



North Tyneside Council

Council

9 May 2018

You are hereby summoned to attend the Annual Meeting of the Council of the Borough of North Tyneside to be held in **The Chamber, Ground Floor, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside at 6.00pm on Thursday 17 May 2018** for the transaction of the following business:

<u>Agenda Item</u>	<u>Page(s)</u>
1. To Elect the Chair of the Council for the 2018/19 Municipal Year	
2. To Elect the Deputy Chair of the Council for the 2018/19 Municipal Year	
3. Vote of thanks to retiring Chair and Chair's Consort	
4. Apologies	
5. To receive any Declarations of Interest and Notification of any Dispensations Granted	

You are invited to declare any registerable and/or non-registerable interests in matters appearing on the agenda, and the nature of that interest.

You are also invited to disclose any dispensation in relation to any registerable and/or non-registerable interests that have been granted to you in respect of any matters appearing on the agenda.

Please complete the Declarations of Interests card available at the meeting and return it to the Democratic Services Officer before leaving the meeting.

Members of the public are entitled to attend this meeting and receive information about it.

North Tyneside Council wants to make it easier for you to get hold of the information you need. We are able to provide our documents in alternative formats including Braille, audiotape, large print and alternative languages.

For further information please call 0191 643 5358.

<u>Agenda Item</u>	<u>Page(s)</u>
6. Minutes of the Meeting of the Council held on 22 March 2018 (previously circulated)	
7. Municipal Elections – 3 May 2018 – Return of Councillors	4
8. Address by the Elected Mayor including Cabinet Composition and Delegation Scheme	
9. Leaders of Political Groups	
To receive verbal reports as to the appointment of leaders of the individual political groups	
10. Deputy Leaders of Political Groups	
To receive verbal reports as to the appointment of deputy leaders of the individual political groups	
11. Annual Review of the Constitution	5
To consider proposed amendments to the Constitution and associated documents.	
12. Annual Appointments	35
To consider the appointment of Committees/Sub Committees; the allocation of seats on Committees/Sub Committees to Political Groups; the appointment of Chairs and Deputy Chairs of Committees/Sub Committees; and the appointment of representatives to serve on outside bodies that exercise non-executive functions for the 2018/19 Municipal Year.	
13. Freedom of the Borough	48
To consider a nomination for the award of the Freedom of the Borough.	
14. Annual Report of Overview and Scrutiny 2017/18	52
To consider a summary report of the work undertaken by the various scrutiny committees during 2017/18.	
15. Annual Report of Standards Committee 2017/18	65
To consider a report which summarises the work undertaken by the Standards Committee during 2017/18.	
16. Chair's Announcements (if any)	

17. **Mayor's Announcements (if any)**

18. **Common Seal**

The Common Seal of the Council will be affixed to all deeds and documents required for carrying into effect the various decisions of the Council made since its last meeting

Yours faithfully

A handwritten signature in blue ink, appearing to read "P. Melia".

Patrick Melia
Chief Executive

To All Members of the Council

North Tyneside Council

Report to Council

Date: 17 May 2018

ITEM 7

Title: Return of
Councillors Elected –
3 May 2018

MUNICIPAL ELECTIONS – 3 MAY 2018

RETURN OF COUNCILLORS ELECTED BY POLL TAKEN BY SECRET BALLOT

WARD	NAME
Battle Hill	Steven Phillips
Benton	Peter Earley
Camperdown	Janice Mole
Chirton	Margaret Reynolds
Collingwood	Steve Cox
Cullercoats	Willie Samuel
Howdon	Maureen Madden
Killingworth	Linda Darke
Longbenton	Joan Walker
Monkseaton North	Joe Kirwin
Monkseaton South	Sean Brockbank
Northumberland	Trish Brady
Preston	Kate Osborne
Riverside	Bruce Pickard
St Mary's	Pam McIntyre
Tynemouth	Sarah Day
Valley	Brian Burdis
Wallsend	Linda Bell
Weetslade	Joanne Cassidy
Whitley Bay	Margaret Hall

North Tyneside Council

Report to Council

Date: 17 May 2018

ITEM 11

Annual Review of the Constitution

Portfolio(s): Elected Mayor

Cabinet Member(s): N Redfearn

Report from Service

Area: Law and Governance

Responsible Officer: Vivienne Geary, Head of Law and Governance (Tel: (0191)6435339)

Wards affected: All

PART 1

1.1 Executive Summary:

This report is the result of the annual review of the Constitution and associated documents undertaken by the Monitoring Officer. The report contains recommendations on proposed amendments to the main Constitution and Officer Delegation Scheme to ensure that they continue to be fit for purpose and provide a framework which ensures the efficient discharge of the Authority's business by allowing for decision making at the appropriate level.

1.2 Recommendation(s):

It is recommended that Council approve the proposed changes to the Constitution and Officer Delegation Scheme set out in Appendix 1 to this report and refer the approved changes to the Elected Mayor for her consent in accordance with Article 15 of the Constitution.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 3 April 2018.

1.4 Council Plan and Policy Framework

This report has no direct relevance to the Our North Tyneside Plan priorities.

1.5 Information:

- 1.5.1 In accordance with Article 16 of the Constitution, the Monitoring Officer has a key role in reviewing the operation of the Constitution and in making recommendations to Council on

ways in which it could be amended to ensure that it achieves its purpose as set out in Article 1.

- 1.5.2 Council will recall that an in depth review of the main Constitution was undertaken in 2013 and further changes to the Constitution have been approved at each of the last four Annual Council meetings.
- 1.5.3 As part of the current review the Senior Management Team and Members of the Council were requested to submit any proposed amendments to the Constitution and associated documents.
- 1.5.4 The Constitution Task Group has considered the proposed changes to the Constitution and Officer Delegation Scheme that have been received for consideration as part of the annual review, and those changes that have been approved by the Task Group are attached as Appendix 1 to the report.
- 1.5.5 The Constitution and associated documents will continue to be kept under review and updated to reflect any changes in the organisational structure of the Council or any legislative changes. The Council has previously authorised the Head of Law and Governance, in consultation with the Chair of the Constitution Task Group, to make such changes when the power remains unaltered and these need not be reported to Council.

1.6 Decision options:

The following decision options are available for consideration by Council:

Option 1 - Accept all of the recommendations and proposals;
Option 2 - Make amendments to the recommendations; or
Option 3 - Reject some or all of the recommendations.

Option 1 is the recommended option.

1.7 Reasons for recommended option:

- 1.7.1 Option 1 is recommended for the following reasons:
- 1.7.2 The proposals presented to Council have been scrutinised by the Constitution Task Group, which is the Authority's consultative body for any changes to the Constitution and its associated documents and are the recommendations of the Monitoring Officer, who has a duty under Article 16 of the Constitution to monitor and review the Constitution.

1.8 Appendices:

Appendix 1 – Proposed changes to the Constitution and Officer Delegation Scheme approved by the Constitution Task Group.

1.9 Contact officers:

Viv Geary, Head of Law and Governance (Tel. 643 5339)
Dave Brown, Law and Governance (Tel: 643 5358)
Janice Gillespie, Head of Finance (Tel.6435701)

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

North Tyneside Council's Constitution
North Tyneside Council's Officer Delegation Scheme
Papers submitted to Constitution Task Group on 25 April 2018

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There are no financial implications arising from the proposed changes to the Constitution and Officer Delegation Scheme that can not be absorbed within existing budgets. Any printing costs of the revised documents will be met from existing budgets.

