

Democratic Services

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To: All Members of the Resources Policy Development and Scrutiny Panel

Councillor John Bull
Councillor Manda Rigby
Councillor Colin Barrett
Councillor Charles Gerrish
Councillor Dave Laming
Councillor Chris Watt
Councillor Nigel Roberts

Chief Executive and other appropriate officers
Press and Public

Dear Member

Resources Policy Development and Scrutiny Panel: Monday, 12th September, 2011

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 12th September, 2011** at **5.30 pm** in the **Brunswick Room - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Michaela Gay
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Michaela Gay who is available by telephoning Bath 01225 394411 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Michaela Gay as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Michaela Gay as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Resources Policy Development and Scrutiny Panel - Monday, 12th September, 2011

at 5.30 pm in the Brunswick Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest
- b) The nature of the interest
- c) Whether the interest is personal, or personal and prejudicial

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 1ST AUGUST 2011 (Pages 5 - 10)

8. UNIVERSAL CREDIT AND NEW COUNCIL TAX BENEFIT SYSTEM

There is no report attached. There will be a presentation at the meeting.

9. CHANGE PROGRAMME

There is no report attached. There will be a presentation at the meeting.

10. SCHEME FOR RETIRED COUNCILLORS (Pages 11 - 20)

The Political Group Leaders have asked for consideration to be given to the establishment of a Scheme for the Appointment of Honorary Aldermen and Honorary Alderwomen of Bath and North East Somerset to recognise the contribution to the community made by former long serving councillors.

The Resources Policy Development and Scrutiny Panel is asked to recommend to Council whether a Scheme for the Appointment of Honorary Aldermen and Honorary Alderwomen be approved.

11. CABINET MEMBER UPDATE

There is no report attached. This will be a verbal update.

12. PANEL FUTURE WORKPLAN (Pages 21 - 28)

Please find attached Future Panel Workplan for consideration.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

BATH AND NORTH EAST SOMERSET

RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL

Monday, 1st August, 2011

Present:- Councillors John Bull (Chair), Manda Rigby (Vice-Chair), Colin Barrett, Charles Gerrish, Dave Laming, Nigel Roberts and Vic Pritchard

Also in attendance: William Harding (Head of Human Resources), Tom McBain (Divisional Director - Property), Angela Parratt (Head of Transformation), Andrew Pate (Strategic Director – Resources), Tim Richens (Divisional Director - Finance) and Ian Savigar (Head of Revenues & Benefits)

1 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

2 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Watt sent apologies and was substituted by Councillor Vic Pritchard.

4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

The Chairman announced that, due to public attendance at the meeting, he would vary the order of the agenda and take item 8 KEYNSHAM REGENERATION AND WORKPLACES PROJECT first.

6 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none.

7 OVERVIEW PRESENTATION

Andrew Pate – Resources Director introduced the item and gave an overview presentation on service areas within his Directorate. *(a full copy of this presentation is available from Democratic Services or on the Council Website)*. The following points were covered:

- Customer Services
- Finance
- Improvement and Performance
- Legal and Democratic Services (reports to Chief Executive)
- Policy and Partnerships
- Property Services
- Risk and Assurance
- Transformation and Change Programme

The Director gave a brief summary, statistics and key facts for each service.

The Panel members raised the following points and asked the following questions:

Following a question from Councillor Roberts, Ian Savigar – Divisional Director Revenues and Benefits and Council Connect explained that Council Connect staff are now getting more support from other departments when following up calls and that this had brought about big improvements in call resolution especially for highways and missed bins.

Councillor Pritchard asked what type of flood defence equipment had been purchased in the Chew Valley area. The Director explained that people had been helped with flood defence training and also supplied with barriers (door barriers, self closing air bricks etc).

Councillor Roberts asked about the review of the IT programme and how he could be assured, in terms of value for money, what benefit the authority would get from it. Angela Parratt – Head of Transformation – explained that the change programme was not technology led. She further explained that by October, there would be a road map highlighting how many systems were being used in the organisation. This road map would help to reduce cost by reducing the number of systems and it would also help to identify where there are gaps. The officer further explained that the overall amount of money spent had been reduced by taking a licensing holiday.

