Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry

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10 January 2017

NOTICE OF MEETING

A meeting of the **SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **TUESDAY, 17 JANUARY 2017** at **2:00 PM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST (IF ANY)**

3. **MINUTES** (Pages 1 - 2)

    Minutes of Short Life Working Group on Political Management Arrangements held on 12 December 2016.

4. **POLITICAL MANAGEMENT ARRANGEMENTS** (Pages 3 - 18)

    Report by Executive Director of Customer Services

SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS

Councillor Rory Colville
Councillor Anne Horn
Councillor Aileen Morton
Councillor James Robb
Councillor Len Scoullar
Councillor Richard Trail

Councillor Robin Currie
Councillor Roderick McCuish
Councillor Ellen Morton
Councillor Elaine Robertson
Councillor Sandy Taylor
Councillor Dick Walsh (Chair)

Contact: Sandra McGlynn Tel: 01546 604401

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MINUTES of MEETING of SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS held in the COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD on MONDAY, 12 DECEMBER 2016

Present: Councillor Dick Walsh (Chair)

Councillor Rory Colville	Councillor Elaine Robertson
Councillor Robin Currie	Councillor Len Scoullar
Councillor Anne Horn	Councillor Sandy Taylor
Councillor Aileen Morton	Councillor Richard Trail
Councillor Ellen Morton	

Attending: Cleland Sneddon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Charles Reppke, Head of Governance and Law
Shirley MacLeod, Area Governance Manager
Shona Barton, Area Committee Manager

1.   APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roddy McCuish and James Robb.

2.   DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3.   MINUTES

The Minutes of the Meeting of the Short Life Working Group on Political Management Arrangements held on 15 November 2016 were approved as a correct record.

4.   POLITICAL MANAGEMENT ARRANGEMENTS

The Short Life Working Group gave consideration to a report which provided them with information they had requested at the previous meeting held on 15 November 2016.

Further information was provided on the different decision making models, giving an indication on quality by comparing efficiency and the cost of delivery for each model including options for strengthening referral processes and ideas for improving agenda management.

Discussion took place on the various points:-

- Harbour Board
- Reports for noting
- Area Committees, scheduling, frequency and resources
- Referring items; delegations
- Business Days
- Protocol for area committees / business days

Decision

The Short Life Working Group requested that officers draft a report for the next meeting, to include:-

1. Area model:
   • Retain 4 area committees with reduced frequency
   • Retain Community Planning Groups
   • Area business days to be informal and without governance support

2. Prepare a programme of meetings for 2017/18 based on the traditional and Executive/Cabinet models with a reduced frequency of meetings and based on the area model above.

3. Draft a protocol to allow flexibility to respond to consultations for inclusion as terms of reference in the constitution.

4. Incorporate the Harbour Hoard into the EDI Committee or reduce the frequency of Board meetings.

5. Draft a protocol for dealing with reports for noting.

6. Draft a protocol for Area Committee Business Days meetings.

(Reference: Report by Executive Director – Customer Services dated 5 December 2016, submitted)

5.   **COMMUNITY ENGAGEMENT AND LOCALISM**

The Short Life Working Group gave consideration to a report which provided them with information they had requested at a previous meeting held on 22 September 2016 to the development of community action planning and the community planning model to enhance localism, meet the expected requirements of the Localism Bill and fit with the future governance arrangements of the Council.

Discussion took place on the following points:-

   • Community lead actions plans / groups
   • Community action planning toolkit and training
   • Locality plans
   • Link officer for advice
   • Action plans for deprived areas
   • Community empowerment

Decision

The Short Life Working Group discussed the contents of the report and agreed that the bullet points noted above be taken into consideration when developing future options.

(Ref: Report by Executive Director of Community Services dated 12 December 2016, submitted)

ARGYLL AND BUTE COUNCIL

CUSTOMER SERVICES

Short Life Working Group on Political Management Arrangements

17 January 2017

SLWG – POLITICAL MANAGEMENT ARRANGEMENTS

1.0 EXECUTIVE SUMMARY

At the meeting of the Short Life Working Group (SLWG) held on 12th December 2016, Members asked that officers draft a report for the next meeting to include:

1. Area model:
   - Retain 4 area committees with reduced frequency
   - Retain Community Planning Groups
   - Area business days to be informal and without governance support

2. Prepare a programme of meetings for 2017/18 based on the traditional and Executive models with a reduced frequency of meetings and based on the area model above.

