) relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 7.

Disclosure of Interests

Guidance Note: Members who are unsure whether they have an interest and, if so, the nature of that interest should seek guidance from the Monitoring Officer / Clerk (ideally in advance of the meeting) Ultimately, however, it is for the Member themselves to determine their position.

9. (1) Subject to sub-paragraph (2) where you have a personal interest in any business of your authority and where you are aware or ought reasonably to be aware of the existence of the personal interest and you attend a meeting of the authority where the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of the meeting and prior to any discussion of the relevant item, or as soon as the interest becomes apparent to you. **You can remain in the meeting, take part in the debate and vote on the matter.**
- (2) Where you have a personal interest, but, by virtue of paragraph 14 sensitive information relating to it is not registered in your authority's Register of Members Interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

Non-Participation in Case of Disclosable Pecuniary Interest (Detailed in Appendix B)

10. (1) If you are present at any meeting of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:-
- (a) **you may not participate** in any discussion of the matter at the meeting.
 - (b) **you may not participate** in any vote taken on the matter at the meeting.
 - (c) if the interest is not registered, you must disclose the interest to the meeting.
 - (d) if the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.
- (2) **In addition, you are required to leave the room where the meeting is held while any discussion or voting takes place.** A Member who has left the meeting should not be visible to the remaining committee members, or attempt to contact those taking part in the meeting via electronic means, in order as to not influence the decision in any way.

It is a criminal offence to participate in a decision in which you have a DPI

Non participation in case of other (local provision) prejudicial interests (those which arrive from a personal interest but effect your or a relevant persons financial position)

11. (1) Subject to paragraphs (2) and (3), below where you have a prejudicial interest in any business of your authority –
- (a) **you may not** participate in any discussion of the matter at the meeting.
 - (b) **you may not** participate in any vote taken on the matter at the meeting.
 - (c) if the interest is not registered, you must disclose the interest to the meeting.
 - (d) if the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

- (2) In addition you are required to leave the room where the meeting is held while any discussion or voting takes place.**

A Member who has left the meeting should not be visible to the remaining committee members, or attempt to contact those taking part in the meeting via electronic means, in order as to not influence the decision in any way.

- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.
- (3) There are some decisions that affect every Member, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your authority in respect of:-
- (a) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (b) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (d) an allowance, payment or indemnity given to members;
 - (e) any ceremonial honour given to members; and
 - (f) setting council tax or precept under the Local Government Finance Act 1992.
 - (g) an interest arising from your membership of another local authority or parish council.

Dispensations

12. The Governance and Audit Committee may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a prejudicial interest, including a disclosable pecuniary interest.

Register of Interests

13. Any interest notified to the Monitoring Officer will be included in the Register of Interests. A copy of the Register will be available for public inspection and will be published on the authority's website.

Sensitive Interests

14. Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being the subject of violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the Register, copies of the Register that are made available for inspection and any published version of the Register will exclude details of the interest but may state that you have an interest, the details of which are withheld.

Gifts and Hospitality

15. The Council has determined that as a matter of good practice you must also declare to the Monitoring Officer within 28 days the interest of any person from whom you have received, in connection with your official duties as a member, a gift or hospitality with an estimated value of at least £50.

APPENDIX A

As a Member of West Lindsey District Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of West Lindsey or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

Disclosable Pecuniary Interests prescribed by The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.

<i>Subject</i>	<i>Prescribed description</i>
1. Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
2. Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1).</p>
3. Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
4. Land	Any beneficial interest in land which is within the area of the relevant authority.

5. Licenses Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
6. Corporate tenancies Any tenancy where (to the Member's knowledge)—
- (a) the landlord is the relevant authority; and
 - (b) the tenant is a body in which the relevant person has a beneficial interest.
7. Securities Any beneficial interest in securities of a body where—
- (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and
 - (b) either—
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

. It is a criminal offence:-

- i. to fail to register a Disclosable Pecuniary Interest (DPI) you are aware of within 28 days of your election or re-election;
- ii. to take part in the debate or vote at any meeting where you have a registered or unregistered DPI;
- iii. to fail to declare at a meeting and/or to take part in the debate or vote, if you are aware you have a DPI which is not yet registered or notified to the Monitoring Officer;
- iv. if you have declared an unregistered DPI at a meeting, to fail to register that within 28 days of that declaration;
- v. to provide false or misleading information in relation to any registration or to be reckless as to its accuracy;
- vi. to take any steps or further action on a matter in which you have a DPI other than referring it elsewhere;

in each case without reasonable excuse

Glossary of Terms

Member:	a person elected or co-opted to office
Act	refers to the Localism Act 2011
Meeting	a formally arranged gathering, attended by you in Capacity
Disclosable Pecuniary Interest	as defined in statute and set out in appendix B to this Code. Only relate to you or your spouse Criminal sanctions applicable
Prejudicial Interest	local provision – see section 8, most likely to occur in planning and licensing matters (as the wording relates to the granting of a license or application)
Personal Interest	See Section 7
Relevant Person	your spouse, mother, father, sister brother son daughter or anyone habitually living under the same roof

West Lindsey District Council

Members Code of Conduct

As a member or co-opted member of West Lindsey District Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

As a Member of West Lindsey District Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the [county][borough][Authority's area] or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.

- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

The Act further provides for registration and disclosure of interests and in West Lindsey District Council, this will be done as follows:

1 Notification of interests

(1) In addition to the disclosable pecuniary interests notifyable under the Localism Act 2011, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the following descriptions, for inclusion in the register of interests.

(2) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(3) You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph (1), or as a disclosable pecuniary interest notify the Monitoring Officer of the details of that new interest or change.

2 Disclosure of interests

(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 1 above or in paragraph (2) below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) (A) You have a personal interest in any business of your authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(B) In sub-paragraph (2)(A), a *relevant person* is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in paragraph 1(2)(a)(i) or (ii).

(3) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 1(2)(a)(i) or 1(2)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(4) Where you have a personal interest but, by virtue of paragraph 4, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(5) Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

3 Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

4 Sensitive interests

Where you consider that disclosure of the details an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

5 Non participation in case of pecuniary interest

(1) Where you have a personal interest in any business of your authority you also have a pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business—

(a) affects your financial position or the financial position of a person or body described in paragraph X
;or

(b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph.

(2) Subject to paragraph (3) and (4), where you have a pecuniary interest in any business of your authority—

- a) You may not participate in any discussion of the matter at the meeting.
- b) You may not participate in any vote taken on the matter at the meeting.
- c) If the interest is not registered, you must disclose the interest to the meeting.
- d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

(3) Where you have a pecuniary interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

(4) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

(5) Where, as an executive member, you may discharge a function alone, and you become aware of a pecuniary interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

6 Interests arising in relation to overview and scrutiny committees

In any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by the executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken,

You may only attend a meeting of the overview and scrutiny committee for the purpose of answering questions or giving evidence relating to the business, and you must leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

Note re 1 (1) above;

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction.
They come into force on 1 July.

1 Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	<i>description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land which is within the area of the relevant authority.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</p>
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p style="margin-left: 40px;">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p style="margin-left: 40px;">(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.



Arrangements for dealing with standards allegations (against a District Councillor) under the Localism Act 2011

1 Context

The “Arrangements” set out how you may make a complaint that an elected or co-opted member of this authority has failed to comply with the authority’s Code of Conduct, and sets out how the authority will deal with allegations of a failure to comply with the authority’s Code of Conduct.

Under Section 28(6) and (7) of the Localism Act 2011, the Council must have in place “arrangements” under which allegations that a member or co-opted member of the authority or of a Committee or Sub-Committee of the authority, has failed to comply with that authority’s Code of Conduct can be investigated and decisions made on such allegations.

The arrangements must provide for the authority to appoint at least one Independent Person, whose views must be sought by the authority before it takes a decision on an allegation which it has decided shall be investigated, and whose views can be sought by the authority at any other stage, or by a member against whom an allegation has been made.

Complaints which relate to an allegation that took place more than 6 months ago will not be accepted, unless in the view of the Monitoring Officer, if proven, they would result in significant breaches of the Code.

The Monitoring Officer will appoint a Deputy to oversee complaints in which he is referenced.

2 The Code of Conduct

The Council has adopted a Code of Conduct for members, which is available for inspection on the authority's website and on request from Reception at the Council offices.

3 Making a complaint

The Monitoring Officer is a senior officer of the authority who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering the system in respect of complaints of member misconduct.

In order to ensure that the Monitoring Officer has all the information which he needs to be able to process your complaint, please complete and return the complaint form, which can be downloaded from the authority's website, or may be obtained on request by telephoning the Monitoring Officer on 01427 676509.

The Monitoring Officer will aim to acknowledge receipt of your complaint within 5 working days of receiving it, and will keep you informed of the progress of your complaint.

The person complained about will be supplied with a copy of your complaint form at the same time. The Monitoring Officer will also send a copy of the acknowledgement letter and complaint form to the relevant Group Leader (or the Leader of the Council, if the Member is an Independent Councillor) for information only **and in confidence**.

Please note at this time the information you provide to us will not be made available in the public domain.

4 Will your complaint be investigated?

The Monitoring Officer will now review your complaint received and after consultation with the Independent Person and the relevant Group Leader, take a decision as to whether it merits formal investigation. This decision will normally be taken within 20 days of receipt of your complaint. Where the Monitoring Officer has taken a decision, he/she will inform you of his/her decision and the reasons for that decision in writing.

Where the Monitoring Officer requires additional information in order to come to a decision, he/she may come back to you for such information, and may request information from the member against whom your complaint is directed. Such requests will be made in writing, **in confidence**.

In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution may involve the member accepting that his/her conduct was unacceptable and offering an apology, or other remedial action suggested by the authority.

Political groups / Whips may also be asked to consider making use of their disciplinary procedures.

Where the member or the authority make a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to call in the Police and other regulatory agencies.

5 How is the investigation conducted?

If the Monitoring Officer decides that a complaint merits formal investigation, he/she will appoint an Investigating Officer, who may be another senior officer of the authority, an officer of another authority or an external investigator.

The method for recording any interviews will be a decision for the Investigating Officer, however an audio recording will be taken on request;

The Investigating Officer will decide whether he/she needs to meet or speak to you confidentially to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents the Investigating Officer needs to see, and who the Investigating Officer needs to interview. All persons interviewed will be asked to maintain confidentiality at this stage in the process. Persons interviewed will also be advised that should the matter proceed to a public hearing, there will be full disclosure of all statements made in connection with the investigation. It will be the responsibility of the Investigating Officer to make contact with any witnesses you as the complainant identify.

The Investigating Officer would normally write, **in confidence**, to the member against whom you have complained, and ask the member to provide his/her explanation of events, and to identify what documents he/she needs to see and who he/she needs to interview. All persons interviewed will be asked to maintain confidentiality at this stage in the process. Persons interviewed will also be advised that should the matter proceed to a public hearing, there will be full disclosure of all statements made in connection with the investigation. It will be the responsibility of the Investigating Officer to make contact with any witnesses you as the subject member identify.

At the end of his/her investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, **in confidence**, to you and to the member concerned, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration.

Having received and taken account of any comments which you may make on the draft report, the Investigating Officer will send his/her final report to the Monitoring Officer.

The Investigating Officer will aim to complete this stage of the process within 3 months of your having been advised that the complaint will be investigated. On occasion this may need to be extended but all parties will be advised if this is the case.

6 What happens if the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and, if he/she is satisfied that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you **in confidence** and to the member concerned notifying you that he/she is satisfied that no further action is required, and give you both a copy of the Investigating Officer's final report.

Please note if your complaint is resolved at this stage of the process all of the information provided to us in connection with the complaint will not be made available in the public domain.

7 What happens if the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and will then either send the matter for local hearing before the Hearings Panel or, after consulting the Independent Person and the relevant Group Leader, seek local resolution.

7.1 Local Resolution

The Monitoring Officer may consider that the matter can reasonably be resolved without the need for a hearing.

In such a case, he/she will consult with the Independent Person and the relevant Group Leader and with you as complainant and seek to agree what you consider to be a fair resolution which also helps to ensure higher standards of conduct for the future.

Such resolution may include the member accepting that his/her conduct was unacceptable and offering an apology, and/or other remedial action suggested by the authority. This can include making use of Political groups / Whips and asking them to consider making use of their own disciplinary procedures.

If the member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards Sub-Committee for information, but will take no further action. This report will be considered in closed session.

However, if you tell the Monitoring Officer that any suggested resolution would not be adequate, the Monitoring Officer will then make a decision, having consulted with the Independent Person and the Group Leader, as to whether to refer the matter for a local hearing.

The Monitoring Officer's decision and reasons for proceeding to Local Hearing will be fully documented and provided to all parties.

The Monitoring Officer has the final decision as to whether a complaint should proceed to Local Hearing.

7.2 Local Hearing

If the Monitoring Officer considers that local resolution is not appropriate, or the member concerned is not prepared to undertake any proposed remedial action, such as giving an apology, then the Monitoring Officer will report the Investigating Officer's report to the Hearings Panel which will conduct a local hearing (usually in public) before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the member.

Essentially, the Monitoring Officer will conduct a "pre-hearing process", requiring the member to give his/her response to the Investigating Officer's report, in order to identify what is likely to be agreed and what is likely to be in contention at the hearing, and the Chair of the Hearings Panel may issue directions as to the manner in which the hearing will be conducted. It should be noted that a Hearing can proceed in the absence of the subject member if the MO is not satisfied with their reason for non-attendance.

Full disclosure of all witness statements gathered in connection with the complaint will be made available at this stage in the process.

At the hearing, the Investigating Officer will present his/her report, call such witnesses as he/she considers necessary and make representations to substantiate his/her conclusion that the member has failed to comply with the Code of Conduct. For this purpose, the Investigating Officer may ask you as the complainant to attend and give evidence to the Hearings Panel. The member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Hearings Panel as to why he/she considers that he/she did not fail to comply with the Code of Conduct.

If the Hearings Panel, with the benefit of any advice from the Independent Person, may conclude that the member did not fail to comply with the Code of Conduct, and so dismiss the complaint.

If the Hearings Panel concludes that the member did fail to comply with the Code of Conduct, the Chair will inform the member of this finding and the Hearings Panel will then consider what action, if any, the Hearings Panel should take as a result of the member's failure to comply with the Code of Conduct. In doing this, the Hearings Panel will give the member an opportunity to make representations to the Panel and will consult the Independent Person, but will then decide what action, if any, to take in respect of the matter.

8 What action can the Hearings Panel take where a member has failed to comply with the Code of Conduct?

The Council has delegated to the Hearings Panel such of its powers to take action in respect of individual members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearings Panel may –

8.1 Censure or reprimand the member;

- 8.2 Publish its findings in respect of the member's conduct;
- 8.3 Report its findings to Governance and Audit Committee;
- 8.4 Recommend to the member's Group Leader (or in the case of ungrouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;
- 8.5 Recommend to the Leader of the Council that the member be removed from any particular responsibilities;
- 8.6 Instruct the Monitoring Officer to arrange training for the member;
- 8.7 Remove from all outside appointments to which he/she has been appointed or nominated by the authority;
- 8.8 Withdraw facilities provided to the member by the Council, such as a computer, website and/or email and internet access; or
- 8.9 Exclude the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.
- 8.10 Political groups / Whips may be asked to consider making use of their disciplinary procedures.

The Hearings Panel has no power to suspend or disqualify the member or to withdraw members' or special responsibility allowances.