In response to a question from Councillor Barrett on grant levels, Andrew Pate – Director of Resources - explained that the way the Council gets grants from the Government is under review and it was unclear if this would be good for this authority in the short term. In particular the Government Resource Review was looking at the return to Local Government income from business rates growth starting in 2013/14. In the medium term the answer will depend on how much housing growth and business rates growth takes place compared with other Local Authorities. He explained that he would find out more during August when the Government starts to issue the detail and report back to the Panel in the later in the year.

Councillor Laming asked how saving on the BRT would reflect on the Council's finances. Tim Richens – Divisional Director Finance – explained that this was not expected to directly materially affect the Council's revenue budgets. Andrew Pate – Director of Resources – went on to explain that there may be a one off hit to reserves as reported as a risk to full Council, ie the revenue reversion risk for project costs so far charged to capital for aspects of the project that stop. This risk which is between £3.5million and £7million would initially be a call on revenue reserves. He also referred to the potential additional cost of borrowing for elements of the scheme previously funded through park and ride additional income also referred to in the report in the region of £200,000.

The Chairman thanked officers for the presentation.

8 KEYNSHAM REGENERATION AND WORKPLACES PROJECT

Tom McBain – Divisional Director Property, and James Windsor – Project Manager introduced the presentation on 'Workplaces Programme' (*a full copy of this presentation is available from Democratic Services or on the Council Web Site*). The presentation covered the following:

- Workplaces Programme – general update
- Keynsham Regeneration
- Progress to date
- Benefits achieved
- Next Steps

Derek Quilter – Lead Director (delivery) gave a presentation on 'Keynsham Regeneration' (*a full copy of this presentation is available from Democratic Services or on the Council Web Site*). The presentation covered the following:

- Brief
- Existing Site
- Consultation
- Design Proposals
- Animation
- Programme
- Delivery Partner
- Potential for Riverside
- Key Decisions
- Financing

Andrew Pate – Resources Director gave an outline of the financing position. He explained that this had been reported previously to Council. He explained that there was £13million planned expenditure directly relating to offices but that slightly more than half the main construction expenditure was in relation to regeneration (including new library and one stop shop, public realm and highways) plus retail. He explained that all spend items are appropriate for borrowing. He explained all the funding options that had been considered - PFI credits, municipal bonds, tax incremental

finance and a private sector finance income strip option. He explained that deliberations were ongoing. He further explained that the key issue with the finance scheme is the timing as the cost of finance is changing, currently there are attractive finance rates but the scheme is not at a point where a funding option can yet be locked into.

The Panel members raised the following points and asked the following questions:

Councillor Bull asked about staff moving from the Guildhall and the impact on Keynsham office space. The Director explained that accommodation would be needed for around 100 staff which would have relatively low impact on the scheme. He explained that about 100 staff are based in the Guildhall of about 1500 total Council office based staff (excluding schools, operational buildings, depots etc). The Keynsham development is for 640 Council staff. Riverside and Keynsham Town Hall presently accommodate about 610 staff.

Responding to a question from Councillor Laming, Tom McBain – Divisional Director Property explained that consultants had been engaged to advise on projected rental levels and plans for retail and securing a pre-let for a key anchor tenant or tenants.

Tom McBain confirmed that there had been informal discussions regarding student accommodation and hotel plus residential options for Riverside and also that there had been discussion with Avon Fire in response to a question from Councillor Barrett.

There was some discussion around potential local government reorganisation – Andrew Pate, Resources Director confirmed that land is normally transferred but that this form of reorganisation was not on the agenda for the existing Government.

Councillor Roberts asked what was being done to encourage sustainability in terms of transport, he noted that the car park was being increased. Derek Quilter – Lead Director (delivery) explained that he was working with Jane Wildblood – Corporate Sustainability Manager on measures to encourage public transport use and car sharing. He explained that there was no separate revenue budget line for this aspect of the project work although he was working closely with the Council's sustainability team. Councillor Roberts added that this was a large project and that consideration should be given to some funding towards sustainability issues.

Councillor Roberts asked about the potential anchor tenant, Tom McBain explained that there were ongoing discussions with a convenience store and others which it was hoped would create natural footfall between this store and Tesco at the other end of the High Street.