2.2 Legal

The annual review of the Constitution documents, including a review of the 'local choice' elements of the Policy Framework, is required by the Constitution. The changes that have been proposed are necessary to enable the Authority to carry out its duties and responsibilities in an appropriate and timely manner. The Head of Law and Governance has been fully consulted in the drafting of this document and all proposed changes comply with current legislation.

Any specific legal implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.3 Consultation/community engagement

All Members of the Council and the Senior Management Team were invited to put forward proposed changes to the Constitution documents.

The Constitution Task Group has considered the documentation in detail. Any specific consultation/community engagement implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.4 Human rights

The contents of the report comply with the Human Rights Act 1998.

Any specific human rights implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.5 Equalities and diversity

Copies of the Constitution documents in alternative formats and languages can be made available upon request, in line with the Authority's Interpreting and Translation Policy.

Any specific equalities and diversity implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.6 Risk management

To mitigate the risks associated with using an out of date Constitution and Officer Delegation Scheme the proposed amendments set out in Appendix 1 to this report should be approved.

Any specific risk management implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.7 Crime and disorder

Any specific crime and disorder implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

2.8 Environment and sustainability

Any specific environment and sustainability implications arising from the proposed changes to the Constitution and Officer Delegation Scheme are set out in Appendix 1 to this report.

Officers and Members are encouraged to access the revised documents electronically to minimise the number of paper copies produced.

PART 3 - SIGN OFF

- Deputy Chief Executive ☒
- Head of Service ☒
- Mayor/Cabinet Member(s) ☒
- Chief Finance Officer ☒
- Monitoring Officer ☒
- Head of Corporate Strategy ☒

APPENDIX 1

Proposed Changes to Main Constitution

1.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group			
a)	Part 3.3 Responsibility for Council Functions Section A – Functions relating to town and country planning and development control.	N/A	To add new Item A30			
			Function	Provision	Committee Responsibility	Officer Delegation (if any)
			Duty to enter land in Part 2 of the brownfield land register.	Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017	Planning Committee	Head of Environment, Housing and Leisure
b)	Part 3.5 – Terms of Reference of Council, Cabinet and Committees D 4 – Planning Committee	N/A	To add under 1.: x) to enter land in Part 2 of the brownfield land register and thus granting permission in principle.			

		<p>Reason for proposed change:</p> <p>The Town and Country Planning (Brownfield Land Register) Regulations 2017 requires the authority to prepare and maintain a Brownfield Land Register. The register will provide up-to-date and consistent information on sites that the authority considers to be appropriate for residential development. The registers will be in two parts, Part 1 will comprise all brownfield sites appropriate for residential development and Part 2 those sites granted permission in principle. Permission in principle will be an alternative way of obtaining planning permission which separates the consideration of matters of principle for proposed development from the technical detail of the development. The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle for residential development and the second ('technical details consent') stage is when the detailed development proposals are assessed.</p> <p>The duty to enter land in Part 2 of the brownfield land register has been designated as a Council function. Therefore the duty needs to be included in the list of Council functions set out in Part 3.3 of the Constitution. As the Planning Committee is responsible for all matters relating to the Authority's function as local planning authority it is recommended that this duty be the responsibility of the Committee.</p>
	<p>Implications of proposed change:</p> <ul style="list-style-type: none"> <p>Finance and other resource implications:</p> <p>There is no fee to a landowner/developer if a site is added to the brownfield land register and then granted Permission in Principle. Although this removes the need for an outline or full planning application, there will still be a requirement for an application for technical details consent which will incur a fee from the applicant. As yet there has been no indication of the level of this fee so we are unable to calculate if this will result in a loss of income.</p> <p>The Council was issued with a New Burdens Grant for the publication of the Brownfield Land Register. It is not known if this Grant will be repeated in future years, although it is anticipated that the work required to review the Register will be much less than the work required to set up in the first year.</p> <p>Legal implications:</p> <p>Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017 require the authority to prepare and maintain a Brownfield Land Register.</p> 	

Regulation 19(2) of The Town and Country Planning (Brownfield Land Register) Regulations 2017/403 has added this function to Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations which lists those functions which must not be the responsibility of an authority's executive.

- **Consultation/Engagement undertaken (internal and external):**

- a. Internal consultation with Cabinet member and wider Council departments was carried out during July 2017.
- b. Public and stakeholder consultation on the proposed sites for Part 1 of the register was undertaken during August 2017. Notice was sent to all brownfield land owners and developers with an interest in North Tyneside. The consultation was also advertised on the Council's website and the online consultation portal.
- c. We have planned, but not yet arranged briefings with Cllr Harrison and Planning committee to provide a briefing as part of publication of Part 1 of the register and in advance of consultation on Part 2 sites.
- d. Consultation will be required on a proposed Part 2 sites schedule before those sites are published on part 2 and gain Permission in Principle.

- **Human Rights implications:**

Permission in principle and the Brownfield Land Register has no implications for a person's human right to the peaceful enjoyment of their property. It simply means if a person wants to develop it for housing they are able to submit a technical details consent rather than a full or outline planning permission. Individuals will remain entirely free to do what they want with their property.

- **Equalities and Diversity implications:**

There are no implications for equality and diversity. The delegation simply enables a new planning status equivalent to outline planning permission.

- **Risk Management implications:**

Regulation requires the Council to have a Brownfield Register in place by 31 December 2017, inclusion of sites in Part 2 of the Brownfield Register can be undertaken later. This proposed delegation to Planning Committee to enter sites into Part 2 of the Brownfield Register enables sites to gain permission in principle for development. If this delegation were not exercised the Council would risk falling short of the government's expectation to increase the number of homes benefiting from permission for development. Exercise of the delegation will present risks associated with grant of permission that must be managed through appropriate consideration of the available evidence.

- **Crime and Disorder implications:**

There are no crime and disorder implications.

- **Environment and Sustainability implications:**

The purpose of the register is to provide a nationwide, accessible, database of all brownfield land suitable for housing. This will promote and accelerate the sustainable development of brownfield sites.

2.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Part 3 Responsibility for Functions	N/A	To add:
	3.5 – Terms of Reference of Council etc.		e) To agree any changes to the delegation scheme set out in the Statement of Licensing Policy (Sex Establishments).
	D Regulatory and Other Committees 5. Regulation and Review Committee 39. Sex Establishments	<p>Reason for proposed change: Under the Local Government (Miscellaneous Provisions) Act 1982 the Authority has responsibility for a wide range of licensing decisions and functions. Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Regulation & Review Committee has delegated certain decisions and functions to officers and some to panels of the committee. The powers relating to sex establishments detailed above have been delegated to a panel of the Regulation & Review Committee since it came into their remit in 2015 after previously being under Licensing Committee.</p> <p>The delegation scheme, appendix A, of the Statement of Licensing Policy (Sex Establishments) sets out what decisions in relation to sex establishments can be taken by officers, a panel of the Regulation & Review Committee or the full Committee. The new delegation e) would allow changes to the delegation scheme to be approved by the Regulation and Review Committee; currently these changes would need to be approved by Full Council. As Full Council delegated all matters relating to the licensing of sex establishments in connection with Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 to the Regulation and Review Committee it would appear appropriate for that Committee to determine the level of delegation relating to those powers.</p>	
<p>Implications of proposed change:</p> <ul style="list-style-type: none">Finance and other resource implications: The proposed change can be implemented within Law and Governance’s existing resources. It would enable a small efficiency to be made as it costs less to organise a panel of the Regulation and Review Committee compared to a Full Council meeting.			

