West Lindsey District Council

Constitution of West Lindsey District Council

Appendices

Appendices

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ROLE DESCRIPTION

CHAIRMAN

Ways of Working

The role of Chairman will involve the following:

- carrying out all duties in a way which is, and is perceived as being, politically impartial, including abstaining from voting in Council meetings in most circumstances;
- carrying out all duties in a way which does not compromise the integrity or position of the office of Chairman and maintains its historical and ceremonial traditions;
- standing and speaking for the shared interests of the local community;
- engaging with all sections of the local community;
- chairing meetings of the Council in a way which safeguards the ability of elected members to hold office holders to account (i.e. as the guardian of local democracy);
- ensuring that the principles of equality and fairness are integral to all actions of the chairmanship;
- taking a full part in training and development programmes to ensure that this role is undertaken as effectively as possible;
- making appropriate use of Information and Communications Technology as a means of effective communication;
- being accessible to all sections of the community.

Duties

These include the following:

- To uphold and promote the purposes of the Constitution, and to interpret the application of the Constitution to Council meetings when necessary;
- To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;

- To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not in positions of responsibility are able to hold office holders to account;

- To promote public involvement in the Council's activities;

- To attend such civic and ceremonial functions as the Council and the Chairman determines is appropriate;

- To act as the representative of the area (i.e. ambassadorial role) both inside and outside the district and to promote it locally, nationally and internationally;

- To participate in, and help initiate, activities that enhance the economic, social, cultural and environmental well-being of the district and its residents;

- To promote, liaise and link with private and voluntary sector organisations in the district;

- To act as an advocate of a local society;

- To foster democracy in West Lindsey and especially in our schools

Values

- To be committed to and demonstrate the following values in public office:

    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

Personal Qualities

The following qualities are necessary to undertake this role successfully:

- Ability to chair meetings effectively to ensure that business is conducted appropriately and democratic accountability maintained;

- Ability to act in a way which is, and is perceived as, politically impartial;

- Ability to make formal speeches to a wide range of people in a manner which is appropriate to the circumstances;

- Ability to maintain the dignity of the office whilst remaining in touch with and accessible to the community;

- Ability to engage constructively with those who hold different views;

- Ability to engage and communicate effectively with all sections of the community;

- Ability to convey a positive impression of the Council, the district and the chairmanship in dealing with the media.

ROLE DESCRIPTION

VICE-CHAIRMAN

Ways of Working

The role of Vice-Chairman will involve the following:

- To support and assist the Chairman in carrying out the responsibilities set out in the Chairman's role description;

- To use the year as Vice-Chairman to become familiar with all aspects of the Chairman's role.

Duties

- To deputise for the Chairman in his/her absence and undertake the duties set out in the Chairman's role description.

Values

- To be committed to and demonstrate the following values in public office:

    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

Personal Qualities

- To identify any development needs arising from the personal qualities in the Chairman's role description;

- To participate in any development opportunities that address the needs identified.

ROLE DESCRIPTION

LEADER OF THE COUNCIL

Political leadership

- To undertake all the duties expected of the Leader of the Council;
- To provide political leadership of the Council;
- To set out a vision for West Lindsey and the strategic plans that will enable the Council to play its part to achieving it;
- To provide political leadership in the co-ordination of policies, strategies and high quality service delivery across the Council;
- To chair the Corporate Policy and Resources Committee unless they decide otherwise;
- To be the principal political spokesperson for the Council;
- To support and develop other political office holders.

Corporate leadership

- To give political direction to the Chief Executive, Assistant Directors and other officers;
- To provide as part of the Council's service and financial planning process, political leadership to the development and implementation of the Council's Corporate Plan/Community Strategy and Budget;
- To work with officers to formulate policy proposals for consideration by the policy committees;
- To work with and support the Executive Directors and other officers in the implementation of policy;
- To have an overview of the performance, efficiency, effectiveness, risk and equalities agenda across the Council;
- To liaise with the Chairman of the Overview and Scrutiny Committee and receive and respond to scrutiny reports;
- To be the principal spokesperson to the local, regional and national media.

Partnership and community leadership

- To act as a community leader including providing leadership to partners and stakeholders in meeting the needs of West Lindsey residents;
- To be an advocate for the local community and a spokesperson for residents;
- To lead consultations with stakeholders;
- To lead the promotion of Council priorities amongst stakeholders and partners;
- To build cross district links that progress Council objectives and priorities;
- To represent the Council at, and contribute to, regional, national and international bodies/forums, to promote the interests of West Lindsey residents and local governance.

Reporting and accountability

- To report as appropriate to full Council, Policy and Resources Committee, appropriate scrutiny, regulatory bodies and stakeholders;
- To appear before the Overview and Scrutiny Committee as required.

Governance, ethical standards and relationships

- To promote and support good governance of the Council;
- To promote and support open and transparent government;
- To support, and adhere to respectful, appropriate and effective relationships with officers;
- To promote and support development opportunities for members of the Council;
- To adhere to the Members' Code of Conduct, Protocol on Operational Conventions, and the highest standard of behaviour in public office;
- To ensure that the Local Code of Governance operates effectively.

Values

- To be committed to and demonstrate the following values in public office:
    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect

- Equality and fairness
- Appreciation of cultural difference
- Sustainability

ROLE DESCRIPTION

DEPUTY LEADER OF THE COUNCIL

Political leadership

- To assist the Leader of the Council in the formal processes and matters of leadership of the authority (set out in the role description of the Leader of the Council);
- To deputise for the Leader in his/her absence and undertake the duties set out in the role description for the Leader of the Council.
- To be vice-chairman of the Policy and Resources Committee unless they decide otherwise

Corporate leadership

- To work with the Leader of the Council on the budget and policy development;
- To take responsibility for specific areas of the work of the Policy and Resources Committee.

Partnership and community leadership

- To support and assist the Leader in exercising those responsibilities set out in the role description for the Leader of the Council.

Reporting and accountability

- To report as appropriate to full Council, Policy and Resources Committee, appropriate scrutiny, regulatory bodies and stakeholders;
- To appear before the Overview and Scrutiny Committee as required.

Governance, ethical standards and relationships

- To support and assist the Leader in exercising those responsibilities set out in the role description for the Leader of the Council.
- To co-ordinate communication between Members and Officers.