9 What happens at the end of the hearing?

At the end of the hearing, the Chair will state the decision of the Hearings Panel as to whether the member failed to comply with the Code of Conduct and as to any actions which the Hearings Panel resolves to take.

As soon as reasonably practicable thereafter (usually within 5 working days), the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Hearings Panel, and send a copy to you, to the member, make that decision notice available for public inspection and displayed on the website for 3 months and report the decision to the next convenient meeting of the Governance and Audit Committee.

10 Who are the Hearings Panel?

The Hearings Panel is made up of 3 members selected from the Standards Sub-Committee.

The Independent Person is invited to attend all meetings of the Hearings Panel and his/her views are sought and taken into consideration before the Hearings Panel takes any decision on whether the member's conduct constitutes a failure to comply with the Code of conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

11 Who is the Independent Person?

The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is appointed by a positive vote from a majority of all the members of Council.

A person cannot be “independent” if he/she –

- 11.1 Is, or has within the past 5 years, been a member, co-opted member or officer of the authority;
- 11.2 Is or has been within the past 5 years, a member, co-opted member or officer of a parish council within the authority’s area, or
- 11.3 Is a relative, or close friend, of a person within paragraph 11.1 or 11.2 above. For this purpose, “relative” means –
 - 11.3.1 Spouse or civil partner;
 - 11.3.2 Living with a person within paragraphs 11.1 or 11.2 as husband and wife or as if they were civil partners;
 - 11.3.3 Grandparent of a person within paragraphs 11.1 or 11.2;
 - 11.3.4 A lineal descendent of a grandparent of a person within paragraphs 11.1 or 11.2;
 - 11.3.5 A parent, sibling or child of a person within paragraphs 11.3.1 or 11.3.2;
 - 11.3.6 A spouse or civil partner of a person within paragraphs 11.3.3, 11.3.4 or 11.3.5; or
 - 11.3.7 Living with a person within paragraphs 11.3.3, 11.3.4 or 11.3.5 as husband and wife or as if they were civil partners.

12 Appeals

There is no right of appeal for you as complainant or for the member against a decision of the Monitoring Officer.

The decision would be open to judicial review by the High Court if it was patently unreasonable, or if it were taken improperly or if it sought to impose a sanction which the authority had no power to impose.

Note 1: In those instances where there is no Group Leader to consult, the Monitoring Officer should consult with the Leader of the Council.

Note 2: If the complaint concerns a Group Leader or the Leader of the Council, then the Monitoring Officer will involve the relevant person from another Local Authority.



Arrangements for dealing with standards allegations (against a Parish Councillor) under the Localism Act 2011

1 Context

The “Arrangements” set out how you may make a complaint that an elected or co-opted member of a parish council within the area of West Lindsey has failed to comply with the Parish Council’s Code of Conduct. They set out how West Lindsey District Council (WLDC) will deal with allegations of a failure to comply with the Parish Council’s Code of Conduct.

Under Section 28(6) and (7) of the Localism Act 2011, the District Council must have in place “arrangements” under which allegations that a member or co-opted member of a parish council within the authority’s area has failed to comply with that authority’s Code of Conduct can be investigated and decisions made on such allegations.

The arrangements must provide for the authority to appoint at least one Independent Person, whose views must be sought by the authority before it takes a decision on an allegation which it has decided shall be investigated. The Independent Persons views can be sought by the authority at any other stage, or by a member or co-opted member of a parish council against whom an allegation has been made.

Complaints which relate to an allegation that took place more than 6 months ago will not be accepted, unless in the view of the Monitoring Officer, if proven, they would result in significant breaches of the Code.

The Monitoring Officer will appoint a Deputy to oversee complaints in which he is referenced.

2 The Code of Conduct

Each Parish Council has adopted a Code of Conduct. If you wish to inspect a Parish Council's Code of Conduct, you should inspect any website operated by the Parish Council and request the parish clerk to allow you to inspect the Parish Council's Code of Conduct.

3 Making a complaint

The Monitoring Officer is a senior officer of WLDC and has statutory responsibility for maintaining the register of members' interests and is responsible for administering the system in respect of complaints of member misconduct.

In order to ensure that the Monitoring Officer has all the information which he needs to be able to process your complaint, please complete and return the complaint form. The complaint form can be downloaded from the authority's website, or may be obtained on request by telephoning the Monitoring Officer, on 01427 676509.

The Monitoring Officer will aim to acknowledge receipt of your complaint within 5 working days of receiving it, and will keep you informed of the progress of your complaint. The person complained about will be supplied with a copy of your complaint form at the same time. The Monitoring Officer will also send a copy of the acknowledgement letter to the Parish Clerk and the Local Ward Member(s) for information only and **in confidence**.

Please note at this time the information you provide to us will not be made available in the public domain.

4 Will your complaint be investigated?

The Monitoring Officer will review your complaint.

To assist him in doing this he will seek the views of the Local Ward Member(s) **in confidence**. Local Ward Members will be provided with a copy of the complaint and will be asked to submit any comments they have in writing to the Monitoring Officer within 5 working days. They will be asked to state any conflict of interest they may have. Local Ward Members who do not respond in the initial five days, will be given a further 5 days to respond after which time Non responses will not be chased up further. It will be at the Members discretion as to whether they participate in the process at this stage.

At the same time a copy of the complaint will also be shared with the Independent Member. They too will be asked to submit any comments they have in writing to the Monitoring Officer within 5 working days.

On receipt of any written responses and after consultation with the Independent Person the Monitoring Officer will take a decision as to whether the complaint merits formal investigation. This decision will normally be taken within 20 days of receipt of your complaint. Where the Monitoring Officer has taken a decision, you will be informed of the decision, and the reasons for that decision, in writing.

Where the Monitoring Officer requires additional information in order to come

to a decision, he may come back to you for such information. Also information may be requested from the member against whom your complaint is directed. Such requests will be made in writing. The Monitoring Officer may also seek the views of the Parish Council **in confidence**, before deciding whether the complaint merits formal investigation.

In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution, known as a local resolution, may involve the member accepting that his/her conduct was unacceptable and offering an apology, or other remedial action suggested by the authority. Where the member or the authority make a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to call in the Police and other regulatory agencies.

5 How is the investigation conducted?

If the Monitoring Officer decides that a complaint merits formal investigation, an Investigating Officer will be appointed who may be another senior officer of WLDC, an officer of another authority or an external investigator.

The method for recording any interviews will be a decision for the Investigating Officer, however an audio recording will be taken on request;

The Investigating Officer will decide whether he/she needs to meet or speak to you **confidentially** to understand the nature of your complaint. You will have the opportunity to explain your understanding of events and suggest what documents the Investigating Officer needs to see, and who the Investigating Officer needs to interview. All persons interviewed will be asked to maintain confidentiality at this stage in the process. Persons interviewed will also be advised that should the matter proceed to a public hearing, there will be full disclosure of all statements made in connection with the investigation. It will be the responsibility of the Investigating Officer to make contact with any witnesses you as the complainant identify.

The Investigating Officer would normally write, **in confidence**, to the member against whom you have complained and ask the member to provide his/her explanation of events and to identify what documents he/she needs to see and who needs to be interviewed. All persons interviewed will be asked to maintain confidentiality at this stage in the process. Persons interviewed will also be advised that should the matter proceed to a public hearing, there will be full disclosure of all statements made in connection with the investigation. It will be the responsibility of the Investigating Officer to make contact with any witnesses you as the subject member identify.

At the end of the Investigating Officer's investigation a draft report will be produced and a copy will be sent, **in confidence**, to you and to the member concerned. You will both be given the opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration.

Having received and taken into account of any comments which you may make on the draft report, the Investigating Officer will send a final report to the Monitoring Officer.

The Investigating Officer will aim to complete this stage of the process within 3 months of your having been advised that the complaint will be investigated. On occasion this may need to be extended but all parties will be advised if this is the case.

6 What happens if the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and, if he/she is satisfied that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you and to the member concerned and to the Parish Council **in confidence**, notifying you that he/she is satisfied that no further action is required, and give you both a copy of the Investigating Officer's final report.

Please note if your complaint is resolved at this stage of the process all of the information provided to us in connection with the complaint will not be made available in the public domain.

7 What happens if the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

The Monitoring Officer will review the Investigating Officer's report and will after consulting with the Independent Person either send the matter for local hearing before the Hearings Panel or seek local resolution.

7.1 Local Resolution

The Monitoring Officer may consider that the matter can reasonably be resolved without the need for a hearing.

In such a case the Monitoring Officer will consult with the Independent Person and with you as complainant to seek to agree what you consider to be a fair resolution. This also helps to ensure higher standards of conduct for the future.

Such resolution may include the member accepting that his/her conduct was unacceptable and offering an apology, and/or other remedial action suggested by the Parish Council.

If the member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards Sub-Committee and the Parish Council for information, but will take no further action. This report will be considered in closed session.

However, if you tell the Monitoring Officer that any suggested resolution would not be adequate, the Monitoring Officer will then make a decision along with the Independent Person as to whether to refer the matter for a local hearing.

The Monitoring Officer's decision and reasons for proceeding to Local Hearing will be fully documented and provided to all parties.

The Monitoring Officer has the final decision as to whether a complaint should proceed to Local Hearing.

7.2 Local Hearing

If the Monitoring Officer considers that local resolution is not appropriate, or the member concerned is not prepared to undertake any proposed remedial action, such as giving an apology, then the Monitoring Officer will refer the Investigating Officer's report to the Hearings Panel. The Hearings Panel will conduct a local hearing (usually in public) before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the member.

Essentially, the Monitoring Officer will conduct a "pre-hearing process", requiring the member to give his/her response to the Investigating Officer's report, in order to identify what is likely to be agreed and what is likely to be in contention at the hearing. The Chair of the Hearings Panel may issue directions as to the manner in which the hearing will be conducted.

It should be noted that a Hearing can proceed in the absence of the subject member if the MO is not satisfied with their reason for non-attendance.

Full disclosure of all witness statements gathered in connection with the complaint will be made available at this stage in the process.

At the hearing, the Investigating Officer will present the final report, call such witnesses as considered necessary and make representations to substantiate his/her conclusion that the member has failed to comply with the Code of Conduct. For this purpose, the Investigating Officer may ask you as the complainant to attend and give evidence to the Hearings Panel. The member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Hearings Panel as to why he/she considers that he/she did not fail to comply with the Code of Conduct.

The Hearings Panel, with the benefit of any advice from the Independent Person, may conclude that the member did not fail to comply with the Code of Conduct, and so dismiss the complaint.

If the Hearings Panel concludes that the member did fail to comply with the Code of Conduct, the Chair will inform the member of this finding and the Hearings Panel will then consider what action, if any, the Hearings Panel should take as a result of this. In doing this, the Hearings Panel will give the member an opportunity to make representations to the Panel and will consult the Independent Person, but will then decide what action, if any, to take in respect of the matter.

8 What action can the Hearings Panel take where a member has failed to comply with the Code of Conduct?

The Hearings Panel will endeavor to take into account all aspects of the particular case and look at the picture as a whole. In order to help a Parish Council to develop and improve functionality, the Hearings Panel may –

- 8.1 Report its findings to the Parish Council for information;
- 8.2 Recommend that the Parish Council arrange training for the Member;
- 8.3 Recommend to the Parish Council that the Member be removed from all outside appointments to which he/she has been appointed or nominated by the authority or by the Parish Council;
- 8.4 Recommend specific action or training to the Parish Council to aid its development and improve functionality;
- 8.5 Recommend to the Parish Council that it withdraws facilities provided to the Member by the Council, such as a computer, website and/or email and internet access; or
- 8.6 Recommend that the Parish Council exclude the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

9 What happens at the end of the hearing?

At the end of the hearing, the Chair will state the decision of the Hearings Panel as to whether the member failed to comply with the Code of Conduct and as to any actions which the Hearings Panel resolves to take.

As soon as reasonably practicable thereafter (usually within 5 working days), the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Hearings Panel, and send a copy to you, the member and the Parish Council. That decision notice will be made available for public inspection and displayed on the website for 3 months. The decision will be reported to the next convenient meeting of the Governance and Audit Committee.

10 Who are the Hearings Panel?

The Hearings Panel is made up of 3 members selected from the Standards Sub-Committee.

The Independent Person is invited to attend all meetings of the Hearings Panel and his/her views are sought and taken into consideration before the Hearings Panel takes any decision on whether the member's conduct constitutes a failure to comply with the Code of conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

11 Who is the Independent Person?

The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is appointed by a positive vote from a majority of all the members of Council.

A person cannot be “independent” if he/she –

- 11.1 Is, or has within the past 5 years, been a member, co-opted member or officer of the authority;
- 11.2 Is or has been within the past 5 years, a member, co-opted member or officer of a parish council within the authority’s area, or
- 11.3 Is a relative, or close friend, of a person within paragraph 11.1 or 11.2 above. For this purpose, “relative” means –
 - 11.3.1 Spouse or civil partner;
 - 11.3.2 Living with a person within paragraphs 11.1 or 11.2 as husband and wife or as if they were civil partners;
 - 11.3.3 Grandparent of a person within paragraphs 11.1 or 11.2;
 - 11.3.4 A lineal descendent of a grandparent of a person within paragraphs 11.1 or 11.2;
 - 11.3.5 A parent, sibling or child of a person within paragraphs 11.3.1 or 11.3.2;
 - 11.3.6 A spouse or civil partner of a person within paragraphs 11.3.3, 11.3.4 or 11.3.5; or
 - 11.3.7 Living with a person within paragraphs 11.3.3, 11.3.4 or 11.3.5 as husband and wife or as if they were civil partners.

12 Appeals

There is no right of appeal for you as complainant or for the member against a decision of the Monitoring Officer.

The decision would be open to judicial review by the High Court if it was patently unreasonable, or if it were taken improperly or if it sought to impose a sanction which the authority had no power to impose.

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Annual Council

8 May 2017

Subject: Review of the Allocation of Seats to Political Groups on Committees and Sub-Committees

Report by:

Chief Executive

Contact Officer:

Manjeet Gill – 01427 676500

Chief Executive

E-Mail: manjeet.gill@west-lindsey.gov.uk

Alan Robinson

Strategic Lead for Democratic and Business Support

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Purpose / Summary:

This report sets out the details of the political groups on the Council, the number of members to be appointed to serve on each committee and sub-committee and the allocation to different political groups of seats on the committees and sub-committees.

RECOMMENDATION(S):

- 1) that the details of political groups, as set out in Appendix A, be noted;
- 2) that the number of members to be appointed to serve on each committee and sub-committee be noted; and
- 3) that the allocation to different political groups of seats on committees/sub-committees, as set out in Appendix B, be noted.

IMPLICATIONS

Legal : None directly arising as a result of this report.

Financial : None directly arising as a result of this report.

Staffing : None directly arising as a result of this report.

Equality and Diversity including Human Rights :

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

Background Papers : The following background papers were used in the preparation of this report. If none were used then please state.

Title :	Location of Background Papers:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 In accordance with the provisions of Section 15 of the Local Government and Housing Act 1989, the Council is required to review the allocation to different political groups of seats on committees and sub-committees.
- 1.2 Existing political groups for the purposes of the Local Government (Committees & Political Groups) Regulations 1990 are as follows:

Group	No.	Leader/Spokesperson	Deputy Leaders
Conservative Group	24	Cllr J Summers	Cllr O Bierley
Liberal Democrat Group	7	Cllr R Shore	Cllr D Cotton
Labour	3	Cllr M Devine	

- 1.3 Councillor Mrs D M Rodgers, Independent, is not aligned to any Group, and Councillor C Darcel, Lincolnshire Independent, is not aligned to any Group.
- 1.4 The Council has delegated authority to the Chief Executive to agree, following consultation with the Group Leaders, the overall allocation of seats to groups resulting from the application of rounding.
- 1.5 Full details of membership are set out in Appendix A.

