

REPORT TITLE: ANNUAL APPOINTMENTS TO EXTERNAL BODIES 2020/21

21 MAY 2020

REPORT OF CABINET MEMBER: LEADER AND CABINET MEMBER FOR COMMUNICATIONS – CLLR LUCILLE THOMPSON

Contact Officer: Nancy Graham Tel No: 01962 848 235 Email ngraham@winchester.gov.uk

WARD(S): GENERAL

PURPOSE

To make appointments that are required to be made to external bodies for 2020/21 by Cabinet. Due to social distancing restrictions in place nominations were requested from Group Leaders in advance of the meeting.

Three bodies are appointed by the Scrutiny Committee and these are included in the list at Appendix A for information only.

As this report has been prepared in advance of the Annual Council meeting on 20 May 2020, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2019/20.

RECOMMENDATIONS:

1. That appointments be made to the vacancies detailed in Appendix A of the Report.
2. That the Governance Manager remind representatives of their responsibilities whilst representing the Council on an external organisation, as summarised in Paragraphs 11.6 – 11.9 of the report and in the [Guidance regarding serving on Outside Bodies](#).

## IMPLICATIONS:

### 1 COUNCIL PLAN OUTCOME

- 1.1 Councillor representation on external bodies is a key part of the role of the elected member. This enables close partnership working, sharing knowledge and information with organisations with a view to tackling climate change, providing housing, promoting the local economy and working to improve the health and happiness of the community.

### 2 FINANCIAL IMPLICATIONS

- 2.1 Any travel expenses can be met within the existing Members' Allowances Scheme.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Appointments to Outside Bodies is governed by specific legislation (such as the establishment of joint committees under Section 101 of the Local Government Act 1972 and appointments made under S102 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, issued under sections 9EA, 9EB and 105 of the Local Government Act 2000).
- 3.2 In some cases the arrangements may be governed by quite a formal framework such as an Inter borough agreement, which specifies the office holder who will represent the Council. Where there are no specific provisions arrangements for representation may be made under Section 1 of the Localism Act 2011 which provides local authorities with the power of general competence.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Vacancies advertised to all Members to allow cross-party nominations.

### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

### 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Council must appoint nominees that represent as far as possible the diverse nature of the local community.

### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Community Potential for lack of community support.</i>	<i>Appropriate Councillor representation on outside bodies is undertaken as part of their wider community roles</i>	Transparency of the decision making enables greater certainty of a the decision and decision maker for the community
<i>Legal Potential conflict of interest between the Council and the external organisation</i>	<i>Risk of potential conflicts of interest mitigated by regard to guidance provided in the Constitution and/or seeking advice.</i>	To ensure certainty and clear lawful decision making
<i>Innovation</i>		To share good practice from other organisations across the City Council
<i>Reputation</i>		To promote the City Council with partners

11 SUPPORTING INFORMATION:

- 11.1 Appendix A sets out all the appointments to external organisations that are required to be made for 2020/21. For completeness, it also includes a note of other external organisations where an appointment is not required at this time.
- 11.2 The Monitoring Officer has authority, in consultation with the Member, to appoint a deputy – where this is not included in the automatic nomination above, and where this is acceptable to the external organisation concerned.
- 11.3 A complete list of current Council appointments to external organisations is available on the Council's Website [here](#).

**New Organisations onto the Council's Nominations List**

- 11.4 In May 2016, Cabinet also agreed criteria for accepting new organisations onto the Council's nominations list as follows:

*Any new organisations accepted for nominations should be characterised in one of the following ways:*

- a) *An organisation in which the Council is investing funds: the nomination will help to ensure that these funds are being deployed appropriately, and that the organisation is properly governed and run in order to achieve this;*

*Or*

- b) *An organisation that is considered by Members to be of significant direct benefit to the Council or to the community of the District, in terms of opportunities for networking, funding, information gathering, partnership working, sharing of best practice, public reputation, lobbying or other corporate interests.*

*Or*

- c) *An organisation that is considered by Members to provide services or have influence over a large part of the Winchester District and has the potential to affect the lives of large numbers of residents and businesses as a result.*

11.5 In addition, the Monitoring Officer has authority to review the applications for inclusion on the list, and putting forward to Group Managers any requests which are considered to meet this criterion.

### **Responsibilities of Council Representatives**

11.6 Members who take on the role of the Council's nominated representative on an external body should have regard to the likely time commitments that this may have. As a minimum, this should include regular attendance at board meetings (or the equivalent strategic meetings arranged by the organisation).

