

Constitution Working Group

Folkestone & Hythe DC



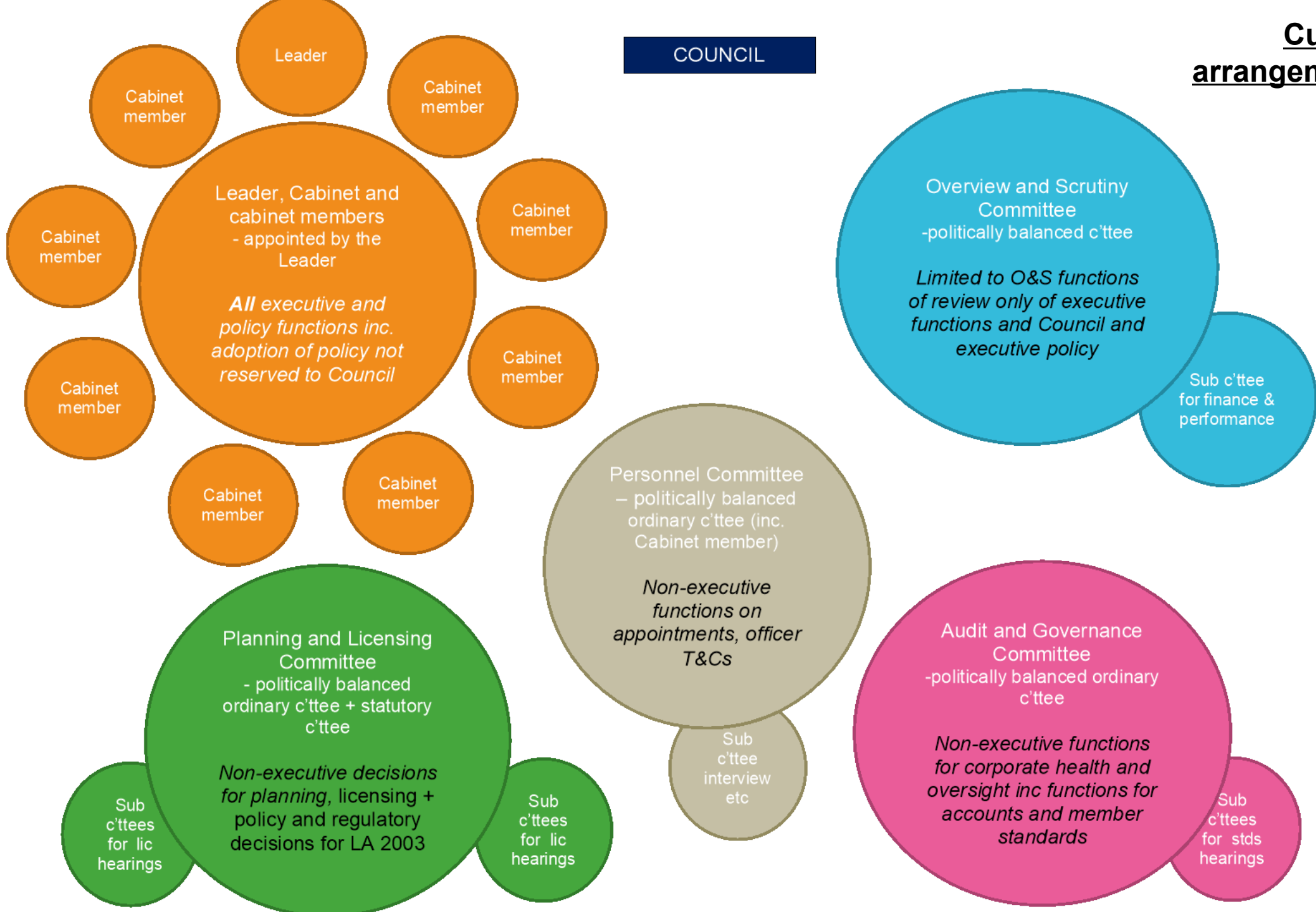
26th September 2023

From the last meeting

- Two policy committee structure and working title of P&R and Communities. No adoption of O&S functions. The draft terms of reference to be produced with diagram. Will do for all four if possible and note size of 12 for each
- Retain key decisions alongside that (same definitions with 'get-out') and provide a draft of a referral process for members to be drafted.
- Role descriptions for Council spokespersons to be drafted. Starting point of 9 cabinet portfolios including than leader and deputy leader (as chair and vice chair of P&R)
- Provide example(s) of process for a rescission procedure on policy committee decisions (as opposed to old O&S Call-in)