2. The Allocations

- 2.1 In accordance with the provisions of section 15 of the Local Government and Housing Act 1989 (Duty to allocate seats to political groups), the Council is required to give effect, so far as reasonably practicable, to the following specified principles:
- (a) that not all the seats on a committee/sub-committee are allocated to the same political group;
 - (b) that the majority of the seats on a committee/sub-committee are allocated to a particular political group where the number of persons belonging to that group is a majority of the authority's membership;
 - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority;

- (d) subject to paragraphs (a) to (c) above, that the number of seats on the committee/sub-committee which are allocated to each political group bears the same proportion to the number of all the seats on that committee/sub-committee as is borne by the number of members of that group to the membership of the authority.
- 2.2 (b) above applies as there is a group with a majority of seats on the Council.
- 2.3 In order to give effect, so far as is **reasonably practicable**, to the principles specified above and in consultation with group leaders as required by the delegation, it has been determined that the best fit to meet the political balance rules is for the **Planning Committee, Prosperous Communities Committee, Corporate Policy and Resources, Licensing, Regulatory Challenge and Improvement to comprise 12 Members, for Governance and Audit to comprise 6 Members, and Chief Officer Employment and the Taxi and General Licensing Sub-Committee to comprise 9 Members. The allocations have been calculated on this basis.**
- Note: Legally, committees cannot exceed 15 members and sub-committees 10 members.
- Note: Further to the Annual Review of the Constitution, it is suggested that the same 12 Members comprise both the Licensing Committee and the Regulatory Committee.
- 2.4 All of the group leaders agree with the number of members appointed to serve on the committees/sub-committees.
- 2.5 Applying group numbers to the seats available on the committees and sub-committees gives the allocation set out in Appendix B, which is supported by the group leaders as the most reasonably practical in the circumstances.

**Local Government & Housing Act 1989
The Local Government (Committees and Political Groups) Regulations
1990**

Political Groups on the District Council – May 2015

Conservative Group (24 Councillors)

Councillor Mrs G F Bardsley

Councillor S Bibb

Councillor O C Bierley

Councillor A Bridgwood

Councillor Mrs J Brockway

Councillor S Curtis

Councillor A Duguid

Councillor S England

Councillor I G Fleetwood

Councillor P Howitt-Cowan

Councillor S F Kinch

Councillor Mrs A T Lawrence

Councillor H Marfleet

Councillor G McNeill

Councillor J McNeill

Councillor Mrs P Mewis

Councillor Mrs J Milne

Councillor M J W Parish

Councillor R M Patterson

Councillor T Regis

Councillor T Smith

Councillor C L Strange

Councillor J J Summers

Councillor Mrs A Welburn

Labour Group (3 Councillors)

Councillor D Bond

Councillor M Devine

Councillor R Oaks

Liberal Democrat Group (7 Councillors)

Councillor M Boles

Councillor D J Cotton

Councillor Mrs J A Rainsforth

Councillor Mrs. L. A. Rollings

Councillor R A Shore

Councillor A White

Councillor T V Young

Independent Member (1 Councillor)

Councillor Mrs D M Rodgers

Lincolnshire Independent Member (1 Councillor)

Councillor C J Darcel

APPENDIX B

TABLE 1

	Cons	Lib Dem	Lab	Ind Mbr (1)	Ind Mbr (2)	Total
Prosperous Communities (12)	8	2	1	1	0	12
Corporate Policy and Resources (12)	8	3	1	0	0	12
Governance and Audit (6)	4	1	1	0	0	6
Planning (12)	8	3	1	0	0	12
Chief Officer Employment (9)	6	2	1	0	0	9
Total no. of seats (51)	34	10	5	1	1	51
As a %	66.67	19.61	9.80	1.96	1.96	100

NOTES: This would meet the criteria with the Conservatives having a majority on each Committee, followed by the Liberal Democrats having the next largest proportion and so on.

TABLE 2

	Cons	Lib Dem	Lab	Ind Mbr (1)	Ind Mbr (2)	Total
Challenge and Improvement (12)	8	2	1	0	1	12
Total no of seats as a %	66.67	16.67	8.33	0	8.33	100

TABLE 3

	Cons	Lib Dem	Lab	Ind Mbr (1)	Ind Mbr (2)	Total
Licensing Committee (12)	8	2	1	1	0	12
Regulatory Committee (12) same as above	8	2	1	1	0	12
Total no of seats as a %	66.67	16.67	8.33	8.33	0	100

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Annual Meeting of Council

8 May 2017

Subject: Appointment of Committees

Report by:

Manjeet Gill
Chief Executive
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Contact Officer:

Alan Robinson
Strategic Lead for Democratic and Business
Support and Monitoring Officer
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Purpose / Summary:

This report sets out the wishes expressed by political groups in respect of appointment of Members to serve on the Committees of the Council.

RECOMMENDATION(S):

- 1) In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, members be appointed to serve to the Council's committees for the 2016/17 civic year.**

IMPLICATIONS

Legal: In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups

Financial: none directly arising as a result of this report.

Staffing: None directly arising as a result of this report.

Equality and Diversity including Human Rights : None

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

Background Papers :

The following background papers were used in the preparation of this report.

Title :	Location of Background Papers:
Notices received from the Group Leaders on the allocation of Committee/ Sub-Committee places	

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes No

Key Decision:

Yes No

1. Introduction

1.1 In accordance with the provision of section 16 of the Local Government and Housing Act 1989, it is the duty of the Council to make appointments to Committees in accordance with the wishes expressed by political groups following the determination under section 15 (the allocation of seats to political groups).

2. Appointment of Committees

2.1 Challenge and Improvement Committee (12 members)

Councillor David Bond
Councillor Ian Fleetwood
Councillor Paul Howitt-Cowan
Councillor Jessie Milne
Councillor Malcolm Parish
Councillor Roger Patterson
Councillor Di Rodgers
Councillor Tom Smith
Councillor Lewis Strange
Councillor Anne Welburn
Councillor Trevor Young
Councillor Angela White

2.2 Chief Officer Employment Committee (9 Members)

Councillor Jackie Brockway
Councillor David Cotton
Councillor Michael Devine
Councillor Stuart Kinch
Councillor Angela Lawrence
Councillor Giles McNeill
Councillor Judy Rainsforth
Councillor Jeff Summers
Councillor Anne Welburn

2.3 Corporate Policy and Resources Committee (12 Members)

Councillor Sheila Bibb
Councillor Owen Bierley
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Steve England
Councillor Adam Duguid
Councillor Stuart Kinch
Councillor John McNeill
Councillor Tom Regis
Councillor Lesley Rollings
Councillor Jeff Summers

2.4 Governance and Audit Committee (6 Members)

Councillor Sheila Bibb
Councillor David Bond
Councillor Jackie Brockway
Councillor Giles McNeill
Councillor John McNeill
Councillor Angela White

2.5 Licensing Committee (12 Members)

Councillor Gill Bardsley
Councillor Owen Bierley
Councillor David Cotton
Councillor Paul Howitt-Cowan
Councillor Angela Lawrence
Councillor Pat Mewis
Councillor Jessie Milne
Councillor Richard Oaks
Councillor Judy Rainsforth
Councillor Mrs Di Rodgers
Councillor Lewis Strange
Councillor Anne Welburn

2.6 Regulatory Committee (12 Members)

Councillor Gill Bardsley
Councillor Owen Bierley
Councillor David Cotton
Councillor Paul Howitt-Cowan
Councillor Angela Lawrence
Councillor Pat Mewis
Councillor Jessie Milne
Councillor Richard Oaks
Councillor Judy Rainsforth
Councillor Mrs Di Rodgers
Councillor Lewis Strange
Councillor Anne Welburn

2.7 Planning Committee (12 members)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor David Cotton
Councillor Stuart Curtis
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Hugo Marfleet
Councillor Giles McNeill

Councillor Jessie Milne
Councillor Roger Patterson
Councillor Judy Rainsforth
Councillor Thomas Smith

2.8 Prosperous Communities Committee (12 Members)

Councillor Gillian Bardsley
Councillor Sheila Bibb
Councillor Owen Bierley
Councillor Chris Darcel
Councillor Michael Devine
Councillor Steve England
Councillor Paul Howitt-Cowan
Councillor John McNeill
Councillor Pat Mewis
Councillor Maureen Palmer
Councillor Lesley Rollings
Councillor Trevor Young

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Annual Council

8 May 2017

Subject: Appointment of Sub-Committees, Boards and other Bodies

Report by:

Chief Executive

Contact Officer:

Alan Robinson
Strategic Lead for Democratic and Business
Support and Monitoring Officer
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Purpose / Summary:

To appoint Members to Sub-Committees,
Working Groups and Outside Bodies.

RECOMMENDATION(S):

- a) That Members be appointed to the Sub-Committees, Boards and other Bodies as set out below**
- b) That the Rules relating to proportionality be suspended for Items 2* and 3***

1. Joint Staff Consultative Committee
2. Appeals Board*
3. Standards Sub Committee*
4. Lincolnshire Show Task and Finish Group
5. Editorial Advisory Board
6. Trinity Arts Centre
7. West Lindsey Community Awards Panel.
8. Central Lincolnshire Joint Strategic Planning Committee
9. Democracy Working Group
10. Tourism Working Group
11. Community Grants Panel
12. Commercial Plan Steering Group
13. Gainsborough Growth Fund – Funding Consultative Panel

IMPLICATIONS

Legal: Appointments to the bodies listed in the report have to be legally and Constitutionally confirmed.

Financial: None

Staffing: None

Equality and Diversity including Human Rights : N/A

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

Title and Location of any Background Papers used in the preparation of this report:

None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1. APPOINTMENT OF JOINT STAFF CONSULTATIVE COMMITTEE. To appoint four Members plus four reserves to serve on the Joint Staff Consultative Committee in accordance with the terms of reference of the Committee.

Councillor Jackie Brockway
Councillor Jessie Milne
Councillor David Cotton
Councillor Matthew Boles
Councillor Malcolm Parish (reserve)
Councillor Pat Mewis (reserve)
Councillor Paul Howitt-Cowan (reserve)
Councillor Reg Shore (reserve)

2. APPOINTMENT OF APPEALS BOARD (previously Housing Appeals Board). To confirm not to apply the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Appeals Board and to appoint six members to serve on the Appeals Board. (Previously, this Board has not reflected the political group membership of the Council. The Rules relating to proportionality can only be suspended if the Council wishes to do so and no member votes against.)

Councillor Stuart Kinch
Councillor Ian Fleetwood
Councillor Malcolm Parish
Councillor Paul Howitt-Cowan
Councillor Reg Shore
Councillor Angela White

3. APPOINTMENT OF STANDARDS SUB-COMMITTEE - To confirm not to apply the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Standards Sub-Committee and to appoint six Members to serve on the Sub-Committee. The Rules relating to proportionality can only be suspended if the Council wishes to do so and no member votes against.

Councillor Gillian Bardsley
Councillor Roger Patterson
Councillor Pat Mewis
Councillor Anne Welburn
Councillor David Cotton
Councillor Reg Shore

4. APPOINTMENT OF LINCOLNSHIRE SHOW TASK AND FINISH GROUP. To appoint seven members to serve on the Lincolnshire Show Task and Finish Group to oversee the arrangements for a West Lindsey District Council presence at the Lincolnshire Show.

Councillor Pat Mewis
Councillor Owen Bierley
Councillor Jessie Milne

Councillor Roger Patterson
Councillor Lewis Strange
Councillor David Cotton
Councillor Angela White

4. REPRESENTATIVES TO SERVE ON OTHER BODIES

- (a) To note that appointments are to be made on the following basis :
- i) In the first instance any Member with a specialist interest or expertise in the particular field of the Outside Body should be appointed (the appointment should not be party political), Failing this, where possible, appointments should be made geographically involving a local Ward Member. Where neither of these criteria can be met, any other Member should be appointed;
 - ii) appointments are to be made for a four year period to be in line with District elections. However, a number of bodies have their own arrangements for a four yearly cycle of appointments, these are indicated in the table below.
 - iii) where a body shows that the Leader, Chairman and/or Vice-Chairman of a particular committee is the representative, this is because either the constitution of the body concerned requires it or there has been a previous Council decision that the office-holder will serve. Where a body indicates that this has traditionally been the case, there is no actual requirement; and
 - iv) those Members appointed to serve on an outside body would be expected to provide a short report on the achievements, finance and forward plans for inclusion in a booklet prior to Annual Council. (circulated separately to members)
- (b) to agree that places which have traditionally been filled by the Leader, Chairman and/or Vice-Chairman of a particular committee or their nominee continue to be so filled.
- (c) to agree that appointed representatives should arrange for a reserve (where required) with the exception of those bodies marked with an asterisk * (as these are directorships and personal appointments).
- (d) to appoint four members to serve on the **Editorial Advisory Board** (one from each political group)

Councillor Giles McNeill
Councillor Lesley Rollings
Councillor Mick Devine
Councillor Di Rodgers

- (e) to appoint two members to work alongside officers and Arts for Trinity in order to secure the future of the **Trinity Arts Centre**.

Councillor Gillian Bardsley
Councillor Jessie Milne

- (f) to appoint the Council Chairman plus four other cross party Members to serve on the **West Lindsey Community Awards Panel**.

Chairman
Councillor Sheila Bibb
Councillor David Cotton
Councillor Giles McNeill
Councillor Judy Rainsforth

- (g) to appoint four Members to serve on the **Central Lincolnshire Joint Strategic Planning Committee**.

Councillor Jeff Summers
Councillor Stuart Curtis
Councillor David Cotton
Councillor Ian Fleetwood

- (h) to appoint three Members and one reserve to serve on the **Democracy Working Group**

Councillor Roger Patterson
Councillor Anne Welburn
Councillor Giles McNeill
Councillor Gill Bardsley (reserve)

- (i) to appoint six Members to serve on the **Leisure, Culture, Events & Tourism Group**

Councillor Gillian Bardsley
Councillor Sheila Bibb
Councillor Paul Howitt-Cowan
Councillor Pat Mewis
Councillor Richard Oaks
Councillor Angela White

- (j) to appoint four cross party Members plus one reserve to serve on the **Community Grants Panel**

Councillor Owen Bierley
Councillor Stuart Curtis
Councillor Jessie Milne
Councillor Judy Rainsforth
Councillor John McNeill (reserve)

- (k) to appoint five Members to serve on the **Commercial Plan Steering Group** (at least two each from Prosperous Communities Committee and the Corporate Policy and Resources Committee)

Councillor Owen Bierley
Councillor Stuart Kinch
Councillor Jeff Summers
Councillor Sheila Bibb
Councillor Matthew Boles

- (l) to appoint three Members and three reserves to serve on the **Gainsborough Growth Fund – Funding Consultative Panel** as agreed by the Prosperous Communities Committee on 15 July 2014.

Councillor Lesley Rollings
Councillor Tom Regis
Councillor Stuart Kinch
Councillor Gillian Bardsley (reserve)
Councillor Sheila Bibb (reserve)
Councillor David Bond (reserve)

(g) to appoint representatives to the following Statutory, Strategic, Charitable and Community organisations.

No appointments are due to expire in 2017 so representatives remain as set out below with the exception of some proposed minor changes.