Values

- To be committed to and demonstrate the following values in public office:
    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLEDESCRIPTION

LEADER OF THE OPPOSITION

Political leadership

- To be a political figurehead for the opposition group; to be the principal political spokesperson for the Council's opposition;
- To provide leadership in the constructive challenge of the Council's policies;
- To constructively challenge the vision for the Council and community where appropriate;
- To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery;
- To manage the work of Councillors within the opposition group, and the overall co-ordination of opposition spokespersons and the business of the group;
- To shadow and scrutinise the Leader of the Council and the policy committees in their duties;
- To participate in the development of corporate strategies and policies.

Representing the Council's opposition

- To represent the opposition group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority;
- To represent the Council on external bodies and in doing so act as an ambassador for the Council;
- To advise the Leader of the Council of the opposition group's position on issues relating to external relationships;
- To represent the opposition group on relevant formal and informal working groups;
- To maintain effective liaison with the Chairman of the Overview and Scrutiny Committee.

Governance, ethical standards and relationships

- To promote and support good governance of the Council;

- To promote and support open and transparent government;
- To promote, support, and adhere to respectful, appropriate and effective relationships with officers;
- To promote and support development opportunities for members of the Council;
- To adhere to the Members' Code of Conduct, Protocol on Operational Conventions and the highest standards of behaviour in public office;
- To support the effective operation of the Local Code of Governance.

Reporting and accountability

- To report to the opposition group as appropriate;
- To report to full Council as appropriate.

Values

- To be committed to and demonstrate the following values in public office:
    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLEDESCRIPTION

DEPUTY LEADER OF THE OPPOSITION

Political leadership

- To assist the Leader of the Opposition in the constructive challenge to the Council's policies and its vision for the Council and the community; (set out in the role description of the Leader of the Opposition);

- To deputise for the Leader in his/her absence and undertake the duties set out in the role description for the Leader of the Opposition.

Representing the Council's opposition

- To assist the Leader of the Opposition in representing the position of the Council's opposition group.

Reporting and accountability

- To report to the opposition group as appropriate;

- To report to full Council in the absence of the Leader of the Opposition.

Governance, ethical standards and relationships

- To support and assist the Leader in exercising those responsibilities set out in the role description for the Leader of the Opposition.

Values

- To be committed to and demonstrate the following values in public office:

    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLE DESCRIPTION

CHAIRMAN OF OVERVIEW AND SCRUTINY COMMITTEE

Leadership and direction

- To provide confident and effective management of the committee;
- To promote the role of overview and scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners;
- To develop a balanced and manageable work programme for the committee including pre decision scrutiny, policy development and review, investigative scrutiny, and strategic performance monitoring;
- To ensure the programme takes account of relevant factors such as: the work programmes of the policy committees and other committees, strategic priorities and risks, and relevant community issues;
- To demonstrate an objective and evidence based approach to overview and scrutiny;
- To evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement.

Managing the work programme

- To ensure that the agreed work programme is delivered;
- To report on progress against the work programme to Council, and others as appropriate;
- To liaise and establish constructive relationships with officers, other members and community representatives to resource and deliver the work programme;
- To oversee the work of scrutiny panels and task groups.

Holding the Policy Committees to account

- To evaluate the validity of policy committee decisions and challenge inappropriate decisions through agreed processes.

Reporting and accountability

- To report as appropriate to full Council, other committees, the public, external regulatory bodies and stakeholders.

Effective meeting management

- To set agendas containing clear objectives and outcomes for meetings;
- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, procedural rules and other Constitutional requirements are adhered to;
- To meet regularly in advance with key officers to ensure that the necessary work for the meeting and ongoing issues are in hand;
- To ensure that all meeting participants have an opportunity to make an appropriate contribution.

Community leadership

- To act as a focus for liaison between the Council, community and external bodies in relation to the overview and scrutiny function;
- To build understanding and ownership of the overview and scrutiny function within the community;
- To identify relevant community based issues for overview and scrutiny;
- To fully involve external stakeholders, for example, service users, expert witnesses and partners in overview and scrutiny activities.

Involvement and development of committee members

- To encourage high performance from all committee members in both committee and task and finish groups;
- To assess individual and collective performance within the committee and facilitate appropriate development.

Values

- To be committed to and demonstrate the following values in public office:

  - Openness and transparency
  - Honesty and integrity
  - Tolerance and respect
  - Equality and fairness
  - Appreciation of cultural difference
  - Sustainability

ROLE DESCRIPTION

LEAD MEMBER OF AN OVERVIEW AND SCRUTINY PANEL [or O & S Task Group]

Management and Co-ordination of Overview and Scrutiny

- To ensure that the panel responds to issues referred to it by the Overview and Scrutiny Committee;
- To contribute to the management, co-ordination and development of overview and scrutiny in West Lindsey;
- To report to the Overview and Scrutiny Committee on the work and progress of the Panel, and keep them informed of important and contentious issues;
- To attend meetings of the Overview and Scrutiny Committee when required (if not a member already);
- To present findings of scrutiny panel work at the Overview and Scrutiny Committee, policy committees and full council meetings.

Manage the Work of the Overview and Scrutiny Panel

- To manage and guide the panel's work in scrutinising relevant issues referred to them;
- Through the improvement function contribute to the development of service policy;
- To co-ordinate and manage panel members to undertake assigned tasks and sub-group work;
- To work closely with officers supporting the panel;
- To ensure that the panel carries out reviews in a manner consistent with the terms of reference;
- To engage appropriate partner agencies in the work of overview and scrutiny and promote a constructive approach to improvement work;
- To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

ROLE DESCRIPTION

CHAIRMAN OF A REGULATORY COMMITTEE
[i.e. Planning, Licensing, Regulatory etc.]

Leadership and direction

- To provide confident and effective management of meetings to facilitate inclusiveness, participation and clear decision making;
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process;
- To demonstrate integrity and impartiality in decision making which accord with legal, Constitutional and policy requirements;
- To delegate actions to sub-committees as appropriate.

Role of the regulatory committee and quasi-judicial decision making

- To act as an ambassador for the regulatory committee, facilitating and promoting understanding of the role;
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly;
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings.