- **Legal implications:**

The actual determination of an application for a Licence under the 1982 Act is a Council function, the function of formulating and adopting a Licensing Policy in relation to this type of licensing is a Cabinet function because neither the Act nor the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 preclude Cabinet from approving such a Policy. Therefore any changes to the policy must be approved by Cabinet and the standard conditions by a panel of the Regulation and Review Committee. Currently if the changes to the policy approved by Cabinet required a change to the policy's delegation scheme, the agreement for this change would need to be made by Full Council after Regulation and Review had approved the standard conditions. Three meetings would need to be arranged before the Policy could be implemented.

- **Consultation/Engagement undertaken (internal and external):**

Councillor Peter Earley, Chair of Regulation and Review Committee, Councillor John Hunter, Deputy Chair of Regulation and Review Committee.

- **Human Rights implications:**

There are aspects of the administration of the legislation that may impact on the human rights of individuals residing in the Borough and licence holders. Article 8 of the European Convention of Human Rights entitles a person to the right to enjoy a private and family life.

Article 6 of the European Convention also entitles an individual to a fair hearing. Any individual appearing before the Regulation and Review Committee will be given an opportunity to express their views as provided by the Act.

Article 1 of the First Protocol entitles a person to the peaceful enjoyment of his possessions. A possession may include a licence or the goodwill that such a Licence would generate. However, balanced against that is the ability of the Authority to enforce such laws under the Act as is necessary to control the use of such property, including a licence.

- **Equalities and Diversity implications:**

An Equality Impact Assessment is in place for the Statement of Licensing Policy (Sex Establishments). The EIA highlighted the need to ensure that upon request documents are available in other languages. This change to the Constitution would not impact on the EIA.

- **Risk Management implications:**

There are no risk management implications directly arising from this report. Risks associated with delivery of the Council's Public Protection function are monitored via the Technical Services Partnership risk arrangements included within the strategic partnership governance framework.

- **Crime and Disorder implications:**

A copy of an application for the grant, renewal or transfer of a licence under Schedule 3 of the 1982 Act has to be forwarded to the Chief Officer of Police within 7 days of the application being made. The police will therefore have the opportunity to scrutinise each application and to object if they have concerns from a crime and disorder point of view within 28 days of the application being made. All objections received by the Council must be considered before determining an application. This change to the Constitution would not impact on the consideration of objections.

- **Environment and Sustainability implications:**

There are no direct implications for environment and sustainability arising from this report.

3.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Part 4.3 Overview and Scrutiny Rules of Procedure	<p>11. Substitutions</p> <p>Substitute Members may be appointed only in the following circumstances:</p> <p>a) to take the place of the ordinary member of the Overview, Scrutiny and Policy Development Committee or any of its sub-committees where the ordinary member of the committee or sub-committee will be absent for the whole of the meeting. Such an appointment shall apply for the entire meeting, including where the meeting is reconvened after an adjournment; or</p> <p>b) where any member of the Overview, Scrutiny and Policy Development Committee has signed a call in request to be determined by the committee and they cannot take part in the decision making but they may appoint a member to act as a substitute. Such an appointment will only apply to consideration of the call-in; and</p> <p>c) after notifying the relevant Democratic Services Officer prior to the commencement of the meeting of the intended substitution and the appointment of the substitution being reported to the meeting at the commencement of business.</p> <p>Once the meeting has commenced and the substitute is present and participating the appointed member of the relevant committee or</p>	<p>11. Substitutions</p> <p>Substitute Members may be appointed only in the following circumstances:</p> <p>a) to take the place of the ordinary member of the Overview, Scrutiny and Policy Development Committee or any of its sub-committees where the ordinary member of the committee or sub-committee will be absent for the whole of the meeting. Such an appointment shall apply for the entire meeting, including where the meeting is reconvened after an adjournment; or</p> <p>b) where any member of the Overview, Scrutiny and Policy Development Committee has signed a call in request to be determined by the committee and they cannot take part in the decision making. but they may appoint a member to act as a substitute. Such an appointment will only apply to consideration of the call-in; and</p> <p>c) after notifying the relevant Democratic Services Officer prior to the commencement of the meeting of the intended substitution and the appointment of the substitution being reported to the meeting at the commencement of business.</p> <p>Once the meeting has commenced and the substitute is present and participating the appointed member of the relevant committee or</p>

		subcommittee shall not be entitled to attend the relevant meeting as a member of the committee.	subcommittee shall not be entitled to attend the relevant meeting as a member of the committee.
		Reason for proposed change: To clarify the position regarding the appointment of substitutes in the event that a member of the Overview, Scrutiny and Policy Development Committee has signed a call-in request to be determined by the Committee.	
Implications of proposed change : <ul style="list-style-type: none">• Finance and other resource implications: None• Legal implications: None• Consultation/Engagement undertaken (internal and external): The Democratic Services team have been consulted on the proposed change.• Human Rights implications: None• Equalities and Diversity implications: None• Risk Management implications: None• Crime and Disorder implications: None			

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| | <ul style="list-style-type: none">• Environment and Sustainability implications:
None |
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4.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Part 4.7 Budget and Policy Framework	<p>3d) Full Council’s consideration of Budget proposals – 2nd Meeting</p> <p>Any Member(s) proposing objections to the Cabinet’s proposals must submit these in writing to the Chief Executive or his or her nominee, by no later than 4.00 pm on the day prior to the second budget meeting of the Full Council at which the proposals are to be considered.</p> <p>The Chief Executive or their nominee will make arrangements to have all proposed objections circulated to all Members by noon on the day of the Full Council meeting at which such proposals are to be considered.</p>	<p>3d) Full Council’s consideration of Budget proposals – 2nd Meeting</p> <p>Any Member(s) proposing objections to the Cabinet’s proposals must submit these in writing to the Chief Executive or his or her nominee, by no later than 4.00 pm on the day <u>two working days</u> prior to the second budget meeting of the Full Council at which the proposals are to be considered.</p> <p>The Chief Executive or their nominee will make arrangements to have all proposed objections circulated to all Members by noon on the day of <u>before</u> the Full Council meeting at which such proposals are to be considered.</p>
		<p>Reason for proposed change: To allow a more reasonable time for consideration of any objections to be given.</p>	
<p>Implications of proposed change :</p> <ul style="list-style-type: none">• Finance and other resource implications: None• Legal implications: None• Consultation/Engagement undertaken (internal and external): The Head of Finance has been consulted on the proposed changes.			

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| | <ul style="list-style-type: none">• Human Rights implications:
None• Equalities and Diversity implications:
None• Risk Management implications:
None• Crime and Disorder implications:
None• Environment and Sustainability implications:
None |
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Proposed Changes to Officer Delegation Scheme

1.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Commissioning and Investment. CI51 School Holidays	To determine any matters in relation to occasional school holidays in consultation with school to ensure the fixing of dates of school terms and holidays in community, voluntary controlled, community special and maintained nursery schools. (Education Act 2002, Section 32)	Delete all text and replace with: In consultation with the Cabinet Member for Children, Young People and Learning to determine when the school terms and holidays are to begin and end, in consultation with community, voluntary controlled, community special and maintained nursery schools. (Education Act 2002, Section 32).
		Reason for proposed change: The existing wording is ambiguous. The Local Authority is required to set term and holiday dates for Community Schools – all other schools can make their own arrangements. The timing of publication for other authorities is reflective of their ability to make delegated decisions. North Tyneside Council's process delays announcements by comparison.	
	Implications of proposed change: <ul style="list-style-type: none">• Finance and other resource implications: N/A• Legal implications: N/A• Consultation/Engagement undertaken (internal and external): Would remain as if a Cabinet decision, in terms of consultation with schools, other LA's, and other agencies.		