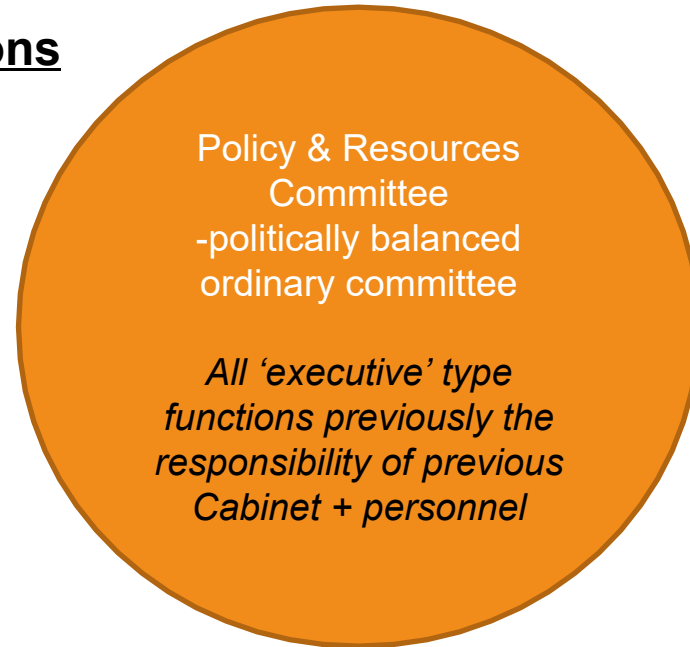


COUNCIL



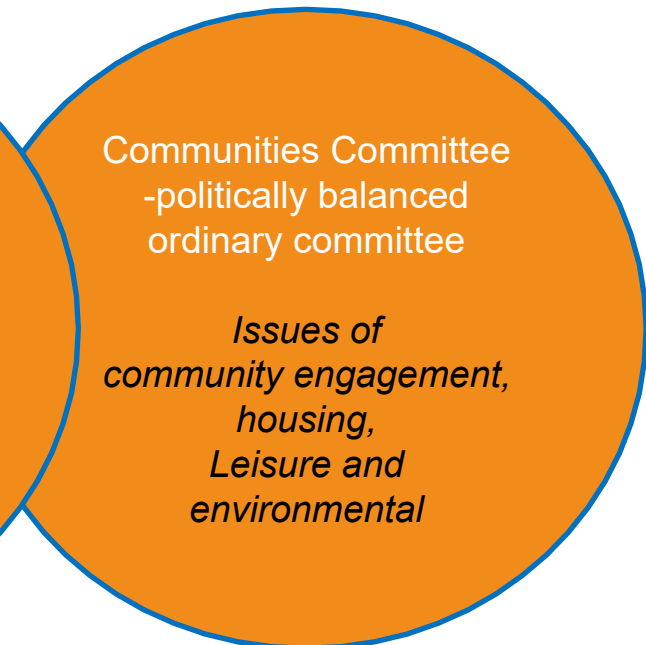
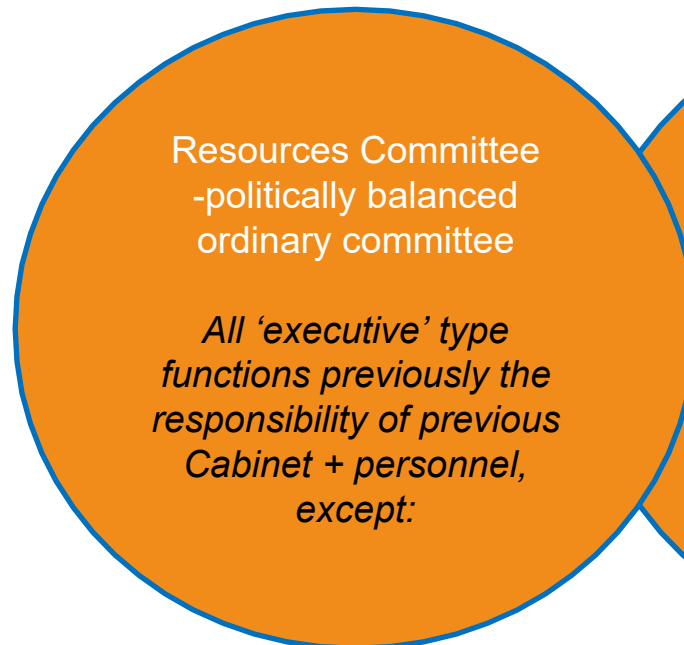
Two policy committee options

