

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD (EAB)

10 DECEMBER 2020

SUPPLEMENTARY INFORMATION

ITEM 4 – COUNCILLOR WORKING GROUPS (Pages 1 - 8)

Since the publication of the EAB agenda, this report has been expanded to include highlighted text regarding the proposed establishment of a new Executive Working Group to consider the recommendations of the Local Government Association Planning Committee Peer Review. The Appendices to the report are unchanged.

Museum Working Group

The latest terms of reference for this Working Group is from the 21 May 2019 report to the Executive with the following wording:

‘The summary terms of reference or purpose of the working group was confirmed as being to deliver a refreshed museum service in new/revamped accommodation in accordance with the decision of the Executive in April 2016.

The Museum Working Group (MWG) acts an informal advisory body to the Lead councillor to help the project deliver the Council’s corporate plan objective for developing Guildford Museum. It has no decision making powers nor does it hold a budget.

The Director of Environment, a representative from Heritage Services, the project manager and the lead consultant attend meetings of the working group to provide updates on progress and discuss issues and opportunities.’

The report to the Executive also states in paragraph 3.8 that:

‘The Executive is also asked to note that the Museum Working Group now reports to the Major Projects Portfolio Board. The revised terms of reference of the Major Projects Portfolio Board, and the Property Review Group, are set out respectively in Appendices 4 and 5.’ (These terms of reference are attached to the EAB’s report at Appendices 5 and 6.)

Major Projects Portfolio Board

Further information concerning the Portfolio Programme Boards falling under the Major Projects Portfolio Board is attached. The other programmes referred to include Blackwell Farm, Gosden Hill (where property or related development obstacles are to be overcome), Guildford Community Bike Share Scheme, Guildford Crematorium, Spectrum 1 and 2, and Millbrook Weir.

The relevant Lead Councillor advises that the membership of the other programme boards is intended to consist of up to three councillors and three officers, depending upon the issues being raised. Meetings are called at short notice or not at all if not required. They are a reporting and information route being informal in nature and feeding into the Major Projects Portfolio Board.

NB: The highlighted text added to this draft report regarding the proposed establishment of an Executive Working Group to consider the recommendations of the LGA Planning Committee Peer Review was **not** included in the report on the Service Delivery EAB agenda.

Service Delivery Executive Advisory Board Report

Ward(s) affected: All

Report of Director of Resources

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Date: 10 December 2020

Review of Executive Working Groups and taking forward the LGA Planning Committee Peer Review recommendations

Executive Summary

This report is published annually to ask the Executive to review the work carried out over the past twelve months by the various working groups (including boards and panels) that have been established by either the Executive or the Leader/Lead Councillor, together with the work they are likely to undertake over the next twelve months. As part of this review, the report also asks the Executive to determine whether these groups should continue as presently constituted and, if so, to make or confirm appointments to them. The requirement to submit this report to the Executive is in accordance with Council Procedure Rule 24 (j).

This report is usually delivered in May but has been delayed this year due to Covid-19. The last reporting of the Review of Executive Working Groups was to the Executive on 19 May 2019.

The report also includes a proposal to establish a new working group to consider, in detail, the recommendations of the recent LGA Planning Committee Peer Review.

This report will be presented to the Executive at its meeting to be held 5 January 2021.

Recommendation to the Executive Advisory Board

That the EAB considers this report and makes comments and recommendations as appropriate to be set out in the Executive report when it considers this matter on 5 January 2021.

Recommendation to the Executive

- (1) To review the current Executive working groups listed in **Appendix 1** to this report to determine in respect of each group, with particular reference to paragraph 3 of this report, whether they should continue with their work, or be disbanded.
- (2) To determine the following in respect of those working groups which are to continue their work:
 - (a) any change to the terms of reference,
 - (b) the number of councillors on the working group,
 - (c) whether the working group should be cross-party (i.e. include councillors from more than two political groups),
 - (d) the time for which the working group is expected to continue operating
 - (e) the appointment of individual councillors to the working group, (the Executive may choose to make such appointments itself or ask political group leaders to nominate councillors for membership of the working group in accordance with the number of seats each political group has been allocated).
- (3) To establish a new Planning Committee Review Working Group as described in paragraph 3.7 of this report.

Reason for Recommendation:

- To comply with the requirement on the part of the Executive to periodically review the continuation of the various Working Groups in accordance with Council Procedure Rule 24 (j).
- To consider the recommendations of the recent LGA Planning Committee Peer Review

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 This report asks the Executive to review the work carried out by Executive working groups over the past twelve months and the work they are likely to undertake over the next twelve months. As part of this review, the report also asks the Executive to determine whether these groups should continue as presently constituted and, if so, to make appointments to them.
- 1.2 It should be noted that other councillor task groups exist, such as the Councillor Development Steering Group, which report to the Corporate Governance and Standards Committee. However, this report is concerned only with the working groups appointed by the Executive, the Leader or lead councillors.
- 1.3 The report also includes a proposal to establish a new working group to consider and take forward the recommendations of the recent LGA Planning Committee Peer Review.