	<ul style="list-style-type: none"> • Human Rights implications: N/A • Equalities and Diversity implications: N/A • Risk Management implications: N/A • Crime and Disorder implications: N/A • Environment and Sustainability implications: N/A
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2.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Environment, Housing and Leisure EHL 101 Consumer Protection – Licensing: Private hire and hackney carriages	To determine the grant, refusal and suspension of all licences in accordance with the approved Hackney Carriage and Private Hire Policy.	To determine the grant, refusal, <u>revocation</u> and suspension of all licences in accordance with the approved Hackney Carriage and Private Hire Policy.
		<p>Reason for proposed change:</p> <p>It was common practice by this Authority until recent months to suspend a driver's licence with immediate effect following a serious allegation/charge being made against a licensed driver pending the outcome of an investigation/court hearing. At the conclusion of an investigation/court hearing a further decision would be taken in relation to the lifting of the suspension or the revocation of the Licence. However, two High Court decisions have confirmed that it is unlawful for a Licensing Authority to suspend a Licence as an interim step. A Licensing Authority can only determine if there should be a final suspension or revocation of a Licence. This means that if there is a serious allegation made against a driver the only lawful option to the Authority to take the driver off the road if he/she is perceived as being a risk to the public is to revoke the licence with immediate effect. Licensing officers do not have the delegated authority to revoke licences. At present, the Authority is relying on general delegation GD9 given to the Head of Service to make an urgent decision that would have been open to a Committee provided that he has consulted with the Chair and Vice Chair of Regulation and Review Committee and the Monitoring Officer. This delegation can only be used where it is not practical to convene a quorate Committee.</p> <p>The use of this general delegation is cumbersome and there is inevitably a delay in a decision being implemented because of the requirement to consult before a decision is taken to revoke a Licence. As the decision to revoke with immediate effect is only taken in the most serious cases, time is of the essence in terms of protecting the safety of the public and removing drivers from the road sooner rather than later.</p>	

Implications of proposed change:

- **Finance and other resource implications:**

The proposed change can be implemented within Public Protection's existing resources. It would enable a small efficiency to be made as decisions would be made by an officer rather than referring to the Regulation & Review Panel.

- **Legal implications:**

The High Court has made it clear that the use of suspension of a Licence cannot be a holding measure. Any decision to suspend a Licence will be a final decision.

- **Consultation/Engagement undertaken (internal and external):**

Councillor Peter Earley, Chair of Regulation and Review Committee, Councillor John Hunter, Deputy Chair of Regulation and Review Committee.

- **Human Rights implications:** The interference with a Licence may be considered an interference with a person's property contrary to Article 1 of the First Protocol of the European Convention of Human Rights. However, this is a qualified right and it is permissible to interfere with a person's human right if it is appropriate and proportionate to do so. Protecting the public is a legitimate reason to interfere with a driver's Licence by revoking it

- **Equalities and Diversity implications:** There are no direct implications.

- **Risk Management implications:** The decision to revoke a Licence with immediate effect can be appealed against by the licensee. This is no differentiation from any decision taken by an Officer or Committee in relation to taxi/private hire licensing

- **Crime and Disorder implications:** Reasons for immediate revocation may be particularly serious and may result in a criminal investigation.

- **Environment and Sustainability implications:** There are no direct implications

Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
<p>3.</p> <p>Environment, Housing and Leisure</p> <p>EHL183</p> <p>Housing</p>	<p>In consultation with the Head of Finance, write off irrecoverable debt due from former tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off former tenant rent arrears owed to the Authority:</p> <p>a) Former tenant rent arrears of up to £250 should be authorised by the Debt Recovery Team Leader and countersigned by the Housing Income Manager.</p> <p>b) Former tenant rent arrears with a value between £250 and £1,500 should be authorised by the Debt Recovery Team Leader and countersigned by the Housing Operations Manager.</p> <p>c) Former tenant rent arrears with a value over £1,500 but under £3,000 must be authorised by the Head of Service and countersigned by the Head of Finance.</p> <p>d) Write off of bad debts between £3,000 and £10,000</p>	<p>In consultation with the Head of Finance, write off irrecoverable debt due from former tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off former tenant rent arrears owed to the Authority:</p> <p>a) Former tenant rent arrears of up to £250 should be authorised by the Debt Recovery Team Leader <u>Team Leader Debt Recovery and Direct Debit</u> and countersigned by the Housing Income Manager <u>Welfare Reform and Income Manager</u>.</p> <p>b) Former tenant rent arrears with a value between £250 and £1,500 should be authorised by the Debt Recovery Team Leader <u>Team Leader Debt Recovery and Direct Debit</u> and countersigned by the Housing Operations Manager.</p> <p>c) Former tenant rent arrears with a value of over £1,500 but under £3,000 must be authorised by the Head of Service and countersigned by the Chief Finance Officer.</p> <p>d) Write off of bad debts between £3,000 and £10,000 requires approval by the Cabinet Member with</p>

	<p>requires approval by the Cabinet Member with responsibility for Housing.</p> <p>e) Write off of bad debts over £10,000 requires a Cabinet decision.</p> <p>All write-off will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/Cabinet Member as above.</p> <p>The above levels of write-off also apply to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement where appropriate.</p>	<p>responsibility for Housing.</p> <p>e) Write off of bad debts over £10,000 requires a Cabinet decision.</p> <p><u>d) Write off of bad debts between £3,000 and £50,000 must be authorised by the Head of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing.</u></p> <p><u>e) Write off of bad debts over £50,000 must be authorised by the Head of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</u></p> <p>All write offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/cabinet member as above.</p> <p>The above levels of write off also apply to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/ <u>Sundry Debts (for example rechargeable repairs) / Statute barred Court costs</u> where appropriate.</p>
EHL- New	There is currently no delegated authority for Managers within the Neighbourhood Housing Service to write off	In consultation with the Head of Finance, write off irrecoverable debt due from current tenants in

Housing	irrecoverable debt due from <u>current</u> tenants.	<p>compliance with the Authority's write off policy. The following officers have delegated powers to write off irrecoverable current tenant rent arrears owed to the Authority:</p> <p>a) Current tenant rent arrears of up to £250 should be authorised by the Neighbourhood Team Leader and countersigned by the Neighbourhood Manager.</p> <p>b) Current tenant rent arrears with a value between £250 and £1,500 should be authorised by the Neighbourhood Team Leader and countersigned by the Housing Operations Manager.</p> <p>c) Current tenant rent arrears with a value over £1,500 but under £3,000 must be authorised by the Head of Service and countersigned by the Head of Finance.</p> <p>Write off of bad debts between £3000 and £50,000 must be authorised by the Head of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing,</p> <p>Write off for bad debt over £50,000 must be authorised by the Head of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</p> <p>All write offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/cabinet member as above.</p> <p>The above levels of write off also apply to</p>
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		Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/ Sundry Debts (for example rechargeable repairs) / Statute barred Court costs when appropriate.
EHL- New Housing	There is currently no delegated authority to write off credit balances associated with untraceable former tenants.	<p>In consultation with the Head of Finance, write off Credit balances associated with untraceable former tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off former tenant credits held by the Authority:</p> <p>a) Former tenant credits of up to £250 should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Welfare Reform and Income Manager.</p> <p>b) Former tenant credits with a value between £250 and £1,500 should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Housing Operations Manager.</p> <p>c) Former tenant credits with a value over £1,500 but under £3,000 must be authorised by the Head of Service and countersigned by the Head of Finance.</p> <p>d) Write off of credits between £3,000 and £10,000 must be authorised by the Head of Service, countersigned by the Head of Finance and approved by the Cabinet Member with responsibility for Housing.</p> <p>e) Write off of credits over £10,000 must be authorised by the Head of Service, countersigned by the Head of Finance and approved by Cabinet.</p> <p>All write-offs will be evidenced by the appropriate</p>

