

LICHFIELD DISTRICT COUNCIL

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Chief Executive

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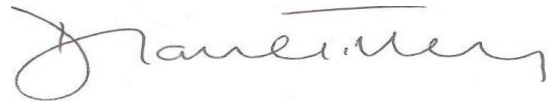
Tel: (01543) 308001

8 May 2017

To: **Members of the Lichfield District Council**

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act, 1972, you are hereby summoned to attend the **ANNUAL MEETING** of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane, Lichfield, on **TUESDAY 16 MAY 2017 at 6.00 p.m.**

Access to the Council Chamber is either via the Members' Entrance or the main door to the vestibule.



Chief Executive

AGENDA

- 1 APOLOGIES FOR ABSENCE (if any).
- 2 DECLARATIONS OF INTEREST.
- 3 TO RECEIVE THE RETURNING OFFICERS CERTIFICATE OF ELECTION OF DISTRICT COUNCILLOR AND REPORT OF DECLARATION OF ACCEPTANCE OF OFFICE FOR WARD NO.11 (FAZELEY)
- 4 ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR (FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE).
- 5 TO APPROVE AS A CORRECT RECORD, THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 11 APRIL 2017 - (VOLUME 44 PART 6 MINUTE BOOK).
- 6 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR (FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE).
- 7 CHAIRMAN'S ANNOUNCEMENTS.
- 8 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE (YELLOW ENCLOSURE) (TO FOLLOW).
- 9 THE CHAIRMAN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 44 PART 6 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

	Committee	2017	Page Nos.	Chairman
(a)	Planning	10 April	128 -129	D. Smedley
(b)	Planning	8 May		D. Smedley
(c)	Audit	10 May		M. C. Tittley
(d)	Employment	16 May		J. J. R. Powell

10 **CONSTITUTION AND MEMBERSHIP OF CABINET, COMMITTEES AND PANELS INCLUDING ALLOCATION OF SEATS AND APPOINTMENTS BY POLITICAL GROUPS**

- (a) To agree that the constitution and political allocation of seats on Committees and Panels be as indicated in APPENDIX A (GREEN ENCLOSURE) (TO FOLLOW).
- (b) To receive from the Group Leaders a list of appointments to the Cabinet, Committees and Panels subject to no Member being disqualified from serving due to a conflict of interest - APPENDIX B (BUFF ENCLOSURE) (TO FOLLOW).
- (c) To agree that the Constitution be amended to reflect any changes made.

11 **ELECTION OF CHAIRMEN AND APPOINTMENT OF VICE-CHAIRMEN OF COMMITTEES, PANELS ETC.**

The Leader of the Council to move that the Chairman and Vice-Chairmen of Committees and Panels etc be as indicated in APPENDIX C (BLUE ENCLOSURE).

12 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To consider and approve the report at APPENDIX D (GOLD ENCLOSURE, TO FOLLOW), regarding appointments of representatives on outside bodies.

13 **AMENDMENTS TO THE CONSTITUTION**

To agree the changes to the constitution set out at APPENDIX E (WHITE ENCLOSURE)

14 **QUESTIONS:**

To answer any questions under Procedure Rule 10.2.

Volume 44

Part 6
2016/2017

Lichfield District Council

MINUTES AND REPORTS

for the

Annual Meeting of the Council

to be held on

Tuesday 16th May 2017

COUNCIL MEETING

11 APRIL 2017

PRESENT:

D. F. Salter (Chairman in the Chair)
M. A. Warfield (Vice-Chairman)

Allsopp, Mrs J. A.	Evans, Mrs C. D.	Shepherd, Miss O. J.
Awty, R. J.	Fisher, Mrs H. E.	Smedley, D.
Bacon, Mrs N.	Greatorex, C.	Stanhope MBE, Mrs M.
Baker, Mrs D. F.	Hassall, Miss E. A.	Strachan, R. W.
Bamborough, R. A. J.	Humphreys, K. P.	Tittley, M. C.
Banevicius, Mrs S. W.	Leytham, D. J.	Tranter, Mrs E. H.
Barnett, Mrs S. A.	Marshall, T.	White, A G
Boyle, Mrs M. G.	Matthews, T. R.	Woodward, Mrs S. E.
Constable, Mrs B. L.	O' Hagan, J. P.	Yeates, A.
Constable, D. H. J.	Powell, J.J.R.	Yeates, B. W.
Cox, R. E.	Pritchard, I. M. P.	
Drinkwater, E. N.	Pullen, D. R.	
Eadie, I. M.	Pullen, Mrs N. I.	
Eagland, Mrs J. M	Rayner, B. L.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Miss Fisher, Mosson, Ray, Smith, Spruce and Wilcox).

