

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	12 th May 2022
TITLE:	Appointment of Committees and Panels and other Annual Business
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1 – Terms of Reference of Panels, Committees and other bodies in the Council’s Constitution</p> <p>Appendix 2 – Member Advocates – Annual Activity report</p>	

1 THE ISSUE

1.1 This report invites the Council to consider its non-executive and regulatory Committee arrangements for the Council Year May 2022 to May 2023 and associated annual business, whilst recognising that a revised Constitution will be brought to Council in July 2022.

2 RECOMMENDATION

Council is asked to:

- 2.1 Approve the structure for non-executive and regulatory decision making and Policy Development & Scrutiny working (set out in current form in Appendix 1);
- 2.2 Accordingly, appoint those bodies with membership, terms of reference and delegated powers as set out in the Constitution (and with any necessary amendments arising from this meeting);
- 2.3 Approve the allocation of seats on those Committees and Panels (such seats to be filled in accordance with the nominations made by the political groups);
- 2.4 Appoint to chair each committee and panel those Councillors as may from time to time be nominated by the political group to whom the chairmanship of the body is allocated;
- 2.5 Authorise the Monitoring Officer to fill any casual vacancies in membership of all the bodies constituted and vacancy in the office of Chair of such bodies in accordance with the wishes of the political groups;

- 2.6 Determine the bodies on which co-opted and independent members are to have seats, as either voting or non-voting members and appoint such members accordingly (current arrangements are set out in Appendix 1);
- 2.7 Note the arrangements for the conduct of Cabinet business, as set out in section 5;
- 2.8 Note the activity of the Member Advocates, as set out in Appendix 2 and agree the advocate title change from 'Biodiversity' to 'Green Infrastructure & Nature Recovery';
- 2.9 Instruct the Monitoring Officer, in consultation with Group Leaders, to make appointments on non-executive outside bodies and note that the Leader or Cabinet Members will do so for executive outside bodies, where such vacancies arise;
- 2.10 Note the calendar of meeting dates that has been prepared up to May 2023 which is available on the Council's website;
- 2.11 Authorise the Monitoring Officer to make and publicise any amendment to the Council's Constitution required, or take any other necessary action, as a result of decisions taken at this meeting on this and other reports within the agenda, or otherwise as required by law.

3 FINANCIAL IMPLICATIONS

- 3.1 None.

4 APPOINTMENT OF COMMITTEES AND PANELS AND THEIR CHAIRS AND MEMBERS

- 4.1 The Council's Constitution sets out the approved non-executive and regulatory decision-making structure and the Council's overview and scrutiny arrangements (known as Policy Development & Scrutiny). The size, terms of reference and delegated powers of those bodies are set out in the Constitution and attached as Appendix 1 to this report.
- 4.2 Political groups have appointed members to the bodies listed in Appendix 1 and as Chairs of the Policy Development and Scrutiny Panels and the regulatory, non-executive committees. Unless otherwise advised by the political groups, these appointments continue for the 4 year term.

5 CABINET WORKING & REPORT OF SPECIAL URGENT DECISIONS

- 5.1 Council is reminded that the arrangements for the discharge of executive (Cabinet) functions are the sole responsibility of the Leader of Council.
- 5.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require any decisions taken by the Cabinet or single Cabinet Member under special urgency provisions in the previous year to be reported to Council (Constitution part 4B, rule 16 refers). This Council has decided that will happen on an annual basis.
- 5.3 There were 3 such decisions taken in the previous municipal year;

E3304 - RULE 16 Appendix G to Discretionary Rates Relief Policy

Update to the Discretionary Rates Relief Policy allowing for further discounts to be applied in 2021/22 financial year.

Decision Maker: Cabinet Member for Economic Development and Resources

Decision Published: 8 June 2021

Decision:

The Cabinet Member agreed to approve the proposal relating to these reliefs as set out in Appendix G of the report.

Lead Officer: Andy Rothery, Rob Brunton

E3343 - Rule 4 and Rule 16 - COVID-19 Business Support Grants: Additional Restrictions Grant Policy (January 2022)

During the COVID 19 Pandemic the Government introduced funding for several Business Grants which local authorities were responsible for administering on their behalf.

In December 2021 the Government announced the funding for two further grants. The Omicron Hospitality and Leisure Grant was mandated with strict eligibility criteria, and a top up to the discretionary Additional Restrictions Grant (ARG). Guidance was published for both grants on the 30th December 2021.

Local authorities were asked to further develop local discretionary criteria for the payment of the ARG

The report requested approval of a revised ARG Policy and criteria for local businesses eligibility and grant payment levels.

Decision Maker: Cabinet Member for Economic Development and Resources

Decision published: 24 January 2022

Decision:

The Cabinet Member agreed that:

Approval is given for the Additional Restrictions Grant revised policy as set out in Annex 1 of the report.

To delegate the application of the grant fund to the Chief Financial Officer, in consultation with the Cabinet Member for Resources, the Chief Executive and the Monitoring Officer to ensure the grant is distributed within the £366k ARG funding allocation, with fair distribution across the eligible business groups

Lead Officer: Andy Rothery, Steve Harman

E3350 RULE 16 - Appendix H to the Discretionary Rates Relief Policy

An update to Appendix H of the Discretionary Rates Relief Policy was required to allow officers to be able to make further awards of Business Rates Relief to qualifying ratepayers in respect of the 2022/23 financial year and beyond.

Decision Maker: Cabinet Member for Economic Development and Resources

Decision Published: 09/03/2022

Decision:

The Cabinet Member agreed to approve the proposal relating to these reliefs as set out in Appendix H attached to the report.

Lead Officer: Andy Rothery, Rob Brunton

6 MEMBER ADVOCATES

- 6.1 The Council has appointed a number of Member Advocates to champion the needs of a particular interest;
<https://democracy.bathnes.gov.uk/documents/s65299/Member%20Advocates%20role%20description.pdf>
- 6.2 The scheme requires a brief annual report to Council about the work the Advocate has done in their role in the preceding year. A summary of these is attached at Appendix 2.

7 APPOINTMENTS ON OUTSIDE BODIES

- 7.1 Currently, appointments are made by full Council (through delegation to the Monitoring Officer in consultation with Group Leaders) for Council functions, and by the Leader for Cabinet ones.

8 CHANGES TO THE CONSTITUTION

- 8.1 Members will be aware that a review of the Constitution has been taking place, supported by the Constitution Member working group. The draft revised Constitution will be brought to the July Council for approval and adoption.

9 RISK MANAGEMENT

- 9.1 No risk assessment related to the issue and recommendations has been undertaken as the Council needs to put in place the arrangements contained in this report.

10 EQUALITIES

- 10.1 Equalities Impact Assessments have been carried out on the Access to the Democratic process and the Scrutiny function and are available for public inspection.

11 ADVICE SOUGHT AND CONSULTATION

- 11.1 The Council's Chief Executive, Monitoring Officer (Head of Legal and Democratic Services) and Section 151 Officer (Director - Finance) have had the opportunity to input to this report and have cleared it for publication.
- 11.2 Group Leaders have been consulted on relevant aspects of this report.

Contact person	Jo Morrison, Democratic Services Manager (ext 4358)
Background papers	The Council's Constitution
Please contact the report author if you need to access this report in an alternative format	