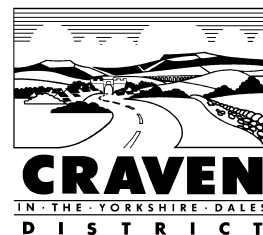


Policy Committee – 17th June 2014



SUB-COMMITTEES AND PANELS : APPOINTMENT

Report of the Corporate Head of Business Support

Ward(s) affected: All

1. **Purpose of Report** – To consider the appointment of sub-committees, and specific task sub-committees and working groups; and to confirm or amend the terms of reference of any existing sub-committees, as appropriate.

2. **Recommendations** – Members are recommended to:

2.1 Re-appoint the Craven Spatial Planning Sub-Committee for 2014/15 with a membership of seven and three named substitutes; the terms of reference to be as shown in the Appendix to this report.

[Based on last year, the membership would include the Leader of the Council (Councillor Knowles-Fitton), Group Leaders (Councillors Paul English and Barrett), Chairman of Planning (Councillor Welch), with three other Councillors to ensure political proportionality (2 Conservatives and 1 Independent).]

2.2 Re-appoint the Craven Employees' Consultative Group for 2014/15 with a membership of four and terms of reference as shown in the Appendix to this report. *[Based on last year, the membership would include the Leader of the Council and one other member from the political administration, and one from each of the two other political groups. As the group is a consultative body only and has no decision making powers there is no requirement for political proportionality.]*

2.3 Re-appoint the Community Grants Sub-Committee for 2014/15 with a membership of 9 and terms of reference as shown in the Appendix to this report. *[To ensure political proportionality, the membership will comprise 6 Conservatives, 2 Independents and 1 Liberal Democrat. Wherever possible, Members should have no direct interests with voluntary or community organisations.]*

2.4 Group nominations are attached at Appendix B.

3. **Report**

3.1 The Policy Committee may appoint "specific task" sub-committees with clear terms of reference and delegated authority to deal with specific issues of business.

3.2 The Council's Committee and Member Conventions document states also that, so far as is practicable, the number of members of these sub-committees should be no more than seven and will reflect the political balance of the Council. The membership will be in accordance with the nominations submitted by each Group.

- 3.3 The sub-committees and panels etc appointed in 2013/14 were:
- Craven Spatial Planning Sub-Committee (7 Members);
 - Community Grants Sub-Committee (7 Members); and
 - Craven Employees' Consultative Group (4 Members).
- 3.4 If Members decide to retain seven members on sub-committees, the following political proportionality will apply:
- ✓ Conservatives (20) – 4.83 (5)
 - ✓ Independents (7) – 1.69 (2)
 - ✓ Liberal Democrats (2) – 0.48 (0)
- Note:** The appointment of all Group Leaders to the Craven Spatial Planning Committee would require an increase in the committee size to eight members in order to maintain political proportionality.
- 3.5 If Members decide to increase the membership to nine on the Community Grants Sub-Committee, the following political proportionality will apply:
- ✓ Conservatives (20) – 6.21 (6)
 - ✓ Independents (7) – 2.17 (2)
 - ✓ Liberal Democrats (2) – 0.62 (1)

N.B. Depending on the outcome of the elections to fill the Skipton vacancy, the proportionality may need to be adjusted.

- 3.6 In considering re-appointment of the above sub-committees together with the consultative group, Members may wish to take account of the following:
- (a) **Craven Spatial Planning Sub-Committee** : Bearing in mind the ongoing work associated with the production of draft Local Development Framework documents, and the complexity of those documents, sufficient justification exists for re-appointing this Sub-Committee for 2014/15 as a specific task sub-committee.
- (b) **Craven Employees' Consultative Group** : Re-appointing this group maintains a direct communication between Members and employee representatives.
- For 2013/14 the membership agreed by the Policy Committee was comprised of the Leader of the Council and one other member from the political administration, together with one member from each of the Independent and Liberal Democrat Groups. Note : The Group is a consultative body only and has no decision making powers and there is no requirement for political proportionality.
- (c) **Community Grants Sub-Committee** : The Sub-Committee considers all grant applications and decides on the distribution of finance available for grant support to both existing and new schemes, which otherwise would need to be undertaken by the Policy Committee, or by officers under delegated authority. The Sub-Committee ensures transparency of the grants' allocation process. On a number of occasions the Sub-Committee has, by reason of apologies or by the need for Members to declare interests, struggled to be quorate. Members of the Sub-Committee were conscious of the important role it plays and have asked that consideration be given to increasing the membership to nine.