PRAYERS:

A moment of reflection was presented by the Chairman followed by prayers.

273 DECLARATIONS OF INTEREST:

There were no declarations of interest.

274 MINUTES – 21 FEBRUARY 2017:

It was proposed and duly seconded “that the Minutes of the Meeting of the Council held on 21 February 2017 (Volume 44 Part 5 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman.”

275 CHAIRMAN’S ANNOUNCEMENTS:

(a) Chairman’s Hosted Visit to NMA

The Chairman said that he had hosted a successful Civic visit to the National Memorial Arboretum on Wednesday 5 April 2017. There were 38 visiting Civics from across Staffordshire which included a couple of local Parish Chairmen. The visit was very informative and enjoyed by all guests.

(b) Greenhough Road

The Chairman said that he attended a photo opportunity for the new Waterloo Housing Affordable Housing Scheme development on Thursday 6 April 2017.

(c) Raffle Tickets

The Chairman reminded Members that raffle tickets in aid of the Free Spirit Horse Memorial were on sale up to 27 April when the draw will be made. He reported that more prizes had been added and tickets could be bought from himself or Mrs. Jackie Jones.

(d) Diary Dates

The Chairman informed the Council that the Civic Service would be held on Sunday 25 June at 3.00 p.m., St Michael's Church, Lichfield and hoped Members would be attending this important event in the Civic calendar

276 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7th MARCH 2017 AND 4th APRIL 2017 AND CABINET MEMBER DECISIONS:

3 – REVIEW OF MILL LANE LINK FAZELEY AND OPTIONS FOR FUTURE USE

Councillor Miss Shepherd noted that although this facility would be loss to the community, the closure of the Community Hub was the best option.

7 – GARDEN WASTE SUPSCRIPTION SERVICE

Councillor Pritchard reported that this item was subject to a Call-In by the Leisure, Parks & Waste Management (Overview & Scrutiny) Committee

277 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Awty submitted his report on the items considered by the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 8 March 2017.

4 – GARDEN WASTE SUPSCRIPTION SERVICE

Councillor Awty reported that the date for the Call-In of this item was the 18th April 2017.

278 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Leytham submitted his report on the items considered by the Community, Housing and Health (Overview and Scrutiny) Committee on 14 March 2017.

279 REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Cox submitted his report on the items considered by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee on 29 March 2017.

280 MINUTES OF COMMITTEES:

(a) Planning Committee – 27 February 2017

It was proposed by Councillor Smedley and duly seconded “that the Minutes of the Meeting of the Planning Committee held on 27 February 2017 (Minutes Nod 225 – 231) be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 27 February 2017 (Minutes Nod 225 – 231) be approved and adopted.

(b) Standards Committee – 15 March 2017

It was proposed by Councillor Mrs Tranter “that the Minutes of the Meeting of the Standards Committee held on 15 March 2017 (Minutes Nod.236 - 241) be approved and adopted.

RESOLVED: That the Minutes of the Meeting of the Standards Committee held on 15 March 2017 (Minutes Nod.236 - 241), as amended, be approved and adopted.

(c) Planning Committee – 20 March 2017

It was proposed by Councillor Smedley and duly seconded “that the Minutes of the Meeting of the Planning Committee held on 20 March 2017 (Minutes Nod 242 – 248) be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 20 March 2017 (Minutes Nod 242 – 248) be approved and adopted.

(d) Audit Committee – 27 March 2017

It was proposed by Councillor Tittley “that the Minutes of the Meeting of the Audit Committee held on 27 March 2017 (Minutes Nod 249 – 263) be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Audit Committee held on 27 March 2017 (Minutes Nod 249 – 263) be approved and adopted.

281 AMENDMENTS TO THE CONSTITUTION:

It was reported by the Chairman that there were no amendments to the Constitution proposed at this meeting.