11.7 An effective representative will seek to build the relationship between the Council and the external organisation. This is likely to include:

- Providing regular feedback to the appropriate Cabinet Member and officers, particularly where there may be an emerging concern for the Council or the wider District
- Providing information about the Council and the way it operates (e.g. grants, contacts for officers, relevant consultation activities, new policies)
- Encouraging partnership working with other organisations and with the Council
- Attending Member training relating to appointments to external bodies to develop knowledge and understanding of the role
- Attending Member training (or other events/meetings) on topics which are relevant to the appointment
- Attending suitable sessions run by the organisation outside board meetings to gain a fuller understanding of the organisation's work (eg visiting a community facility during the day to see it 'in action', supporting special events or open days)

11.8 It is recognised that Members often have many other commitments, and these should be considered before accepting a new appointment. When a Council Representative does not fulfil the role effectively, there is potential for reputational damage at both a political and a corporate level.

11.9 It is important that Members understand the distinction between the different types of appointment, such as trustee or observer, as this will affect the way they fulfil their duties and the nature of the decisions that they may be asked to make. There is guidance in the [Guidance regarding serving on Outside Bodies](#).

11.10 The lead officer for each group is also shown on the table. This provides a ready point of contact for the member representative. The officer lead will be working closely with the organisation throughout the year particularly with those in receipt of significant Council funding.

## **12 OTHER OPTIONS CONSIDERED AND REJECTED**

12.1 Because of the current situation relating to Covid-19, the Council could extend all current appointments into the new Municipal Year to ease the administrative burden on the Council. For example, South East Employers have offered that *SEE Councillor nominations for 2020/21 be rolled over from the previous year without the*

*requirement for a formal nomination process by each council. This should ease the administrative burden for each nominating SEE Member Council. Should an existing Councillor not wish to be a SEE representative then the Council can still nominate.*

- 12.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 provides that:

*Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.*

- 12.3 However, this option was rejected because of the aim to maintain business as usual and the new ability for Council meetings to be held virtually.

#### BACKGROUND DOCUMENTS:-

##### Previous Committee Reports:-

CAB3163 – Annual Appointments to External Bodies 2019/20 – 16 May 2019

##### Other Background Documents:-

None.

#### APPENDICES Appendix A: List of Council Appointments to External Organisations

**Complete List of WCC Appointments to External Organisations\***

*\*Only organisations listed in red (italic) text require appointment at this time.*

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
The Carroll Centre Board of Trustees	1 representative (Observer to the Board of Trustees) (& 1 deputy if required) Currently Cllr Scott (deputy: Cllr Tod)	3 years (until May 2022)	Steve Lincoln
Centre for Public Scrutiny (CfPS) – Scrutiny Champions Network	1 representative Currently Cllr Brook.	1 year – to be appointed by Scrutiny Committee	David Blakemore
Citizens Advice Winchester District	1 representative (Observer) Currently Cllr Porter.	3 years (until May 2022)	Susan Robbins
<i>Hampshire &amp; IOW Association of Local Authorities (HIOWA)</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 Year</i>	tba
<i>HCC Annual Meeting regarding public transport issues</i>	<i>1 representative – Cabinet Member with responsibility for Transport</i>	<i>1 Year</i>	Andy Hickman
<i>Hampshire Cultural Trust</i>	<i>1 Observer – Cabinet Member with responsibility for Culture</i>  <i>1 Trustee to be appointed by Council.</i> <i>(NB. A Trustee to the Trust is also appointed by Council on an 8 year term – currently former councillor Mike Southgate until Sept. 22)</i>	<i>1 Year</i>	Susan Robbins
<i>Hampshire Homechoice Board</i>	<i>1 representative (Board Member) – Cabinet Member with responsibility for Housing</i>	<i>1 year</i>	Gillian Knight
<i>Hampshire Rural Forum</i>	<i>1 representative (Forum Member) – Cabinet Member with responsibility for the Economy</i>	<i>1 year</i>	Andrew Gostelow

<b><u>Organisation</u></b>	<b><u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
<i>Hospital of St Cross &amp; Almshouses of Noble Poverty</i>	<i>1 Nominative Trustee- Must be member of Church of England &amp; WCC Councillor Previously Cllr Mather term ends 2020</i>	<i>4 years (until May 2024)</i>	tba
<i>Intergr8 CIC at Unit 12</i>	<i>1 representative - Observer (Cabinet Member with responsibility for the Economy)</i>	<i>3 years (confirmed annually)</i>	Steve Lincoln
Live Theatre Winchester Trust Ltd	1 Observer Currently Cllr Achwal	3 years (until May 2022)	Susan Robbins
<i>Local Government Association</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 year</i>	Laura Taylor
<i>Partnership for South Hampshire (PfSH) Joint Committee</i>	<i>1 representative plus deputy – Leader and Deputy Leader</i>	<i>1 year</i>	Steve Tilbury
<i>Police and Crime Panel</i>	<i>1 representative plus deputy (if required) (Panel Member)  Currently Cllr Griffiths  One Deputy required (to replace former councillor Stallard)</i>	<i>Vacancy for deputy only (until May 2021)</i>	tba
Portsmouth City Council – Health Overview & Scrutiny Panel	Previously Cllr Achwal (deputy Cllr Clear)	1 year – to be appointed by Scrutiny Committee.	tba
Portsmouth Water Customer Forum	1 representative (member of customer challenge group) Currently Cllr Brook	3 years (until May 22)	tba
<i>Project Integra Management Board</i>	<i>1 representative plus deputy (if required) (Board Members) – Cabinet Member with responsibility for Waste Must be Cabinet Members</i>	<i>1 year</i>	<i>David Ingram</i>

