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West Devon
Borough
Council

WEST DEVON COUNCIL - TUESDAY, 13TH DECEMBER, 2011

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Summons Letter** (Pages 1 - 4)

2. **Reports**
 Reports to Council:
 - a) Item 11 - Democratic Arrangements Review Group (Pages 5 - 14)

3. **Minutes - 13 December 2011** (Pages 15 - 20)

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Agenda Item 1

Please ask for: Mrs Pam Smith Your ref:
Direct Line/Ext: 01822 813662 My ref
email: psmith@westdevon.gov.uk Date: 5 December 2011

COUNCIL SUMMONS

You are hereby summoned to attend a Meeting of the **WEST DEVON BOROUGH COUNCIL** to be held at **KILWORTHY PARK, TAVISTOCK** on **TUESDAY 13th** day of **DECEMBER 2011** at **4.30PM**

THE FOLLOWING BUSINESS IS PROPOSED TO BE TRANSACTED

- | | Page No. |
|---|-----------------|
| 1. Prayers by The Reverend Michael Brierley, Priest-in-Charge of Tavistock & Gulworthy | |
| 2. Apologies for absence | |
| 3. Declarations of Interest
Members are reminded to declare any personal or prejudicial interests they may have in any item on the Summons | 1 |
| 4. To approve and adopt as a correct record the Minutes of Council held on: | |
| a. 4 October 2011 | 3 |
| 5. To receive communications from The Mayor or person presiding | |
| 6. Business brought forward by or with the consent of the Mayor | |
| 7. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21 | |
| 8. To consider motions of which notice has been submitted by Members of the Council in accordance with Procedure Rule 15 | |
| 9. To consider questions submitted by Members under Procedure Rule 21 | |

10. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Minutes which require approval

(i) **Audit Committee**

a. Meeting held on 27 September 2011 14

Unstarred Minutes to Agree

**AC 10 - Audit of Annual Statement of Accounts
2010/2011**

Members are recommended to agree:

1. The ISA 260 Report and the Action Plan recommended by the Council's external auditors be approved and adopted.
2. The Post Audit Adjustments contained within the ISA 260 Report be approved and adopted.
3. The Letter of Representation be approved as Presented.
4. The Audited Statement of Accounts for 2010/2011 as amended be approved and adopted.

**AC 11 – Progress Against the 2011/2012 Internal
Audit Plan**

Members are recommended to agree that the progress report and the updated Audit Plan for 2011/2012 be noted and approved.

**AC 12 – Anti Fraud, Corruption & Bribery Policy and
Strategy, and Benefits Fraud Prosecution & Sanction
Policy**

Members are recommended to agree that the Anti Fraud, Corruption & Bribery Policy and Strategy, and the Benefits Fraud Prosecution & Sanction Policy be approved and noted.

b. Meeting held on 22 November 2011 18

Unstarred Minutes to Agree

**AC 14 – Mid-Year Prudential Indicator and Treasury
Management Monitoring Report 2011-2012**

Members are recommended to agree:

1. The report be noted as presented.
2. The proposed changes to the investment criteria as detailed in Section 4 of the report be approved and adopted.
3. The efficacy of investing with banks in addition to those suggested by Sector be investigated.

AC 15 – Annual Audit Letter 2010/2011

Members are recommended to agree that the Annual Audit Letter 2010/2011 be approved and adopted.

AC 16 – Progress Against the 2011/2012 Internal Audit Plan

Members are recommended to agree:

1. The report and Appendices A and B be noted as presented.
2. With regard to Appendix C, consideration be given to placing the Contract Procedure Rules under the purview of the Audit Committee and for the Council's Constitution to be amended accordingly.