Reporting and accountability

- To report as appropriate to full Council, relevant regulatory committee, regulatory bodies and stakeholders

Governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making;
- To promote and support the good, open and transparent governance of the Council;

- To understand, support and adhere to the respectful, appropriate and effective relationships with other members, officers and external parties operating within the regulatory committee's area of responsibility;

- To take part in training and development programmes to ensure that this role is undertaken as effectively as possible;

- To adhere to the Members' Code of Conduct, Protocol on Operational Governance, and the highest standards of behaviour in public office.

Values

- To be committed to and demonstrate the following values in public office:

    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLE DESCRIPTION

CHAIRMAN OF GOVERNANCE AND AUDIT COMMITTEE

Leadership and direction

- To provide confident and effective management of meetings to facilitate inclusiveness, participation and clear decision making;
- To ensure interested parties are satisfied as to the transparency of the audit and governance arrangements;
- To demonstrate integrity and impartiality in decision making which accord with legal, Constitutional and policy requirements;

Role of the Governance and Audit committee

- To act as an ambassador for the Governance and Audit committee, facilitating and promoting understanding of the role;
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly;
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.
- To monitor the operation of the Council's Constitution keeping its terms under review, including all procedure rules;
- To keep under review the adequacy of the Council's corporate governance arrangements;
- To keep under review the council's audit arrangements and the assurance framework;
- To ensure that the committee is fully apprised of all relevant legislation and good practice relating to the council's governance arrangements.

Reporting and accountability

- To report as appropriate to full Council, regulatory bodies and stakeholders.

Governance, audit and relationships

- To develop the standing and integrity of the committee and its decision making;
- To promote and support the good, open and transparent governance of the Council;
- To understand, support and adhere to the respectful, appropriate and effective relationships with other members, officers and external parties operating across the whole Council;
- To take part in training and development programmes to ensure that this role is undertaken as effectively as possible;
- To adhere to and promote the Members' Code of Conduct, Protocol on Operational Governance, and the highest standards of behaviour in public office.

Values

- To be committed to and demonstrate the following values in public office:
    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLE DESCRIPTION

COMMUNITY WARD COUNCILLOR

Representing and supporting communities

- To achieve a balance between representing ward interests and those of the wider district;
- To be a channel of communication between the Council and their communities in response to changes in council strategies, policies, services and procedures;
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally;
- To liaise with leading Members, other Council Members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported;
- To promote tolerance and cohesion in local communities.

Making decisions and overseeing Council performance

- To participate in full Council meetings, reaching and making informed and balanced decisions taking into account the best interests of the district, and overseeing performance;
- To participate in informed and balanced decision making on committees and panels to which they might be appointed;
- To adhere to the principles of democracy and collective responsibility in decision making;
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services.

Representing the Council (subject to appointment)

- To represent the Council as appropriate on local and regional outside bodies and provide feedback each year to the Annual;

- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain;

- To represent and be an advocate for the Council on national bodies and at national events.

Reporting and accountability

- To full Council;

- To the electorate of their ward;

- To community groups; eg residents' associations, parish councils etc.

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs at all times;

- To promote and support open and transparent government;

- To provide community leadership and promote active citizenship;

- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council;

- To adhere to the Members' Code of Conduct, the Protocol on Operational Conventions and the highest standards of behaviour in public office.

Personal and role development

- To participate in opportunities for development provided for members by the Council.

Values

- To be committed to and demonstrate the following values in public office:

    - Openness and transparency
    - Honesty and integrity
    - Tolerance and respect
    - Equality and fairness
    - Appreciation of cultural difference
    - Sustainability

ROLE DESCRIPTION

MEMBER CHAMPION

1. Introduction

1.1 Member Champions are Councillors who act as an advocate or spokesperson for a specific area of the Council's business and activities. The main responsibility of each Member Champion is to encourage communications and positive action over the issue they represent.

2 Role of Member Champions

2.1 All Member Champions will have an allocated area of responsibility agreed at the first relevant Policy committee on an annual basis

2.2 All Member Champions must act reasonably in their role and recognise and work within the Political management and working arrangements adopted by the Council. As such the Member Champion must work with and communicate regularly with the relevant Committee chairs

2.3

2.4 A Member Champion cannot make decisions and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may however confirm a position as stated in a published policy.

3 Leader and Committee Chairs

3.1 The Leader and Chairs of Policy Committees will:

a) Acknowledge the right of Member Champions to be consulted on matters relating to their area of interest;
b) Take full account of any views offered by the Member Champions prior to making decisions relating to the their area of interest;
c) Co-operate with Member Champions in the formulation of action plans they have developed with lead officers;
d) Consider nominating Champions to represent the Council at relevant conferences/seminar on the subject matter of the Member's interest.

4. Allowances

4.1 At present no Member Champions are entitled to receive Special Responsibility Allowances. Any change to this position would require recommendation by the Remuneration Panel and approval of Full Council.

4.2 Member Champions can, if they wish, claim dependent carers', travelling and subsistence expenses at a meeting or event deemed relevant to the appointed Member Champion position.

5. Terms

5.1 In year changes and additions (where necessary, and after consultation with either of the Policy Chairs) to be appointed at the next available relevant policy committee.

6. Roles of Champions

- To represent their area of interest both within and outside the Council in line with Council policy;
- To contribute to the review and development of policies pertaining to their area of interest;
- To challenge and question the Council, the Leader and the Policy Committees on issues relevant to their area of responsibility;
- To act as a catalyst for change and improvement in service delivery;
- To monitor the forward plan and seek information from the Leader, Committee Chairs and Officers about forthcoming business and exert influence on behalf of the interest;
- To keep councillors of all parties up to date with activities in relevant to the area of interest;
- To network with Member Champions from other local authorities with the same interest to keep up to date with current developments;
- To provide positive support and on occasions constructive challenge to officers in driving forward the Council agenda on relevant issues.
- To act as the Council's representative on relevant external bodies where appointed to by the Council.

MONITORING OFFICER PROTOCOL

1. INTRODUCTION TO STATUTORY RESPONSIBILITIES

The Monitoring Officer is a statutory appointment pursuant to Section 5 of the Local Government and Housing Act 1989. This Protocol provides some general information on how those statutory requirements will be discharged at West Lindsey Council.