		paperwork, signed by the appropriate officer, countersigned by the manager/Cabinet Member as above.
	<p>Reason for changes: Following restructure the posts of Debt Recovery Team Leader and Housing Income Team Leader have been deleted.</p> <p>Write off of bad debts related to sundry debts accrued as a result of rechargeable repairs and irrecoverable statute barred courts costs are not currently covered by the delegated authority. These need to be covered by the delegation.</p> <p>There are also instances where debts on current tenant accounts, not associated with bankruptcy, debt relief orders or Individual Voluntary Arrangements need to be written off – an example being when a Housing Benefit Overpayment is debited to a rent account as landlord responsibility as a result of an appeal judgement. Such instances are not currently covered by the delegated authority.</p> <p>In addition, we need to ensure that we have delegated permissions in place to enable credit balances to be written off in cases where the former tenant cannot be traced or has died and no relatives are found.</p>	

- **Finance and other resource implications**
None – the proposed changes are to reflect changes in job titles and structure with additional amendments required to ensure that the Authority is able to fulfil its regulatory requirements and comply with financial good practice with regards to writing off all bad debts (related to both current as well as former tenants) and being able to refund credit balances where applicable.
- **Legal implications:**
The proposed changes ensure that the Authority complies with the Financial Regulations V5a
- **Consultation/Engagement undertaken (internal and external):**
Team Leaders and Managers within Housing and Finance have been consulted on the proposed changes.
- **Human Rights implications:**
None
- **Equalities and Diversity implications:**
None
- **Risk Management implications:**
The proposed changes mitigate the risks associated with non compliance with the Financial Regulations V5a
- **Crime and Disorder implications:**
None
- **Environment and Sustainability implications:**
None

4.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	Environment Housing and Leisure	N/A	Add new exception to the Head of Environment Housing and Leisure taking decisions on planning matters:
	EHL200		
	Planning	Reason for proposed change: Paragraph EHL200 of the Council’s Officer Delegation Scheme authorises the Head of Environment, Housing and Leisure to determine all matters within the Planning Committee’s terms of reference unless the function is included in a list of exceptions. It is proposed that any decisions to enter land in Part 2 of the register and therefore grant permission in principle for major developments be taken by the Planning Committee and any decisions in relation to minor development be taken by officers under delegated powers.	
Implications of proposed change: Same as items 1 a) and b) under Proposed changes to main Constitution			

5.	Section and Reference	Existing Text	Proposed amendment approved by the Constitution Task Group
	<p>Law and Governance</p> <p>LG52</p> <p>Planning</p>	<p>N/A</p>	<p>Add new sections “t” and “u” :</p> <p>(in consultation with the Chair and Deputy Chair of Planning Committee)</p> <p>t) to revoke tree preservation orders in the following circumstances:</p> <ul style="list-style-type: none"> • A new tree preservation order has replaced an existing tree preservation order; or • All trees within the tree preservation order have been felled and not replaced. <p>and</p> <p>u) to vary tree preservation orders in the following circumstances:</p> <ul style="list-style-type: none"> • A tree or trees within a tree preservation order have been felled; or • A tree or trees have been planted to replace a tree or trees felled
		<p>Reason for proposed change:</p> <p>The Head of Law and Governance currently has delegated authority, in consultation with the Chair and Deputy Chair of Planning Committee, to make tree preservation orders and to confirm those orders when there are no objections.</p>	

	<p>There are times when it is necessary for a tree preservation order to be revoked, such as when the order is replaced with a new order covering the same area or permission has been granted for the removal of all the trees contained within the order. At present a report would have to be referred to the Planning Committee for a decision.</p> <p>Any variation of a tree preservation order, such as a change to tree species or location of a tree as a result of an application to fell a tree contained within the Order and a requirement to plant a replacement tree, would also need to be referred to the Planning Committee.</p> <p>It is considered that it would be more efficient for authority to be delegated to the Head of Law and Governance, in consultation with the Chair and Deputy Chair of Planning Committee, to deal with the above whilst still maintaining appropriate elected member oversight.</p> <p>The Planning Committee will continue to be asked to consider the following:</p> <ul style="list-style-type: none"> • All other variations including where additional trees were added to an existing order; and • All other revocations including when the trees within an order were no longer considered worthy of protection
	<p>Implications of proposed change:</p> <ul style="list-style-type: none"> • Finance and other resource implications: There are no resource implications as a result of the proposed change. The authority already has to process revocations and variations of tree preservation orders within existing budgets. • Legal implications: The authority has a duty to keep its tree preservation orders under review. The proposed change will simply streamline the process for reviewing tree preservation orders whilst maintaining appropriate elected member oversight. • Consultation/Engagement undertaken (internal and external): Chair and Deputy Chair of the Planning Committee have been consulted on the proposed change. External consultation not needed as it is a purely administrative function within the authority.

- **Human Rights implications:** There are no Human Rights Implications as a result of the proposed change to the delegation scheme.
- **Equalities and Diversity implications:** There are no equalities and diversity implications as a result of the proposed change to the delegation scheme. It is purely an administrative matter to streamline the process for reviewing tree preservation orders.
- **Risk Management implications:** There are no risks associated with the proposed change. The Authority has a procedure in place to carry out this function. The proposal simply reallocates the task to an officer rather than a Committee of the Authority.
- **Crime and Disorder implications:** There are no crime and disorder implications as a result of the proposal, it is purely an administrative function within the Authority.
- **Environment and Sustainability implications:** The proposed change will support the Authority in maintaining tree preservation orders which protect trees from removal or damage and maintain the treescape of the borough whilst reducing the administrative burden.

North Tyneside Council Report to Council Date: 17 May 2018

ITEM 12

Annual Appointments 2018/19

Portfolio(s): Elected Mayor

Cabinet Member(s): N Redfearn

Report from Service

Area: Law and Governance

Responsible Officer: Vivienne Geary, Head of Law and Governance (Tel: (0191) 6435339)

Wards affected: All

PART 1

1.1 Executive Summary:

The Council is requested to approve the appointment of committees/sub committees, the appointment of chairs and deputy chairs of those committees/sub committees, the allocation of seats to the political groups on those committees/sub committees and the appointment of representatives to serve on outside bodies that exercise non-executive functions for the 2018/19 Municipal Year.

1.2 Recommendation(s):

It is recommended that Council:

1. approve the appointment of committees/sub committees for the 2018/19 municipal year and determine the number of seats for each committee as set out in paragraph 1.5.1.1 of the report;
2. approve the allocation of seats on committees/sub committees to political groups represented on the Council as set out in Appendix 1 to this report, and agree that the leaders of the political groups inform the Head of Law and Governance of their respective groups' nominations of members to each committee/sub committee by 12 noon on Friday 18 May 2018;
3. approve the appointment of chairs and deputy chairs of committees/sub committees for the 2018/19 municipal year, as set out in paragraph 1.5.3.1 of the report;
4. note the appointment of Reverend Michael Vine as the Church of England Diocesan representative on the Overview, Scrutiny and Policy Development Committee and that the appointment of the Roman Catholic Diocesan representative on the Committee has not yet been confirmed; and consider and determine whether or not it is appropriate to appoint any representative of other faiths/denominations to serve on the Committee;

6. note that the Elected Mayor will appoint at least one Councillor onto the Health and Wellbeing Board for the 2018/19 Municipal Year; and
7. approve the appointment of representatives to serve on outside bodies that do not exercise executive functions for the 2018/19 municipal year, as set out in Appendix 2 to this report;

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 3 April 2018.