(ii) **Environment & Community Committee**

Meeting held on 20 September 2011 21

(iii) **Future Planning & Housing Committee**

Meeting held on 18 October 2011 26

(iv) **Planning & Licensing Committee**

a. Meeting held on 11 October 2011 29

b. Meeting held on 8 November 2011 39

(v) **Standards Committee**

Meeting held on 25 October 2011 45

Unstarred Minute to Agree

S 10 – Revision of the Contract Procedure Rules

Members are asked to approve the revised Contract Procedure Rules including the exemption process and agrees its inclusion in the Council's Constitution

(vi) **Strategies & Resources Committee**

Meeting held on 15 November 2011 47

11. To receive a report of the Chief Executive on the Democratic Arrangements Review Group 53

12. To order the affixing of the Common Seal
For the information of Members, a list of documents sealed by the Council and witnessed by The Mayor and the Chief Executive during the period 20 September 2011 to 24 November 2011 is attached 63

PART TWO - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any)

The Council is recommended to pass the following resolution:-

“RESOLVED that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under-mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraphs given in brackets below from Part I of Schedule 12(A) to the Act.

Dated this 5th day of December 2011

Chief Executive

AGENDA
ITEM

11

WEST DEVON BOROUGH COUNCIL

AGENDA
ITEM

11

NAME OF COMMITTEE	Council
DATE	13 December 2011
REPORT TITLE	Review of Democratic Arrangements
Report of	Democratic Arrangements Review Group
WARDS AFFECTED	All

Summary of report:

This report summarises the findings and conclusions of the Democratic Arrangements Review Group which looked at whether the Council's arrangements for dealing with its business could be made more efficient and effective. They recommend that Council consider moving to a single committee to deal with all business except planning, licensing, audit, standards and overview & scrutiny where the existing committees will remain, and that these revised arrangements should be reviewed after twelve months.

Financial implications:

The expectation is that introducing a single committee would be cost neutral in direct financial terms. There would be some savings in ceasing to convene two committees but it is possible that the Independent Remuneration Panel may recommend an increase in allowances; they would be paid from the same budget. There would be a significant indirect saving in terms of opportunity costs of officer time. The present system necessitates 14 meetings per year. The recommended option would reduce the number of meetings by nearly 50%.

RECOMMENDATIONS:

That Council fully considers this report at the 14 February 2012 Council meeting, with a view then to agreeing that from the next municipal year starting in May 2012 the introduction of a single committee to deal with the business currently delegated to the Strategies & Resources Committee, Economy & Community Committee and Future Planning & Housing Committee.

Officer contact:

Richard Sheard, Chief Executive
Tel: 01803 861363, Email: richard.sheard@swdevon.gov.uk

1. BACKGROUND AND OPTIONS CONSIDERED

- 1.1 As part of the Shared Services and Beyond discussions, it was agreed at the Strategies & Resources Committee on 12 April 2011 to set up a Member Group to consider whether the Council's current arrangements for the disposal of its business could be made more efficient. This decision was ratified at an induction session following the May 2011 elections. The Democratic Arrangements Review Group was formed with the following seven Members being appointed: Councillors W Cann, D Cloke, M Govier, C Hall, C Marsh, R Musgrave and D Whitcomb. The Group met on four occasions.
- 1.2 At its first meeting the Group shaped up its approach, agreed the criteria it would judge alternative arrangements against and requested officers to research alternative "fourth option" Councils.

Criteria for judging any alternatives
Any proposed structure must be more efficient and effective in demonstrating: 1) Elected Members are leading the Council and more visibly seen to be leading in a corporate way; 2) A better balance between discussion and decisiveness/speed of decision making; 3) Decisions are reached democratically; 4) Political structures are aligned with the new officer structure.

- 1.3 Members came to the view that the present system did not meet these tests, did not provide the most efficient or effective way of doing its business and it was worthwhile exploring alternatives.
- 1.4 The second meeting took into account research material from seven different fourth option Councils before considering three options:
- (i) An "improved existing" model;
 - (ii) A "re-aligned" model to align committee structure with the new SMT groupings;
 - (iii) A "single Committee" model.
- 1.5 The strengths and weaknesses of each model were debated over the next three meetings.

2. PERCEIVED STRENGTHS AND WEAKNESSES OF EACH MODEL

2.1 The "Improved Existing" Model

Strengths:

- Well understood and works reasonably well;
- Delegation arrangements are clear;
- Decision making processes are clear;
- It could be improved with lead Members taking on more responsibility for presenting reports and demonstrating leadership, with officers in more of a support role.