The role of the Monitoring Officer rests with the Assistant Director for People and Democratic.

The Monitoring Officer has a broad role in ensuring the lawfulness and fairness of corporate decision making, ensuring compliance with Codes and Protocols, promoting good governance and high ethical standards.

A summary list of the Monitoring Officer's responsibilities appears in the attached Appendix. The Monitoring Officer's ability to discharge these duties and responsibilities will depend, to a large extent on Members and Officers:

a. Complying with the law (including any relevant Codes of Conduct);

b. Complying with any general guidance, codes or protocols issued from time to time, by the Standards Committee and the Monitoring Officer;

c. Making lawful and proportionate decisions;

d. Complying with the Council's Constitution; and

e. Generally not taking action that would bring the Council, their offices or professions into disrepute.

2. WORKING ARRANGEMENTS

Having excellent working relations with Members and Officers will assist in the discharge of statutory responsibilities by the Monitoring Officer. Equally, a speedy flow of relevant information and access to debate (particularly at the **early stages** of any decision-making by the Council) will assist in fulfilling those responsibilities. Members and Officers must, therefore, work with the Monitoring Officer (and his/her staff) to discharge the Council's statutory and discretionary responsibilities.

The following arrangements and understandings between the Monitoring Officer, Members and the Corporate Leadership Team (or 'CLT') are designed to ensure effective discharge of the Council's business and functions. The Monitoring Officer will:

2.1 RESOURCES

2.1.1 Report to the Council as necessary on the staff, accommodation and resources he/she requires to discharge his or her statutory functions;

2.1.2 Have sufficient resources to enable him or her to address any matters concerning

his/her Monitoring Officer functions;

2.1.3 Have control of a budget sufficient to enable him or her to seek Counsel's opinion on any matter concerning his/her functions;

2.1.4 Appoint a deputy and keep him or her briefed on any relevant issues that s/he may be required to deal with in the absence of the Monitoring Officer.

2.2 ACCESS TO INFORMATION AND MEETINGS

2.2.1 Be alerted by Members and Officers to any issue(s) that may become of concern to the Council, including in particular issues around legal powers to do something or not, ethical standards, probity, propriety, procedural or other Constitutional issues that are likely to (or do) arise;

2.2.2 Have advance notice (including receiving agendas, minutes, reports and related papers) of all relevant meetings of the authority (including meetings at which 'officer delegated' decisions are taken) at which a binding decision may be made (including a failure to take a decision where one should have been taken);

2.2.3 Have the right to attend (including the right to be heard) any meeting of the Council (including meetings at which 'officer delegated' decisions are taken) before any binding decision is taken (including a failure to take a decision where one should have been taken);

2.2.4 Be a member of the Corporate Leadership Team and have advance notice of those meetings, agenda and reports and the right to attend and speak;

2.2.5 In carrying out any investigation(s) (whether under Regulations or otherwise), have unqualified and unrestricted access to any information held by the Council and to any Officer or Member who can assist in the discharge of her functions.

2.3 RELATIONSHIPS

2.3.1 Ensure the other Statutory Officers (Head of Paid Service and the Section 151 Officer) are kept up to date with relevant information regarding any legal, ethical standards, probity, propriety, procedural or other Constitutional issues that are likely to (or do) arise;

2.3.2 Meet regularly with the Head of Paid Service and the Section 151 Officer to consider and recommend action in connection with Corporate Governance issues and other matters of concern regarding any legal, ethical standards, probity, propriety, procedural or other Constitutional issues that are likely to (or do) arise;

2.3.3 Have a close working relationship with the Leader, Deputy Leader and the Chairs of Committees with a view to ensuring the effective and efficient discharge of Council business;

2.3.4 Develop effective working liaison and relationship with the District Auditor and the Local Government Ombudsman (including having the authority, on behalf of the Council, to complain to the same, refer any breaches or give and receive any relevant information, whether confidential or otherwise, through appropriate protocols, if necessary);

2.3.5 In consultation, as necessary, with the Leader and the Standards Sub-Committee defer the making of a formal report under Section 5 of the Local Government and Housing Act 1989 where another investigative body is involved;

2.3.6 Make arrangements to ensure effective communication between his or her office and clerks to Parish Councils on Monitoring Officer and Standards Sub-Committee issues.

2.4 STANDARDS MATTERS

2.4.1 Give informal advice and undertake relevant enquiries into allegations of misconduct and, if appropriate, make a written report to Standards Committee (unless the Chair of Standards Sub-Committee agrees a report is not necessary) if in the opinion of the Monitoring Officer, there is a serious breach of the Members' Code of Conduct;

2.4.2 Subject to the approval of Standards Sub-Committee, be responsible for preparing any training programme for Members on ethical standards and Code of Conduct issues;

2.4.3 Provide information in response to a contact from a member of the public about an elected member provided that it would not compromise the Monitoring Officer should a formal complaint be made subsequently by the member of the public.

2.5 CONSTITUTION

The Monitoring Officer will be consulted on reports to the Council concerning changes to the Constitution.

3. MEMBER AND OFFICER RESPONSIBILITIES

To ensure the effective and efficient discharge of the arrangements set out in paragraph 2 above, Members and Officers will report any breaches of statutory duty procedures and other vires or Constitutional concerns to the Monitoring Officer as soon as practicable.

4. MISCELLANEOUS

The Monitoring Officer will:

4.1 Establish and maintain the Register of Members' Interests and the Register of Gifts and Hospitality;

4.2 Receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.

5. SANCTIONS FOR BREACH OF PROTOCOL

Complaints of a breach of this Protocol by an Officer will be referred to Head of Paid Service and Section 151 Officer for appropriate action to be considered, including disciplinary investigation if appropriate.