282 CALENDAR OF MEETINGS:

A revised Calendar of Meeting for 2016/ 2017 was submitted.

RESOLVED: That the revised Calendar of Meetings as submitted be approved.

283 QUESTIONS

Q1. Question from Councillor Mrs Woodward to the Cabinet Member for Economic Growth, Development and Environment:

“Since the allocation of 1359 houses for Burntwood was adopted by the Council in February 2015, how many dwellings within the settlement boundary have been approved through the planning applications process and how many additional dwellings are being considered in current planning applications?”

Response from Councillor Pritchard:

“The Local Plan covers the plan period 2008-2029, as such completions of new homes since the 1st April 2008 can be counted. The latest data available is to the 31st August 2016 as such the information below includes all completions and committed developments from April 2008 to August 2016.

Burntwood:

- Number of completed dwellings = 236
- Number of dwellings with planning permission = 136
- Number of dwellings on Strategic Development Allocation = 345 (The East of Burntwood Bypass SDA is currently under construction)
- Total = 717”

Councillor Mrs Woodward asked the following supplementary question:

“I note the number of dwellings and it is with no additional services. Can it be confirmed that Section 106 monies and CIL will come back to Burntwood?”

Councillor Pritchard responded:

“Yes it will and it is something I feel strongly about. Money from developments in Burntwood will come back to Burntwood.”

Q2. Question from Councillor Drinkwater to the Deputy Leader of the Council:

“How many members of the Council live outside the District?”

Response from Councillor Pritchard:

“At the time of the election every Lichfield District Candidate fulfilled the necessary requirements to be nominated and stand for election as a District Councillor, one of which is living in the District. Due to a change in circumstances two now live outside of the District but still qualify to remain Members of Lichfield District Council.

The most important thing is that those two Councillor’s remain hardworking, caring and effective to their electorate, continuing to carry out the work they were elected to do, and they do.”

Councillor Drinkwater asked the following supplementary question:

“In view of recent political gains, can we know who these Members are?”

Councillor Pritchard responded:

“Yes it is Councillor Awty and the Leader of the Council, Councillor Wilcox.”

284 EXCLUSION OF THE PUBLIC AND PRESS:

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

IN PRIVATE

285 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7th MARCH 2017 AND 4th APRIL 2017 AND CABINET MEMBER DECISIONS:

The confidential report was submitted.

286 CONFIDENTIAL MINUTES OF COMMITTEES:

(a) Planning Committee (confidential) – 27 February 2017

It was proposed by Councillor Smedley and duly seconded “that the Minutes of the Meeting of the Planning Committee held on 27 February 2017 (Minutes Nod 232 – 235) be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 27 February 2017 (Minutes Nod 232 – 235) be approved and adopted.

(The Meeting closed at 6.20 p.m.)

CHAIRMAN

PLANNING COMMITTEE

10 APRIL 2017

PRESENT:

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Mrs Allsopp, Awty, Mrs Bacon, Mrs Baker-Thomas, Bamborough, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Humphreys, Matthews, Mosson, Pritchard, Miss Shepherd, Mrs Stanhope MBE and Strachan.

(AN APOLOGY FOR ABSENCE was received from Councillor Powell)

264. DECLARATIONS OF INTEREST:

There were no declarations of interest.

265. MINUTES:

The Minutes of the Meeting held on 20 March 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

266. DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions received in association with Planning Applications 16/01379/FULM and 17/00121/FUL.

267. 16/01379/FULM – RETAIL DEVELOPMENT COMPRISING A TOTAL OF 7,259SQM OF RETAIL FLOORSPACE COMPRISING 3 POD UNITS (499SQM IN TOTAL) FOR USE WITHIN CLASSES A1, A2, A3 & A5 AND UP TO 9 UNITS (6,461SQM) FOR USE WITHIN CLASS A1 RETAIL TOGETHER WITH A DRIVE THRU RESTAURANT (USE CLASSES A3 & A5) (299SQM) TOGETHER WITH ASSOCIATED ACCESS, CAR PARKING, SERVICING, LANDSCAPING AND ASSOCIATED WORKS LAND ADJACENT MILESTONE WAY AND REAR OF 29-39 CANNOCK ROAD (OLAF JOHNSON SITE), BURNTWOOD FOR LONDON AND CAMBRIDGE ESTATES LIMITED

RESOLVED: That planning permission be approved subject to the owners/applicants first entering into a Section 106 Legal Agreement under the Town and Country Planning Act (as amended) to secure contributions/planning obligations towards:-

1. A framework travel plan; and
2. Contribution towards the monitoring of the plan of £11,325;

and subject to the conditions contained in the report of the Director of Place and Community.