3. Draft a protocol to allow flexibility to respond to consultations for inclusion as terms of reference in the constitution.

4. Incorporate the Harbour Board into the EDI Committee or reduce the frequency of Board meetings.

5. Draft a protocol for dealing with reports for noting.

6. Draft a protocol for Area Committee Business Day meetings.

1.1 Members are asked to:

a) Consider the information provided and determine recommendations for future political management arrangements

b) Agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council.

ARGYLL AND BUTE COUNCIL   Short Life Working Group on Political
                                Management Arrangements

CUSTOMER SERVICES   17 January 2017

SLWG – POLITICAL MANAGEMENT ARRANGEMENTS

2.0   INTRODUCTION

2.1   This report provides Members of the SLWG with the information that they requested at the meeting held on 12th December 2016.

3.0   RECOMMENDATIONS

3.1   Members are asked to:

a)   Consider the information provided and determine recommendations for future political management arrangements

b)   Agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council.

4.0   DETAIL

4.1   At the meeting of the SLWG on 15th November, Members asked officers to provide information on a number of areas.

4.2   Area Model

4.2.1   Members were in agreement that they wished to retain the current administrative areas and maintain the current arrangement of having 4 Area Committees. It was also clear during the discussion, that although Members saw value in the Business Day meetings, that these could move to be Member only meetings without formal support from Governance and Law. It was agreed that a protocol would be drafted in relation to the operation of these Business Day meetings and it would be for each Area Committee to agree on the arrangements in their own area. A draft of a proposed protocol is attached as Appendix 1.

4.2.2   In relation to Community Planning in the local areas, Members were in agreement that the current structure for the Area Community Planning Groups was working well. It is proposed that the Area CPG meetings continue in their current format, with meetings 3 times per year and that these meetings are

scheduled where possible to take place in the weeks prior to Area Committees to allow for information to be fed up through the appropriate mechanisms.

4.2.3   In terms of frequency of Area Committee meetings it is suggested that this is reduced and that they take place on a quarterly basis. This frequency has been incorporated into the draft timetable of meetings which is appended to this report.

4.3   Programme of Meetings 2017/2018

4.3.1   In line with the discussions at the meeting in December, officers have prepared draft timetables for meetings in 2017/2018 following on from the Local Government Elections (Appendices 2 and 3). Schedules have been produced which give an indication on meetings for both the Traditional Committee model and for the Executive/Cabinet model. The Traditional Committee model has the same structure as is currently in place but in line with the discussions at previous meetings the number of meetings of Council and Policy and Resources Committee have been reduced. It would be proposed that an update to the delegations for Service Committees would be undertaken to allow for more streamlined decision making which would make the move to less meetings of Policy and Resources Committee achievable. The Executive/Cabinet model incorporates meetings of the Council 4 times per year plus a budget meeting with meetings of the Executive/Cabinet and the Scrutiny Committee on a 6 weekly basis.

4.4   Consultations

4.4.1   At the meeting in December a query was raised around how consultations are dealt with, particularly given the move to a leaner Committee meeting structure where there might be more instance when the cycle of meetings doesn't accommodate a formal response being agreed first by the relevant Committee or Council. It is suggested that a protocol is drafted which would deal with such circumstances, where arrangements are put in place to allow the appropriate consultation to take place with Elected Members and a response agreed to be thereafter approved at the next available meeting of the Committee/Council. Given that responsibility for consultations lies with Customer Services, it is suggested that the relevant Executive Director or their representative make contact with the Chair and Vice-Chair of the relevant Committee and agree what the appropriate method of consultation should be and who should be contacted to seek views to enable a response to be formulated. A draft of this protocol is attached as Appendix 4.

4.5   Reports for Noting

4.5.1   Further discussion took place at the meeting in December around how Committees should deal with reports which are purely for noting. It is proposed that a protocol is incorporated into the Constitution which would allow for reports for noting to be placed on the Agenda for any meeting of a Committee or Council, but under a separate part of the business. These reports would be taken as one item with agreement that they are noted. This would ensure that

Members are kept up to date with service developments and issues without the need to consider individual reports. There would, however, be an opportunity for Members of any Committee to move a motion which would allow for a noting report to be added to the Agenda for the next meeting of the Committee for substantive discussion. This has been included in the draft protocol which is attached as Appendix 5.