Weaknesses:

- Members are not always perceived to be leading;
- Some decisions take undue time and resources with matters having to be referred to other committees and debates overlapping. Whilst these inefficiencies could be reduced by better timetabling of meetings, this would continue to be a problem whilst three committees work somewhat independently of each other;
- No one formal body except full Council can take a corporate overview of any issue. Members can be inclined towards their "Committee" view rather than the wider corporate view of the Council;
- The present committee structure does not align with the revised SMT roles and functions leading to inefficient use of officer time.

2.2 The "Re-aligned" Model

This would align three committees with the new SMT functions to create an Environment & Housing Committee, Planning, Economy & Community Committee and Strategies & Resources Committee. Appendix B provides the detail.

Strengths:

- This would have strengths over the existing arrangements in that Heads of Service would work more efficiently reporting to one committee with the ability to build closer working relationships with the Chair and Vice-Chair.

Weaknesses:

- The first three weaknesses identified in the previous model would not be removed. Whilst the re-aligned model was thought to be a better option than the first option, Members questioned whether the benefits from such an incremental change would bring about the desired efficiencies that a more radical option might provide and that earlier research had demonstrated worked well elsewhere in fourth option Councils.

2.3 The "Single Committee" Option

The Working Group's research revealed that several fourth option Councils had adopted this arrangement. As Members explored the option there was a growing consensus that it could be a better alternative rather than tinkering with the existing model or re-aligning to fit officer structures.

Strengths:

- It would meet all the tests agreed at the first meeting;
- Members would develop their leadership role; with responsibility shared between the Leader of the Council and lead spokespersons on the committee who could align with Heads of Service functions. The Members' Allowances Scheme could be re-adjusted to recognise the special responsibility of lead spokespersons;
- There would be a better balance between discussion, decisiveness and speed of decision making;
- Decisions would still be reached democratically with the Committee being politically proportionate, unlike the unfamiliar Executive model, where democracy plays out differently. Non-voting Members would make their input into debates to influence voting members of the committee;
- Senior officers and functions would be more aligned if lead Members were appointed to reflect the senior management structure;
- The committee would be able to take a broader corporate perspective in reaching its decisions, taking into account financial and other resource considerations as well as service policy issues;
- Such a move would also demonstrate to staff that Members are willing to be innovative and accept change in an era where officers have had to continually adapt and drive out efficiencies.

Weaknesses:

Members of the Working Group recognised many of the disadvantages voiced at Informal Council on 7 November 2011.

- This model does risk placing too much responsibility in the hands of a smaller group of Members
- It could be too high a risk to introduce significant change whilst our focus should be on finding financial savings
- Two-thirds of the elected members risk being less involved
- The demands on the Leader could be too great.

However, the Working Group's view remains that the model is clearly operating successfully elsewhere; the wider group of Members would have a greater chance to influence corporate decisions by attending meetings, making their contributions direct or through their group representatives who sit on the politically balanced committee and by becoming more involved in task and finish groups where policies can be developed. The risk of the Leader being overburdened could be significantly reduced where, as spokespersons, other Members are given lead roles for specific service areas. Re-timing the introduction of the scheme to the start of the next municipal year, May 2012, would overcome the concerns expressed about an over-hasty introduction.

- 2.4 Following the Informal Council meeting the Review Group reconvened to take stock and consider any further options. Two more alternatives were briefly discussed.
- 2.5 Option four could be to shrink the three existing committees into two, maintaining a business focus in a Strategies & Resources Committee but combining Economy & Community and Future Planning & Housing functions. This would lead to a more efficient set of arrangements compared to the present but would

not, in the view of the Review Group, be as efficient or effective as a single committee.

2.6 Option five is the most radical option of deleting all three committees and doing all business through full Council which would meet on a more frequent basis. This would have the major advantage of involving all thirty one Members in all decisions but would be unwieldy and potentially unworkable unless Council's Standing Orders were completely revised.