268. 17/00121/FUL – TWO STOREY SIDE AND REAR EXTENSIONS, SINGLE STOREY FRONT EXTENSION AND INTERNAL ALTERATIONS 29 YEW TREE AVENUE, LICHFIELD FOR MS H BIELBY

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

269. ISSUES PAPER – PLANNING APPLICATION REF. 17/00139/OUTM FOR OUTLINE APPLICATION FOR UP TO 96 DWELLINGS WITH FORMATION OF NEW ACCESS ONTO NEW ROAD LAND AND BUILDINGS AT MOUNT ROAD, BURNTWOOD

Consideration was given to an Issues Paper relating to the proposed development.

RESOLVED: That in addition to the key issues listed in the report, the following issues should also be addressed in the assessment of the above application:

- Assess whether an additional point of vehicular entry is required for the development (potential additional access off Mount Road noted).

270. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 – LICHFIELD DISTRICT COUNCIL TREE PRESERVATION ORDER NO. 18 – 1976 – APPLICATION TO FELL ONE SYCAMORE TREE

Consideration was given to the report of the Director of Place and Community.

RESOLVED: That the application for consent to fell one Sycamore tree designated T21 of Tree Preservation Order No. 18 – 1976 be refused.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MRS LESLEY SERVIAN, APPLICANT).

271. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That, as publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted the public and press be excluded from the meeting for the following item of business which would involve the likely disclosure of exempt information as defined in **Paragraph 3 of Part 1 of Schedule 12A** of the Local Government Act 1972 as amended.

IN PRIVATE

272. DECISION OF SECRETARY OF STATE – WATERY LANE

A Briefing Paper for Members was circulated to the Committee for noting.

(The Meeting closed at 7.20 p.m.)

CHAIRMAN

**FOR: ANNUAL COUNCIL
16 MAY 2017
AGENDA ITEM 11
APPENDIX C
(BLUE ENCLOSURE)**

CHAIRMEN AND VICE- CHAIRMEN 2017/18

Meeting	Chairman	Vice-Chairmen
Strategic (Overview and Scrutiny) Committee	Strachan, R. W.	Yeates, A
Economic Growth Environment & Development (Overview and Scrutiny) Committee	Cox, R. E.	Rayner, B.
Community Housing and Health (Overview and Scrutiny) Committee	Leytham, D. J.	Shepherd, Miss O
Leisure, Parks & Waste Management (Overview and Scrutiny) Committee	Matthews, T. R.	Hassall, Miss E. A.
Employment Committee	Baker, Mrs D. F.	Boyle, Mrs M. G.
Planning Committee	Smedley, D	Marshall, T
Regulatory and Licensing Committee	Yeates, B. W.	O'Hagan, J.
Audit and Member Standards Committee	Tittley, M.	Awty, R.
Employment Appeals Committee	To be elected from the Members present at the meeting.	
Employee Investigating, Suspension and Disciplinary Committee		
Employee Joint Consultative Committee		
Appointments Sub-Committee	Chairman of Employment Committee	Chairman of the relevant Committee or Portfolio Holder
Parish Forum	Barnett, Mrs S. A.	
Licensing and Consents Appeals Committee	To be elected from the Members present	

CHANGES TO THE CONSTITUTION

Report of the Cabinet Member for Finance and Democracy

Date: 16 May 2017

Agenda Item: 13

Contact Officer: Neil Turner

Tel Number: 01543 308761

Email: Neil.Turner@lichfielddc.gov.uk

Key Decision? **NO**

Local Ward Members Relevant to all wards



COUNCIL

1. Executive Summary

- 1.1 Work has been carried out investigating ways to make the Overview and Scrutiny Committee system more efficient, focused and effective. Suggestions have been made through the Overview & Scrutiny Improvement Task Group (O&S ITG) and the Leader of the Council.
- 1.2 Changes are proposed for amending membership numbers for Overview & Scrutiny Committees, the Terms of References for Strategic (Overview & Scrutiny) Committee, the Overview & Scrutiny Coordinating Group and the creation of Terms of Reference for Member Task Groups.
- 1.3 Changes regarding other Committees are also recommended due to revised policies and CIPFA recommendations. It is also proposed that Audit and Standards Committees combine into one.
- 1.4 These changes, if approved would result in a change to the Lichfield District Council Constitution and these amendments are shown at **Appendix A**
- 1.5 Any cross referencing within the Constitution would also be amended for consistency.