Name of body	Type of organisation	no. of places	member 1	member 2	member 3	member 4
Acis Housing Group Local Management Board	Community	2 + 2 reserves	Cllr Sheila Bibb (Gainsborough)	Cllr Jessie Milne (Rural)	Cllr Gill Bardsley (Gainsborough reserve)	Cllr Stuart Kinch (Rural reserve)
Age UK Lindsey - East and West Lindsey Divisional Committee	Charity	1	Cllr Owen Bierley			
Ancholme Internal Drainage Board	Statutory	1	Cllr Jeff Summers			
British Trust for Conservation Volunteers	Charity	2	Cllr Gillian Bardsley	Cllr Sheila Bibb		
District Councils' Network	Strategic	1	Cllr Jeff Summers			
District Health and Wellbeing Network	Community	1	Cllr Lesley Rollings			
East Midlands Council	Strategic	1 + sub	Cllr Jeff Summers	Cllr Anne Welburn		
Gainsborough Adventure Playground Association	Charity	1	Cllr Matthew Boles			
Gainsborough Community Hotel	Community	1	Cllr Sheila Bibb			
Gainsborough Old Hall Partnership	Community	1	Cllr Gillian Bardsley			
Gainsborough Town Centre Partnership	Community	1	Cllr Gillian Bardsley			
Groundwork Creswell, Ashfield and Mansfield	Charity	1 (+ reserve)	Cllr Matthew Boles	Cllr Ian Fleetwood (reserve)		
Health Scrutiny Committee for Lincolnshire	Strategic	1 + sub (C&I)	Cllr Howitt-Cowan	Cllr Angela White		
Healthwatch Provider Network Meeting (West Lincs)	Strategic	1	Cllr David Bond			

Heritage Trust of Lincolnshire	Charity	1	Cllr Howitt-Cowan			
Humber International Airport Consultative Committee	Statutory	1	Cllr Owen Bierley			
LGA General Assembly	Strategic	1	Cllr Jeff Summers			
Lincoln and District Citizens Bureau Finance Sub-Committee	Charity	1	Cllr Angela White			
Lincoln Area Dial-a-Ride Management Committee	Community	1	Cllr Giles McNeill			
Lincolnshire Branch of the Campaign for the Protection of Rural England	Charity	1	Cllr Owen Bierley			
Lincolnshire Forum for Agriculture and Horticulture	Community	1	Cllr Hugo Marfleet			
Lincolnshire Police and Crime Panel	Statutory	1	Cllr Anne Welburn			
Lincolnshire Sports Partnership	Charity	1	Cllr Lesley Rollings			
Lincolnshire Waste Partnership	Strategic	1	Cllr David Cotton			
Lincolnshire Wolds Countryside Management Project	Community	2	Cllr Angela Lawrence	Cllr Tom Regis		
Local Crime Prevention Panel	Community	1	Cllr Judy Rainsforth			
PATROL (CPE)	Statutory	1 + sub	Cllr Malcolm Parish	Cllr Jeff Summers		
Pensions Committee	Statutory	1	Cllr Jeff Summers			
Robin Hood Doncaster Sheffield Airport Consultative Committee	Community	1	Cllr Lewis Strange			
Scunthorpe & Gainsborough Water Level Management Board	Statutory	2	Cllr Pat Mewis	Cllr Adam Duguid		
SPARSE	Community	1	Cllr Owen Bierley			
Sure Start Gainsborough Partnership Board	Strategic	1	Cllr Gill Bardsley			

Trustees of Charles Cooper Trust	Charity	4	Cllr Jessie Milne to 2018 (and 4 year appointments thereafter)	Cllr Judy Rainsforth (to 2019)	Cllr Sheila Bibb (to 2019)	Cllr Paul Howitt-Cowan (to 2018)
Trustees of Dixons Almshouses	Charity	1	Cllr Angela Lawrence (to 2019)			
Trustees of Francis Barker Trust	Charity	2	Cllr Jessie Milne (to 2018)	Cllr Judy Rainsforth (to 2021)		
Trustees of Gainsborough Education Charity	Charity	2	Cllr Jessie Milne (to 2018)	Cllr Judy Rainsforth (to 2021)		
Trustees of W G Rose Memorial	Charity	2	Cllr Jessie Milne (to 2018)	Cllr Judy Rainsforth (to 2021)		
Upper Witham Internal Drainage Board	Statutory	1	Cllr Steve England			
West Lincolnshire Community Safety Partnership Strategic Group	Strategic	1	Cllr Sheila Bibb			
West Lincolnshire Domestic Abuse Service	Charity	1	Cllr Pat Mewis			
West Lindsey Citizens' Advice Bureau Executive Committee	Charity	1	Cllr Angela White			
Witham Third Internal Drainage Board	Statutory	4	Cllr Steve England	Terry Williams	Cllr I Fleetwood	Vacancy
Wolds Community Transport Association Limited	Charity	1	Cllr Lewis Strange			

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Annual Council

8 May 2017

Subject: Appointment of Independent Member to the Governance and Audit Committee

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson

Strategic Lead Democratic and Business Support
and Monitoring Officer

Alan.robinson@west-lindsey.gov.uk

01427 676509

Purpose / Summary:

To appoint Independent Members to serve on the
Governance and Audit Committee.

RECOMMENDATION(S):

- 1) That the persons named in paragraph 3 be appointed to serve on the Governance and Audit Committee with immediate effect and up to the Annual Meeting of Council in May 2015.**

IMPLICATIONS

Legal: None related to this report.

Financial : [FIN-16-18](#)
There will be a payment of £60 for the first four hours of attendance and a second payment for attendance in excess of four hours. This can be met from the existing budget for payment to Members.

Staffing : None related to this report.

Equality and Diversity including Human Rights :
N/A

Risk Assessment : N/A

Climate Related Risks and Opportunities : None related to this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 At the Annual Meeting of the Council in May 2010 it was agreed to appoint an Independent Member from outside of the Authority to serve on the Governance and Audit Committee, this had subsequently been extended to include three independent members.
- 1.2 Appointments have been made as required since that time. As terms of Office have this year expired for two of those members it was subsequently necessary therefore to re-advertise the posts to appoint independent members on the Governance and Audit Committee from 2017 onwards.
- 1.3 The Council website was used to advertise the post and the existing two members submitted applications. No other people applied.
- 1.4 No interview process was deemed necessary as both candidates had experience and had proved eminently suitable, so it was agreed by the Chairman of Governance and Audit, and the Monitoring Officer that they both be re-appointed.

2. Terms of Office

- 2.1 As the remaining third member's term of office was due to expire in May 2019, it is proposed that these two appointments be up until Annual Council May 2020 and May 2021, in order to maintain stability of experienced membership.

3. Recommended for Appointment

- 3.1 It is **RECOMMENDED** that the persons named below be appointed to serve as an Independent Member on the Governance and Audit Committee.

- **Mr Peter Walton** until Annual Council 2020
- **Mrs Alison Adams** until Annual Council 2021

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Annual Council
8 May 2017

Subject: Saxilby with Ingleby Neighbourhood Plan Adoption

Report by:

Chief Operating Officer: Mark Sturgess

Contact Officer:

Daniel Evans
Assistant Neighbourhood Planning Officer
Daniel.evans@west-lindsey.gov.uk

Purpose / Summary:

To fully 'make' (adopt) the Saxilby with Ingleby Neighbourhood Plan.

RECOMMENDATION(S): To make the Saxilby with Ingleby Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.

IMPLICATIONS

Legal: This work is a duty under the Localism Act 2011 and the Neighbourhood Planning Regulations 2012.

Financial : FIN/15/18

Additional financial contributions are available from DCLG to support Neighbourhood Planning therefore no impact on Council Budgets.

Staffing: Internal resources in place to deal with Neighbourhood Planning

Equality and Diversity including Human Rights: The Plan has been examined under the Neighbourhood Planning Regulations for any issues relating to equality and diversity.

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

Title and Location of any Background Papers used in the preparation of this report:

<https://www.west-lindsey.gov.uk>

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

Neighbourhood Planning

1. Summary

Following a positive referendum result on the 23rd March 2017, West Lindsey District Council is publicising its decision to 'make' the Saxilby with Ingleby Neighbourhood Development Plan part of the West Lindsey Development Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

2. Background

Saxilby with Ingleby Parish Council, as the qualifying body successfully applied for the village to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force in December 2012. Following the submission of the Saxilby with Ingleby Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed in November 2016.

3. Decision & Reasoning

West Lindsey District Council appointed an independent Examiner; Ms Ann Skippers, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum.

The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report and which are set out in the Saxilby with Ingleby Neighbourhood Plan Decision Statement February 2017, the plan should proceed to a Referendum. It was agreed at the Council meeting of West Lindsey District Council on the 28th February 2017 that the plan should proceed to referendum and, in the outcome of a successful referendum result, it should be 'made' (adopted).

A referendum was held on 23rd March 2017, 92% of those who voted were in favour of the plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

West Lindsey District Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

The referendum held on 23rd March 2017 met the requirements of the Localism Act 2011; it was held in the Parish of Saxilby and posed the question:

'Do you want West Lindsey District Council to use the Neighbourhood Plan for Saxilby with Ingleby to help it decide planning applications in the neighbourhood area'.

The count took place on the 23rd March 2017 and greater than 50% of those who voted were in favour of the plan being used to help decide planning applications in the plan area.

The results of the referendum were:

Question:		
Do you want West Lindsey District Council to use the Neighbourhood Plan for Saxilby with Ingleby to help it decide planning applications in the neighbourhood area?		
	Votes recorded	Percentage
Number of votes cast in favour of 'yes'	729	91.81%
Number of votes cast in favour of 'no'	63	7.93%

West Lindsey District Council has assessed that the plan including its preparation does not breach, and would not otherwise be incompatible, with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

In accordance with the Regulations and the Council's procedure the Saxilby with Ingleby Neighbourhood Development Plan is 'made' and planning applications in the area must be considered against the Saxilby with Ingleby Neighbourhood Development Plan, as well as existing planning policy, such as the West Lindsey Local Plan (2006) and its successors and the National Planning Policy Framework and Guidance

4. Recommendation:

That elected members formally agree to 'make' (adopt) the Saxilby with Ingleby Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.



Annual Council

8 May 2017

Subject: Annual Report from the Challenge and Improvement Committee 2016/17

Report by:

Director of Resources

Contact Officer:

Katie Coughlan
Governance and Civic Officer
01427 676594

Katie.coughlan@west-lindsey.gov.uk

Councillor Paul Howitt-Cowan
Chairman of the Challenge and Improvement Committee

Cllr.p.howitt-cowan@west-lindsey.gov.uk

Purpose / Summary:

To present the Annual Report

RECOMMENDATION(S):

- 1) That Members receive the Annual Report from the Challenge and Improvement Committee**

IMPLICATIONS

Legal:

The Chairman of the Committee is required constitutionally (Part 1 Page 17 paragraph 7.6) to submit an annual report to Council on the work his Committee has undertaken.

Financial :

None arising directly from this report

Staffing

None arising directly from this report:

Equality and Diversity including Human Rights :

N/A

Risk Assessment :

N/A

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

Agendas and Minutes arising from the meetings of the Challenge and Improvement Committee held during 2015/16 located on the website

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction and Context

1.1 The Chairman of the Committee is required constitutionally (Part 1 Page 17 paragraph 7.6) to submit an annual report to Council on the work his Committee has undertaken over the previous year.

1.2 The Chairman's Annual Report is set out below.

2. Chairman's Annual Report

2.1 The primary role of the Challenge and Improvement Committee is to scrutinise the Council in a positive and effective manner, however, it has to be appreciated that all committees are there primarily to hold to account West Lindsey District Council. I cannot over emphasise the need for colleagues to study all papers and reports well in advance of meetings and to contact officers for clarification before the committee meets in order to be well informed to arrive at a decision and to remember, that if colleagues are unsure to therefore to defer that decision, until they feel comfortable to proceed.

2.2 The central thrust of this year has been to make the Committee robust and give it greater credibility as a scrutiny body, which is non-political, without fear or favour, working solely to enhance the work of The Council. I feel we have achieved this in a variety of ways and set out below the range of activity the Committee has been involved in:

- Continued Work of the Democracy Working Group
- Re-establishment of the Progress and Delivery Working Group
- Review of Operating Methodology
- Continued Programme of Public Body Scrutiny including a yearlong commission into Youth Unemployment
- Items Selected for Pre-Scrutiny to Assist in Policy Development
- Continued Work of the South West Ward Working Group
- Establishment of a Joint Health Commission with the Prosperous Communities Committee
- Monitoring and Overseeing the Development Management Improvement Plan.

3. **Continued Work of the Democracy Working Group** – C&I set up a small democracy group during 14/15 with the initial aims of promoting the concept of democracy across the District and to look at possible initiatives which would engender greater participation in the democratic process and uphold the principles which support effective democratic operations. The work undertaken by the Group in 15/16 was reported through our last Annual Report.

3.2 The Group has continued to work throughout the 16/17 Civic Year, and following a change in Membership currently comprises Councillors Anne Welburn, Roger Patterson and Giles McNeil and Angela Lawrence.

3.3 The Chairman of the Council and the Chairman of the Challenge and Improvement Committee are now advisors to the Group and we have formalised and extended the Group's Terms of Reference to include being a sounding board for all civic matters as and when referred to the Group in response to concerns raised by Members that there was no forum to discuss such.

3.4 Along with the reconfiguration of the chamber the DWG have been progressing the following initiatives to promote democracy and youth engagement within the District:

- Engagement with both primary and secondary schools regarding making use of the facilities at the Guildhall and for Members of the Council to visit their schools respectively - All primary schools within the district have received a letter from the Chairman inviting use of Council facilities to host their Youth Council meetings. Unfortunately take up has been slow. Further, all Secondary Schools have received a letter to arrange a series of visits over the remainder of the four-year term following a pledge to visit them all prior to the All-Out elections in 2019. Work is being considered on developing a pack to support Members of Council on the promotion of democracy in schools.
- Flag Poles at Schools - funding was to be made available for schools to purchase flag poles and be involved in flag raising days for the District – however there has been little interest from schools.
- Fulfilling its role as a Civic Matters Sounding Board, having had two matters referred to it to date, this being transport and the civic inventory.

The DWG welcome any civic matters that Members wish to refer to the board for discussion, and the meetings are open for any Councillor to attend.

- 18th Birthday Card. This had been removed from the Groups work plan due to the anticipated costs. On further research with other local authorities on their arrangements, many of them had also withdrawn the issue of birthday cards. Therefore, instead, the DWG asked to consider messages that can be added to the WLDC website and social media. This amended project has been re-entered into the four year plan.

3.5 Despite extensive work and investigation being undertaken regarding the configuration of the Council Chamber, following full engagement with all Members at the request of this Committee a recommendation of “no change” was ultimately submitted to full Council in early 16/17.

3.6 This work and subsequent debate at Full Council did however provide Members with an opportunity to air their concerns. As a result the following improvements have been made: -

- Screens located in the Chamber to provide all Members with a view of speakers, and for members of the public to see the debate.
- New Microphone system installed to replace the faulty Beyer system, providing a better sound quality to meetings.

This system has the potential to assist with electronic voting on all decisions, assisting with transparency on decision making. Further, assistance can be given to the Chairman and Vice Chairman through using the speaker queuing system function.

The DWG wish to further consider the potential of the system and trial it at a forthcoming committee meeting.