2.6 **Having re-considered and discussed further options following the debate at Informal Council, the Review Group continue to unanimously support the single committee option.**

3. RECOMMENDATIONS

3.1 **That Council fully considers this report at the 14 February 2012 Council meeting, with a view then to agreeing that from the next municipal year starting in May 2012 the introduction of a single committee to deal with the business currently delegated to the Strategies & Resources Committee, Economy & Community Committee and Future Planning & Housing Committee.**

3.2 If Council supports further discussion, officers will work on the details and members of the Review Group will endorse them and develop their thinking on the role of overview and scrutiny in any new arrangements, to bring a more detailed report back for approval by Council on 14 February 2012.

4. LEGAL IMPLICATIONS

4.1 As a "fourth option" Council, West Devon is under an obligation to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness, and may arrange its committee structure as it thinks fit.

4.2 As the arrangements overall are not changing, and in particular there is no proposal to alter either the arrangements for overview and scrutiny or for the adoption of strategic plans (which will remain with Council), there is no requirement for public consultation.

5. FINANCIAL IMPLICATIONS

5.1 The expectation is that introducing a single committee would be cost neutral in direct financial terms. There would be some savings in ceasing to convene two committees but it is possible that the Independent Remuneration Panel may recommend an increase in allowances; they would be paid from the same budget.

5.2 There would be a significant indirect saving in terms of opportunity costs of officer time. The present system necessitates 14 meetings per year. The recommended option would reduce the number of meetings to eight.

6. RISK MANAGEMENT

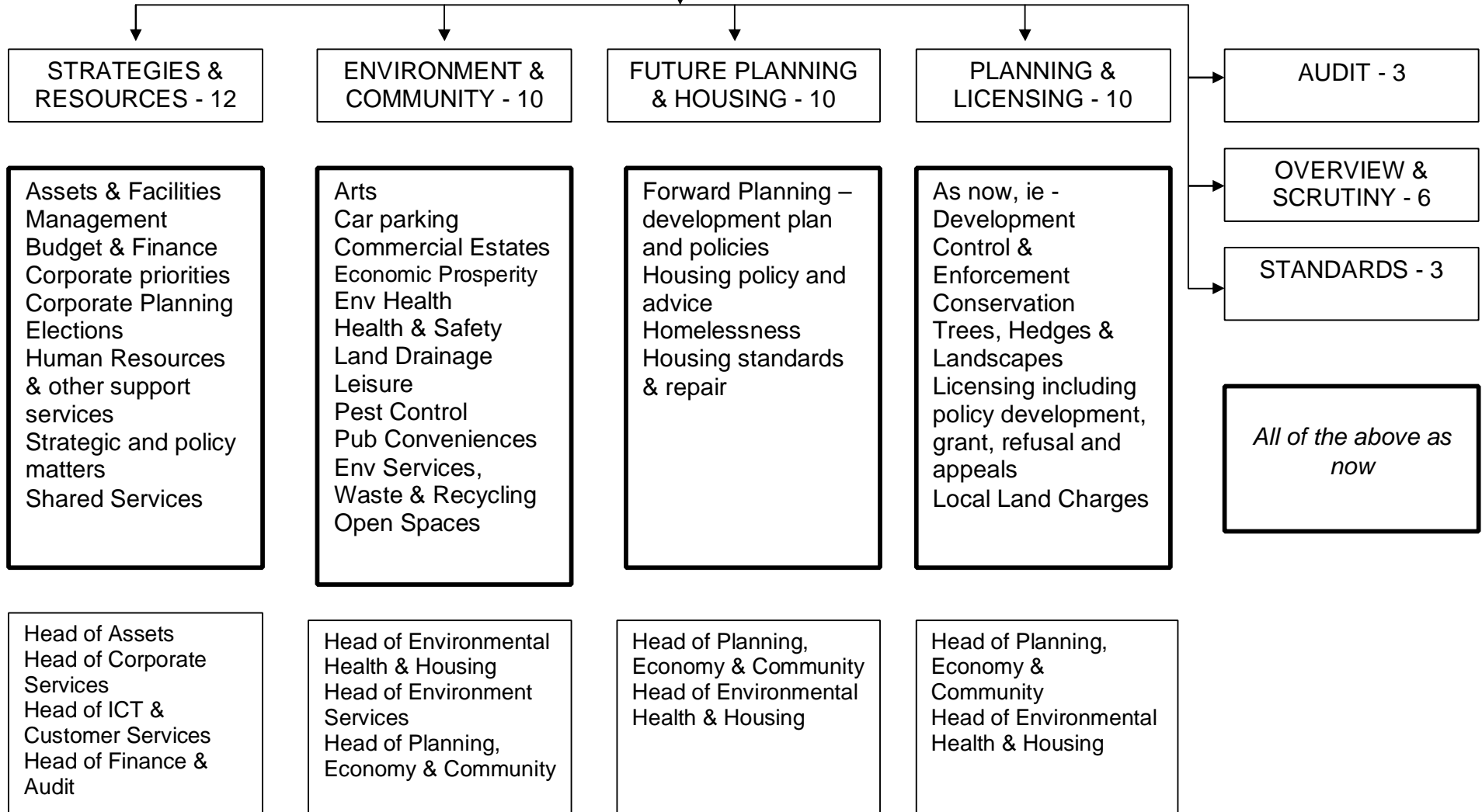
6.1 The risks of each option have been described in the main body of the report.