Councillor Laming raised concerns about Keynsham with relation to recent job losses. He stated that this regeneration would be a kick start for the town. Andrew Pate – Resources Director explained that this project was not able to solve all of the problems for the area and that some of the points made were beyond the scope of the project but that it would make a sizeable contribution.

Councillor Gerrish asked about the police becoming co-users of the one stop shop in Keynsham, the project manager explained that the police were expected to take about 100 square metres.

Councillor Bull thanked all those present for the debate on this issue and asked that a further update report be brought to the November 21st meeting of the Panel which would be held in Keynsham in order to accommodate members of the public who would like to attend.

9 USE OF CONSULTANTS - WORKING GROUP

Councillor John Bull introduced his proposal to form a small working group from the Panel to look at the way consultants have been used by the authority. He suggested that the working group be made up of four members who would look at 2 or 3 case studies and bring back proposals/recommendations to the Panel in approximately two months.

Councillor Barrett asked if the group could have access to the main headings on where money on consultants is spent.

The Panel **RESOLVED** to set up a working group on the 'Use of Consultants' and that Councillors Bull, Laming, Barrett and Roberts would be members of the group.

10 CABINET MEMBER UPDATE

Councillor David Bellotti – Cabinet Member for Community Resources addressed the Panel and made the following points:

- The Panel is served by excellent officers;
- The Portfolio is named 'Community Resources' as the new administration considers that the resources of the authority belong to the community;
- It is not just our internal budgets that affect us but also global issues;
- He is a supporter of the coalition government and their drive to reduce borrowing;
- Local Government mainly have a good financial record.
- He stated that the Council's borrowings amounted to £90million but when past decisions about intended capital projects are allowed for, this rose to £204million and repayment rates (5%) had to be remembered.
- Council Tax was frozen last year by Central Government and the new administration have an aspiration that it should be frozen for another year;
- There had been assurance from the Government that there would not be any losers in the business rates transfer;
- Schools are protected so there would be no cuts made and the coalition government had protected health care funding;
- There was a problem around the BRT funding as £6million had been spent;
- On Keynsham Regeneration, the new administration did not see that this was dependant on development of Riverside but it does have to be considered, plans are being worked up. He was concerned not to have empty shops and working towards getting an anchor tenant. He explained that he did not want

to take out a new loan for the £38million and was looking into alternative funding. He explained that the new administration are reluctant to have consultation in August (school summer holidays) and consultation would begin in September. He takes on board the point made in the discussion on this item about funding for sustainability issues

The Panel members raised the following points and asked the following questions:

Councillor Gerrish commented that he agreed that risk should be minimised but not at any cost. He suggested that risk should not be minimised by surrendering the value of the equity in the project if this created poor value for money.

Councillor Laming asked if he could have a simple layout of projects, current borrowings and projected borrowings.

Councillor Bull commented that he was pleased to hear of the new administrations commitment to Keynsham regeneration.

Councillor Bellotti reiterated that he was committed to Keynsham regeneration but did not want to take out a loan for the £38million and alternative methods of funding are being looked at and would be reported to the Panel when appropriate.

Councillor Bull thanked the Cabinet Member.

11 PANEL FUTURE WORKPLAN

The Panel noted the future workplan and agreed the first draft with the following suggestions for future items:

- NNDR – Implications to the authority
- Members IT
- Review of Performance of Electoral Services
- Property Board Operation and direction of travel.
- Road map – Transformation Programme (IT Review)
- Growth agenda to increase NNDR

These suggestions will be considered at the next agenda briefing meeting.

The meeting ended at Time Not Specified

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel and Council
MEETING DATE:	12 th September and 15 th September 2011
TITLE:	DRAFT SCHEME FOR THE APPOINTMENT OF HONORARY ALDERMEN AND HONORARY ALDERWOMEN OF BATH AND NORTH EAST SOMERSET
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1 – Draft Scheme for the Appointment of Honorary Aldermen and Alderwomen</p> <p>Appendix 2 – Former Members of Bath and North East Somerset Council who ceased to be Councillors following the May 2011 Council Elections and their Years of Council Service</p> <p>Appendix 3 – Former Wansdyke Area Councillors with 12 or More Years Unbroken Service who served on Bath and North East Somerset Council up to 2007</p>	

1 THE ISSUE

1.1 The Political Group Leaders have asked for consideration to be given to the establishment of a Scheme for the Appointment of Honorary Aldermen and Honorary Alderwomen of Bath and North East Somerset to recognise the contribution to the community made by former long serving councillors.