3.7 The DWGs revised four year plan to promote democracy and youth engagement, was agreed by the Committee at its meeting on 1 September and is set out below

CIVIC YEAR	PRIORITY 1	PRIORITY 2	PRIORITY 3	ADDITIONAL WORK
15/16	Reconfiguration of the Council Chamber to aid debate and democratic process	Road Safety Partnership	18 th Birthday notifications for new voters.	
16/17	Reintroduction and development of Primary Youth Council Meetings in the Chamber	Commence Secondary School Visits for all Members of Council	Flags and Flagpoles for Schools Initiative	Making best use of the new conferencing equipment to aid the democratic process
17/18	Road Safety Partnership	Focus on Scouting / Guiding	Focus on Cadets and Introduce a Chairman's Cadet	
18/19	Introduction of Youth Chairman and Youth Council for WL	Youth Council to lead on projects such as a Takeover		

3.8 If on investigation by the Group it is found any of the priorities detailed in their Plan might result in financial, staffing or other implications, for example the "making better use of the new conferencing equipment to aid the democratic process", a separate report will be submitted to the relevant Committee for Member consideration.

3.9 The work of this Group has been much appreciated. Progress in the latter half of 2016/17 has been impeded due to the Lead Officer having left the Authority. However it is anticipated work will recommence in 2017/18 with the priorities being those previously established for 2016/17.

4 **Re-establishment of the Progress and Delivery Working Group –** C&I re-established the successful progress and delivery working group in December 2016 and the Group comprises Councillors A. White, C Strange and P Howitt Cowan.

4.1 This Group has reviewed with officers the effectiveness and usefulness of the measures included in the current progress and delivery reports to ensure that what is reported to the public, partners and stakeholders is relevant and relates to the aims and objectives of the Council's Corporate Plan. The review also aimed to ensure the measures used to would give members the information they needed to assure themselves that performance across the council is being properly managed.

4.2 The working group were asked to look at the following aspects of performance management:

- Review the measures used in the current year. Confirm they were the appropriate measures for members to be assured that the Council as whole was performing at the right level and where performance was below acceptable levels that the remedial measures proposed would deliver the required improvements.
- Consider how these measures provided a performance management framework for the organisation that allowed Members to monitor progress against the Corporate Plan, service delivery and projects at the delivery stage.
- Agree changes to the measures used to report performance to members for inclusion in the reports from the start of the 2017/18 municipal year.

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 - Consider how these measures provided a performance management framework for the organisation that allowed Members to monitor progress against the Corporate Plan, service delivery and projects at the delivery stage.
 - Agree changes to the measures used to report performance to members for inclusion in the reports from the start of the 2017/18 municipal year.
- 4.3 Members have reviewed the current reporting format and content, scrutinised the Council's current Corporate Scorecard, and had sight of a proposed set of measures to oversee delivery against the new Corporate Plan priorities. This meeting took place with the nominated members on 2 March 2017.
- 4.4 The group confirmed that the "by-exception" nature of the report be continued and that the format which had been adopted for 2016/17 was easier to understand. The "narratives" which had been introduced were useful especially where a service was performing in accordance with its targets and therefore would not be reporting its performance to members as a matter of course.
- 4.5 At the meeting of the group members were able to review all the measures proposed for 2017/18 and endorsed their use for the coming year.
- 4.6 Work is now underway across the Council to firm up the measures to be used for 2017/18.
- 4.7 It is good practice for performance measures to be reviewed annually to ensure that they still reflect the priorities of the council, new work which has been started in 2016/17, and pick up any member concerns which have been expressed during the year.
- 4.8 The Challenge and Improvement Committee will be establishing this working group on an annual basis.
- 5 **Review of Operating Methodology** – to ensure the on-going effectiveness of the Committee, a review of its operating methodology

was undertaken. This has now become annual practice for the Committee.

5.1 The methodology subsequently adopted was primarily the same as that which has been operated over the last two municipal years, but had two proposed changes:

- It provided for the exclusion of re-discussion of an issue within six months of first consideration. This reflected the approach taken by Policy Committees in the Constitution.
- It provided for Oversight Commissions to be undertaken to support the Policy Committees.
-

5.2 The agreed oversight commissions process is summarised below, and will be included in the Constitution as part of its annual review: -

- *Part of the role of the Challenge and Improvement Committee is to provide support to the two policy committees by holding commissions on specific areas as requested by those committees.*

To commence a commission: -

- *the Prosperous Communities Committee and/or the Corporate Policy and Resources Committee will agree the purpose, scope and terms of reference of a commission and make a formal request via the Chair of Challenge and Improvement (by formal report) that a commission is established to investigate in detail a particular issue from a national, regional, sub-regional and local perspective.*
- *The proposed report and terms of reference for a commission should be agreed with the Chair of Challenge and Improvement Committee prior to being submitted to the commissioning policy committee for agreement.'*
- *In undertaking such a commission, the Challenge and Improvement Committee may hold inquiries and investigate options for future direction in policy development. They may appoint advisers and assessors to assist in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, as specified in the Constitutional operating procedures.*
- *if a budget is required this will need to be agreed by the commissioning Committee.*

- *The Challenge and Improvement Committee will report back their findings to the Commissioning Policy Committee.*
- 5.3 Furthermore, the Committee has also created, for clarity, an additional workflow diagram which reflects the approach to pre-decision scrutiny (by selection from the forward plan). It is being proposed that the Committee's detailed methodology and summary flow charts are included in the Constitution as an appendix, to give greater transparency of the processes the Committee use to establish their work plan.
 - 5.4 The Committee have effectively challenged the Policy Committees on a number of areas this year particularly where baselines have not been included and where explanatory and or rectification text has been omitted. Improved performance will be a continued focus for the Committee during 17/18 with the Committee having expressed an interest in enforcement which continues to be a concern.
 - 5.5 **Call-in** - The Committee have felt it necessary to use their formal call-in powers on one occasion this year in relation to the Future Operation of the Gainsborough Market.
 - 5.6 This subject had previously been pre-scrutinised by the Committee but its Member were not satisfied with the decision made by Prosperous Communities Committee in September 2016 and called it on the grounds that the decision had not been taken in accordance with the following principles of Article 12 of the Constitution
 - (e) a presumption in favour of openness
 - (f) contribute to the well-being of the area; and
 - (g) clarity of aims and desired outcome.
 - 5.7 Arising from the Call-in, considered by the Committee at its meeting in October 2016, recommendations were made to and accepted by the Prosperous Communities Committee.
 - 5.8 The Prosperous Communities Committee are continuing to work through the recommendations the Committee made and this work is expected to conclude in the early part of the 2017/18 civic year.
 - 5.9 Whilst the Committee welcome the fact that the Prosperous Communities Committee have taken on board their concerns to date, the Call-in process did prove difficult to operate.
 - 5.10 In light of this the Committee made a formal request via the Governance and Audit Committee that the process be reviewed as part of the annual review of the constitution to ensure its requirements are similar to that operated by other committee based local authorities. The Committee welcome in anticipation the outcome of this review.
 6. **Development Management Performance** - The Challenge and Improvement Committee have also been charged with overseeing the

implementation of the Development Management Improvement Plan and receive progress update reports approximately every six months. On receiving each report Members have commented on the noticeable improvements to-date and have been encouraged by the changes they have seen.

- 6.1 By October 2016 All recommendations from the Peer review report had been implemented. The staffing situation was more satisfactory and subject to further work being required in terms of S106 agreements, Members were very encouraged by performance to date
- 6.2 At our meeting in April 2017 we received the last such report and were satisfied enough to accept that the service now would report its performance through the usual P and D reporting process. We hope these improvements continue and wish to place on record our thanks and continued support for all involved in Development Management.
- 6.3 We will watch with anticipation the issue of Section 106s.

7 Continued Programme of Public Body Scrutiny - to enhance the accountability for service delivery and the effectiveness of other public service providers delivering for residents of the District, the Committee has continued with a programme of meetings with strategic partners to discuss their approach to addressing the strategic needs of the residents of the District.

- 7.1 However, as advised in our 2015/16 Annual Report the Committee revised their approach to public body scrutiny during 2016/17 to make it more outcome focussed, adopting a more themed approach.
- 7.2 Having expressed an interest in Youth Unemployment whilst considering their work plan for 16/17, Members received a briefing on the subject. This provided Members with:
 - An overview of the issue
 - A definition of youth unemployment
 - Detail of the then current and historic rates of youth unemployment (both locally and nationally)
 - An analysis of potential contributory factors
 - Case studies of interventions taken by other local authorities
 - Concluding remarks and potential solutions
- 7.3 Members took on board the content of the paper and determined to set work in motion to take a focused, structured look at the issue.
- 7.4 Members received a further report setting out a structured, chronological approach for consideration. This proposed that a series of bodies be invited to the Committee, starting with education through

to careers advice (or equivalent), employers' bodies and finally Department for Work & Pensions and/or supporting job scheme/training partner agencies.

- 7.5 The approach was intended to map the 'journey', interventions and approaches taken at differing stages by agencies to identify and remedy the issues that face the youth of the District in obtaining required qualifications, work skills and experience which support sustainable, rewarding employment.
- 7.6 Members supported the suggestions and work commenced. Hence, over recent committee meetings, Members have received presentations from a number of agencies involved in addressing and affected by the issue of youth unemployment.
- 7.7 The agencies that have attended are:
- i. Lincolnshire Careers Service
 - ii. Queen Elizabeth High School
 - iii. Gainsborough Academy
 - iv. Lincoln College
 - v. Community Learning in Partnership (CLIP)
 - vi. Lincoln & Gainsborough Adult Training
 - vii. Department for Work & Pensions
 - viii. Rand Farm Park

And written submissions have been received from:

- i. Cherry Willingham School
 - ii. North Lindsey College of Technology
 - iii. John Leggott VI Form College
 - iv. Bishop Burton College
 - v. Eminox
- 7.8 Each attendee has set out their views on the causes of youth unemployment, the role they play in alleviating it, the issues they face and further actions or assistance that are required to provide additional support.
- 7.9 Additionally, each agency has welcomed the opportunity to attend and the interest shown by the Committee in the subject matter.
- 7.10 The issues that have been raised are being considered to identify the means by which the Council can best provide support and leadership in order to address the problem.
- 7.11 A full conclusion report, including recommendations has been prepared for consideration by the Prosperous Communities Committee in the early part of 2017/18.

- 7.12 This work has proved both challenging and rewarding for the Committee and we wish to place on record our thanks to all those organisations who contributed to the work
- 7.13 Meetings have also been held with
- Police Inspector Outen to discuss Crime & Anti-Social Behaviour;
 - Detective Chief Superintendent Chris Davison – Lincolnshire Police
 - The Police and Crime Commissioner
- 7.14 It is usual practice for Inspector Outen to report to the Committee twice annually on general Crime and Anti-Social Behaviour Matters across the District. The Committee do not as routine prepare bespoke questions for him to respond to.
- 7.15 However Officers had become aware of a number of key areas of work both operationally and strategically which it is felt Elected Members would benefit from an enhanced insight into. This also afforded an opportunity to enhance the sessions and to enhance member understanding and further promote effective partnership working with Lincolnshire Police.
- 7.16 Having received a briefing note on a number of work areas both operational and strategic, the Committee formulated a number of questions to pose to Officers when they attended in November 2016, these related to:
- Integrated Offender Management – Changes. New Scheme
 - THRIVE
 - Rural Crime
 - Future Capacity, Structure & Local Priorities
 - Hate Crime
 - Customers with Arrest Warrants
 - Dangerous Dogs
 - Illegal Eviction
 - ATM Thefts
 - Market Rasen House
 - Street Lighting
- 7.17 A number of issues for response by the Police Commissioner were also identified and the following questions were posed to him in an informal session attended by Lead Members in January 2017
- Could you provide an overview of your priorities and content of the future Police and Crime Plan for Lincolnshire?

- How will the needs of local services and communities will be considered and that engagement will be meaningful in developing and delivering your priorities?
- Can you outline any changes to local policing provision in West Lindsey in the future?

The session was considered useful and Members of the Committee were provided with the Commissioner's responses.

7.18 As a result of the Committee's work in relation to the new arrangements for Integrated Offender Management

- WLDC home choices team will be represented at every ARC operational meeting.
- Home Choices Manager is a member of the ARC board
- Supt Chris Davison has provided a letter of support for a recent bid to dCLG, for funding to support the most vulnerable rough sleepers - this is on the basis of the links between homelessness and offending, and the likelihood of crossover of cohort between the 2 schemes.

7.19 Inspector Outen has been asked to provide information on additional work areas through his regular updates including information on: -

- Integrated Offender Management performance information, including West Lindsey specific information.
- the reporting of and responses to hate crime including West Lindsey specific information.
- specific updates on issues linked to Market Rasen House

7.20 Member engagement and attendance has been greatly raised through this area of the Committee's work. Copies of all the questions and answer sessions are available on the Members' Portal for future reference.

7.21 A programme of work for 2017/18 is in development which it is hoped will continue to be more outcome focussed. The themed approach to public body scrutiny has been welcomed and will be used going forward.

8 **Selection of Items for Pre Scrutiny to Assist in Policy Development** - a key role for the Committee is to take a pro-active stance in relation to the development of policy and to scrutinise

proposals in advance of implementation. The Committee therefore routinely scans the Forward Plan to identify any matters of interest that are worthy of scrutiny and discussion.

- 8.1 During the year the Committee pre-scrutinised the proposals relating to the Gainsborough Market.
- 8.2 Despite making recommendations to the Prosperous Communities Committee, as outlined in Section 5, the Committee did subsequently call this decision in. Work continues by the Prosperous Communities Committee.
- 8.3 To date the Committee have selected no further topics for advance scrutiny with a view to effecting and influencing policy decisions at the outset.

9 **Establishment of a South West Ward Working Group** – In response to a formal request from Council arising from a motion and question submitted, the Challenge and Improvement Committee established a South West Ward Working Group in the Autumn of 2015.

9.1 The terms of reference were:

“To review the effectiveness of the council and partner agencies approach to tackling incidents of anti-social behaviour and criminal activity in the south west ward of Gainsborough and work with these agencies to ensure that incidents are being dealt with efficiently and effectively within the context of the current powers and responsibilities available to the council and the partner agencies. On conclusion of the work to make recommendations to the Prosperous Communities Committee on how the approach to these incidents could be changed in order to improve efficiency and effectiveness”.

9.2 The group agreed that it would include the council's approach to out of hour's response to anti-social behaviour as part of this work.

9.3 The programme of meetings agreed were:

1. Review the current approach of the council, the policies that cover anti-social behaviour and the out of hours work and the data around the incidents of anti-social behaviour.
2. Review best practice – City of Lincoln
3. Talk to the partners involved – especially the chair of the south west ward steering.

9.4 The working group met three times during 2016/17 and at those meetings it:

1. Reviewed the current policies and approaches to tackling anti-social behaviour in the South West Ward with officers of the council.
 2. Examined best practice in dealing with anti-social behaviour.
 1. Reviewed the incidents of anti-social behaviour and criminal activity in the south west ward in the last 12 months and
 4. Reviewed the current partnership approach to tackling these issues in a meeting with the chair of the South West Ward Strategic Group.
- 9.5 It has also reviewed the council's approach to responding to out of hours complaints about noise and anti-social behaviour.
- 9.6 The Committee received a conclusion report in October 2016 and agreed a number of recommendations relating to service delivery. (report CAI.28 16/17 refers)
- 9.7 The Committee also requested at that time that they continued to be kept abreast of the situation regarding the tackling of anti-social behaviour in South Ward of Gainsborough
- 9.8 The next update report is expected in May 2017.

