

Report to: **Council**  
Date: **20 July 2021**  
Title: **Establishment of Hub Advisory Groups and Council Appointments**  
Portfolio Area: **Council – Cllr Jory, Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Immediately following this meeting

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**RECOMMENDATION:**

**That Council RESOLVES that:**

- 1. the updated political composition of the Council be noted as follows:**
  - Conservative Group: 15 Members;**
  - Alliance Group: 14 Members; and**
  - Non-aligned Independents: 2 Members.**
- 2. Cllr Davies replace Cllr Musgrave as a Member of the Standards Committee for the remainder of the 2021/22 Municipal Year;**
- 3. Cllr Bridgewater and Cllr Hipsey be appointed to serve on the Audit and Overview and Scrutiny Committees respectively;**
- 4. eight Hub Advisory Groups be established in accordance with the draft Terms of Reference as set out at Appendix A;**
- 5. the appointments to these Hub Advisory Groups be as set out at Appendix B for the remainder of the 2021/22 Municipal Year;**
- 6. the Democratic Services Manager be given delegated authority to establish a cycle of meetings for the Hub Advisory Groups for the remainder of the 2021/22 Municipal Year;**

- 7. the appointment of Governance Boards / Panels be approved as set out at Appendix C for the remainder of the 2021/22 Municipal Year;**
- 8. it be represented on the list of Outside Bodies (as attached at Appendix D) for the remainder of the 2021/22 Municipal Year and that, for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an 'Approved Duty';**
- 9. the draft reporting feedback template for Outside Bodies (as detailed at Appendix E) be approved; and**
- 10. the draft Role Member Profile for Outside Bodies (as set out at Appendix F) be approved.**

## **1. Executive summary**

1.1 In line with the Council's Scheme of Delegation, it is a requirement of the Council to:

- *agree and/or amend the Terms of Reference for Committees or bodies of the Council, deciding on their composition and making or revoking appointments to them;*
- *appoint representatives to Outside Bodies; and*
- *receive reports (for noting purposes) at its next ordinary Council meeting on amendments to the political composition.*

## **2. Background**

2.1 This report seeks approval of a series of recommendations that relate to the formal appointments process.

## **3. Outcomes/outputs**

### **Political Composition of the Council**

3.1 At the Annual Council meeting held on 25 May 2021, Cllr Moody formally resigned from the Alliance Group of the Council;

3.2 As a result, the Council is asked to note that the political composition of the Council is now as follows:

- Conservative Group: 15 Members;
- Alliance Group: 14 Members; and
- Non-aligned Independents: 2 Members.

3.3 This revised political composition has had a minor knock-on effect to the political balance of the Council with the non-aligned Independents now being entitled to one of the three Alliance Group Member seats on the Standards Committee;

- 3.4 Both non-aligned Independent Members and the Leader of the Alliance Group have been consulted and it is therefore proposed that Cllr Davies replace Cllr Musgrave as a Member of the Standards Committee for the remainder of the 2021/22 Municipal Year;
- 3.5 Since the Annual Council meeting, the Leader of the Alliance Group has also asked that the opportunity is taken for Cllrs Bridgewater and Hipsey to swap their appointed roles on the Audit and Overview and Scrutiny Committees. As a result, it is proposed that Cllr Bridgewater be appointed to serve on the Audit Committee and Cllr Hipsey be appointed to serve on the Overview and Scrutiny Committee for the remainder of the 2021/22 Municipal Year;