2. Strategic Priorities

- 2.1 The councillor working groups' work should assist in the delivery of the Council's Corporate Plan and the fundamental themes that support it.

3. Background

- 3.1 This report sets out in **Appendices 1 - 7**:

- (a) a summary of general progress of each Executive working group including work undertaken, goals achieved and work still to be carried out; and
- (b) the terms of reference and current composition of each working group

- 3.2 The Council agreed in December 2016, as part of a review of the Constitution, to include for the purposes of clarity and avoidance of doubt, information in Council Procedure Rules on the appointment, terms of reference, composition and duration of:

- working groups (appointed by the Leader, a lead councillor, or the Executive) and
- task groups (appointed by Council, a committee, or an EAB),

including the appointment of working/task group chairmen and substitutes.

- 3.3 Council Procedure Rule 24 provides that the "appointing body" (which could be the Leader, a lead councillor, or the Executive) shall determine, amongst other things, the number of councillors on a working group and may appoint individual councillors to it. Where it is necessary to alter the membership of such a working group, in May 2017 the Executive authorised the Lead Councillor with portfolio responsibility for governance to determine any change of membership of those working groups as and when required.

Proposed new working group

- 3.4 Councillors will be aware that the Council had originally scheduled a Planning Committee Peer Review to be undertaken by the Local Government Association (LGA) with the Planning Advisory Service in March, but this was postponed due to the Coronavirus pandemic. The Peer Review was rescheduled and took place in early November. The LGA have published their final report which includes 12 recommendations for the Council to consider. The LGA's report has been circulated to all councillors.

- 3.5 The final recommendation is that the Council should examine the possibility of setting up a Task and Finish joint officer/member group led by an independent, senior, well respected person to take Peer Review recommendations and other improvement needs forward, and to take advantage of viewing the operation of other Planning Committees to aid learning.

- 3.6 At a meeting of political group leaders on 2 December 2020, it was suggested that the setting up of an Executive working group to examine these matters would be the best way of progressing this as expeditiously as possible.

- 3.7 It is therefore proposed that the Executive agrees to establish a new Planning Committee Review Working Group as follows:

Terms of Reference:

To consider the LGA Planning Committee Peer Review recommendations and other improvement needs, and make recommendations as appropriate to the Executive, Planning Committee, and full Council.

Membership:

The working group shall comprise of eight councillors as follows:
Two representatives from each of the R4GV and Liberal Democrat Groups and one representative from each of the other political groups (to be nominated by respective Group Leaders), together with appropriate officer involvement and support. Substitutes shall be permitted.

Chairman:

The working group to be chaired by a suitably qualified and experienced independent person. **Name to be included in final report**

Proposed disbandment of working groups

- 3.8 The Museum Working Group has not met for over a year due to a lack of external funding available to support the original objectives and the impact of Covid-19 on the service. In light of the Museum Project as originally envisaged no longer being progressed it is recommended this working group be dissolved until a clear way forward for the scheme is determined.

Other updates

- 3.9 Since the last report to the Executive in May 2019 the Grants Review Panel has been disbanded and the delivery of community and voluntary grants is overseen by the Aspire Health and Wellbeing Board.
- 3.10 At its meeting on 25 August 2020, the Executive agreed to split the Climate Change and Innovation Board (CCIB) into two separate working groups. This report includes, at Appendix 1, an update on the work of the CCIB up to August.
- 3.11 The Electric Theatre Monitoring Group should be chaired by the Lead Councillor for Environment and has a vacancy previously filled by the late Councillor Sheard. The membership of this Group should be reviewed.
- 3.12 The Guildford Community Covenant Panel would usually have six members but only four have been appointed.

4. Consultations

- 4.1 The Service Delivery EAB is being consulted on this Executive report, and their comments and recommendations will be reported to the Executive.

5. Key Risks

- 5.1 There are no key risks arising from directly from this report. Evaluation of any risk will be specific to the work undertaken by each individual working group.

6. Financial Implications

- 6.1 There are no financial implications arising from this report. Any proposals, projects or suggestions from the groups with financial implications will either be contained within approved budgets or considered as part of the Service and Financial Planning cycle.

7. Legal Implications

- 7.1 There is no legal requirement to establish working groups, but most councils use them for purposes similar to ours. We have made provision for their operation in our Council Procedure Rules.
- 7.2 As working groups have no powers, there is no requirement for them to be politically balanced.

8. Human Resource Implications

- 8.1 Currently, we are able to service working groups from within existing staffing resources.

9. Equality and Diversity Implications

- 9.1 Each Working Group, panel or board will be responsible for having due regard to the requirements of the Public Sector Equality Duty (Equality Act 2010) when making any policy recommendations.