2. Recommendations

- 2.1 That the Constitution be amended to include the changes as shown at Appendix A

Alternative Options	To keep the Committee structure the same as at present
Consultation	The O&S ITG have consulted with all Members of the Council through a questionnaire and informal discussions. The O&S ITG has also sought training and insight from INLOGOV and the Centre for Public Studies at the University of Birmingham.
Financial Implications	None arising directly from this report.
Contribution to the Delivery of the Strategic Plan	The proposals will help contribute to the Strategic Plan's delivery of a council that is Fit for the Future.

Equality, Diversity and Human Rights Implications	None identified
Crime & Safety Issues	None identified

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Too many Task Groups resulting in greater Officer time required.	Report to the Coordinating Group to allow them to monitor and manage	Green

Background documents

Relevant web links

Section of the Constitution	Existing Wording	Proposed Amendment	Rationale
Part 2 Article 6 Para 6.2	Each Overview and Scrutiny Committee will consist of thirteen Councillors or such other number of members as the Council determine at Annual Council meetings.	Change to: Each Overview and Scrutiny Committee will consist of up to thirteen Councillors or such other number of members as the Council determine at Annual Council meetings	To allow for Members to become focused and knowledgeable in one O&S subject area resulting in an improved function
Part 4 Overview & Scrutiny Procedure Rules Para 6 Overview & Scrutiny Coordinating Group	Overview & Scrutiny Coordinating Group Overview and Scrutiny Committees will prepare their work plan each year and update it regularly. The Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees will meet as an Overview and Scrutiny Co-ordinating Group to: i Co-ordinate the management of the work programme; ii Review requests for call-in of Cabinet documents and action taken; iii Liaise on future policy issues and the Strategic Plan with the Cabinet.	Change to: Overview & Scrutiny Coordinating Group Membership 1.1 The Overview and Scrutiny Co-ordinating Group (the Group) will comprise the chairmen and vice-chairmen of each of the overview and scrutiny committees along with Leader of the Council, Deputy Leader and Leader of the Principal Minority Group. 1.2 The Group will meet no less than twice per year. Responsibility 1.3 The Group will be responsible for supporting the preparation of the work programmes of the Overview and Scrutiny committees to ensure that the work programmes are meaningful, avoid duplication, are properly scoped and resourced, and are timely. 1.4 Where more than one Committee has an interest in a subject, the Group will identify the Committee to take the lead and will support the	To strengthen the role of the O&S Coordinating Group and to ensure more effective and focused scrutiny.

		<p>Chairman of that Committee to find ways of engaging with the other interested Committees.</p> <p>Reporting</p> <p>1.5 Proposed work programmes will be considered by the relevant Overview and Scrutiny Committees at each meeting.</p> <p>1.6 The Group will report annually to Council on the workings of the overview and scrutiny function and may make recommendations for improvement.</p>	
Part 4 Overview & Scrutiny Procedure Rules	None	To insert procedure rules for Member Task Groups as shown in Appendix A1	To strengthen the role of the O&S Coordinating Group and to ensure more effective and focused scrutiny.
Part 3 Schedule 3 6 – Appointments Sub Committee Para 7	To consider and determine appeals against dismissal and grievances by Council employees including Chief Officers and deputies	Change to: To consider and determine appeals against dismissal and grievances of Chief Officers including Heads of Service.	The new Disciplinary Procedure allows for appeals under Head of Service level to be heard by a member of Leadership Team
Part 3 Schedule 3 11 – Audit Committee Para 11.3	Terms of Reference - Accounts	To add in: consider and approve the Annual Statement of Accounts (this would be removed from the Terms of Reference for Strategic (Overview & Scrutiny Committee))	CIPFA recommended.
Part 3 Schedule 3 11 – Audit Committee Para 11.3	Terms of Reference – New Section on Treasury Management	To insert: 1. In accordance with CIPFA’s Code of Practice on Treasury management, to review the Council’s	CIPFA recommended.

