

Newspapers notice and provisions to have effect document

Newspaper notice

SPELTHORNE BOROUGH COUNCIL CHANGE IN GOVERNANCE ARRANGEMENTS

Spelthorne Borough Council resolved at an Extraordinary Council Meeting held on 25 March 2021 to make a change in its governance arrangements, with effect from the Annual Council Meeting on the 27 May 2021.

As a result of the resolution it will be necessary for significant changes to the Council's Constitution to be made. The main feature of the change is to remove the 'Leader & Cabinet' form of governance that the council has operated since 2001 and replace it with a 'Committee System' form of governance. This new form of governance will result in most decisions on council functions being dealt with by politically balanced committees subject to the general oversight of Council. No individual member of the council has decision making powers.

A document setting out the provisions of the arrangements that are to have effect following the resolution are available at the council offices for inspection by members of the public at the Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB and on the council's website at www.spelthorne.gov.uk

Provisions to have effect document

CHANGE IN THE COUNCIL'S FORM OF GOVERNANCE NEW ARRANGEMENTS

CONTEXT

The Local Government Act 2000 required that local authorities (except for smaller local authorities) cease to operate a Committee System form of governance and instead operate a Leader and Cabinet form of governance. This system of governance has accordingly been in place at Spelthorne Borough Council since 2001. The Local Government Act 2000 (as amended by the Localism Act 2011) made provisions for a local authority to operate one of the following forms of governance: -

- Elected Mayor and Cabinet
- Leader and Cabinet
- Committee System

A local authority can accordingly change its form of governance by resolution of the Council. At an Extraordinary Council Meeting held on 25 March 2021 the Council resolved to cease to operate the "Leader and Cabinet" form of governance and start to operate a "Committee System" form of governance from the earliest permitted time, which is the Annual Council Meeting to be held on 27 May 2021.

The Council cannot change its form of governance again for a period of 5 years, unless approved in a referendum. This document sets out the main provisions of the new arrangements for the Council's Committee System form of governance.

KEY PROVISIONS OF THE COMMITTEE SYSTEM

Detailed below is a summary of the key provisions of the Council's Committee System form of governance:

Full Council

No significant change to existing frequency of meetings or role and functions of Full Council.

Committees

Most decisions on council functions are dealt with by politically balanced committees subject to the general oversight of Council. The main committees are:

- Corporate Policy and Resources
- Environment and Sustainability
- Economic Development
- Community Wellbeing and Housing
- Neighbourhood Services

The Council will have procedural rules for review of decisions made by the above committees in certain circumstances. The Chairman of the Corporate Policy and Resources Committee, who is appointed annually by Council at the Annual Council Meeting, fulfils the role associated with the Leader of the Council. The Vice-Chairman of the Corporate Policy and Resources Committee assists and deputises as necessary. The above committees are supported by other committees and sub-committees.

The other committee which are more specialist in nature are:

- Planning Committee
- Licensing Committee

The Council will also have an Audit Committee, Administrative Committee and a Standards Committee.

Role and Remit of Service Committees.

The following are classed as the 'service committees':

- Corporate Policy and Resources
- Environment and Sustainability
- Economic Development
- Community Wellbeing and Housing
- Neighbourhood Services

The remit of these committees are:

- All Committees will have the following functions in respect of their respective areas:
- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Policy and Resources Committee) or service delivery (Service Committees).

Corporate Policy & Resources Committee

Membership

15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Service Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee

Functions

This committee has responsibility for the following functions of the Council:

- Formulation of the Council's annual budget, including the capital and revenue budgets, prudential controls and council tax, and to recommend to Council
- Overseeing and managing the Council's financial strategies plans, and regulations
- Formulating the Council's community and corporate plans and to recommend to Council
- Formulating and co-ordinating the Council's Policy Framework and to recommend to Council accordingly

- Revenues and benefits
- Human Resources Policy
- Performance management, Project management & service delivery options/transformation
- Property asset management including investment, purchases and disposals, and compulsory purchases
- Matters that cross the remits of two or more 'service' committees and/or to resolve conflict
- To monitor and review relevant Council policies and strategies.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community

