

Service Delivery Executive Advisory Board Report

Ward(s) affected: All

Report of Director of Resources

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Review of Executive Working Groups

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.

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).

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).

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 reports 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.

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 including work undertaken, goals achieved and work still to be carried out; and
 - (b) the terms of reference and current composition of each Executive 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 groups

None

Proposed disbandment of working groups

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

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.

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.

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.

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

None.

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