4. **Implications**
- 4.1 **Financial Implications** – None, other than the costs associated with servicing meetings and attendance by Members.
- 4.2 **Legal Implications** – Decision-making bodies are required to be politically proportional.
- 4.3 **Contribution to Corporate Priorities** – In itself, the appointment of Panels and Sub-Committees makes no direct contribution, but provides a forum for bringing forward draft policy for consideration by the Policy Committee and Council, as appropriate, which if adopted would contribute to delivery of corporate priorities.
- 4.4 **Risk Management** – None.
- 4.5 **Equality Impact Assessment** – The Council's Equality Impact Assessment Procedure has not been followed. Therefore neither an Initial Screening or an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability • gender • race/ethnicity • religion or religious belief (faith) • sexual orientation, or • rural isolation.
5. **Consultation with others** – None.
6. **Access to Information** – None.
7. **Author of the Report** – Vicky Davies. Telephone 01756 706486. e-mail: vdavies@cravenc.gov.uk
8. **Appendix** – Details of Sub-Committee terms of reference and membership 2013/14.

CRAVEN DISTRICT COUNCIL

POLICY COMMITTEE : 17 June 2014

APPOINTMENT OF SUB-COMMITTEES / WORKING GROUPS : TERMS OF REFERENCE

Craven Spatial Planning Sub-Committee

Members 2013/14 : Leader of the Council (Councillor Knowles-Fitton), Chairman of Planning (Councillor Welch), and Councillors Barrett, Barrington, Paul English, Foster and Turner. Substitute Members Councillors Lis, Solloway and Wheeler.

Terms of Reference – To:

(a) To deal with all aspects of preparation of Local Development Framework documents up to the key decision stages set out below:

(i) Development Plan Document – up to, but not including final approval of the Publication Document (published for formal consultation before submission to the Secretary of State for examination in public) as defined in Regulation 25 of the Town and Country Planning (Local Development) Regulations 2004 (as amended in 2008) or as defined in any successor regulations.

(ii) Supplementary Planning Document – up to and including approval of a draft for public consultation.

(b) To act as an initial reference point to provide feedback and input into emerging documents up to Publication stage.

(c) To receive and accept evidence base reports for the Local Development Framework as they are completed.

(d) To consider and approve Planning Guidance for Development Control purposes.

(e) To provide an arena for discussion and response to regional and sub-regional initiatives which have implications for spatial planning in Craven.

(f) Community Infrastructure Levy – To deal with all aspects of preparation of the Community Infrastructure Levy Charging Schedule up to, but not including final approval of the Publication charging schedule for formal consultation prior to examination as defined in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended in 2011).

Community Grants Sub-Committee

Members 2013/14 : Councillors Polly English, Harbron, Hart, Knowles-Fitton, Mason, Myers and Solloway.

Terms of Reference – To:

- (a) Under delegated powers consider all grant applications by voluntary and community organisations.
- (b) Decide on the distribution of finance available for grant support to both existing and new schemes using approved criteria.

Craven Employees' Consultative Group

Members 2013/14 : Leader of the Council (Councillor Knowles-Fitton) and Councillors Barrett, Brockbank and Polly English.

Terms of Reference – To:

- (a) To act as a direct channel of communication between the employees and the Council.
- (b) Consider any problems or matters relating to the employees of the Council, but excluding individual cases to which the Council's disciplinary / grievance procedure or other appeals' procedure may apply.

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