<u>Organisation</u>	<u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
PfSH Overview & Scrutiny Committee	1 representative plus deputy Previously Cllr Hiscock (deputy Cllr Clear)	1 year – to be appointed by Scrutiny Committee.	tba
River Hamble Harbour Management Committee	1 representative (voting committee member) plus deputy  Currently Cllr Pearson (deputy Cllr Miller).	4 year appointment to coincide with HCC elections (until May 2021)	tba
South Downs National Park Authority	1 Member of SDNPA (voting as member of the SDNPA & not their appointing body) Must be a WCC Councillor  Currently Cllr Evans.	4 years (until May 2023)	Julie Pinnock
<i>South East Employers</i>	<i>1 representative – previously automatic appointment for Chair of Audit &amp; Governance Committee (as a representative or if elected as an Executive Committee member)</i>  <i>NB SEE have advised that there is no requirement for the Council to re-appoint this year in the current situation – the existing appointment would continue.</i>	<i>1 year</i>	<i>Rob O'Reilly</i>
<i>South East Employers – Councillors' Local Democracy and Accountability Network</i>	<i>2 representatives</i> <i>No specific requirements</i>  <i>Previously Cllrs Power &amp; Gottlieb</i>  <i>NB SEE have advised that there is no requirement for the Council to</i>	<i>1 year</i>	<i>Karen Vincent</i>



<u>Organisation</u>	<u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
	<i>re-appoint this year in the current situation – the existing appointment would continue.</i>		
South East England Councils (SEEC)	1 representative plus deputy – Leader & Deputy Leader	1 year	tba
Southampton International Airport Consultative Committee	2 representatives plus 2 deputies (Panel Members)  Cabinet Member with responsibility for Transport plus 1 other rep. and 2 deputies	1 year	David Ingram
St John's Winchester Charity	1 nominated trustee Currently Cllr Learney until Feb 2023.	3 years (until Feb 2023)	Gillian Knight
Streetreach	1 representative (Observer) Currently Cllr Learney	3 years (until May 2022)	tba
Tourism South East	1 representative – Cabinet member with responsibility for Tourism	1 year	Rachel Gander
Trinity Winchester	3 representatives (Advisory Committee Members) Cabinet Member with responsibility for Housing plus 2 additional Councillors (currently Cllrs Scott and Weir)	3 years (until May 2022)	Charlotte Quinn
WinACC	1 Company Director & Charity Trustee – Cabinet Member with responsibility for Environment	1 year	Simon Finch
Winchester Business Improvement District (BID)	1 representative – Cabinet Member with responsibility for Economy	1 year	Susan Robbins

<u>Organisation</u>	<u>Number of Representatives (Deputies shown in brackets) and any Specific Requirements for Representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
<i>Winchester Charity School Education Foundation</i>	<i>1 trustee Currently Cllr Mather</i>	<i>3 years (until Oct 2021)</i>	<i>tba</i>
Winchester Churches Night Shelter	1 representative (Board member) – Cabinet Member with responsibility for Housing	3 years (confirmed annually)	Charlotte Quinn
Winchester District Board of the Council for the Protection of Rural England (CPRE)	1 representative (Coopted non-voting member of Planning & Policy Group) Previously Cllr Pearson	3 years (until May 2022)	tba
Winchester Excavations Committee	1 corporate trustee Currently Cllr Clear until May 2022	3 years (until May 2022)	Susan Robbins
Winchester Housing Trust	1 Director plus 1 Observer	2 years (until May 2020)	Gillian Knight
Winchester Road Safety Council	1 representative	1 year	tba
Winchester Sports Stadium Management Committee	2 representatives (1 must be Cabinet Member with responsibility for Sport)	1 year	Calum Drummond/ Amanda Ford
Winchester Welfare Charities	2 trustees ( <i>nb only 1 vacancy</i> ) Currently Allan Mitchell (until June 2020)  Other trustee is Councillor McLean (until May 2022)	4 years (from June 2020)	Dave Shaw