10 Establishment of a Joint Health Commission with the Prosperous Communities Committee

- 10.1 At its meeting in November 2016, following a request from the Prosperous Communities Committee, the Committee agreed to establish a Joint Health Commission.
- 10.2 The agreed principal objective of the commission and the timetable for this work are set out in the brief attached at Appendix A.
- 10.3 The collection and analysis of evidence is primarily led by members with logistical support from officers.
- 10.4 In the short time that the health commission have been established, there has been an emphasis on working with partners to improve health and wellbeing outcomes for residents of West Lindsey. Building those relationships and establishing the health commission has been the primary focus to date.
- 10.5 The Health Commission have agreed to focus on 6 thematic areas and future work will align to these. Officers and members are working closely together and this is really positive.
- 10.6 Examples of work undertaken to date include:

- Letters to key partners, stakeholders and boards to introduce the work of the commission and its focus – positive responses from many, leading to the development of a roundtable meeting scheduled for 10/4/17 with key stakeholders to discuss WLDC's role in 'prevention' and to better understand opportunities for future partnership working. Attendance to include Chair of Health and Wellbeing Board, Gainsborough Town Council, LPFT, ULHT, LCHS, Healthwatch
- Supported by the Health Coordinator to map health care provision across the district. This will help inform where the commission wishes to focus its future partnership engagement
- Engaged with CCG in respect of the STP
- Engaged with CCG in respect of joint working opportunities including raising GP awareness of services offered by the council
- Initial engagement with partner organisations regarding the wider determinants of health including ageing population, homelessness, mental health and disability network to raise awareness of the work of the commission, mutual understanding of objectives and to build relationships and networks for the benefit of communities.
- Formed a link between the commission and Lincolnshire health scrutiny committee to ensure flow of information. Assurance given to Chair of Lincolnshire Health Scrutiny Committee that the Health Commission remit will not overlap.
- Provision of guidance and steer in respect of officers work on future tendering opportunities, evidence from health commission engagement with GP's has helped to shape this work. Agreement at committee that the commission will continue to play a key role in supporting and guiding officers on specific areas of work
- Motion passed by council – rural weighting allowance for GP's – media interest and support from other rural authorities. WLDC has recently been invited to join a rural services network to discuss this with other rural local authorities
- Officer representation at health and wellbeing board pre meeting is enabling flow of information

10.7 It is clear that there are a number of areas we already have responsibility for as a district council that contribute to health and wellbeing – guided by the findings of the commission, this presents an opportunity for continuous improvement to do things better.

- 10.8 It is early days, but it has been a really interesting and busy couple of months on this work. Members in partnership with officers are working really hard.
- 10.9 The Health Commission are expected to make their first formal interim report back to the Committee in May 2017.

11. Conclusion and Look Forward to Next Year

11.1 At the Committee's last meeting of the 16/17 Civic Year, Members gave consideration to areas they may wish to incorporate into their work plan for 17/18. The Committee will be guided by its terms of reference in deciding the areas it needs to scrutinise. However it requested Lead Members and Officers to give further consideration to the following possible areas: -

- Rural Community Issues
- Neighbourhood Plan Support
- Closer to the Customer Programme
- Homelessness and the new Legislation

A themed approach, as previously used, will be adopted where appropriate. The work plan will be further developed between the Chair of the Committee and the lead officer following the annual Council meeting before being agreed by the Committee.

Public Body Scrutiny

The Committee will be looking to invite Acis back to address the Committee regarding partnership arrangements.

12 Other Areas

12.3 The Committee will oversee the introduction of the revised Performance and Delivery Monitoring Reporting and evaluate its effectiveness towards the end of the municipal year.

12.3.1 The Committee will continue to monitor progress with the Market Operations Options.

12.3.2 The Committee will continue to monitor progress in the South West Ward and the development of partnership arrangements.

12.3.3 The Committee will see the Health Commission work to a conclusion and formulate recommendations back to the Prosperous Communities Committee

12.3.4 The Committee will continue to respond to direct requests to undertake work made either by Council or the Policy Committees.

12.3.5 The Committee will continue to build on effective working relationships with Lincolnshire Police

13. Concluding Remarks

13.1 The past Civic year has been a busy one and the next one looks busier still! In conclusion, may I express appreciation to the Vice Chairmen and Members of the Committee who have shouldered the responsibility of scrutinising key areas of the Council's business with integrity and in a non-partisan manner. Thanks also go to Mr Ian Knowles for his help and support throughout the past civic year and all Officers who have regularly contributed to the work of the Committee.

Can I also thank all those outside agencies who have taken the time to attend our meetings and from whom we have learnt a lot.

And finally we recall the good work done by my predecessor Cllr Alan Caine who sadly passed away a few months ago.

Brief for Health Commission Version 2 – 11th October 2016

What is the basis of this work?

To enable maximum impact with the Council's limited resources and our ability as a facilitator to help join up various issues on health prevention and delivery where possible.

To use the Council's role as problem solver, advocate, influencer and service deliverer to safeguard and promote the health and wellbeing of the District's communities.

What is the evidence of need?

- Increasing ageing populations, with increasing frailty increases demand on health services.
- Ability to access services where transport is not available including pressures on ambulance services.
- John Coupland+ Hospital and GP's services finding pressure in terms of demand and limited budgets to meet demand in cost effective ways.
- Difficulty in recruiting GPs, consultants, nurses resulting in pressures on existing services and waiting times. Particularly different roles, such as nurse prescribers and practitioners.
- The NHS England led process for Sustainable Transformation Plans, requires CCG's and commissions to engage with District Councils along with other community stakeholders in developing future strategies, which is what the Sustainable Transformation Plan (STP) is about. For both the Humber and Lincolnshire regions, including further afield where communities of West Lindsey may be accessing health services.
- Funding for health infrastructure in growth areas where housing will increase such as Fringe villages and Gainsborough.
- Active community networks and volunteers play a role to support patients, carers and service users. The Council plays a strong role in community development and promoting community action.

SCOPE

The scope of the work will be to look at the following areas and make recommendations.

- Item 1. To understand how we can help with John Coupland Hospital and GP surgery services, specifically helping in areas of prevention and health condition management.
- Access and map GP provision across West Lindsey and the present pressures. Map primary care services offered in surgeries and health centres.
- Item 2. Understand the STP proposals and recommend how the Council can help in shaping changes that have impact on areas such as:
- Health care prevention
 - Condition management
 - Independent living and housing
 - Integrated, efficient services and facilities
 - Access to services
- Item 3. Examine best practice in West Lindsey and elsewhere. Map community networks in West Lindsey for:
- Sustainable community action by groups including support to community leaders.
 - Volunteering and type of areas priorities/network.
 - Role of opticians, dentists, chiropody, schools and other health service points in helping prevention and health condition management.
 - The plans and expectations of pharmacies given the recent funding cuts
- Item 4. Understand the mental health and recovery issues, especially how physical and mental health conditions are interrelated. The role community plays and can further play in:
- Crisis prevention
 - Recovery
 - Housing/employment and social issues
- Item 5. Examine best practice locally, nationally, internationally for helping condition management especially:
- Dementia care and management
 - Diabetes
 - Vascular/heart diseases
 - Other priorities for West Lindsey based on JSNA evidence of health

conditions in Lincolnshire and West Lindsey

Item 6. Examine the way independent living can be helped particularly role of:

- Adaptations (DFGs, NHS and LCC Services)
- Supported/Extra Care accommodation
- Respite Care
- Hospice Care

Outcomes

1. Better Council understanding of health and wellbeing issues, how addressed and the role we can play.
2. Recommendations to various bodies including the Council on future policy and action, particularly partnership with health services and community to particularly improve the community action and housing.

ACTION AND RESOURCING

The Council does not directly provide health services and this is not a statutory area. However, the Council has played a major role in terms of community action, ensuring grants to improve community infrastructure and groups and securing other funding through community groups. In terms of action and how this work is organised it is proposed that we look at the following options:

- a) A task and finish approach for each scope item. This would need three meetings to:

One: Scope who needs to be invited and what information needed.

Two: Examine and hear evidence.

Three: Recommendations for action, short and long term.

Each task group session could run in parallel. So,
January:

- Meet to scope for the GPs, Task and Finish item
- Examine JSNA and STP evidence.

February:

- Examine GPs provision including hearing from speakers.
- Scope next task and finish item and who to invite e.g. Best practice community and volunteering.

March:

- Make recommendations on GPs.
- Scope next task and finish.
- Hear best practice evidence for community/volunteering item scoped in February.

Membership of the Group

The group will comprise of Members of the Council who are either Members of the Challenge and Improvement Committee or Members of the Prosperous

Communities Committee or Corporate Policy and Resources and Committee
(2 from each preferable)

The Group will also have the ability to co-opt up to two independent/lay members if they consider this appropriate to the work they are undertaking as it progresses.

The number of Members who are on the group should be sufficient to represent the views of the Committees, but small enough to be manageable. Members who are designated to serve on the group should give this work priority as the group needs to maintain its representation through the course of its work.

In order to maintain momentum, the quorum for the Group will be 4 elected Members

Timeline

It is anticipated that the group will take up to a year to complete its work. This will take it past the next annual council meeting. Therefore if a member is selected to serve on this group then that member will serve on the group into the next municipal year (2017/18).

- 30 August 2016 – First draft of brief considered at PCC Chairs Brief for initial member input and shaping.
- 28th September – PCC Chairs Brief draft to C&I Committee Chairs Brief.
- 11th October 2016 – Final draft of brief considered at PCC Chairs Brief for sign off to PCC.
- 25 October 2016 – Brief approved by PCC.
- 2 November 2016 – Approved brief considered at Challenge and Improvement Committee brief for sign off to committee.
- 15 November 2016 – Brief considered by Challenge and Improvement Committee.
- By end of November 2016 – First meeting of the member group.
- December to May 2017 – meetings with stakeholders.
- May 2017 - interim position update report be submitted to the Challenge and Improvement Committee
- May to September 2017 – prepare final report.
- October/November 2017 – Final report presented to PCC.

**Feedback from Representatives appointed to serve on
Outside Bodies 2016-17**

Gill Bardsley	Sure Start Gainsborough Partnership Board
	Acis Housing Group Local Management Board (Gainsborough reserve)
	Gainsborough Old Hall Partnership
	Gainsborough Town Centre Partnership
	West Lindsey British Trust for Conservation Volunteers
	West Lindsey Churches Festival
	West Lindsey Dementia Action Alliance

Surestart Gainsborough Board

Following the restructuring of Children's Services in the County, the Board has effectively been in abeyance. A meeting is to be held shortly to reestablish it, and representation from WLDC will continue.

ACIS

As a reserve member, I have not been closely involved in the changed relationship between ACIS and WLDC

Gainsborough Old Hall Partnership

There has been no meeting in the last twelve months, although I understand the Partnership will continue.

WL - TCV

Reorganisation here too, and a new Green Spaces Network is being developed by WLDC with TCV as a key member. Councillor representation will continue.

West Lindsey Churches Festival

This year's brochure has just been launched, as well as an improved website - the Church Open Weekends in May will be manned by a large body of enthusiastic volunteers, as in previous years . It is a popular event attracting tourists to the area. WLDC's support for the Festival is very much appreciated.

Dementia Action Alliance

The focus on spreading awareness through the Dementia Friends training within West Lindsey has continued. Support initiatives are shared, and links to national picture highlighted.

Sheila Bibb	Gainsborough Community Hotel
	West Lincolnshire Community Safety Partnership Strategic Group

	West Lindsey British Trust for Conservation Volunteers
	Acis Housing Group Local Management Board (Gainsborough)
	Trustees of Charles Cooper Trust (to 2019)

Gainsborough Community Hotel:

This group has met regularly throughout the year and things were progressing very well. After looking at 6 different sites one was agreed upon and the landowner/business concerned seemed keen to be a part of the scheme. Consequently a feasibility study was commissioned from the University of Lincoln. This supported the idea of a community hotel on the site proposed. At this point the proposed business partner had a change of heart (we believe in connection with other business plans) and as a result withdrew their support. This has left us back where we started from – looking for a suitable location. The board will meet again soon to see what, if any, progress has been made and will then make a decision on the future of this enterprise.

West Lincolnshire Community Safety Partnership Strategic Group:

This group has not met regularly this year as there have been changes to the structure of the Lincolnshire Community Safety Partnership which is a statutory body and effectively an umbrella group to which the WLCSP reports. I, along with Kate Hearn or other designated officer, attend the LCSP meetings regularly and am therefore able to feed in any local information or concerns. However, we need to decide once and for all on whether the WLCSP is continuing, or whether there is a better way of contributing to LCSP. I am especially mindful that the SWW Strategic Group has now widened its remit and effectively serves a similar function.

Trust Conservation Volunteers:

Cllr. Bardsley and I represent WLDC on this, and there have been changes here too this year. We now deal direct with Alex Hewins from Area and also Darren Nortcliffe who works locally with volunteers. There have been some training days and a lot of work has gone into Mercer Wood, as well as Theaker Ave and Pit Hills. Meetings now take place as part of West Lindsey's Open Spaces Group.

Acis Housing Group Local Management Board:

I have attended meetings of the LMB throughout the year and have been increasingly frustrated as they accomplished little and reports from officers gave little assurance. Following a change in personnel at the top in Acis, the decision was taken to do away with the LMB and to instead involve a lot more tenants in online and focus group discussions. As a result the final meeting of the LMB was held at the beginning of March. This leaves the question of how we, as a council, monitor Acis performance (from a members perspective). To resolve this a meeting has been scheduled on 11th April between Paul Wollams (Acis), Michelle Howard, Cllr. Milne and myself to resolve this issue.

The Charles Cooper Trust for Housing:

The board have met as needed and also carried out inspections of the properties. At the moment all are tenanted and things seem to be going smoothly thanks to the dedication of the clerk to the Trustees. We have been approached regarding the possibility of taking over some nearby Almshouses and further information on this is being sought.

Owen Bierley	Age UK Lindsey - East and West Lindsey Divisional Committee
	Humberside International Airport Consultative Committee
	Lincolnshire Branch of the Campaign for the Protection of Rural England
	SPARSE

Age UK Lindsey

Age UK Lindsey is a Registered Charity (Number 1079691) working to improve the lives of older people in East and West Lindsey. It is an independent, local Charity, though it is a brand partner of Age UK, the national Charity. Mr Andrew Storer, who has been in post as Chief Executive Officer for a year, has already made a huge impact through the determination and vision he has brought to his role. He enjoys the support of a highly able and committed team of officers, reflecting our stated aim to be an employer of choice. We participate successfully in the 'gift aid' scheme, accept payments by credit and debit cards and offer a direct debit payment facility further simplifying service delivery.

Age UK Lindsey is proud to be completely self-supporting. Income is generated through our own seven shops, from bequests, donations and special events and from other trading activities such as insurance arrangement. Grants from various sources are used to deliver specific projects. The shops are always most grateful to receive any goods donated for sale, whilst it is always nice to spot that 'must have' item on the rails or shelves! The Gainsborough shop, at 20 Church Street, was recently significantly improved and upgraded. The Charity is also a substantial employer in such a large rural area, with both salaried and hourly paid staff, supported by many dedicated volunteers.

Our Information and Advice Officers offer assistance completely without charge, primarily through home visits. Their work resulted in the acquisition of an annualised amount of over £3 million of previously unclaimed entitlements for older people in the nine months to December 2016 alone; money that clearly and demonstrably benefits the local economy. We have Access Centres in Horncastle and Louth and offer a visiting befriending service. The Independence at Home Service offers support in fulfilling everyday tasks such as cleaning, laundry, prescription collection and shopping, all helping older people to maintain their independence and remain in their own homes for as long as possible.