10. Climate Change/Sustainability Implications

- 10.1 Each working group, panel or board will be responsible for having due regard to the Council having declared a climate emergency and acting in accordance with the commitments made by this Council to Climate Change and sustainability.

11. Conclusion

- 11.1 In the light of the information provided in the appendices to this report (with the exception of Appendix 2), the Executive (as the appointing body) may ask working groups to continue their work or disband them. The Executive may also establish new working groups or revise terms of reference and composition of existing working groups or set a time by which it expects a working group to complete its work.

12. Background Papers

Final Report of the LGA Planning Committee Peer Review (November 2020)

13. Appendices

Appendix 1: Table showing details of general progress and work to be undertaken by each of the current councillor working groups

Appendix 2: Terms of reference for the Climate Change Board

Appendix 3: Terms of reference for the Climate Change and Innovation Group

Appendix 4: Terms of reference for the Innovation Board

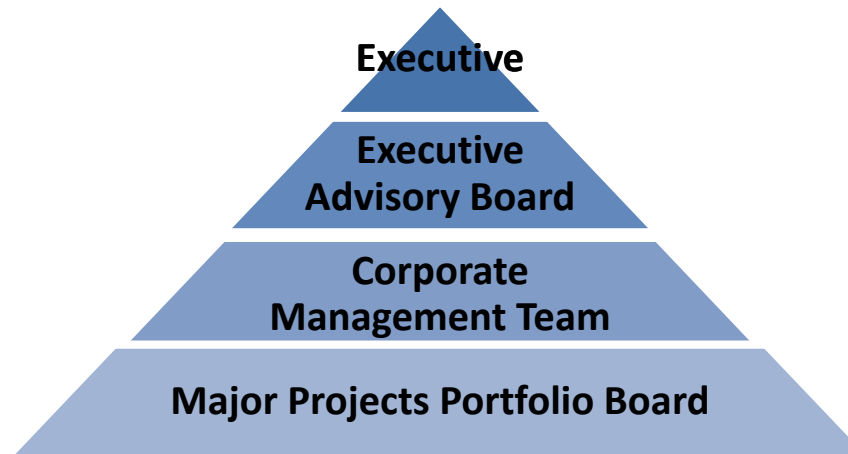
Appendix 5: Terms of reference for the Major Projects Portfolio Board

Appendix 6: Terms of reference for the Property Review Group

Appendix 7: Terms of reference for the SARP Governance Board

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

Service	Sign off date
<i>Finance / S.151 Officer</i>	
<i>Legal / Governance</i>	
<i>HR</i>	
<i>Equalities</i>	
<i>Lead Councillor</i>	
<i>CMT</i>	
<i>Committee Services</i>	



Portfolio Programme Boards					
Weyside Urban Village Development	Guildford Economic Regeneration Programme	Established Town Centre Programme / North Street	Ash Programme	Housing Development Programme	Other Programmes
Cllr John Rigg Cllr Caroline Reeves Cllr Joss Bigmore Cllr Jan Harwood James Whiteman Dawn Hudd Claire Morris Ian Doyle Michael Lee-Dickson Claudia Frost Leigh Edwards Sarah White	Cllr John Rigg Cllr Caroline Reeves Cllr Joss Bigmore Cllr Jan Harwood Cllr Chris Blow Cllr Tim Anderson James Whiteman Claire Morris Dawn Hudd Ian Doyle Michael Lee-Dickson Elizabeth Fleming Claudia Frost Andrew Tyldesley Marieke van der Reijden Stuart Harrison Sarah White	Cllr John Rigg Cllr Caroline Reeves Cllr Joss Bigmore Cllr Jan Harwood Cllr John Redpath James Whiteman Dawn Hudd Elizabeth Fleming Michael Lee-Dickson Claudia Frost Andrew Tyldesley Marieke van der Reijden Diane Owens	Cllr John Rigg Cllr Caroline Reeves Cllr Joss Bigmore Cllr Paul Spooner Cllr Ramsey Nagaty Dawn Hudd Elizabeth Fleming Claudia Frost Michael Miles Martin Knowles Sarah White	Cllr John Rigg Cllr Caroline Reeves Cllr Jan Harwood Cllr Tim Anderson Dawn Hudd Cllr Ramsey Nagaty Rachel Harper Elizabeth Fleming Claudia Frost Sarah White	Individual Project Group/Board meetings set up for the above projects Cllr John Rigg Cllr Caroline Reeves Cllr Joss Bigmore James Whiteman Strategic Services Director Elizabeth Fleming Claudia Frost Sarah White Relevant Project/Programme Manager(s)

Meeting frequency:
Quarterly

Meeting frequency:
Quarterly

Meeting frequency:
Quarterly

Meeting frequency:
Quarterly

Meeting frequency:
Quarterly

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