7. OTHER CONSIDERATIONS

Corporate priorities engaged:	All of them
Statutory powers:	Local Government Act 2000 ss 30 & 31
Considerations of equality and human rights:	None are engaged by this report
Biodiversity considerations:	None are engaged by this report
Sustainability considerations:	None are engaged by this report
Crime and disorder implications:	None are engaged by this report
Background papers:	Report to and Minute of Strategies & Resources Committee – 12 April 2011 Notes of meetings of the Democratic Arrangements Review Group
Appendices attached:	A – D: diagrams of alternative structures

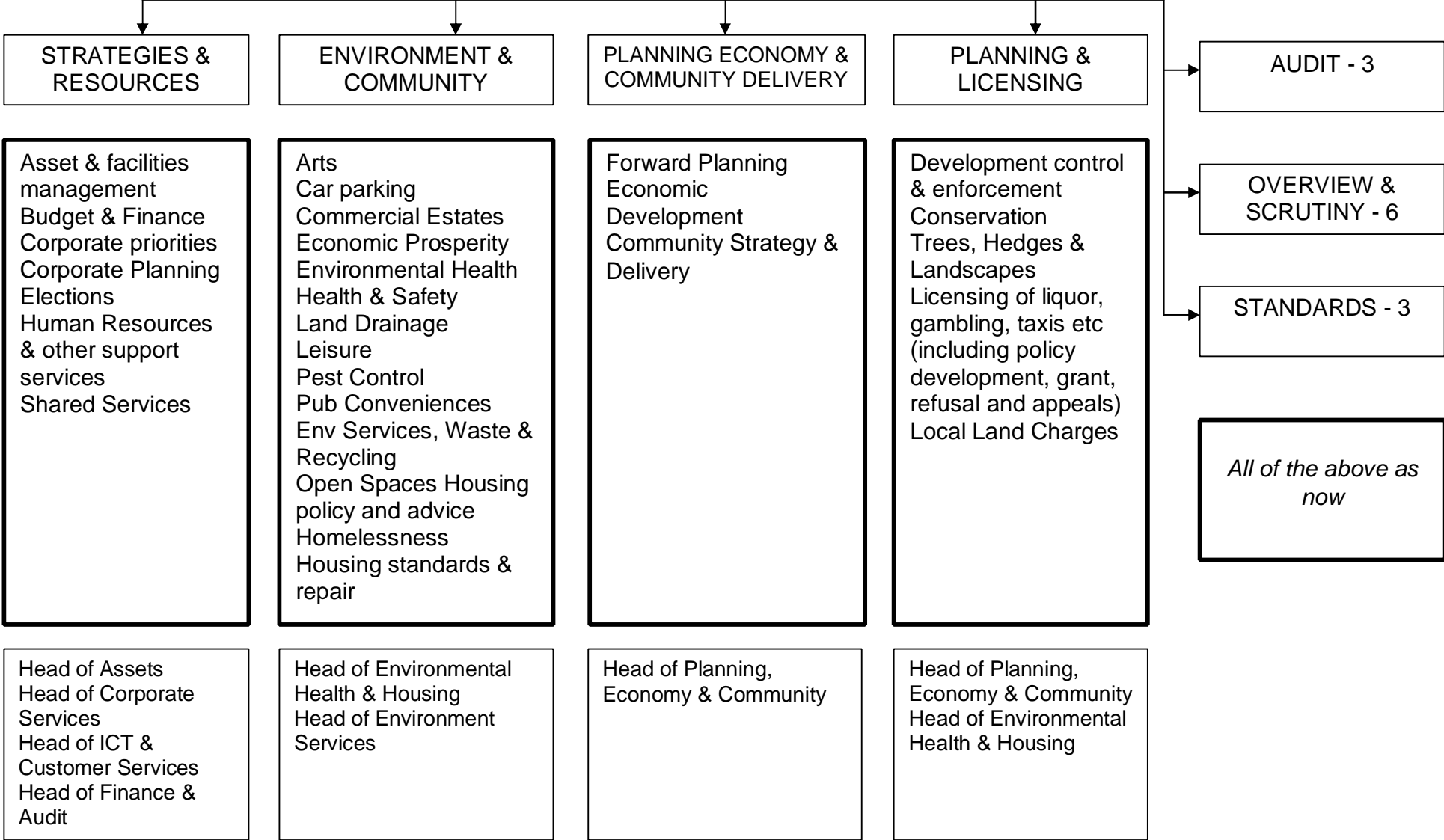
CURRENT

COUNCIL



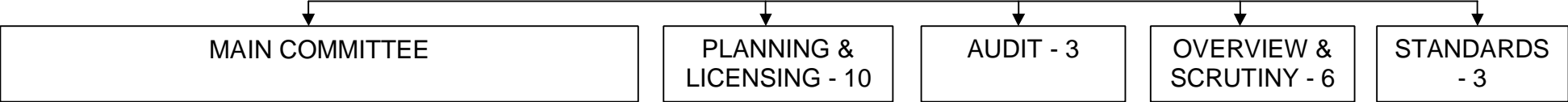
ALIGNED MODEL *illustrative*

COUNCIL



SINGLE COMMITTEE MODEL

COUNCIL

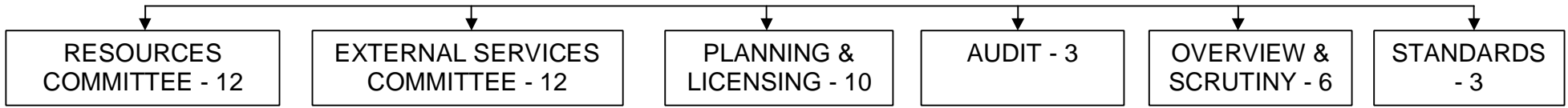


Assets	Asset Management, Building Control, Commercial Estates, Leisure & Recreation, Open Spaces, Energy, Engineering, Land Drainage
Corporate Services	Democratic Services, HR & Payroll, Legal, Elections, Communications
Environment Services	Waste, Car Parking, Grounds Maintenance, Public Conveniences
Environmental Health & Housing	Environmental Health, Housing, Pollution, Food Safety, Health & Safety, Crime & Disorder, Public Health
Finance & Audit	Budgets, Financial Services, Internal Audit
ICT & Customer Services	Revenues & Benefits, Homelessness, Customer Services, ICT Service, Corporate Performance
Planning, Economy & Community	Strategic Planning, Economic Prosperity, Community Delivery, Natural Environment & Rural Communities, Arts, Children

All of the above as now

TWO COMMITTEE MODEL

COUNCIL



Assets
 Corporate Services/HR
 Finance & Audit
 ICT
 Customer Services

Environment Services
 Environmental Health
 Housing
 Planning
 Economic Development
 Community Delivery

All of the above as now

Head of Assets
 Head of Corporate Services
 Head of ICT & Customer Services
 Head of Finance & Audit

Head of Environment Services
 Head of Environmental Health & Housing
 Head of Planning, Economy & Community

Agenda Item 3

At a Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **13TH** day of **DECEMBER 2011** at **4.30pm** pursuant to Notice given and Summons duly served.

