

**REPORT FOR COUNCIL
RECOMMENDATIONS FROM SLWG –
POLITICAL MANAGEMENT ARRANGEMENTS**

1.0 SUMMARY

- 1.1 At its meeting on 27 June 2013 the Council agreed to establish a Short Life Working Group (SLWG) to review the current Political Management Arrangements (PMAs) and structures.
- 1.2 This report highlights the recommendations made by the SLWG following their consideration of these arrangements.

2.0 RECOMMENDATIONS

- 2.1 To note the contents of the report.
- 2.2 Agree that the proposals developed by the SLWG set out at section 3.3 of this report.

3.0 DETAIL

- 3.1 To date the SLWG on PMAs has met 6 times; 29 July 2013, 12 August 2013, 9 September 2013, 7 October 2013, 29 October 2013, 11 December 2013 and 13 January 2014.
- 3.2 At these meetings the SLWG considered reports by the Executive Director - Customer Services which set out a series of options for consideration in the review of political management arrangements for Argyll and Bute Council.
- 3.3 The following is a summary of the decisions that were taken at meetings of the Group and the Council are asked to endorse these proposals;
- i. Adoption of a traditional model of Council with the following Service Committee structure (**appendix 1**) to include;
 - Policy and Resources Committee
 - Finance and HR
 - Policy Development /overview
 - General competence for matters not otherwise delegated
 - Economic Development (advised by the service Committee)
 - Strategic Projects
 - Community Services Committee
 - Culture
 - Education

- Social Work
 - Housing
 - Health Issues
 - Communities
- Environment, Development and Infrastructure Committee
 - Environment including Amenity Services, Carbon Management and Renewables
 - Development including advice to Policy and Resources on Economic Development Policy but excluding matters dealt with by PPSL
 - Infrastructure including Facility Services and Asset Management
 - IT
 - Piers, Harbours and Roads
- ii. That membership of the Policy and Resources, Community Services, and Environment, Development and Infrastructure Committees be not less than 12 and not more than 16 and to delegate authority to the Executive Director of Customer Services, in consultation with Councillors Walsh, E Morton, Taylor and Semple, to bring back recommendations for the SLWGs final report, including membership of the committees (attached at **appendix 2**).
 - iii. That the regulatory, audit, performance review and scrutiny functions of the Council are maintained within the existing committee structures
 - iv. To continue with the current number of members on the PPSL, PRS and Audit and Area Committees
 - v. That a Council meeting take place at the conclusion of a cycle of Committee meetings (e.g. 6 per year);
 - vi. That a call in function be reserved for Council and incorporated into the Standing Orders – model standing order attached at **appendix 3**
 - vii. To adopt the model Standing Order detailed at **appendix 4** of this report to allow participation in the work of the Service Committees.
 - viii. To extend the remit and powers of Area Committees (set out at **appendix 5**) to support the undernoted;
 - Enhanced financial regulations
 - Enhanced provision in relation to approvals relating to the acquisition, sale or lease of land and buildings within the area
 - A facility for the allocation of additional income raised through Council tax on empty properties, and arrangements for administration of these funds
 - Incorporation of the functions of CHORD Area Project Boards to be taken forward at an area level
 - ix. Not to introduce a Petitions function.

- x. Not to proceed on the development of a Members Bulletin
- xi. That seminars should be scheduled as per appendix 19.
- xii. That Standing Orders be amended to allow members to attend by video conference at committee meetings
- xiii. Note the Policy Lead Job Roles as follows;
 - Island Affairs (**appendix 6**)
 - Sustainable Environment, Renewables, and Strategic Tourism (**appendix 7**)
 - Adult Care (**appendix 8**)
 - Children and Families (**appendix 9**)
 - European Affairs, Sustainable Economic Growth and Strategic Transportation (**appendix 10**)
 - Planning and Regulatory Services (**appendix 11**)
 - Roads, Amenity Services, Infrastructure, Asset Management and Special Projects (**appendix 12**)
 - Community, Culture and Strategic Housing (**appendix 13**)
 - Improvement, HR, Customer Services and Facility Services (**appendix 14**)
 - Strategic Finance (**appendix 15**)
 - Education, Life Long Learning and Strategic IT Services (**appendix 16**)
- xiv. To strengthen the role of the Monitoring Officer as set out in the attached report and protocol but not to progress a standards committee at this time (**appendices 17 and 18** respectively)
- xv. Delegate power to the Executive Director of Customer Services to make the minor and consequential amendments to the Constitution as required by adoption of the new committee structures and associated arrangements
- xvi. To endorse the proposed programme of meetings attached at **appendix 19**