2 RECOMMENDATION

2.1 For the Panel

2.1.1 The Resources Policy Development and Scrutiny Panel is asked to recommend to Council whether a Scheme for the Appointment of Honorary Aldermen and Honorary Alderwomen be approved as set out in Appendix 1 to this report, subject to any views the Panel may wish to convey to the Council on the proposal and in particular on the questions raised in the report about:

- (1) The number of years qualifying service – should it be 12 years (3 terms) or 8 years (2 terms)? (paragraph 4.3)
- (2) Should only unbroken service or cumulative service be counted? (paragraph 4.4)

- (3) Should the service counted be only on Bath and North East Somerset Council and one of its predecessor authorities or should service on a principal local authority (unitary, county or district council) anywhere in the UK be eligible? (paragraph 4.4)
- (4) What should be the implementation date for the nomination of eligible candidates to be appointed as Honorary Aldermen and Honorary Alderwomen – is it those who ceased to be councillors after the May 2011 Council Elections or does the Council wish to include eligible former councillors who left office at the 2007 or earlier Council Elections? (paragraphs 4.8 to 4.10)

2.2 For Council

2.2.1 Council is asked to consider the comments of the Panel which will be circulated to all Councillors after the Panel Meeting on the 12th September 2011

3 FINANCIAL IMPLICATIONS

3.1 The cost of providing a Roll of Honorary Aldermen and Honorary Alderwomen to be signed by each former councillor appointed to the honorary office can be met from Legal and Democratic Services budgets. There are no other additional costs anticipated if the proposal is accepted as outlined which cannot be met from existing budgets.

4 THE REPORT

- 4.1 The Local Government Act 1972 gives councils the power to confer the title of Honorary Alderman or Honorary Alderwoman on “persons who have, in the opinion of the council, rendered eminent services to the council as past members.” To confer the title requires a special meeting of the Full Council to be held at which the decision to award the title is carried by a majority of not less than two thirds of the members voting on it.
- 4.2 Whilst the formal decision is subject to these rules, there is no requirement for the agreement in principle on which names should go forward to be decided formally. However, it would be prudent to have a working arrangement that secured sufficient informal agreement in advance amongst Councillors, to ensure that the formal decision at the Full Council Meeting at which the Aldermen/Alderwomen were appointed, would be carried without challenge. If a decision was taken to appoint Honorary Aldermen/Alderwomen, in order to achieve a consensus on those to be appointed, one option would be for the list of candidates to be agreed and put forward on a recommendation to the Full Council from the Leader of the Council, following consultation with the other Political Group Leaders. This is the basis of the draft Scheme set out in Appendix 1.
- 4.3 If the decision is made to appoint Honorary Aldermen and Honorary Alderwomen, consideration needs to be given to the qualifying criteria. The draft Scheme set out in Appendix 1 is based on length of service of either 3 terms as a councillor or having been the Chair of the Council. This is equivalent to the arrangements which the Charter Trustees of the City of Bath have for nominating Honorary Aldermen of the City (see paragraph 4.7 below).