Present

Mr D Horn – Mayor
Mr R Musgrave – Deputy Mayor

Mrs S Bailey	Mr R Baldwin
Mr M Benson	Mr W Cann OBE
Mrs A Clish-Green	Mr D Cloke
Mrs M Ewings	Mr M Harper
Mrs C Hall	Mr T Hill
Mr J Hockridge	Mr D Lake
Mr A Leech	Mrs C Marsh
Mr J McInnes	Mr N Morgan
Mr M Morse	Miss D Moyse
Mr R Oxborough	Mr T Pearce
Mrs L Rose	Mr R Sampson
Mr P Sanders	Mrs D Sellis
Mr E Sherrell	Mr D Whitcomb

Mr D Wilde

Chief Executive
Corporate Director (AR)
Corporate Director (TW)
Head of Corporate Services
Monitoring Officer
Democratic Services Manager
Deputy Monitoring Officer
Borough Committee Secretary
Member Services Manager
Communications Manager

CM 44 PRAYERS

The Meeting opened with prayers said by the Reverend Michael Brierley, Priest-in-Charge of Tavistock & Gulworthy.

CM 45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Ball and P Ridgers.

CM 46 DECLARATIONS OF INTEREST

The following declaration of interest was made.

1. Cllr N Morgan in Item 10(v) (Minutes of the Standards Committee meeting held on 25 October 2011) – personal as his wife was a parish/town council representative on the Committee.

CM 47 CONFIRMATION OF MINUTES

It was moved by Councillor J McInnes, seconded by Councillor P Sanders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council agree the Minutes of the 24 November 2011 Council Meeting as a true record”.

CM 48 COMMUNICATIONS FROM THE MAYOR

The Mayor stated that he had attended several events since the last meeting and highlighted the following:

- The Dickensian Evening hosted by the Mayor of Tavistock Town Council.

CM 49 MINUTES OF COMMITTEES

a. Audit Committee – 27 September 2011

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 27 September 2011 meeting be received and noted with the exception of Unstarred Minutes AC10, AC11 and AC12”.

In respect of the Unstarred Minutes:

i. AC 10 Audit of Annual Statement of Accounts

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members approve and adopt:-

1. The ISA 260 Report and the Action Plan recommended by the Council's external auditors.
2. The Post Audit Adjustments contained within the ISA 260 Report.
3. The letter of representation as presented. and
4. The Audited Statement of Accounts for 2010/11 as amended”.

ii. AC 11 Progress Against the 2011/12 Internal Audit Plan

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members note and approve the progress report and the updated Audit Plan for 2011/12”.

iii. **AC 12 Anti Fraud, Corruption & Bribery Policy and Strategy, and Benefits Fraud Prosecution & Sanction Policy**

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members agree that the Anti Fraud Corruption and Bribery Policy and Strategy and the Benefits Fraud Prosecution and Sanction Policy be approved and noted”.

b. **Audit Committee – 22 November 2011**

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 22 November 2011 meeting be received and noted with the exception of Unstarred Minutes AC14, AC15 and AC16”.

i. **AC 14 Mid Year Prudential Indicator and Treasury Management Monitoring Report 2011-2012**

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members agree that:-

1. The report be noted as presented.
2. The proposed changes to the investment criteria (as detailed in section 4 of the report) be approved and adopted. and
3. The efficacy of investing with banks in addition to those suggested by Sector be investigated”.

ii. **AC 15 Annual Audit Letter 2010/2011**

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members agree that the Annual Audit Letter 2010/2011 be approved and adopted”.

iii. **AC 16 Progress Against the 2011/2012 Internal Audit Plan**

It was moved by Councillor Mrs D Sellis, seconded by Councillor M Harper and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Members agree that:-

1. The report and appendices A and B be noted as presented. and

2. With regard to Appendix C, consideration be given to placing the Contract Procedure Rules under the purview of the Audit Committee and for the Council's Constitution to be amended accordingly".

c. Environment & Community Committee – 20 September 2011

It was moved by Councillor R Oxborough, seconded by Councillor M Benson and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 20 September 2011 Environment & Community Committee Meeting be received and noted".