Environment & Sustainability Committee

Membership

15 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Planning policy
- The Local Plan
- Waste strategy & management
- Recycling
- Biodiversity
- Climate change – including air quality, carbon management, mitigation and adaptation measures
- Public Health
- Parks, open spaces and allotments
- Emergency planning
- Review and scrutiny of the exercise by the relevant authorities of the flood risk management functions which may affect the Council's area. (dependant on O&S inclusion)
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Policy and Resources Committee.

Economic Development Committee

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Economic development, business partnerships and town centre viability & regeneration
 - Heathrow liaison +
 - Business transformation, support and inward investment
 - Tourism
 - Transport
 - To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Policy and Resources Committee.
 - To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
 - To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
 - To review and scrutinise budget proposals and make recommendations to the Policy and Resources Committee.
- + The scrutiny of Heathrow to be carried out jointly with Environment & Sustainability Committee

Community Wellbeing & Housing Committee

Membership

13 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Leisure, libraries, arts, sports and culture
- Community development and engagement
- Voluntary sector strategy and liaison
- Housing policy & strategy
- Housing options, advice and benefits
- Affordable housing and homelessness
- Private sector and social housing enforcement
- Home Improvement Agency
- Grants to outside bodies
- Education and young people
- Services for older people

- Day centres
- Supported living independently – including meals on wheels
- Family support
- Disability issues and grants
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Policy and Resources Committee.

Neighbourhood Services Committee

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Street cleansing services
- Street Scene
- Parking Services
- Customer Services and consultation
- Building Control
- Cemeteries
- Community safety and crime & disorder (dependant on O&S inclusion)
- Civil Enforcement (JET)
- Environmental protection – including food safety & enforcement
- Health & Safety enforcement
- Consumer protection, licensing, trading standards and environmental health matters
- Planning enforcement
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Policy and Resources Committee.

Administrative Committee

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Corporate Services including Communications, Legal Services, ICT, Democratic Services and Electoral Services
- Human Resources, personnel, pensions and administrative arrangements

The frequency of ordinary scheduled meetings is to be as follows:

- Corporate Policy and Resources – 7 times a year
- Environment and Sustainability – 5 times a year (Bi-monthly)
- Economic Development - 5 times a year (Bi-monthly)
- Community Wellbeing and Housing - 5 times a year (Bi-monthly)
- Neighbourhood Services - 5 times a year (Bi-monthly)

In addition, committees to have the ability to:

- establish sub-committees and working groups.
- convene additional committee meetings if necessary

Members of the public have the right to attend meetings of the Council, its Committees and sub-committees except that part of a meeting where, for example, personal or confidential matters are being discussed

Sub-Committees

Sub-Committees can be established by the Council on the following basis:

- Terms of reference of any such Sub-Committee its membership and the appointment of a Chairman and Vice-Chairman shall be settled at the time the sub-committee is established
- Membership must be politically proportional.
- Membership of a sub-committee does not have to be from the parent committee

The following sub-committees of the Policy and Resources Committee is proposed to be established:

- Development Sub-Committee

The size of the sub-committees, membership and appointment of Chair and Vice Chair of Committees is to be approved at the Annual Council Meeting

Chairman and Vice-Chairman of Policy and Resources Committee

The Chair of the Policy and Resources Committee will be the Leader of the Council.
The Vice-Chair of the Policy and Resources Committee will be the Deputy Leader of the Council.

Chairmen and Vice-Chairmen of Committees

The Chairmen and Vice-Chairmen of Committees are appointed annually at the Annual Council Meeting.

FURTHER INFORMATION Further information regarding the new arrangements can be obtained from: Committee Services, Spelthorne Borough Council, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB Email: committeeservices@spelthorne.gov.uk Tel: (01784) 446337 Further information is also available on the Council's website at www.spelthorne.gov.uk