3.4 Once the Council has made a final determination of the structure, the additional resources required to support the new arrangements can be assessed fully, but it is envisaged that a parallel restructuring of the Area Governance Team could address issues related to the more general support to members, as well as the additional Committee workload that will arise, reducing the net cost of these proposals, which at an indicative level might incur a cost of around £200k. The additional resources will address existing pressure on supporting the Area Committee and Area Community Planning Group process and will also provide the additional support to the new centre committee structures and the increased administrative burden of the committee administration. Furthermore, the increased resource will support the development of the video conferencing and webcasting functionality that will be available to the Council from the beginning of the new financial year. The implementation of these proposals should reduce the travel commitment for members in attending meetings but there will be an increased workload for officers in the set up of meetings when video conferencing and/or webcasting is being used. In addition, it is proposed to locate an increased

resource for support to the Monitoring Officer, within Governance and Law, at an indicative cost of £50k.

4.0 CONCLUSION

- 4.1 Following the decision by Council on 27 June 2013 to set up a SLWG to review the current PMAs and structures, the group have now met 7 times and developed a set of proposals for consideration by Council, as per the detail of this report.

5.0 IMPLICATIONS

- 5.1 Policy - will improve development and decision making
5.2 Financial - as set out in the report but indicative at this stage only
5.3 Legal - none
5.4 HR - none at this stage but once a preferred model has been chosen by members, the resource implications of operating such a model can be fully assessed.
5.5 Equalities – no negative impact
5.6 Risk – The AIP has identified *‘Council’s leadership and culture – member to member and member to officer relationships’* as a scrutiny area. An agreed approach on political management arrangements and structures to be reported to Council would reduce risk in this area.
5.7 Customer Service – improved transparency of decision making

6.0 APPENDICES

- 6.1 Appendix 1 Preferred Model
6.2 Appendix 2 Membership of Service Committees
6.3 Appendix 3 Call In Function Standing Orders
6.4 Appendix 4 Participation Standing Orders
6.5 Appendix 5 Remit of Area Committees
6.6 Appendix 6 Policy Lead Job Role - Island Affairs
6.7 Appendix 7 Policy Lead Job Role - Sustainable Environment, Renewables and Strategic Tourism
6.8 Appendix 8 Policy Lead Job Role - Adult Care
6.9 Appendix 9 Policy Lead Job Role - Children and Families
6.10 Appendix 10 Policy Lead Job Role - European Affairs, Sustainable Economic Growth and Strategic Transportation
6.11 Appendix 11 Policy Lead Job Role - Planning and Regulatory Services
6.12 Appendix 12 Policy Lead Job Role - Roads, Amenity Services, Infrastructure, Asset Management and Special Projects
6.13 Appendix 13 Policy Lead Job Role - Community, Culture and Strategic Housing
6.14 Appendix 14 Policy Lead Job Role - Improvement, HR, Customer Services and Facility Services
6.15 Appendix 15 Policy Lead Job Role - Strategic Finance
6.16 Appendix 16 Policy Lead Job Role – Education, Lifelong Learning and Strategic IT Services
6.16 Appendix 17 Monitoring Officer Report
6.17 Appendix 18 Monitoring Officer Protocol
6.18 Appendix 19 Programme for Meetings

8 January 2014 **Douglas Hendry - Executive Director of Customer Services**