SUMMARY OF STATUTORY DUTIES OF MONITORING OFFICER FUNCTION

	Description	Source
1	Report on contraventions or likely contraventions of any enactment or rule of law	Section 5 Local Government and Housing Act 1989
2	Report on any maladministration or injustice where the Ombudsman has carried out an investigation	Section 5 Local Government and Housing Act 1989
3	Appointment of Deputy Monitoring Officer	Section 5 Local Government and Housing Act 1989
4	Report on resources	Section 5 Local Government and Housing Act 1989
5	Receive copies of whistleblowing and allegations of misconduct	Members' and Co-opted Members' Code of Conduct of West Lindsey District Council
6	Investigate misconduct in compliance with Regulations and directions of Ethical Standards Officers	Local adopted standards arrangements made under the Localism Act 2011
7	Establish and maintain registers of Members' interests and gifts and hospitality	Members' & Co-opted Members' Code of Conduct of West Lindsey District Council
8	Advice to Members on interpretation of Code	Members' & Co-opted Members' Code of Conduct, and appropriate regulations
9	Key role in promoting and maintaining high standards of conduct through support to the Standards Committee	s27 Localism Act 2011
10	Ethical framework functions in relation to Parish Councils	Localism Act 2011
11	Compensation for maladministration	Section 92 LGA 2000
12	Advice on vires issues, maladministration, financial impropriety, probity and policy framework and budget issues to all Members	Legislation, legal advice and DCLG (and predecessors) guidance

HEAD OF PAID SERVICE PROTOCOL

1. INTRODUCTION TO STATUTORY RESPONSIBILITIES

The Head of Paid Service is a statutory appointment pursuant to Section 4 of the Local Government and Housing Act 1989. This Protocol provides some general information on how those statutory requirements will be discharged at West Lindsey District Council.

The role of Head of Paid Service rests with the Chief Executive, who undertakes to discharge these statutory responsibilities in a positive way and in a manner that enhances the overall reputation of the Council.

A summary list of the Head of Paid Service's statutory responsibilities appears in the attached Appendix. The Head of Paid Service's ability to discharge these duties and responsibilities will depend, to a large extent on Members and Officers:

- Addressing the staffing needs of the Council;
- Meeting the staffing needs of the Council;
- The appointment and proper management of staff;
- Complying with the Council's Constitution.

2. WORKING ARRANGEMENTS

Having excellent working relations with Members and Officers will assist in the discharge of statutory responsibilities by the Head of Paid Service. Equally, a speedy flow of relevant information and access to debate (particularly at the **early stages** of any decision-making by the Council) will assist in fulfilling those responsibilities. Members and Officers must, therefore, work with the Head of Paid Service (and his/her staff) to discharge the Council's statutory and discretionary responsibilities.

The following arrangements and understandings between the Head of Paid Service, Members and the Corporate Leadership Team (or 'CLT') are designed to ensure effective discharge of the Council's business and functions. The Head of Paid Service will:

2.2 RESOURCES

2.1.1 Report to the Council as necessary on the staff, accommodation and resources he / she requires to discharge his or her statutory functions;

2.1.2 Have sufficient resources to enable him or her to address any matters concerning his or her Head of Paid Service functions;

2.2 ACCESS TO INFORMATION AND MEETINGS

2.2.1 Be alerted by Members and Officers to any issue(s) that may become of concern to the Council, including in particular the manner in which the discharge by the Council of its different functions is co-ordinated: the number and grades of staff required for the discharge of its functions; the organisation of the Council's staff and the appointment and proper management of the Council's staff;

2.2.2 Will be the lead officer for the Corporate Leadership Team;

2.2.3 Have advance notice (including receiving agendas, minutes, reports and related papers) of all relevant meetings of the Council (including meetings at which 'officer delegated' decisions are taken) at which a binding decision may be made (including a failure to take a decision where one should have been taken);

2.2.4 Have the right to attend (including the right to be heard at) any meeting of the Council (including meetings at which 'officer delegated' decisions are taken) before any binding decision is taken (including a failure to take a decision where one should have been taken);

2.2.5 In carrying out any investigation(s) and/or exercising any duties have unqualified and unrestricted access to any information held by the Council and to any Officer or Member who can assist in the discharge of the functions.

2.3 RELATIONSHIPS

2.3.1 Ensure the other Statutory Officers (Monitoring Officer and the Section 151 Officer) are kept up to date with relevant information regarding the manner in which the Council discharges its various functions, the corporate approach of the Council, the staffing needs of the Council, the organisation of the staff and the appointment and proper management of the staff;

2.3.2 Meet regularly with the Monitoring Officer and the Section 151 Officer to consider and recommend action in connection with Corporate Governance issues and other matters of concern;

2.3.3 Develop effective working liaison and relationship with all Members;

2.3.4 Have a special relationship of respect and trust with the Leader, Deputy Leader and the Chairs of Committees with a view to ensuring the effective and efficient discharge of Council business;

2.3.5 Develop effective working liaison and relationship with the External Auditor (including having authority, on behalf of the Council, to complain to the same, refer any breaches or give and receive any relevant information, whether confidential or otherwise, through appropriate protocols, if necessary);

2.3.6 In consultation, as necessary, with the Leader, Chairman of the Council and the External Auditor, defer the making of a formal report under Section 4 of the Local Government and Housing Act 1989 where another investigative body is involved;

3. MEMBER AND OFFICER RESPONSIBILITIES

To ensure the effective and efficient discharge of the arrangements set out in paragraph 2 above, Members and Officers will report any breaches of statutory duty or procedures and other vires or Constitutional concerns to the Head of Paid Service as soon as practicable.

4. MISCELLANEOUS

The Head of Paid Service will:

4.1 Be available for Members and Officers to consult on any issues of the corporate approach of the Council, staffing needs, appointment and management of staff;

4.2 Ensure adequate insurance and indemnity arrangements are in place for the same to protect and safeguard the interests of the Council and the proper discharge of the Head of Paid Service role.

5. SANCTIONS FOR BREACH OF PROTOCOL

Complaints of a breach of this Protocol by an Officer will be referred to the Monitoring Officer and Section 151 Officer for appropriate action to be considered, including disciplinary investigation if appropriate.