4.6   Harbour Board

4.6.1   The Harbour Board currently sits as Sub Committee of the Environment, Development and Infrastructure Committee and meets 4 times per year. Members have undertaken appropriate training in relation to the duties of the Harbour Board and have initiated a review of the fees and charges which is ongoing. It is now proposed that the frequency of Harbour Board meetings is reduced and it moves to meet on a bi-annual basis with meetings being held directly following the EDI Committee (If a Traditional Model is agreed) or on a bi-annual basis as a stand-alone Committee (if an Executive/Cabinet Model is agreed). It is also suggested that the Membership of the Board could be reduced, retaining representation from the 4 administrative areas (2 Members from each administrative area) and the Chair/Vice Chair appointed from these 8 Members.

4.7   Localism

4.7.1   Members discussed Localism and made comment on the report submitted by the Community Planning Manager. Guidance is still awaited from the Scottish Government and will be taken forward at an appropriate time. This does not have an impact on the recommendations from the Short Life Working Group.

5.0   **CONCLUSION**

5.1   This report provides the information which was requested by the Short Life Working Group at the meeting on 12 December 2016. In line with the discussions at that meeting, officers have provided a proposed schedule of meetings for both a Traditional and an Executive/Cabinet Committee structure, taking into account the discussion at the meeting. Officers have also drafted protocols for consideration by Members which relate to dealing with consultations, Business Day meetings and reports for noting.

5.2   Members are invited to consider the information provided and determine recommendations for future political management arrangements. Members are also invited to agree a delegation to the Director of Customer Services, in consultation with the Leader of the Council, the Depute Leader of the Council and the Leader of the Opposition, to prepare a final report on behalf of the Short Life Working Group with a series of recommendations for Council. The draft report will be provided to all members of the SLWG for comment prior to issue to Council.

6.0 IMPLICATIONS

6.1 Policy – none at this stage.

6.2 Financial - none at present, but may be financial implications dependent on the outcome of the review.

6.3 Legal – none at this stage.

6.4 HR – none at present, but may have HR implications dependent on the outcome of the review.

6.5 Equalities - none

6.6 Risk - none

6.7 Customer Service - none

Douglas Hendry
Executive Director of Customer Services
9th January 2017

Policy Lead: Councillor Dick Walsh

For further information contact: Charles Reppke, Head of Governance and Law (01546) 604192

APPENDICES

Appendix 1 – Draft protocol for Area Committee Business Days
Appendix 2 – Traditional Model Draft Schedule of Meetings
Appendix 3 – Executive/Cabinet Model Draft Schedule of Meetings
Appendix 4 – Draft Protocol for Consultations
Appendix 5 – Draft Protocol for dealing with Reports for Noting

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Protocol for Area Committee Business Days

1   At the start of each year the Area Committee will agree a programme of business days and the Head of Governance and Law shall arrange accommodation for the scheduled meetings and notify the members of the arrangements.

2.   The Area Chair shall convene the meetings which will be informal and no minutes shall be taken.

3.   The meeting shall not be regarded as a formal meeting to which the Local Government Access to Information provisions would apply and all members should recognise and respect that circumstance.

4.   Members attending the business days should recognise that the meetings are designed to encourage and support good relations between all members and this objective will only be achieved if the meetings operate in a spirit of mutual trust and respect .This may on occasion mean that meetings progress on Chatham House protocol and or having regard to the commercial confidentiality of matters that may be discussed.

5.   No decision can be taken at such a meeting and no officers shall attend a meeting unless that has been agreed in advance by the Chief Executive. It is anticipated that such agreement would be only in exceptional circumstances.

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TRADITIONAL - PROGRAMME OF MEETINGS – 2017/2018 (April meeting dates currently agreed)