### **Hub Advisory Groups**

- 3.6 As part of the discussions on both the draft 'Plan for West Devon' and the proposed revisions to the Council Constitution, the Group Leaders have expressed a wish to establish eight Hub Advisory Groups that will be aligned to the proposed eight thematic areas in the draft 'Plan for West Devon';
- 3.7 To reflect the views of the Group Leaders, a generic set of draft Terms of Reference have been produced and are presented at Appendix A for approval. These are also to be considered at the Hub Committee meeting to be held on 15 July and the views expressed by Members at that meeting will be verbally reported to this Council meeting;
- 3.8 With regard to appointments to these Advisory Groups, the Group Leaders and both non-aligned Independent Members have been consulted and their respective nominations / expressions of interest are reflected in Appendix B. Members are advised that these nominations do comply with the wish for these Groups to be politically balanced and for each Member of Council to serve on two different Groups;
- 3.9 It is envisaged that the Groups will be Chaired by the relevant lead Hub Committee Member;
- 3.10 The report seeks to grant the Democratic Services Manager delegated authority to establish a calendar of meetings for the Advisory Groups for the remainder of the 2021/22 Municipal Year. However, Members are informed that the intention will be for each Advisory Group to meet once before the Thematic Delivery Plans are considered by the Hub Committee and Council meetings in September. In drafting the calendar, steps will be taken to consult with the lead Hub Committee Members beforehand and to avoid Development Management & Licensing Committee meeting days and the Christmas and New Year period;

### **Governance Boards / Panels**

- 3.11 At the Annual Council meeting, appointments to the Governance Boards / Panels were only extended to the date of this Council meeting to enable for the appointments to be consistent with the revised Hub Committee portfolio areas;
- 3.12 Both Groups Leaders and the two non-aligned Independent Members have been invited to submit their nominations / expressions of interest to serve on these Governance Boards / Panels and these are reflected in Appendix C;

### **Outside Bodies**

- 3.13 Similarly to the Governance Boards / Panels, appointments to the Outside Bodies were also only extended to the date of this Council meeting;
- 3.14 Again, both Group Leaders and the two non-aligned Independent Members have been invited to submit their nominations / expressions of interest to serve on the current list of Outside Bodies and these are illustrated in Appendix D;
- 3.15 There remain challenges with regard to appointed Members reporting back to the Council and its wider membership on the Outside Bodies to which they are appointed. In order to facilitate that reporting, a draft template has been produced (Appendix E refers) for completion by representatives on Outside Bodies and that such reports from representatives be published via the Members' Bulletin publication. The Council is asked to formally adopt this draft template at this meeting;
- 3.16 To provide some greater clarity for Member representatives, a role profile ('Job Description') has also been drafted and is set out at Appendix F for the approval of Council.
- 3.17 With some of the Outside Bodies, conflicts of interests due to Council representation can arise. In such cases, Members should be aware that, even though they may be the Council's representative, the first legal duty is to act in the best interests of that Outside Body when participating in the affairs of that organisation. As a consequence, appointed Members are actively encouraged to contact the Council's Monitoring Officer for advice.

## **4. Options available and consideration of risk**

- 4.1 It is a requirement for Committees of the Council to be politically balanced and approval of the recommendation contained within this report will ensure compliance;
- 4.2 With regard to Outside Bodies appointments, there is a risk that Members may find themselves in positions where interests conflict potentially damaging both their own and the Council's

reputation. To mitigate this risk, Members are encouraged to contact the Council's Monitoring Officer.

## 5. Proposed Way Forward

- 5.1 The Council is asked to approve each of the nine recommendations that are set out at the start of this report.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	These are addressed in the report
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon / Biodiversity Impact		Not applicable
Comprehensive Impact Assessment Implications		
Equality and Diversity		Not applicable
Safeguarding		Not applicable
Community Safety, Crime and Disorder		Not applicable
Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

## **Supporting Information**

### **Appendices:**

Appendix A – Hub Advisory Groups: Draft Terms of Reference;

Appendix B – Hub Advisory Groups – Member appointments for 2021/22 Municipal Year

Appendix C – list of Governance Boards / Panels (and nominated representatives) for 2021/22 Municipal Year **(TO FOLLOW)**;

Appendix D – list of Outside Bodies (and nominated representatives) for 2021/22 Municipal Year **(TO FOLLOW)**;

Appendix E – draft feedback template; and

Appendix F – draft role profile.

**Background Papers:**

Political Balance Table – July 2021