Board Meetings are held in the Community Centre, Manor House Street, Horncastle every other month. A Summer Festival is held each year, normally at the Petwood Hotel in Woodhall Spa. This year it will be on Tuesday, 11th July, commencing at 10.00 a.m. Other meetings and special events are regularly organised throughout East and West Lindsey. This is an especially exciting time to be involved because the Board is presently working on two hugely significant projects, through an agreed Strategic Plan, that will enable us to reach out to and support even more of our older people in the future. For further information please visit our website at: <http://www.ageuk.org.uk/lindsey/>

CPRE Lincolnshire Branch

The Lincolnshire Branch of CPRE (Campaign to Protect Rural England) has not made contact at all this year and may presently be dormant.

Humberside Airport Consultative Committee

Meetings of the Airport Consultative Committee are held in the Kirmington Suite at the airport twice a year, providing an opportunity for in-depth discussion between airport officials and elected members from all tiers of local government as well as other stakeholders.

Business at the airport was sustained during the economic downturn by its strategically important offshore services. There are clear opportunities to build on that success if it becomes the long-term operational base for the Hornsea Project, the construction phase of which begins next year.

The ambition and drive of the management team is clear, with staff taking justifiable pride in the consistently high ratings given by users for the quality of the airport experience. Humberside now hosts two search and rescue helicopters, operated by Bristow Helicopters using Sikorsky S-92 aircraft.

A new Hampton by Hilton hotel on the business park is nearing completion and is due to open later this year, further underlining the importance of both the airport and the wider site to the local economy. For further information please visit the website at: <http://www.humbersideairport.com/>

SPARSE Rural / Rural Assembly

Rural Services Network is now the only body that represents rural areas, their activities and concerns, throughout the country. Rural Assembly and SPARSE Rural meetings are held in Westminster and now alternate on a three-month cycle. The small but very able and highly committed RSN team also arrange subject-based events throughout the country and are solely responsible for the organisation and delivery of the annual Rural Conference. The website at <http://www.rsnonline.org.uk> contains a wealth of information and includes pages specific to West Lindsey. Weekly news and comment and monthly focus publications are available by email to all members. Local Councils within the District receive membership through our own, the value of which really cannot be overstated.

Analysis of the figures on which the Local Government Finance Settlement is based clearly show that rural authorities are significantly less well funded than their urban counterparts despite the higher costs of delivering services. Work to reduce this discrepancy through the Fairer Funding Campaign, both now and for the future continues and is an absolute priority for SPARSE Rural. In 2016-17, for example, our Council benefited from a one-off increase in funding of £354,223.46 through the Rural Service Delivery Grant; however that was as a result of the specific circumstances pertaining at the time rather than any fundamental change in the relevant funding formulae. The case for that change remains to be accepted and embedded by government. It is not related to the four-year settlement.

In regard to other matters of concern, national representatives of key organisations are invited to give presentations at Rural Assembly meetings. Recent examples include Calor, Ofcom, Post Office Ltd and Stagecoach. Support for West Lindsey's call for the introduction of a rural weighting allowance to promote the recruitment and retention of General Practitioners has been agreed and is presently being coordinated. An online Rural Sounding Board, established to assist in shaping and influencing policy, is working well. In the year ahead much evidence and not a little lobbying will doubtless be required to help ensure that a fair and equitable formula for Business Rate Retention is achieved.

This work is of particular significance in areas such as Lincolnshire owing to our two-tier structure.

Matthew Boles	Gainsborough Adventure Playground Association
	Groundwork Creswell, Ashfield and Mansfield

Groundworks - are looking to streamline the board and remove council representation.

GAPA - continue to operate in testing financial circumstances, due to the unexpected withdrawal of some funding streams. However due to the hard work and dedication of the staff and volunteers they continue to offer a brilliant service to some of the most disadvantaged children and families in Gainsborough & West Lindsey. The recently opened Nursery is continuing to go from strength to strength and is helping the finances steady slightly.

David Cotton	Lincolnshire Waste Partnership
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No feedback received.

Steve England	Upper Witham Internal Drainage Board
	Witham Third Internal Drainage Board

UPPER WITHAM & UPPER WITHAM 3rd DRAINAGE BOARDS

Both boards meet every three months, plus one shared annual inspection visit on site. There is usually an additional away day again shared to update board members on changes to legislation, latest technical developments etc.

All the Witham drainage boards share management and staff but not board members, who represent specific areas in which the boards operate. This works extremely well. Each board have separate accounts that are presented in a clear and understandable way to members, and at each meeting members are updated in writing and verbally, on financial and operational matters. Questions are always answered in the same clear manner.

I am impressed by the forward planning both fiscally and operationally that is so clearly evident, and indicative of good management. This also shows in the boards excellent track record of staff retention.

Future plans are the combining of the depot/engineering site and the offices. At present they are miles apart, and this is recognised as a block to governance and operational requirements. It has been a problem in finding a suitable site, but this hopefully is resolved, and at the next board meetings there will be more information.

Ian Fleetwood	Witham Third Internal Drainage Board
	Groundwork Creswell, Ashfield and Mansfield (reserve)

Witham Third District Internal Drainage Board are responsible for policy implementation, sound governance arrangements, professional advice, the operational management of maintenance programmes and improvement schemes and for developing partnership relationships with other Lincolnshire Flood Risk Management Authorities. The Board comprises of a mix of 15 members appointed by City of Lincoln Council, West Lindsey District Council and East Lindsey District Council and 14 members elected by the occupiers of land in the district. There are 18 pumping stations protecting property, agricultural land and critical infrastructure in the drainage board district of 15,196 hectares.

Paul Howitt-Cowan	Health Scrutiny Committee for Lincolnshire
	West Lindsey Churches Festival
	West Lindsey Dementia Action Alliance
	Heritage Trust of Lincolnshire
	Trustees of Charles Cooper Trust (to 2018)

HEALTH SCRUTINY

Appointed January 2017 in succession to Cllr Rollings. All District Councils have representations at County level. Meetings at County Hall, Lincoln Chaired by Cllr Christine Talbot

Jan 11

Feb 15

March 15

March 1 & 8

a member working group Congenital Disease Consultation to save the department at Glenfield Hospital, Leicester which serves Lincolnshire and especially patients in WLD

Important Subjects:

Lincolnshire Sustainability & Transformation Plan -

The future of the Congenital Heart Dept at Glenfield , Leicester NHS wish to close this department moving the work to Birmingham /Leeds

The above were subject to detailed scrutiny and unanimously opposed.

Received reports from a plethora of health services;

Mental Health

Ambulance

St Barnabas Hospice

Butterfly Hospice Skegness

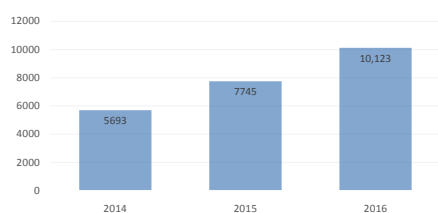
The future of Pharmaceutical services

The creation by WLDC of a Health Commission did raise suspicions that the district was homing in on what is a County matter, until a letter was received from WLDC clarifying the position.

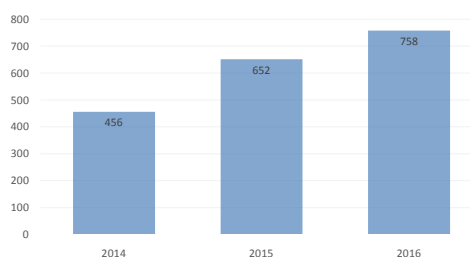
Next meeting June 2017 after the County Council Elections

West Lindsey Churches Festival

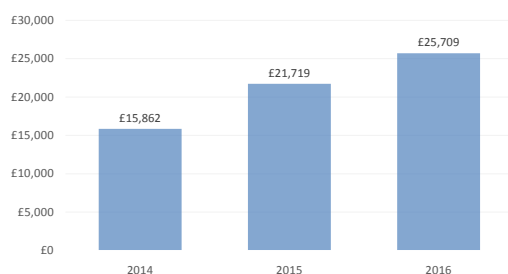
Visitor Numbers



Volunteer Numbers



Income



Chairman Cllr PDJ Howitt-Cowan

Vice Chairman Linda Patrick

Hon Secretary Helen

Treasurer Mr Roy Butterworth

Representatives WLDC Cllrs Bardsley & Howitt-Cowan

Sponsors: WLDC, Systematic Print

Website:

Meeting Dates 2016/17

The Churches Festival is now in its 21st year

AGM 28th September at Nettleton Village Hall – the current committee was returned with one new member, & reports submitted by the officers before a 'faith lunch'.

12 October 2017 at Festival Hall Market Rasen

25 January 2017 at Festival Hall Market Rasen

1st March 2017 at Middle Rasen 'Stuffing Day' ie preparing all brochures, leaflets etc for distribution.

8 March 2017 WL Churches Conference held at Hemswell Court and attended by over 100 delegates. One of the speakers focused on God's Acre ie the biodiversity within the grounds of churches, chapels & meeting houses adding a new dimension to the 'offer' during the open churches festival

2017 Festival - West side 13/14 May - East Side 20/21 May

CHARITY OF CHARLES COOPER FOR ALMSHOUSES INCLUDING AUGMENTATIONS OF JOHN EVERITT COOPER

Provide almshouses - accommodation for needy people who are living in or native of Gainsborough or Misterton.

Trustees

Gainsborough: Mr M Tinker , Cllr J Rainsforth, Cllr S Bibb, Cllr PDJ Howitt-Cowan,
Misterton:Mr I Keat , Mrs V Batty

Charity Commission Classifications

PEOPLE WITH DISABILITIES, PROVIDES BUILDINGS/FACILITIES/OPEN
SPACE, ELDERLY/OLD PEOPLE, ACCOMMODATION/HOUSING

Governing Document

SCHEME OF 27 NOVEMBER 1979

The Trust has two properties; Rectory Ave & Morton Terr Gainsborough offering
accommodation for 6 people.

Attached is the Financial Statement for the Year ending 31/12/2016

RETIRING CHAIRMAN & TRUSTEE

Mr Mick Tinker retired as Chair at the March meeting after serving on the Trust for just
over two decades. Appreciation was expressed by colleagues for his sterling work during
those years and of late as Chairman. He considered his association with the Trust as one
of the most rewarding times in his years of public service. During his chairmanship he took
finances by the reins and improved them and due to his local contacts enable the
almshouses to receive quality repairs. He leaves an encouraging legacy on which future
trustees can build on In May he retires as a trustee, leaving a vacancy from WLDC.

The Trustees elected Mr PDJ Howitt-Cowan to succeed Mr M Tinker

MEMBERSHIP OF THE ALMSHOUSES ASSOCIATION formed in 1946

is a support charity representing 1,700 independent almshouse
charities throughout the United Kingdom providing homes for over 35,000 people

The Charles Cooper Trust has now joined this Association.

**MARY FROW ALMSHOUSES WITH THE JOHN ROBINSON MEMORIAL CHURCH
MAINTENANCE AND CARE OF THREE ALMSHOUSES IN GAINSBOROUGH.**

Charity Number [213701](#) Date Registered 1963-01-21

Governing Document

WILL PROVED IN THE P.R. ON THE 8TH SEPTEMBER 1922. SCHEMES OF
3RD FEBRUARY 1925, 15TH JANUARY 1969 AND 3 NOVEMBER 1982. AS
AMENDED BY A SCHEME OF THE COMMISSIONERS DATED 19TH
SEPTEMBER 2005

Exploratory talks have been entered into at the request of its trustees to take on the
responsibility of these almshouses in Gladstone St Gainsborough.

The Trustees are exploring the nature of the Trust ie whether the Trust is held by WLDC,
this is on going.

PDJ Howitt-Cowan

Chairman of the Charles Cooper Trust

CHARLES COOPER TRUST		Balance Sheet for Year ending 31 December 2016	
Registered Charity No	A Member of the Almshouse Association		
INCOME			
Balances in the Bank	31/12/16	RATES	
		Anglian Water	£1, 198.32
Curent Account	£12, 890.35	Severn Trent	£531.81
Business Reserve	£1, 207.86		<u>£1,730.13</u>
Business Reserve	£51, 258.80		
	<u>£65,357.01</u>	EXPENSES	
		Insurance	£884.11

Contributions	£10, 582.64	Honorarium	£2,250.00
		room rent	£27
Interest		Advertisements	£111,50
Business Interest	53	Alms House Ass	£66.00
Business Reserve	£3.84	Petty Cash	£20.00
80 Day	£114.42		<u>£3,358.61</u>
	<u>£118.79</u>	<u>Property Maintenance</u>	
		Gas Checks	£305.00
BALANCES IN BANK 31/12/2016		Exterior Painting	£800.00
Current Acct	£4,797.25	New Boiler Repairs	£1, 876.00
95 Day LiquidManager	£60, 114.42	Rewiring Hall Flat 2	£290.00
Business Reserve	£1,262.64	New Gate	£234
Business Reserve	£1, 208.39	Smoke Alarm	£4.00
		Clean Gutterings	£35.00
		Remove Wasp Nest	£42.00
			<u>£3587.00</u>
	<u>£67, 382.70</u>	TOTAL	<u>£8, 675.74</u>

HERITAGE LINCOLNSHIRE



ADVISORY AND LIAISON COMMITTEE of the Heritage Trust of Lincolnshire

Meeting Dates

November 2016 at Community Lincs Sleaford
22 February 2017 at Old School, Heckington

Proposed dates of meetings in 2017

17th May 2017, 2.30pm

Summer visit in July 2017 (time/venue to be confirmed)

22nd November 2017, 2.30pm

All meetings (except the summer visit) will be held at the Old School, Cameron Street, Heckington

An Armed Forces Covenant grant of £20,000, a grant of £24,000 from the LCC Learning Board and another of £8,000 from West Lindsey District Council have all been confirmed as match funding contributions towards the **Layers of History project**. We are very grateful for this support and are awaiting confirmation from the Heritage Lottery Fund so we can begin the project. A shortfall in funding will still exist, but it is intended to initiate a crowd funding campaign and make a small charge for some of the events and activities within the project

Heritage Open Days were successfully delivered in September, with over 180 events happening across the county. Visitor numbers are now being collated and although the weather was poor on the Saturday, feedback suggests events were well attended.

Another successful Heritage Open Days festival was held in September 2016, including a very well attended Heritage Music Micro-festival, which looks likely to be a regular HODs event from now on. Many organisers reported higher than average visitor numbers and National Trust Gunby Hall reported that it had been their busiest day ever. Many feedback are including comments confirming that the heritage sites in the north of the county were much better represented and distribution of the brochures was much improved.

11.2 Another Heritage Open Days volunteer has been recruited to assist with the registration of events and other administration tasks for the event in 2017.

The South Lincolnshire Walking Festival was launched at Willow Tree Fen in partnership with Lincolnshire Wildlife Trust on the 24th September. It was attended by over 80 people and was a successful event

Lincolnshire Wolds Walking Festival

i) Attendance at the 12th Lincolnshire Wolds Walking Festival has now been confirmed at 3829 participating in 113 walks with 92% of attendees coming from the Lincolnshire area.

ii) Work on the 2017 festival is well underway, with the launch venue (Claxby) and finale venue (Tetford) now secured. Walk submissions are being received and new opportunities explored to increase participation by younger people, as still only 2.5% of people aged 18 and below take part

Financing the festival in the future is being developed following the withdrawal of local authority funding. This year participants donated £1,200 in response to brochure and website requests but it is clear that additional walker-generated income is required to augment partner funding, sponsorship, advertising and possible grants. Currently the 2017 festival has a £2,500 funding gap. However, the LWWF and the SLWF is included in Lincolnshire County Council bid to the Department of Transport Access Fund. If successful, this project should secure joint funding (£12,700 per annum) between April 2017 – March 2020.