Committee	2017 April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Jan	Feb	March	April
Council	Thurs 20	Thurs 18 or 25?	Thurs 29			Thurs 28		Thurs 30			Thurs 22 Budget		Thurs 26
Policy & Resources			Thurs 15		Thurs 24		Thurs 14		Thurs 14		Thurs 15 Budget		
Community Services			Thurs 1			Thurs 7			Thurs 7			Thurs 8	
Env. Dev & Infra	Thurs 6				Thurs 10			Thurs 9		Thurs 25			Thurs 5
Planning, Protective Services & Licensing	Wed 19	Tues 30?	Wed 21		Wed 23	Wed 20	Wed 18	Wed 22	Wed 20	Wed 31	Wed 21	Wed 21	Wed 18
Audit Committee			Fri 16			Fri 22			Fri 1			Fri 23	
Perf. Review and Scrutiny Committee			Thurs 8		Thurs 17			Thurs 16				Thurs 1	
Bute and Cowal Area Committee	Tues 4				Tues 1			Tues 7			Tues 6		
Bute and Cowal CPG			Tues 6				Tues 3			Tues 16			
Mid Argyll, Kintyre & the Islands Area Committee	Wed 5				Wed 2			Wed 8			Wed 7		
MAKI CPG			Wed 7				Wed 4			Wed 17			
Helensburgh & Lomond Area Committee	Tues 11				Tues 8			Tues 14			Tues 13		
H/Lomond CPG			Tues 13				Tues 10			Tues 23			
Oban, Lorn & the Isles Area Committee	Wed 12				Wed 9			Fri 15			Wed 14		
OLI CPG			Wed 14				Wed 11			Wed 24			
EJCC						Fri 8					Fri 16		
LNCT						Wed 27		Wed 29				Wed 28	

July is a summer recess.   *Quarterly Mtgs:*   *Audit –* *March, June, September, December*
Performance, Review & Scrutiny – *February, May, August, November*
Community Services – *March, June, September, December*
Environment, Development & Infrastructure: *January, April, August, November*

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CABINET/EXECUTIVE - PROGRAMME OF MEETINGS – 2017/2018 (April meeting dates currently agreed)

Committee	**2017** April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	**2018** April
Council	Thurs 20	Thurs 18 or 25?	Thurs 29			Thurs 28		Thurs 30			Thurs 22 Budget	Thurs 15	
Cabinet/Executive			Thurs 15		Thurs 10	Thurs 21		Thurs 2	Thurs 14	Thurs 25		Thurs 8	Thurs 19
Scrutiny Committee			Thurs 22		Thurs 3	Thurs 14	Thurs 26		Thurs 7	Thurs 18		Thurs 1	Thurs 12
Audit Committee			Fri 16			Fri 22			Fri 1			Fri 23	
Planning, Protective Services & Licensing	Wed 19	Tues 30?	Wed 21		Wed 23	Wed 20	Wed 18	Wed 22	Wed 20	Wed 31	Wed 21	Wed 21	Wed 18
Bute and Cowal Area Committee	Tues 4				Tues 1			Tues 7			Tues 6		
Bute and Cowal CPG			Tues 6				Tues 3			Tues 16			
Mid Argyll, Kintyre & the Islands Area Committee	Wed 5				Wed 2			Wed 8			Wed 7		
MAKI CPG			Wed 7				Wed 4			Wed 17			
Helensburgh & Lomond Area Committee	Tues 11				Tues 8			Tues 14			Tues 13		
H/Lomond CPG			Tues 13				Tues 10			Tues 23			
Oban, Lorn & the Isles Area Committee	Wed 12				Wed 9			Fri 15			Wed 14		
OLI CPG			Wed 14				Wed 11			Wed 24			
EJCC						Fri 8					Fri 16		
LNCT						Wed 27		Wed 29				Wed 28	

July is a summer recess.

Audit – *March, June, September, December*
Executive - *6 weekly*
Performance, Review & Scrutiny – *6 weekly*

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Protocol for Consultations

There shall be delegated to each Executive Director the power to respond to consultations which are reasonably considered by that officer to be of a technical nature without reference to Committee .In the event that a Consultation is received with a return date prior to the next ordinary meeting of the relevant committee then the Executive Director shall, after consultation with the Chair and Vice Chair of the Committee, determine whether to consult all members of the relevant committee. Once that consultation has been undertaken the response shall be submitted by the officer who in the event of there being a range of views expressed by members, or otherwise at their discretion, may consult with the Chair.

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Reports for Noting

The Constitution shall contain a provision at Standing Order 8.1 as follows:

8.1.8 Other business which is included on the agenda ,including those items advised for noting only ,which in the case of the latter shall not be subject to debate or discussion nor shall it be competent to move any motion other than that the matter be referred to the next meeting of the committee as a substantive item

There will be an addition to SO 10 in the following terms

10.9 In respect of any item on a committee agenda marked as for noting only, then the only competent motion [other than to note] will be for the matter to be referred to the next meeting of the committee as a substantive item. If such a motion is put to the meeting there shall be no other procedure than a vote for or against the terms of the motion. If the motion is carried then it will stand referred if it is lost then the item is noted.

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