1.4 Council Plan and Policy Framework

This report has no direct relevance to the Our North Tyneside Plan priorities.

1.5 Information:

1.5.1 Appointment of Committees/Sub Committees 2018/19

- 1.5.1.1 The Council is requested to appoint committees/sub committees for the 2018/19 municipal year as listed below.

Committee/Sub-Committee	No of Seats
Overview, Scrutiny and Policy Development Committee	15
Adult Social Care, Health and Wellbeing Sub-Committee	12
Children, Education and Skills Sub-Committee	12
Culture and Leisure Sub Committee	12
Economic Prosperity Sub-Committee	12
Environment Sub-Committee	12
Finance Sub-Committee	7
Housing Sub Committee	12
Appointments and Disciplinary Committee	7
Audit Committee	9 (7 elected/2 independent)
Licensing Committee	15
Planning Committee	11
Regulation and Review Committee	18
Standards Committee	9
Health and Well Being Board	See section 1.5.1.2

- 1.5.1.2 The Council established a Health and Wellbeing Board with effect from 1 April 2013 in accordance with the requirements of the Health and Social Care Act 2012.

As the Authority operates executive arrangements, the Elected Mayor may instead of or in addition to making a nomination of at least one Councillor onto the Board, be a member of the Board.

It is a matter for the Elected Mayor to nominate at least one Councillor onto the Board. The Authority's Constitution currently states that the membership of the Board will comprise five councillors to be nominated by the Elected Mayor.

The rules relating to the allocation of committee seats according to the political balance of the Council do not apply to the membership of the Board.

1.5.2 Allocation of Seats to Political Groups

1.5.2.1 The rules and requirements for securing political balance on Committees and Sub-Committees appointed by Local Authorities are contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.

1.5.2.2 The general effects of the balance rules on the Council are that it is under a duty to:

- (i) ensure that the membership of those bodies covered by the rules reflects the political composition of the Council as far as practicable;
- (ii) allocate seats on these bodies to the political groups in proportion to their numerical strength on the Council as far as practicable;
- (iii) accept a nomination made by the groups for the filling of seats allocated to them;
- (iv) review the allocation of seats to political groups at or as soon as practical after the Annual Council Meeting and at certain other specified times.

1.5.2.3 Section 15 of the Local Government and Housing Act 1989 requires the following principles to be applied in determining the allocation of committee seats to political groups:

- a) that not all the seats on the committee are allocated to the same political group;
- b) that the majority of the seats on the committee are allocated to a particular political group if that group has a majority of the authority's membership;

Having first satisfied a) and b) above then:

- c) the total of all seats on ordinary Committees shall be allocated to the groups in proportion to their respective political strengths on the Council.

Once a), b) and c) above have been satisfied then:

- d) the number of seats on other affected bodies (Sub-Committees/other bodies) shall also be allocated to the political groups in proportion of their respective political strengths on the Council.

1.5.2.4 The Council composition is 54 Labour members (including the Elected Mayor), 6 Conservative members, and 1 Liberal Democrat member.

1.5.2.5 Details of the allocation of seats to political groups on committees are attached at Appendix 1 to this report.

1.5.2.6 Nomination of Committee Members

The leaders of the political groups are requested to inform the Head of Law and Governance of their respective groups' nominations of members to each of the above committees and sub committees, and also the Constitution Task Group and the Members Support Group, by 12 noon on Friday 18 May 2018.

1.5.3 Appointment of Chairs and Deputy Chairs of Committees/Sub Committees

1.5.3.1 The Council is requested to appoint Chairs and Deputy Chairs to its various Committees/Sub Committees for the 2018/19 municipal year as set out below.

	Committee/Sub Committee	Chair	Deputy Chair
1.	Overview, Scrutiny and Policy Development Committee		
2.	Adult Social Care, Health and Wellbeing Sub-Committee		
3.	Children, Education and Skills Sub-Committee		
4.	Culture and Leisure Sub-Committee		
5.	Economic Prosperity Sub-Committee		
6.	Environment Sub-Committee		
7.	Finance Sub-Committee		
8.	Housing Sub-Committee		
9.	Health and Wellbeing Board		
10.	Licensing Committee		
11.	Planning Committee		
12.	Regulation and Review Committee		
13.	Standards Committee		

1.5.3.2 In accordance with the Authority's practice, the Elected Mayor is Chair of the Appointments and Disciplinary Committee.

1.5.3.3 The Authority's Constitution requires that the two co-opted members of the Audit Committee shall fulfil the roles of Chair and Deputy Chair of the Committee. Mr Kevin Robinson currently serves as Chair of the Committee, with Mr Malcolm Wilkinson serving as Deputy Chair.

1.5.4 Church representatives on Overview, Scrutiny and Policy Development Committee

1.5.4.1 The Council is requested to note the appointment of Reverend Michael Vine as the Church of England Diocesan representative on the Overview, Scrutiny and Policy Development Committee. Notification of the Roman Catholic Diocesan representative on the Committee has not yet been received. The Council is also requested to consider and determine whether or not it is appropriate to appoint any representative of other faiths/denominations to serve on the Committee.

1.5.5 Appointment of Representatives to serve on Outside Bodies exercising non-executive functions

1.5.5.1 The Council is requested to appoint representatives to serve on those outside bodies which do not exercise executive functions for the 2018/19 municipal year, as set out in Appendix 2 to this report.

1.6 Decision options:

The recommendations contained in this report are based on constitutional or legislative requirements. If more than one nomination is received for any position, a vote will be held with the nominee receiving the highest number of votes being appointed to the position.

1.7 Reasons for recommended option:

To ensure that the Council makes the various appointments set out in the report in accordance with the Authority's Constitution and the relevant legislation and that the necessary arrangements can be made to convene the meetings of the Authority.

1.8 Appendices:

Appendix 1: Allocation of seats on Committees/Sub Committees to political groups represented on the Council.

Appendix 2: List of Outside Bodies exercising non-executive functions.

1.9 Contact officers:

Dave Brown – Law and Governance
Alison Campbell – Finance

Tel: 643 5358
Tel. 643 7038

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

Local Government and Housing Act 1989
Local Government (Committees and Political Groups) Regulations 1990 and amendment Regulations
The Local Government and Public Involvement in Health Act 2007
North Tyneside Council Constitution
Results of Local Elections 3 May 2018

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

Allowances for the Committee/Sub Committee Chairs and Deputy Chairs are included in the 2018/19 budget for Law and Governance.

2.2 Legal

This report fulfils the requirement of the Authority's Constitution to appoint committees/sub committees and representatives to outside bodies that exercise non-executive functions at the Annual Council Meeting. Section 15 of the Local Government and Housing Act 1989 specifies the principles to be applied in determining the allocation of committee seats to political groups.

2.3 Consultation/community engagement

The group leaders have been consulted on the allocation of seats on each committee/sub-committee for the 2018-19 Municipal Year.