SUMMARY OF STATUTORY DUTIES OF HEAD OF PAID SERVICE FUNCTION

	Description	Source
1.	Lead Officer for the Council's Management Team	
2.	Report to the Council where it is appropriate to do so on the following matters: • The manner in which the discharge by the authority of their different functions is co-ordinated; • The number and grades of staff required by the authority for the discharge of their functions; • The organisation of the authority's staff; and • The appointment and proper management of the authority's staff.	Section 4 Local Government and Housing Act 1989
3.	Duty, along with the Monitoring Officer, to be consulted by the Section 151 Officer on particular reports.	Section 114 (3A) Local Government Finance Act 1988

CHIEF FINANCE OFFICER (SECTION 151 OFFICER) PROTOCOL

1. INTRODUCTION TO STATUTORY RESPONSIBILITIES

The Chief Finance Officer is a statutory appointment pursuant to Section 151 of the Local Government Act 1972. This Protocol provides some general information on how those statutory requirements will be discharged at West Lindsey District Council.

At West Lindsey District Council the role of Chief Finance Officer (Section 151 Officer) rests with the Assistant Director for Finance and Business Support, who undertakes to discharge these statutory responsibilities in a positive way and in a manner that enhances the overall reputation of the Council. In doing so, s/he will also safeguard, so far as is possible, Members and Officers, whilst acting in their official capacities, from financial difficulties.

A summary list of the Chief Finance Officer's statutory responsibilities appears in the attached Appendix. The Chief Finance Officer's ability to discharge these duties and responsibilities will depend, to a large extent on Members and Officers:

- Complying with the Council's financial procedures;
- Making lawful payments;
- Not taking action that would result in unlawful payments or unlawful action.

2. WORKING ARRANGEMENTS

Having excellent working relations with Members and Officers will assist in the discharge of statutory responsibilities by the Chief Finance Officer. Equally, a speedy flow of relevant information and access to debate (particularly at the **early stages** of any decision-making by the Council) will assist in fulfilling those responsibilities. Members and Officers must, therefore, work with the Chief Finance officer (and his/her staff) to discharge the Council's statutory and discretionary responsibilities.

The following arrangements and understandings between the Chief Finance Officer, Members and the Corporate Leadership Team (or 'CMT') are designed to ensure effective discharge of the Council's business and functions. The Chief Finance Officer will:

2.1 RESOURCES

2.1.1 Report to the Council as necessary on the staff, accommodation and resources s/he requires to discharge his or her statutory functions;

2.1.2 Have sufficient resources to enable him or her to address any matters concerning his or her Chief Finance Officer functions;

2.1.3 Nominate a suitably qualified deputy and keep him or her briefed on any relevant issues and s/he may be required to deal with in the absence of the Chief Finance Officer.

2.1.4 In the unusual event that the Chief Finance Officer is precluded from offering advice and the deputy is unable to advise, appoint an appropriate external adviser.

2.2 ACCESS TO INFORMATION AND MEETINGS

2.2.1 Be alerted by Members and Officers to any issue(s) that may become of concern to the Council, including in particular issues around financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or a deficit;

2.2.2 Have advance notice (including receiving agendas, minutes, reports and related papers) of all relevant meetings of the Council (including meetings at which 'officer delegated' decisions are taken) at which a binding decision may be made (including a failure to take a decision where one should have been taken);

2.2.3 Have the right to attend (including the right to be heard) any meeting of the Council (including meetings at which 'officer delegated' decisions are taken) before any binding decision is taken (including a failure to take a decision where one should have been taken);

2.2.4 Be a member of the Corporate Leadership Team and have advance notice of those meetings, agenda and reports and the right to attend and speak;

2.2.5 In carrying out any investigation(s) and/or exercising his or her fiduciary duties have unqualified and unrestricted access to any information held by the Council and to any Officer or Member who can assist in the discharge of his or her functions.

2.3 RELATIONSHIPS

2.3.1 Ensure the other Statutory Officers (Head of Paid Service and Monitoring

Officer) are kept up to date with relevant information regarding financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or deficit;

2.3.2 Meet regularly with the Head of Paid Service and the Monitoring Officer to consider and recommend action in connection with Corporate Governance issues and other matters of concern regarding any financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or deficit;

2.3.3 Have a special relationship of respect and trust with the Leader, Deputy Leader and the Chairs of Committees with a view to ensuring the effective and efficient discharge of Council business;

2.3.4 Develop effective working liaison and relationship with the External Auditor, and as necessary, the Local Government Ombudsman, (including having authority, on behalf of the Council, to complain to the same, refer any breaches or give and receive any relevant information, whether confidential or otherwise, through appropriate protocols, if necessary);

2.3.5 After consulting with the Head of Paid Service and Monitoring Officer, the Chief Finance Officer must make a formal report to the Council under S114 of the Local Government and Finance Act 1988 where a decision has been, or is about to be, made which will result in unlawful expenditure, unlawful loss or deficiency or an unlawful entry in the Council's accounts. The Chief Finance Officer must also make a formal report to Council if it appears that the Council's expenditure is likely to exceed its resources in any financial year.

2.3.6 In consultation, as necessary, with the Leader, Chairman of the Council and the External Auditor, defer the making of a formal report under Section 114, 114A, 115 and 116 of the Local Government and Finance Act 1988 where another investigative body is involved;

3. MEMBER AND OFFICER RESPONSIBILITIES

To ensure the effective and efficient discharge of the arrangements set out in paragraph 2 above, Members and Officers will report any breaches of statutory duty or procedures and other vires or Constitutional concerns to the Chief Finance Officer, as soon as practicable.

4. MISCELLANEOUS

The Chief Finance Officer will:

4.1 Be available for Members and Officers to consult on any issues of the Council's financial powers, possible unlawful payments, or general advice on the financial arrangements;

4.2 Be expected to make enquiries into allegations of financial irregularity or misappropriation of Council funds or resources. This may be undertaken jointly with the Monitoring Officer where there is an overlap of responsibilities;

4.3 Be the responsible officer for the provision of internal audit services to the Council. S/he will report to Members on a regular basis on the services provided and audit findings;

4.4 Ensure adequate insurance and indemnity arrangements are in place for the same to protect and safeguard the interests of the Council and the proper discharge of the Chief Finance Officer role;

4.5 The Chief Finance Officer or the deputy will record details of advice given.

5. SANCTIONS FOR BREACH OF PROTOCOL

Complaints of a breach of this Protocol by an Officer will be referred to the Head of Paid Service and Monitoring Officer for appropriate action to be considered, including disciplinary investigation if appropriate.