South Lincolnshire Walking Festival

i) The South Lincolnshire Walking Festival is in full swing and the new slim-line booklet has received good feedback. This reduced the cost of printing from £4,000 to £500. North Kesteven District Council have expressed an interest in becoming more involved, if the festival returns in 2017, and might be able to help financially. A meeting will be setting up once the festival is over and there is some 2016 data to share with them.

ii) BBC Radio Lincolnshire have been promoting the walking festival as part of their 'Walk a Million' campaign and will be broadcasting live from the Boston walk and Hussey Tower on Friday 14th October.

2-4 Market Place, Caistor (former Co-op)

i) The completed Options Appraisal report has been submitted to Caistor Town Council.

This was not completed to our satisfaction as the owners, Lincolnshire Co-op, did not fully support the final stages of the process. A meeting is being arranged to attempt to resolve the situation.

Stuart Kinch	Acis Housing Group Local Management Board (Rural reserve)
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Reserve only

Angela Lawrence	Lincolnshire Wolds Countryside Management Project
	Trustees of Dixons Almshouses (to 2019)

Lincolnshire Wolds Countryside Service

The Lincolnshire Wolds Countryside Service currently comprises a team of four core staff and undertakes a work to protect and enhance the nationally protected, locally managed, Lincolnshire Wolds Area of Outstanding Natural Beauty and its surrounding Wolds Character Area. Work is undertaken under the direction of the JAC partnership and commonly involves a wide range of organisations, landowners and the local community.

Representation involves attending the Lincolnshire Wolds Joint Advisory Committee which convenes twice a year, usually in Rothwell and attending the Joint Management Group which meets quarterly, usually in Louth and its various sub groups.

The JMG reviews the partnership budgets, work programmes and any sustainable development fund grant applications that have been received from local groups, organisations and businesses.

The JAC meets to formally review budgets and various AONB partnership activities. Representatives include local authorities, landowners, national organisations e.g Historic England and other stakeholders eg Forestry Commission and National Trust.

Dixon's Almshouses Holton-le-Moor

A small committee of the local landowner (Chairman), the vicar, local residents and myself.

The committee meet twice a year or when required, to oversee the running of four almshouses in the village. There is a trust fund for the houses and the committee make decisions on lettings, budgets, repairs, improvements etc.

As the meetings are very local they are not inconvenient and the presence of a District Councillor is sometimes useful but not necessary.

Hugo Marfleet	Lincolnshire Forum for Agriculture and Horticulture
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No feedback received

Giles McNeill	Lincoln Area Dial-a-Ride Management Committee
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Lincoln Area Dial-a-Ride Management Committee

I have continued to represent the Council on the Lincoln Area Dial-a-Ride committee. We continue to support this essential service for elderly, vulnerable and disabled citizens to the tune of £9k per annum which represents excellent value for money.

In future we are committing to providing a grant of £10k to partially pay for a staff member to be employed to build the client base and increase revenue streams and support sustainability, in partnership with the other local authorities.

Pat Mewis	Scunthorpe & Gainsborough Water Level Management Board
	West Lincolnshire Domestic Abuse Service

Domestic Abuse Service:

Funding is always an issue for this very important Organisation, providing a range of services to meet the ever growing demand for complex support against Domestic Abuse across Lincoln and West Lincolnshire. Various streams of income from Local Government, local and National Foundations, Lloyds TSB and various charitable contributions and grants are somehow juggled constantly for it to be able to continue in helping those needing to access a diverse range of support.

Independent D.A. Advisors, Refuges, administration, volunteer mentor’s expenses, floating and outreach support staff, Office and conference areas are just some of the examples of the strain on resources. The Charity is consequently looking to investigate in identifying some further income diversification.

MARAC (multi Agency risk assessment conference) meetings have shown the significant rise in referrals to them, which is impacting on agencies and the MARAC admin team, in the region of 20% over the last year.

A new Project has been proposed that will offer 11-18 year olds “help to live a life free from D.A.”, it is hoped to be achieved by going into schools, colleges and universities and giving talks and presentations on Domestic Abuse. £500 to launch this project is on its way from the Councillors Initiative Fund.

Scunthorpe and Gainsborough Water Level Management Board.

The Board meets Quarterly and is made up of Officers and Councillors from North Lincolnshire Council and West Lindsey Council, Environment Agency, Employees of the Shire Group of IDB’s and Landowners. Updates and future plans are discussed for work to be carried out across the area depending on the various Agencies responsible. These will include general maintenance of the waterways and drains and areas near to them, flood alleviating measures, pumping stations, and Tender contracts.

Jessie Milne	Acis Housing Group Local Management Board (Rural)
	Trustees of Francis Barker Trust (to 2018)
	Trustees of Gainsborough Education Charity (to 2018)
	Trustees of W G Rose Memorial (to 2018)

Acis Housing Group Local Management Board (Rural)

This is now disbanded – we will be meeting with Paul Whittham to see where we are going.

Francis Barker Charities

We meet twice a year to allocate the funds to students who send in requests for funding to help with the cost of either books, travel or materials for their work.

Judy Rainsforth	Local Crime Prevention Panel
	Trustees of Francis Barker Trust (to 2017)
	Trustees of Gainsborough Education Charity (to 2017)
	Trustees of W G Rose Memorial (to 2017)
	Trustees of Charles Cooper Trust (to 2019)

Local Crime Prevention Panel (Gainsborough Sub Division)

The Crime Prevention Panel meets four times a year and continues to work alongside Neighbourhood Watch and the Police by assisting the public with their security issues, offering advice, distributing leaflets, personal alarms, and marker pens.

Trustees of the Charles Cooper Trust

The Trust meets three times a year and is responsible for the letting, inspections and maintenance of the flats owned by the Trust in Morton Terrace and Rectory Avenue, Gainsborough.

Trustees of Gainsborough Educational Charity / Trustees of Francis Barker Charity / W.G.Rose Memorial Trust

The above are held together in one meeting, twice a year.

Trustees of the Gainsborough Educational Charity

The Trust allocates grants to Gainsborough students both at school and University, enabling them to buy uniforms, books, sports gear, musical instruments etc. and go away on educational visits.

Francis Barker Charity

Gives grants upon request, to local charities, voluntary groups and organisations.

W.G.Rose Memorial Trust

Allocates funds to Queen Elizabeth High School for special items and projects.

Tom Regis	Lincolnshire Wolds Countryside Management Project
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Lincolnshire Wolds Group are doing well even though Government cuts have made things harder from an expenditure point of view. The Group is efficiently and diligently run by its management who have adapted well to the current economic climate.

Lesley Rollings	District Health and Wellbeing Network
	Healthwatch Provider Network Meeting (West Lincs)
	Lincolnshire Sports Partnership

No feedback received

Lewis Strange	Robin Hood Doncaster Sheffield Airport Consultative Committee
	Wolds Community Transport Association Limited

ROBIN HOOD airport.

This regional airport goes from strength to strength and if travelling from there is a user friendly experience local and far reaching –it is a gateway to many destinations without the grind of airport journeys out of area, and it is growing in popularity year on year. The major growth is on their freight cargo handling, and I was amazed at that size of a Russian cargo plane on the tarmac. I strongly support our tourism team in accessing some wall space for advertising the delights of West Lindsey such as the Old Hall, our antique centres and the Wolds.

Wolds Community Transport Association Limited

Wolds Binbrook community bus -serving several of our communities in the Wolds We nowadays have no funding input from WLDC which is a shame as this group have managed to source a new mini bus, about to be launched to serve Brookenby and our outlying communities, as well as East Lindsey where it will usually be found around Louth. It is slightly embarrassing attending meetings and not having any financial support to offer, from WLDC even an amount to help with running costs, would show we care!

Jeff Summers	Ancholme Internal Drainage Board
	District Councils' Network
	East Midlands Council
	LGA General Assembly
	PATROL (CPE)
	Pensions Committee
	Scunthorpe & Gainsborough Water Level Management Board

Gainsborough & Scunthorpe + Ancholme IDB.

My membership of these two committees is very similar in terms of functionality. I have been at the heart of decision making, often leading debate on subjects such as flood prevention, highland water contributions and the need to plan for the future with reduced budgets. Where will the finance come from in the future? I have attended regional meetings with various agencies in Leeds and Hull presenting a case for Nth Lincolnshire as a whole ref the water super highways, Humber and Trent. It is imperative West Lindsey has a seat and a voice at these meetings.

DCN, LGA, EMC and Pensions Committee

As the council representative for the DCN, LGA, EMC and Council Pension Fund it is so important for the council leader to be involved to enable a better understanding of the direction of business. We are greatly influenced by the National Agenda and must have an opportunity where ever possible to influence the direction of travel, helping to make sure our rural communities are considered appropriately at all times.

Anne Welburn	Lincolnshire Police and Crime Panel
	East Midlands Council (reserve)

Police and Crime Panel

This year has seen the election of a new Police and Crime Commissioner, the appointment of a Deputy PCC and a new Chief Constable, who joined in February 2017 and is quickly making his mark on the force. I was also involved in the interviewing process for a new Independent Panel Member.

The big issue is still the funding formula and how this may affect the government grant for the Lincolnshire Police and it will be at least 2017/2018 before this is introduced. It has been acknowledged that our Police Force offers good value for money and is an efficient force. The latest HMIC report is good overall but there are still some areas for improvement which will form the main focus for scrutiny in the coming year.

The Blue Light and East Midlands Collaboration Projects are still moving forward and I will keep Councillors updated as appropriate.

Angela White	Lincoln and District Citizens' Bureau Finance Sub-Committee
	West Lindsey Citizens' Advice Bureau Executive Committee
	Health Scrutiny Committee for Lincolnshire (sub)

Lincoln & District Citizens Advice

I have attended all meetings of the Finance Committee of Lincoln Citizens Advice.

They have completed pension arrangements for their paid staff.

They have had to make considerable savings this year in order to meet a reduced budget. I attended the A.G. M. and advised them to ask Lincoln City Council if they could use the Guildhall next year.

They are providing a good service to the local community and send information to Grant White.

Although, Lincoln City Council pay a considerable grant to this organisation, no representative has ever attended a meeting of the Finance Committee.

West Lindsey Citizens Advice

I have attended the A.G.M. and the breakfast meeting with the councillors.

They are extremely efficient and well-organised. The manager has obtained a Rural Grant, and with this has been able to appoint an adviser for the numerous Outreach sites they have. These are listed on their website.

They have also been awarded a contract for telephone advice.

Clients benefit from their office in the Guildhall, as they can obtain a speedy referral. I have also met the manager informally when seeing her here.

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CHALLENGE AND IMPROVEMENT COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To agree to the appointment of two Vice Chairmen
4. To elect a Vice Chairman for the Civic Year.
5. To elect a further Vice Chairman for the Civic Year.
6. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015, and amended 4 May 2017, see below.

	Cttee date
Tuesday	23 May 2017
Tuesday	27 June 2017
Tuesday	5 September 2017
Tuesday	10 October 2017
Tuesday	14 November 2017
Tuesday	9 January 2018
Tuesday	21 February 2018
Tuesday	4 April 2018
Tuesday	23 May 2018

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

CHIEF OFFICER EMPLOYMENT COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings.

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

CORPORATE POLICY AND RESOURCES COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015 and amended 4 May 2017, see below.

Day	Cttee date
Thursday	15 June 2017
Thursday	27 July 2017
Thursday	21 September 2017
Thursday	9 November 2017
Thursday	14 December 2017
Thursday	11 January 2018
Thursday	8 February 2018
Thursday	12 April 2018
Thursday	10 May 2018

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

GOVERNANCE AND AUDIT COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015, see below.

	Cttee date
Tuesday	20 June 2017
Tuesday	25 July 2017
Thursday	14 September 2017
Tuesday	7 November 2017
Tuesday	16 January 2018
Tuesday	13 March 2018
Tuesday	17 April 2018

5. To note that a training session at which Members of the Committee will be required to attend, will be arranged and further details will be circulated in due course.

***Note** Once appointed to serve or substitute on the above committee, members must receive training prior to approval of the annual statement of accounts.

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2017

LICENSING COMMITTEE AND REGULATORY COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015, and amended 4 May, see below.

As set out in the Review of the Constitution, Licensing and Regulatory now comprises two separate Committees. The dates set out below will be utilised by whichever Committee requires them, dependent upon the business.

Day	Cttee date
Thursday	19 June 2016
Tuesday	19 September 2016
Tuesday	12 December 2016
Thursday	15 March 2017

As set out in the Review of the Constitution, Sub Committee hearings for either Licensing or Regulatory reviews or applications will be held as and when required and will comprise three Members (plus one reserve) from the above parent committee/s.

5. To note that a training session at which Members of the Committees will be required to attend, will be arranged and further details will be circulated in due course.

Note Any Member wishing to serve or substitute on this Sub/Committee must have undertaken such training as deemed appropriate by the Monitoring Officer, and as a minimum, within the previous two years of the date of the meeting.

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

PLANNING COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015, see below.

Day	Cttee date
Wednesday	31 May 2017
Wednesday	28 June 2017
Wednesday	26 July 2017
Wednesday	23 August 2017
Wednesday	20 September 2017
Wednesday	18 October 2017
Wednesday	15 November 2017
Wednesday	13 December 2017
Wednesday	10 January 2018
Wednesday	7 February 2018
Wednesday	7 March 2018
Wednesday	4 April 2018
Wednesday	2 May 2018

5. To note that a training session at which Members of the Committee will be required to attend, will be arranged and further details will be circulated in due course.

Note Any Member wishing to serve or substitute on this Committee must have undertaken such training as deemed appropriate by the Monitoring Officer, and as a minimum, within the previous two years of the date of the meeting.

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

PROSPEROUS COMMUNITIES COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To agree to the appointment of two Vice Chairmen
4. To elect a Vice Chairman for the Civic Year.
5. To elect a further Vice Chairman for the Civic Year.
6. To determine the normal time of commencement of the meetings, dates of which were approved by Corporate Policy and Resources in 2015, see below.

Day	Committee date
Tuesday	6 June 2017
Tuesday	18 July 2017
Tuesday	12 September 2017
Tuesday	24 October 2017
Tuesday	6 December 2017
Tuesday	30 January 2018
Tuesday	20 March 2018
Tuesday	1 May 2018

M Gill
Chief Executive
The Guildhall
Gainsborough

27 April 2016

STANDARDS SUB COMMITTEE

1. Apologies for absence.
2. To elect a Chairman for the Civic Year.
3. To elect a Vice-Chairman for the Civic Year.
4. To determine the normal time of commencement of the meetings.
5. To note that a training session at which Members of the Committee will be required to attend, will be arranged and further details will be circulated in due course.

Note : Meetings will be organised as and when necessary in consultation with members of the Sub-Committee.

Note : Any Member wishing to serve or substitute on this Committee must have undertaken such training as deemed appropriate by the Monitoring Officer, and as a minimum, within the previous two years of the date of the meeting.

M Gill
Chief Executive
The Guildhall
Gainsborough

28 April 2016