2.4 Human rights

The contents of the report are consistent with the requirements of the Human Rights Act 1998.

2.5 Equalities and diversity

There are no equalities and diversity implications arising directly from this report.

2.6 Risk management

As the recommendations are procedural and a recognised part of the business of the Annual Council meeting, no further risk assessment has been undertaken.

2.7 Crime and disorder

There are no direct crime and disorder implications arising from this report.

2.8 Environment and sustainability

There are no direct environment and sustainability implications arising from this report.

PART 3 - SIGN OFF

- Deputy Chief Executive ☒
- Head of Service ☒
- Mayor/Cabinet Member(s) ☒
- Chief Finance Officer ☒
- Monitoring Officer ☒
- Head of Corporate Strategy ☒

Political Balance on Committees/Sub Committees 2018-19

Committee	Total seats	Labour	Conservative
Overview, Scrutiny and Policy Development Committee*	15	13	1
Adult Social Care, Health and Wellbeing Sub	12	10	2
Children, Education and Skills Sub	12	11	1
Culture And Leisure Sub	12	11	1
Economic Prosperity Sub	12	11	1
Environment Sub	12	11	1
Finance Sub	7	6	1
Housing Sub	12	11	1
Audit Committee	7	6	1
Licensing Committee*	15	13	1
Planning Committee	11	10	1
Regulation and Review Committee	18	16	2
Appointments and Disciplinary Committee	7	6	1
Standards Committee	9	8	1
TOTAL NO. OF SEATS	161	143	16

*Note: The Labour Group is entitled to 143 of the 161 seats available and the Conservative Group is entitled to 16 seats. This leaves 2 seats (1 on Overview, Scrutiny and Policy Development Committee and 1 on Licensing Committee) which may be filled by the Member not belonging to a political group.

Appointments to Outside Bodies not exercising executive functions 2018/19

Body	Information	Appointments/ Nominations 2017/18	Appointments/ Nominations 2018/19
<p>Association of North East Councils Resources Task and Finish Group</p> <p>The Group has had a role for a number of years in considering the implications of Government finance policy, local government finance settlements, finance-related consultations and responses, etc.</p>	<p>2 Representatives must be elected. Annual Appointments (NOTE: Can appoint substitutes. Do not need to be specified)</p> <p>Meetings Venue County Hall, Durham Frequency as required Time Day</p>	<p>1. Councillor R Glindon Substitute: Councillor B Pickard</p> <p>2. Councillor A McMullen Substitute: Councillor D Cox</p>	<p>1. Substitute:</p> <p>2. Substitute:</p>
<p>British Destinations</p> <p>Aims to work with members and national partners to foster and provide the support that enables them to maintain, develop and grow the social and economic contributions made by tourism and the visitor economy to local communities and to the UK as a whole.</p>	<p>1 Representative. Need not be elected but it is recommended that they are. Substitutes are permitted. Annual Appointment.</p> <p>Meetings Venue Union Jack Club, London Frequency Quarterly Time Day varies</p>	<p>1. Councillor D McMeekan</p>	<p>1.</p>
<p>Local Government Association Assembly</p> <p>The Association provides for consultation as to the common interests of member authorities and for the discussion of matters relating to local government.</p>	<p>4 Representatives must be elected. Annual Appointments.</p> <p>Meetings Venue Annual Conference and London Frequency Twice yearly Time Day</p>	<p>1. Mrs N Redfearn 2. Councillor T Mulvenna 3. Councillor Janet Hunter 4. Councillor CA Burdis</p>	<p>1. 2. 3. 4.</p>

Body	Information	Appointments/ Nominations 2017/18	Appointments/ Nominations 2018/19
<p>Newcastle Airport Consultative Committee</p> <p>Aims to provide an effective forum to discuss all matters concerning the development and operation of the airport which have an effect on its users and the surrounding community</p>	<p>1 Representative. Need not be elected. Annual Appointment.</p> <p>Meetings Venue Newcastle Airport Frequency Quarterly Time 2.30pm (1½ hours duration) Day</p>	<p>1. Councillor MA Green</p>	<p>1.</p>
<p>North East Migration Partnership Members Forum</p> <p>To provide a forum for feedback on issues of significance that furthers the objectives of the Migration Partnership and its work and develop and foster political interest and knowledge on asylum and refugee issues.</p>	<p>1 Representative. Annual Appointment.</p> <p>Meetings Venue Various around the North East region Frequency Twice per year Time Day</p>	<p>1. Councillor JLL Harrison</p>	<p>1.</p>
<p>North East Regional Employers Organisation</p> <p>Aim is to advise, support and represent member authorities in human resource management, management practice and industrial relations.</p>	<p>3 Representatives must be elected. Annual Appointments from July to July An employee of (a) an organisation represented on the Trade Unions' side of the Joint Council; or (b) a local or joint authority or admitted body and whose conditions of employment are within the scope of the Joint Council cannot be appointed as an employers' representative on the organisation.</p> <p>Meetings Venue Gateshead Frequency Twice per year Time Day</p>	<p>1.Councillor C Burdis 2. Councillor J O'Shea 3.Councillor CB Pickard</p>	<p>1. 2. 3.</p>

Body	Information	Appointments/ Nominations 2017/18	Appointments/ Nominations 2018/19
<p>North Tyneside Citizens Advice Bureau</p> <p>To provide advice and information to the people of North Tyneside.</p>	<p>1 Representative – the Cabinet Member for Community Engagement/Community and Voluntary Sector is appointed by virtue of office. Annual Appointment.</p> <p>Meetings Venue Within North Tyneside Frequency 4 - 5 times per year Time 5.30pm Day</p>	<p>1. Councillor C A Burdis</p>	<p>1.</p>
<p>North Tyneside Surface Water and Drainage Partnership</p> <p>Aim is to bring together a range of organisations to improve how the borough prepares for and deals with future flooding.</p>	<p>1 Representative – the relevant Cabinet Member Annual Appointment.</p> <p>Meetings Venue Quadrant Frequency Quarterly Time Day</p>	<p>1. Councillor JLL Harrison</p>	<p>1.</p>
<p>North Tyneside Veterans Committee</p> <p>The Committee was established in 1997 and assists voluntary and community groups with ceremonial events; the protection of war memorials and offers assistance on welfare matters to ex-service people.</p>	<p>1 Elected Representative.</p> <p>Meetings Venue Quadrant, North Tyneside Frequency Every 2 months Time 2.00pm Day Monday</p>	<p>1. Councillor G Bell</p>	<p>1.</p>

Body	Information	Appointments/ Nominations 2017/18	Appointments/ Nominations 2018/19
<p>Northumberland, Tyne & Wear and North Durham Sustainability and Transformation Plan Joint Health Scrutiny Committee</p> <p>The Committee was established in 2017 to enable the respective local authorities to jointly respond to any consultation in relation to the STP and any associated proposals for substantial developments and variations to health services.</p>	<p>3 Elected Representatives and 3 substitutes – must be non-executive Members</p> <p>Meetings Venue Gateshead Frequency Bi-monthly (initially) / As and when Time tbc Day tbc</p>	<p>1. Councillor G Bell 2. Councillor I Grayson 3. Councillor M Hall</p> <p>Substitutes: 1. Councillor M Thirlaway 2. Councillor K Clark 3. Councillor N Craven</p>	<p>1. 2. 3.</p> <p>Substitutes: 1. 2. 3.</p>
<p>Percy Hedley School Governors Board</p> <p>Charity providing services for children and adults with cerebral palsy, sensory, speech, language and communication difficulties.</p>	<p>1 Representative. Need not be elected. Annual Appointment. Substitutes are permitted.</p> <p>Meetings Venue tbc Frequency Monthly Time 6.00pm Day Monday</p>	<p>1. Councillor P Earley.</p>	<p>1.</p>
<p>Standing Advisory Council on Religious Education</p> <p>Statutory body which advises on matters concerned with religious worship and on religious education to be given.</p>	<p>4 Representatives must be elected. Annual Appointments including appointment of Chair of SACRE, previously made by the Council's former Education Committee in line with current constitution of SACRE.</p> <p>Meetings Venue Quadrant, North Tyneside Frequency Once or twice per term Time 4.15pm Day</p>	<p>1.Councillor I Grayson (Chair) 2. Councillor Janet Hunter 3.Councillor M Madden 4.Councillor G Madden</p>	<p>1. (Chair) 2. 3. 4.</p>