SUMMARY OF STATUTORY DUTIES OF CHIEF FINANCE OFFICER FUNCTION

	Description	Source
1.	Responsible Officer for the proper administration of the financial affairs of the Authority.	Section 151 Local Government Act 1972 Section 114 Local Government Finance Act 1988.
2.	Appoint a Deputy	
3.	Report on resources needed to perform duties.	Section 114 (7) Local Government Finance Act 1988.
4.	Reports under specified circumstances, namely (a) decisions which involve or would involve the authority incurring expenditure which is unlawful; (b) action taken or about to be taken which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the authority;	Section 114 (2) Local Government Finance Act 1988
5.	Report if it appears that expenditure of the authority (including that it proposes to incur) in a financial year is likely to exceed the resources available.	Section 114 (3) Local Government Finance Act 1988
6.	Duty to consult with Head of Paid Service & Monitoring Officer in respect of 4 (a) – (c) above	Section 114 (3A) Local Government Finance Act 1988
7.	Conduct the role and responsibilities in line with statutory and professional requirements as may be laid down from time to time (including but not restricted to CIPFA Codes of Practice and the Institute's Statement on the "Role of Finance Director in Local Government".	Relevant Codes of Practice Accounts & Audit Regulations 1996

West Lindsey District Council Petition Scheme

1. Petitions

1.1 The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt.

This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

1.2 Petitions can be sent to:

Democratic Services Team
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

1.3 Petitions can also be presented to a meeting of the Council. These meetings take place on an approximately six weekly basis, dates and times can be found at www.west-lindsey.gov.uk.

1.4 If you would like to present your petition to the Council, or would like your Councillor or someone else to present it on your behalf, please contact Democratic Services on 01427 676676, at least 10 working days before the meeting and they will talk you through the process. If your petition has received 300 signatures or more it will also be scheduled for a Council debate and if this is the case, we will let you know whether this will happen at the same meeting or a later meeting of the Council.

2. What are the guidelines for submitting a petition?

2.1 Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take; and

- The name and address and signature of any person supporting the petition.

2.2 Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition.

2.3 Petitions, which are considered to be vexatious, abusive or otherwise inappropriate, will not be accepted. In the period immediately before an election or referendum, we may need to deal with your petition differently – if this is the case, we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

3. What will the Council do when it receives my petition?

3.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

3.2 If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a Council debate, or a senior officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place.

3.3 If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures is available from the Democratic Services Team on 01427 676594/5.

3.4 We will not take action on any petition, which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

4. Petition Levels

4.1 The response your petition receives depends on the number of signatures gathered. The different response levels are:-

Number of Signatures	Response Given
1-99	Passed to the relevant service area
100-299	Meeting with the Leader, Deputy Leader and Head of Paid Service
300+	Full Council Debate

5. Next Steps / Action to be taken

5.1 Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- Taking the action requested in the petition
- Considering the petition at a Council meeting
- Holding an inquiry into the matter
- Undertaking research into the matter
- Holding a public meeting
- Holding a consultation
- Holding a meeting with petitioners
- Referring the petition for consideration by the Council's Scrutiny Committee
- Calling a referendum
- Writing to the petition organiser setting out our views about the request in the petition

5.2 If your petition is about something over which the Council has no direct control (for example local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you. You can find more information on the services for which the Council is responsible here (www.west-lindsey.gov.uk).

5.3 If your petition is about something that a different Council is responsible for, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event, we will always notify you of the action we have taken.

5.4 Petitions with less than 100 signatures do not meet the relevant criteria, but will be passed to the relevant service area.

6. Full Council debates

6.1 If a petition contains more than 300 signatures, it will be debated by the full Council.

6.2 This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into thematter, for example by a relevant Committee. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

7. Consideration by the Leader, Deputy Leader and Head of Paid Service

7.1 A meeting with the Leader, Deputy Leader and Head of Paid Service will take place if a petition contains 100 signatures or more.

7.2 A senior officer will attend to present a short report setting out the Council's position. Up to three representatives of the petitioners are invited to attend with one nominated as spokesperson.

8. What can I do if I feel my petition has not been dealt with properly?

8.1 If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the Council's Overview and Scrutiny Committee review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

8.2 The Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the Committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council and arranging for the matter to be considered at a meeting of the full Council.

8.3 Once the appeal has been considered, the petition organiser will be informed of the results within five working days. The results of the review will also be published on our website.

9. Information and Advice

For further information or advice, please contact the Democratic Services Team on 01427 676594.

Virtual First Meetings

Type of Meeting	Virtual First	Caveats / Reasons
Chair's Briefings	Yes	No legal reason to hold in person, reduces costs, reduces carbon and is in line with feedback received.
Leaders Panel	Yes	No legal reason to hold in person, reduces costs, reduces carbon and is in line with feedback received.
Members Workshops/ Information Sessions	Yes	No legal reason to hold in person, reduces costs, reduces carbon. Attendance has increased, travelling time saved – makes events more accessible. Easily recordable and shared – positive feedback received.
Member Training	Yes*	As above – However it is acknowledged that some training will always work best in an in person setting. Whilst virtual first will be the stance, where training relates to a specific committee function it will be the decision of the Monitoring Officer and Head of Paid Service in consultation with the Chairman of the relevant committee as to the form the training takes.
Members Initial Induction	No	It is important in those early days that New Members are welcomed to the organisation and have the opportunity to meet with senior Officers and their peers. Building relationships cannot be under estimated.
Formal Committee Meetings – covered by legislation LGA 72 and associated regs	No	Not currently legal.
Committee Meetings and Working Groups not covered by regulation preventing them from been held virtually - Examples being the JSCC Committee and Climate and Sustainability Working Group	Yes	No legal reason to hold in person, reduces costs, reduces carbon and is in line with feedback received.

[Name of Group]

DRAFT Terms of Reference to be Approved by [name of parent] Committee*1

1 Background

This section should include information as to why the Group is needed.

2 Purpose of the Working Group

*This section should include concise detail of what the Group's purpose is / how they will deliver it *2*

3 Membership of the Group, Chairmanship and Appointments*3

3.1 The [name] Group shall comprise [insert no] Members including the serving [insert political roles if required].

3.2 The remaining Members of the Group shall be appointed by [name of parent committee of Council] but do not need to serve on that committee **OR** must serve on that committee.