d. Future Planning & Housing Committee – 18 October 2011

It was moved by Councillor Mrs M Ewings, seconded by Councillor M Harper and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 18 October 2011 Future Planning & Housing Committee be received and noted".

e. Planning & Licensing Committee – 11 October & 8 November 2011

It was moved by Councillor Mrs C Marsh, seconded by Councillor P Sanders and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 11 October and 8 November 2011 meetings be received and noted".

f. Standards Committee – 25 October 2011

It was moved by Councillor D Whitcomb, seconded by Councillor D Wilde and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Minutes of the 25 October 2011 meeting be received and noted with the exception of Unstarred Minute S11".

In respect of the Unstarred Minute:

i. S11 – Revision of the Contract Procedure Rules

It was moved by Councillor D Whitcomb, seconded by Councillor D Wilde and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that Members approve the revised Contract Procedure Rules, including the exemption process and agree to its inclusion in the Council's Constitution".

g. Strategies & Resources Committee – 15 November 2011

It was moved by Councillor P Sanders, seconded by Councillor J McInnes and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 15 November 2011 meeting be received and noted”.

CM 50 THE DEMOCRATIC ARRANGEMENTS REVIEW GROUP

As Chairman of the Review Working Group, Councillor Mrs M Ewings presented a report which summarised its findings and conclusions on whether the Council’s arrangements for dealing with its business could be made more efficient and effective. In conclusion, the Council was informed that the Working Group recommended that Council consider moving to a single committee to deal with all business except planning, licensing, audit, standards and overview and scrutiny, where the existing committees would remain and that these revised arrangements should be reviewed after twelve months.

It was then moved by Councillor Mrs M Ewings and seconded by Councillor W Cann OBE that ‘Council fully considers this report at the 14 February 2012 Council meeting, with a view then to agreeing that from the next Municipal Year, starting in May 2012, the introduction of a single committee to deal with the business currently delegated to the Strategies & Resources Committee, Economy & Community Committee and Future Planning & Housing Committee’.

An amendment was subsequently put forward by Cllr Mrs A Clish-Green to the wording of the motion, which was seconded by Cllr P Sanders – the revised wording proposed was as follows:

‘That Council fully considers this report at the 14 February 2012 Council meeting’.

In discussion, a number of Members requested further information on a number of issues in time for a roundtable debate at the Informal Council session on Monday, 9 January 2012. In particular, these matters included:-

- the assumptions which were used in justifying that the proposals would be cost neutral;
- a list of those fourth option councils who already successfully operated a similar system;
- how all twelve Members on the proposed one committee could be aligned to the officer structure;
- feedback from those fourth option councils who had tried similar systems but had reverted back to the committee system;
- evidence to support those statements classified as ‘weaknesses’ in the option to improve the existing model (para 2.1, page 55 of the agenda refers);

- additional information on how the Working Group considered the options and reached its final recommendations; and
- the wish for additional work to be undertaken on the '2 Committee Model' proposal.

Cllr Mrs M Ewings and Cllr W Cann OBE as proposer and seconder of the original motion, agreed to the amendment to the wording and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Council fully considers this report at the 14 February 2012 Council meeting'.

CM 51 COMMON SEAL

A copy of the documents signed by the Mayor during the period from 20 September 2011 and 24 November 2011 was attached to the agenda (page 63 refers) and noted by the Meeting.

Following a Member request, it was agreed that officers would provide additional information specifically in respect of the documents which had been signed in relation to the Focsa Waste Contract. As a more general point, Members also felt that in the future, it would be beneficial for some additional information to accompany each of the document headings in order to provide greater clarity.

It was then moved by Councillor D Horn, seconded by Councillor Mrs M Ewings and upon the motion being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the Mayor and the Chief Executive (or deputies appointed by them) be authorised to witness the fixing of the seal on documents".

CM 52 MRS PAM SMITH

Since this was the last Council meeting before Pam Smith's retirement, the Council wished to put on record its appreciation for the magnificent service she had provided during her thirteen years as Borough Committee Secretary.

(The Meeting terminated at 5.30 pm)