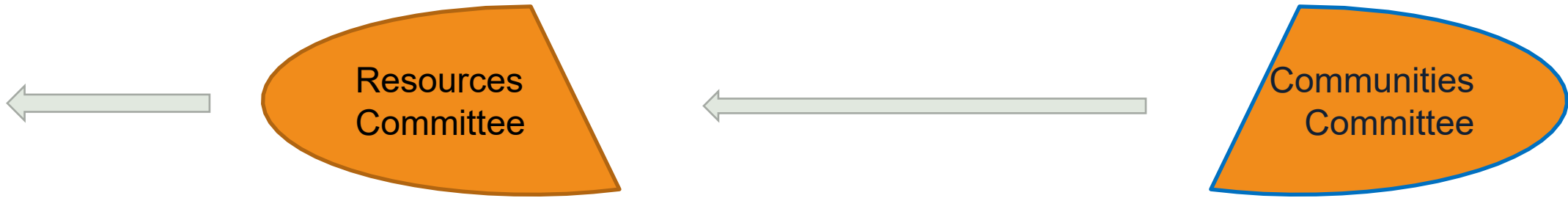
One executive committee,
with overview & scrutiny
(to include call-in)



or

Two executive committee,
No overview & scrutiny
(but with working arrangements and
'refer up' equivalent to call-in)





To provide strategic direction to the operation of the Council, including the exercise all functions of the Council not specifically delegated to another committee or reserved to full Council under this scheme of delegation, standing orders or procedure rules.

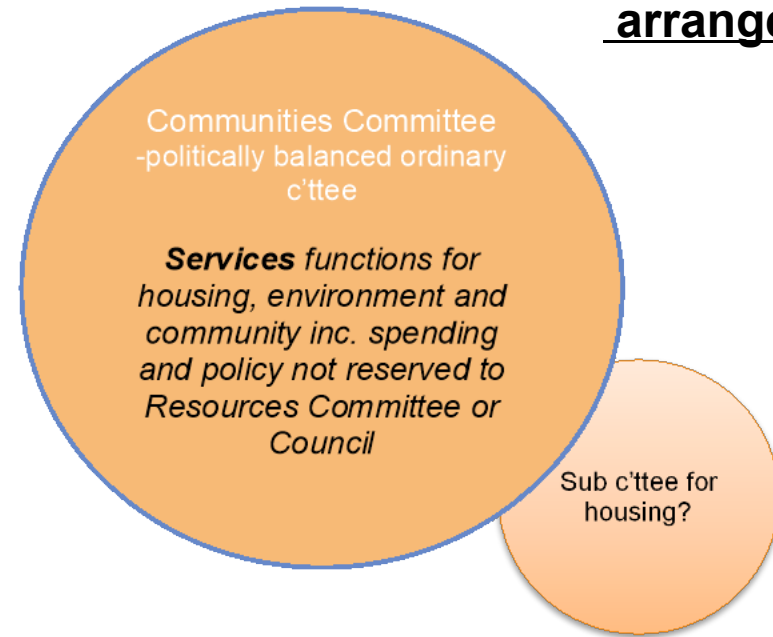
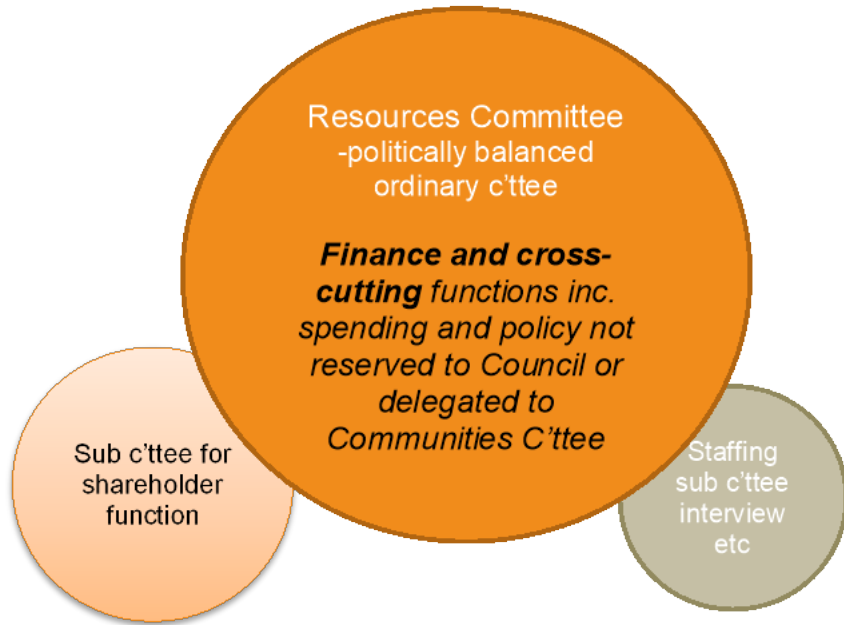
To exercise the council's functions in respect of matters referred to it by other committees which have corporate budgetary or policy implications, including:

- To authorise virements under the Budget and Policy Framework Procedure Rules in excess of £N (capital) or £N (revenue).
- To award of contracts in excess of £N;
- the acquisition or disposal of any land of a value in excess of, or likely to exceed, £N.
- To manage matters concerning companies or limited liability partnerships which are regulated or influenced by the Council, [through the appointment of a Shareholder Sub-Committee,] including matters reserved to the shareholder or partner, financing, contracts and acquisition and disposals.
- To undertake responsibility for emergency planning, in compliance with the emergency plan, and business continuity.
- To establish the framework for human resources policies and procedures, and terms and conditions and, through the appointment of relevant Senior Officer Appointments & Staffing Sub-Committees, to recommend or make appointments and related matters in respect of chief officers, as set out at Part 4(n) of the Constitution, together with oversight of employment policies, terms and conditions.
- To appoint Council representatives or nominees as required

To exercise functions of the Council not specifically reserved to Council or another committee in respect of:

- community leadership, community safety, equalities and community cohesion, neighbourhood and community development, health and wellbeing, including recreational, cultural and sports provision;
- the Council's response to climate change;
- promoting and widening access to services;
- the supply and demand for housing, including the council's landlord functions, housing strategy, private sector housing and homelessness;
- maintenance and improvement of the environment and the health of the community;
- planning policy, regeneration, development and sustainable infrastructure issues, including proposals under the Local Development Framework and associated matters and neighbourhood plans;
- economic development activity including tourism;
- car parking, transport and utility provision;
- provision of public open space, sport, recreation and heritage;
- environmental health and street trading;
- exercising the council's enforcement powers and duties in respect of all statutory provisions which fall within the remit of this committee





Comparative Notes - Highlights

- Comparative Notes
- Questions
- Detailed Drafts awaiting discussion with officers and further instruction



Council/Committee Spokespersons – Possible role description

1 Function

A policy Committee may appoint individual Members to take on a specific role to highlight and enhance an area of that Committee or the Council's terms of reference. Spokespersons hold no formal legal position but undertake the role to assist the Leader/Chair and Committee in fulfilling their wider leadership functions.

2 Appointment

- (a) The Council or Committee holding the corresponding functions within its terms of reference may by simple resolution appoint a Spokesperson from one of their number.
- (b) The Spokesperson holding a portfolio for a highlighted area may be the Leader/Chair, Vice-Chair or any other member of the Committee but shall be limited to 9 Members in total (including the Chair and Vice-Chair of Resources Committee).
- (c) Where the subject of a Spokesperson covers functions across the terms of reference of more than one Committee, the Committees may jointly appoint the Spokesperson from either of their Committees' number.

3 Role

The role of a Spokesperson is to act in support of the Chair (Leader), and on behalf of the Committee and Council, by providing a policy focus for the Council, partners, stakeholders and communities in order to:

- (a) To develop their expertise and knowledge in respect of that highlighted area
- (b) To provide political focus and leadership for that highlighted area within the Committee and Council.
- (c) To lead the development of approaches to policy and operational issues on behalf of the Committee and Council.
- (d) To be the Committee's lead spokesperson and first political point of contact within the Committee and Council.
- (e) Raise the profile of that highlighted area of the Council and Committee's functions, and in conjunction with the relevant Member(s), officers and partner(s), support community engagement activities and other related publicity campaigns;
- (f) Liaise with members, public sector partners and other stakeholders to promote key initiatives (as appropriate and required);
- (g) Act as an advocate for that highlighted area of the Council and Committee's functions and be required to familiarise themselves with related matters;
- (h) Seek out and share best practice from other areas of the UK;
- (i) Periodically present reports to the members of their Committee or other committees (as necessary and requested) setting out the actions taken and how those actions have contributed to the success and promotion of that highlighted area of the Council and Committee's functions;
- (j) Present, as appropriate, research papers and suggest new initiatives and ideas relating to highlighted area of the Council and Committee's functions for consideration by the Committee(s) or Council.

4 Do not normally attract SRA