3.3 Membership will comprise [cross party / cross district representation / specific area]

3.4 The Working Group shall elect a Chairman at its first meeting **OR** The Chairman of the Working Group shall be [insert political role]

3.5 For continuity purposes the Membership of the Group shall remain in place until [date/ or task completed] **OR** Membership will be re-constituted annually through Annual Council.

3.6 The Group will be disbanded following submission of closure report to its parent committee / Full Council

3.7 Other elected Members may attend the [name] Group, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum*4

4.1 The quorum for a meeting shall be [insert no.] Members.

4.2 The [name] Group shall determine its own meeting frequency dependent upon need **OR** The Groups shall meet every [set time period]

4.3 Meetings will be called with at least [insert no.] days' notice.

4.4 Where "4.4 Where an Elected Member fails to attend 2 consecutive meetings of the Working Group without having given due reason for their absence or apologies, the Chairman of the Working Group will have the ability to write to the parent Committee to express concerns regarding an individual's behaviour.

Such concerns will be considered at the Parent Committee Chairs Briefing and it will be in the Chairman's Gift to determine whether a request is made to the parent Committee to revise the membership accordingly".

Where non-attendance relates to the Chairman of a Working Group, the Working Group, as a whole, will have the same rights as set out above.

Regular in-quoracy will be reported to the relevant Parent Committee Chairman's briefing.

5 Reporting Lines, Accountability and Milestones *5

5.1 The [name] Group is directly responsible to the [name of parent Committee]

5.2 The [name] Group has no direct decision making powers and will make recommendations to the [name of parent] Committee/ if required.

5.3 The [name] Group will report to the [name of parent] Committee, at the following intervals / stages : -

Add detail relevant to your Group

6 Resources *6

6.1 The [name] Group does not have a supporting budget. **OR** The Group has the following supporting budget [amount] approved by [committee] **OR** allocated through service budget.

6.2 If Budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.

6.2 Officers from the following Teams will support the [name] Group and provide advice, information, guidance and logistical support: -

Add detail relevant to your Group

6.3 Administrative support will be provided by[name of Team] Services. Agendas will be set for each meeting and notes from each meeting will be retained.

7 Review

7.1 Following approval these Terms of Reference will be reviewed as minimum every two years if the [name] Group is still operating.

Date/ Meeting – Document Approved - xxxx

Supporting Notes and considerations in Preparing a Working Group / Task and Finish Group Terms of reference

*1 All Working Groups / Task Finish Groups and meetings of this nature must belong to a Parent Committee (the parent is determined by nature of the Group and what activity the Group will carry out – seek advice from Democratic Services)

As such the establishment of a working Group must be agreed by a Committee or Full Council. The Terms of Reference for any proposed Group must also be approved by their parent Committee before work commences

REMEMBER!

- **WORKING GROUPS MUST BE ESTBALISHED BY A COMMITTEE OR FULL COUNCIL**
- **WORKING GROUPS CAN NOT APPROVE THEIR OWN TERMS OF REFERENCE.**
- **WORKING GROUPS CAN NOT AMEND THEIR OWN TERMS OF REFERENCE THEY MUST RECOMMEND CHANGES TO THEIR PARENT COMMITTEE**

*2 Examples of concise clear functions

- To oversee the delivery of xxxx
- To produce a draft xxxxx
- To develop a communications plan
- To develop a budget plan for

Include timescales if appropriate

*3 **This Section requires you to think about the size and make-up of your Group.**

Do you want or need Members who hold particular positions?

Do you need Members with specific skills or which serve on specific committees? Should Membership be dependent on another Committee appointment?

Should the Group be cross party ? Should it have Members from across the District or from a specific location? – (“true” political balance rules do not affect working groups)

Do you want the Group to elect its own Chairman or do you want that to be set in the Terms of Reference, linked to position, for example Chair of a Committee?

Do you want to keep the membership for the life of the Group? Do you want it change every year? Councillors are elected to four-year cycles – any Group running over 4 years will naturally by default have new appointments made in an Election Year.

Groups should always be formally disbanded by a report back to the Committee which established them.

We do not prevent Members from attending Groups they are not appointed to but you should set out the level of input they can have.

Sample Text is included but this is the minimum information that should be included.

REMEMBER!

- **WORKING GROUPS CAN NOT APPOINT THEIR OWN MEMBERS OR CHANGE THEIR MEMBERSHIP WITHOUT A REPORT TO THEIR PARENT CTTEE OR COUNCIL**

*4 **This Section requires you to think about the minimum number of Members you need to have present to allow the meeting to proceed**.

It is recommended 3 should be the minimum.

Officers need to give careful consideration that they do not set this too high and make operation difficult when apologies are received.

How often do you want to meet? Do you want flexibility here? Or a set pattern?

How many days notice will you give for calling a meeting – there is no statutory time frame but Officers should be mindful of Members commitments.

Sample Text is included but this is the minimum information that should be included.

REMEMBER!

- **WORKING GROUPS / TASK AND FININISH GROUPS SHOULD NOT MEET WITH LESS THAN 3 MEMBERS PRESENT**

*5 This section should set out how often the Group will be report back to its parent to keep the work in the public arena and ensure progress is being made.

This could be a time period – for example annually or could be on completion of a specific task dependent on the nature of the Group.

Should the Group make interim reports through less formal routes, bulletins, Chairs Briefings in intervening periods?

The Text included is the minimum information that should be included and must be retained.

REMEMBER!

- **WORKING GROUPS / TASK AND FINISH GROUPS DO NOT HAVE DIRECT DECISION MAKING POWER AND SHALL ALL REPORT AT LEAST ANNUALLY TO THEIR PARENT**

*6 This section should set out what resources are required. What Officers will the support the Group and how?

Such Groups will have no budget unless the Policy Committee – or a service area has already agreed a budget.

All Groups should have agendas and retain notes

REMEMBER!

- **WORKING GROUPS / TASK AND FINISH GROUPS DO NOT NATURALLY HAVE ACCESS TO A BUDGET AND NEED TO REQUEST SUCH THROUGH APPROPRIATE CHANNELS**
- **NOTES SHOULD BE KEPT FROM ALL MEETINGS**