- 4.4 A decision needs to be made on how the length of service is counted: Does it only apply to B&NES Council or any of its 3 predecessor councils or would service on any other principal local authority also count? Must the period of service be unbroken or does cumulative service qualify?
- 4.5 The Honorary Aldermen and Alderwomen appointed by the former Bath City Council and (within the B&NES area) the former Avon County Council automatically became Honorary Aldermen/Alderwomen of Bath and North East Somerset under the transitional regulations when those councils ceased to exist in 1996. Wansdyke Council did not appoint any Honorary Aldermen/Alderwomen. Bath and North East Somerset Council has not appointed any Honorary Aldermen/Alderwomen in its own right since 1996.
- 4.6 There are no rights or privileges specified in law for Honorary Aldermen/Alderwomen. Because councillors of Bath and North East Somerset Council do not wear civic robes it is not proposed that the Honorary Aldermen and Honorary Alderwomen should wear civic robes or medals.
- 4.7 The Charter Trustees of the City of Bath have a scheme for appointing as Honorary Aldermen of the City former mayors or councillors who have served at least three terms in office (12 years). Their names are inscribed in the Roll of Honorary Aldermen of the City of Bath and the Trustees have decided to award them a number of civic privileges relating to that role.
- 4.8 If a decision is made to proceed with the appointment of Honorary Aldermen and Honorary Alderwomen by this Council, it would be necessary to decide which former councillors to honour in that way.
- 4.9 A list of those who ceased to be councillors at the May 2011 Council Elections which indicates their periods of service on this and other local authorities is attached as Appendix 2.
- 4.10 As the former Wansdyke Council did not appoint Honorary Aldermen and Honorary Alderwomen, unlike the other two predecessor authorities Avon County and Bath City Councils, the view may be taken that there is a wish to honour long serving councillors in the Wansdyke area who ceased to be councillors at the May 2007 or earlier Council Elections. A list of those former councillors with 12 or more years unbroken service on B&NES Council and the former Wansdyke Council is attached as Appendix 3.

5 RISK MANAGEMENT

- 5.1 Having regard to the Council's decision making risk management guidance no risks have been identified in respect of this proposal.

6 EQUALITIES

- 6.1 This proposal would improve the Council's arrangements for giving public recognition to long and exceptional service to the community by former councillors.

7 CONSULTATION

7.1 The Political Group Leaders have been consulted on the principle of making a scheme and are in agreement with it.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Public recognition of distinguished service by former councillors would acknowledge their contribution to the local community and thereby contribute towards improving social cohesion and the corporate image and identity of the Council.

9 ADVICE SOUGHT

9.1 The Chief Executive, the Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and the Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Vernon Hitchman, Divisional Director Legal and Democratic Services tel 01225 395171
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1

PROPOSED SCHEME FOR THE APPOINTMENT OF HONORARY ALDERMEN AND HONORARY ALDERWOMEN OF BATH AND NORTH EAST SOMERSET

The Council has adopted a Scheme for appointing as Honorary Aldermen and Alderwomen of Bath and North East Somerset, those former councillors who have been appointed to this honorary office by resolution of the Full Council in accordance with Section 249 of the Local Government Act 1972.

The normal requirement for appointment as an Honorary Alderman or Alderwoman is for the former councillor to have served at least three terms in office (12 years) or, if they have served for a lesser period, to have occupied the position of the Chair of Bath and North East Somerset Council during their period as a councillor. This requirement can be varied to recognise exceptional service that does not meet the qualifying period upon the recommendation of the Leader of the Council.

The names of the former councillors proposed for this honour shall be presented to Full Council upon the recommendation of the Leader of the Council following consultation with the other Political Group Leaders. A Special Meeting of the Full Council shall be held to consider the Leader's recommendations and confer the title of Honorary Alderman / Honorary Alderwomen on the former councillors nominated.

Honorary Aldermen and Honorary Alderwomen of Bath and North East Somerset shall enjoy the following privileges:

1. To have their names inscribed in the Roll of Honorary Aldermen and Honorary Alderwomen contained in a bound leather book to be held by the Chief Executive.
2. To have their names considered for inclusion in the lists of persons to whom invitations are sent for civic receptions and other civic functions or ceremonies hosted by the Chair on behalf of the Council.
3. To enjoy whatever other facilities are offered to the Honorary Aldermen and Honorary Alderwomen as shall be determined by the Chief Executive following consultation with the Political Group Leaders.
4. To be entitled to describe themselves on public occasions and in correspondence as an Honorary Alderman or an Honorary Alderwoman of Bath and North East Somerset.