		<p>annual treasury management strategy prior to its adoption by Full Council</p> <p>2. Consider and make recommendations regarding the Council's treasury management activity.</p>	
<p>Part 3 Schedule 3 10 – Standards Committee 11 – Audit Committee</p>	<p>Currently Separate Committees</p>	<p>To combine the Audit and Standards Committees into one.</p>	<p>There is only one Standards Committee a year and combining with Audit would be more efficient</p>

OVERVIEW & SCRUTINY MEMBER TASK GROUPS PROCEDURES

1. Requirement of Task Groups

1.1 The requirement for a Member Task Group will be agreed by the relevant Overview & Scrutiny Committee.

2. Appointment of Chair

2.1 The Chair of a Task Group will be a member of the relevant Overview and Scrutiny Committee and will be appointed by that same Committee.

3. Appointment to and membership of Task Groups

3.1 Primary membership to the Member Task Group will be from Members of the relevant Overview & Scrutiny Committee.

3.2 The Overview and Scrutiny Committee will arrange for notice of the establishment of a Task Group, together with a general description of the nature of the work to be undertaken, to be given to all Members of Council to allow those with experience or an interest in the line of work to be undertaken to become a Member of the Task Group.

3.3 The Task Group may co-opt external stakeholders to the Task Group who are not elected Councillors.

3.4 Cabinet Members may also be members of the Task Group when deemed appropriate by the rest of the Task Group and the subject matter is not a Cabinet decision or policy development.

3.5 The size of each Task Group may vary but as a general rule Task Groups should have a minimum of three members.

3.6 For purposes of continuity, Task Group members who cannot attend a meeting of a Task Group may not appoint a substitute member.

4. Proportional allocation of seats Task Groups are not covered by the requirement for seats to be allocated on the basis of political group proportionality.

5. Terms of reference

5.1 The relevant Overview and Scrutiny Committee will determine an outline of work that needs to be completed. The Task Group will set more robust terms of reference at its first meeting.

5.2 The Task Group will be responsible for identifying those witnesses who need to be called to give evidence.

6. Working

6.1 A Task Group should carry out its deliberations in accordance with the Overview and Scrutiny Procedure Rules.

6.2 A Task Group does not have any powers to take any decisions. It should consider the issues it has been asked to investigate and submit a report to the relevant Overview and Scrutiny Committee which will then decide whether or not to make any recommendations to the Cabinet/Council.

7. Timescales

7.1 Timescales for the work of Task Groups will be determined by the timeframe established by the parent Overview and Scrutiny Committee. Task Groups will not be formally disbanded until the report of the Overview and Scrutiny Committee has been considered by the Cabinet/Council and any questions or issues raised by the Cabinet/Council have been resolved.

8. Monitoring

8.1 Task Groups will provide the Overview and Scrutiny Committee with regular updates on their work via briefing papers. In considering those regular updates the Overview and Scrutiny Committee may suggest areas of work or issues for consideration or investigation by the Task Group which fall within the terms of reference.

9. Final report

9.1 The relevant Overview and Scrutiny Committee will consider in detail the final report of the Task Group and the Task Group will respond to any requests by the Overview and Scrutiny Committee to substantiate and justify its findings or recommendations.

9.2 Final Overview and Scrutiny Committee reports will be prepared and submitted in a form which the Committee agrees. However, all standard elements required in general Officer reports (such as Financial, Legal and other Implications sections) will be expected to be provided.

9.3 A Task Group Chair shall be responsible for ensuring that the recommendations in the final report of the Task Group fairly and accurately reflect the findings of the Task Group.

10. Agenda, Minutes of and Public Access to Task Group meetings

10.1 Agendas for Task Group meetings are usually only circulated to members of the Task Group, and relevant Officers.

10.2 Formal minutes of Task Group meetings will not be required however notes of attendance, areas of discussion and outcomes will be created.

10.3 The public has no right to attend Task Group meetings, nor a right of access to the agendas and minutes (beyond those rights provided by the Freedom of Information Act). However, wider publication and involvement of others, may be permitted, if the Task Group so determines, subject to the agreement of the Overview and Scrutiny Committee Chair.