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**FORMER MEMBERS OF BATH & NORTH EAST SOMERSET COUNCIL WHO CEASED TO BE COUNCILLORS FOLLOWING
THE MAY 2011 ELECTIONS**

	B&NES	BATH CITY	AVON	WANSDYKE
Vic Clarke	2007 - 2011 retired			
Chris Cray	2003, 2007-2011 retired			
Colin Darracott	Feb 1998 (Weston by-election), 2003, 2007-2011 retired			
Ian Dewey	1995, 1999, 2003, 2007-2011 retired	1970-1988 (break of a year 83/84)	1989-1993	
Armand Edwards	2007-2011 retired			
Terry Gazzard	2007-2011 retired			
David Hawkins	1995, (1999 not elected), 2000 (By-election), 2003, 2007-2011 retired	1987-1996		
Lynda Hedges	1999, 2003, 2007-2011 retired			
Adrian Inker	1995, 1999, 2003, 2007-2011 retired			
Shaun McGall	1999, 2003, 2007-2011 retired			
Marian McNeir	1995, 1999, 2003, 2007-2011 retired			
David Speirs	2007-2011 retired			
Shirley Steel	2003, 2007-2011 retired			1987-1995
Brook Whelan	2007-2011 retired			
John Whittock	2007-2011 retired			1979-1987 as Independent
Gordon Wood	1995, 1999, 2003, 2007-2011 retired			1978-1987, 1988-1996

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APPENDIX 3

**FORMER WANSDYKE AREA COUNCILLORS WITH 12 OR MORE YEARS
UNBROKEN SERVICE WHO SERVED ON BATH AND NORTH EAST SOMERSET
COUNCIL UP TO 2007**

Sheila Bateman - Elected 1987 – Retired 2003

Tony Cox - Elected 1987 – Retired 2007

Trevor Deacon - Elected 1987 – Retired 1999

Alan French - Elected 1991 – Retired 2003

Esme Latchem - Elected 1979 – Retired 1999

Doug Miles - Elected 1973 – Retired 1999

**Betty Perry - Elected 1973 – Retired 2007

Terry Reakes - Elected 1987 – Retired 2003

Tom Rees-Mogg - Elected 1991 – Retired 2003

Les Sell - Elected 1979 – Retired 2003

Bruce Shearn - Elected 1987 – Retired 1999

Julie Stiddard - Elected 1991 – Retired 2003

**Mrs Betty Perry previously served on Avon County Council and was made an Honorary Alderwoman of that Council prior to its dissolution on 31st March 1996 thereby becoming an Honorary Alderwoman of Bath and North East Somerset as the successor principal authority in this area

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Bath & North East Somerset Council	
MEETING: RESOURCES PANEL	
MEETING DATE:	12th September 2011
TITLE:	WORKPLAN FOR 2011/12
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	

1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

2 RECOMMENDATION

- 2.1 The Panel is recommended to
 - (a) consider the range of items that could be part of their Workplan for 2011/12 and into 2012/13

3 FINANCIAL IMPLICATIONS

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

5 RISK MANAGEMENT

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

8 ADVICE SOUGHT

- 8.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Michaela Gay, Democratic Services Officer. Tel 01225 394411
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Resources Policy Development & Scrutiny Panel Workplan

last updated - 25th August 2011

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
1 August 2011	Overview Presentation	AP	AP	Presentation		
	Keynsham Regeneration and Workplaces Project	AP	TMcB			
	Use of Consultants – set up working group	AP				
	Cabinet Member Update					
	Panel Workplan					
12 September 2011	Universal Credit and new Council Tax Benefit System	AP	Ian Savigar			
	Change Programme	AP	Angela Parrett			
	Scheme for retired Councillors	AP	Vernon Hitchman			
	Cabinet Member Update					
	Panel Workplan					
21 November	Medium Term Plans	AP				

Resources Policy Development & Scrutiny Panel Workplan

last updated - 25th August 2011

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
2011 – <i>note Keynsham Town Hall</i>						
	Keynsham Regeneration and Workplaces Project - Update					
	Cabinet Member Update					
	Panel Workplan					
16 th January 2012	Service Action Plans					
6 th February 2012	Budget Report					
12 th March 2012						
Items to be scheduled:						
	Resource Planning/measuring	AP				

Resources Policy Development & Scrutiny Panel Workplan

last updated - 25th August 2011

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Use of Consultants Working Group – feedback		JB/NR/CB/DL			
	Items to be considered for future workplan (from 1 st August 2011 meeting): <ul style="list-style-type: none">• NNDR – Implications to the authority• Members IT• Review of Performance of Electoral Services• Property Board Operation and direction of travel.• Road map – Transformation Programme (IT Review)• Growth agenda to increase NNDR					

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