Body	Information	Appointments/ Nominations 2017/18	Appointments/ Nominations 2018/19
<p>Wallsend Charitable (Victor Mann) Trust</p> <p>To promote the welfare and comfort of and provide housing accommodation for the elderly poor inhabitants of the former Borough of Wallsend.</p>	<p>Up to 10 Nominees. Need not be elected. 3 year appointments to expire May 2021. Nominees should ideally be from the area of the former Borough of Wallsend and have an interest in the welfare of the elderly residents of that area.</p> <p>Meetings Venue Quadrant, North Tyneside Frequency AGM, as and when required Time Day</p>	<p>1. Councillor John Hunter 2. Councillor G Madden 3. Councillor M Thirlaway 4. Councillor L Bell 5. Councillor C Johnson 6. Mr G Partis (non elected) 7. Councillor A Newman 8. Councillor L Spillard 9. Mrs M Glindon MP 10. Councillor T Mulvenna</p>	<p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10.</p>

APPOINTMENTS LAST FOR MORE THAN A YEAR – FOR INFORMATION

Body	Information	Appointments/ Nominations 2018/19
<p>Cullercoats Education Trust</p> <p>To promote the education, including social and physical training of persons resident in the area comprising the ecclesiastical parishes of St Paul and St George, Cullercoats.</p>	<p>2 Nominees. Need not be elected. Substitutes are <u>not</u> permitted.</p> <p>Four year appointments.</p> <p>Appointments to expire end of April 2019</p> <p>The Council cannot change its nominees once they have been accepted by the organisation for the term of office.</p> <p>Meetings</p> <p>Venue #</p> <p>Frequency Bi-annually</p> <p>Time #</p> <p>Day #</p>	<p>1. Councillor D McMeekan</p> <p>2. Councillor S Graham</p>
<p>Kettlewell Education Foundation</p> <p>Makes grants to young people to help with academic and vocational studies as well as those interested in music and the arts and have special talents in sport.</p>	<p>4 Representatives. Need not be Elected Substitutes are <u>not</u> permitted.</p> <p>Three year appointment ends May 2020.</p> <p>Meetings</p> <p>Venue Quadrant, North Tyneside</p> <p>Frequency Twice yearly</p> <p>Time Afternoon</p> <p>Day Varies</p>	<p>1. Councillor P Oliver</p> <p>2. Councillor I Grayson</p> <p>3. Councillor Janet Hunter</p> <p>4. Councillor S Day</p>

North Tyneside Council

Report to Council

Date: 17 May 2018

ITEM 13

Freedom of the Borough

Portfolio(s): Elected Mayor

Cabinet Member(s): N Redfearn

Report from Service Area: Law and Governance

Responsible Officer: Vivienne Geary, Head of Law and Governance

Tel: (0191) 643 5339

Wards affected: All

PART 1

1.1 Executive Summary:

This report informs the full Council of a nomination received for the YMCA North Tyneside to be awarded the Freedom of the Borough and invites the Council to consider this nomination.

1.2 Recommendation(s):

The Council is recommended to consider the nomination of the YMCA North Tyneside for the award of the Freedom of the Borough.

1.3 Forward Plan:

Twenty eight days' notice of this report has been given and it first appeared on the Forward Plan that was published on 3 April 2018.

1.4 Council Plan and Policy Framework

This report has no direct relevance to the Our North Tyneside Plan priorities.

1.5 Information:

Background

1.5.1 The eligibility criteria for nominations for Freedom of the Borough are as follows:

Nominees for the award of Freedom of the Borough of North Tyneside must be persons/organisations of distinction who, in the opinion of the Council, have rendered eminent service to the borough and have either:

- (a) lived in the borough; or
- (b) worked or been based in the borough; or

(c) been born in the borough

The nominee for Freedom of the Borough can be an individual or an organisation. Serving councillors, serving members of the Overview, Scrutiny and Policy Development Committee, the Elected Mayor or serving Council employees will not be considered.

Nominations can only be made through Councillors or the Elected Mayor of North Tyneside Council.

- 1.5.2 In accordance with the Authority's Constitution, responsibility for the assessment of nominations for the award of the Freedom of the Borough lies with the Overview, Scrutiny and Policy Development Committee.
- 1.5.3 The Overview, Scrutiny and Policy and Development Committee may recommend a maximum of two nominations to the Annual Council meeting for final consideration.
- 1.5.4 On 5 March 2018, the Overview, Scrutiny and Policy Development Committee received a report which gave details of one eligible nomination that had been submitted.
- 1.5.5 The Committee agreed to recommend the following nomination for consideration by the Council:

Nominated by Councillor C Davis and seconded by Councillor G Bell.
Supported by Councillors K Clark, M Reynolds, T Mulvenna and A Percy.

I would like to nominate the YMCA North Tyneside for the award of Freedom of the Borough of North Tyneside for their eminent service to the borough.

The YMCA North Tyneside has been working to help those in need within the borough since 1879. Examples of the support they offer are projects such as the YMCA Sir James Knott supported accommodation project, which helps homeless young people restart their lives. It provides some young people with long term intensive support which involves daily one to one care and for others it offers simply a safe, secure place to live, together with the security of knowing they can easily get support if they need to ask.

The project also helps young people with their transition into employment and has recently opened a kitchen and community café which provides an excellent training facility for young people and helps them to acquire skills in customer service and food hygiene skills, which are transferable to the world of work.

The housing project has developed accommodation for young people within the James Knott building and the surrounding area and helped transform that area of North Shields. Together with a fully functional nursery and hosting vital community groups such as the breakfast club for veterans the YMCA has continued to help those most in need helping over 30 homeless young people.

These are the reasons I believe that the YMCA would be a worthy recipient of the Freedom of the Borough for North Tyneside.

- 1.5.6 The Authority's Constitution requires any nominations received for Freedom of the Borough to be included with the business for the Annual Council Meeting.

The full Council is asked to consider the above nomination taking into account the provisions of section 249 of the Local Government Act 1972, which permits the Council to

admit to be honorary freemen persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the Borough. Any decision to admit the nominee must be approved by not less than two thirds of Members voting thereon at the Council meeting.

1.6 Decision options:

The Council can agree to award or not to award the Freedom of the Borough to the nominee.

1.7 Reasons for recommended option:

The recommendation is procedural and a recognised part of the business of the Annual Council meeting.

1.8 Appendices:

None.

1.9 Contact officers:

Dave Brown, Law and Governance (0191) 643 5358
Alison Campbell, Finance (0191) 643 7038

1.10 Background information:

The following background papers/information has been used in the compilation of this report and available at the office of the author:

The Local Government Act 1972 (as amended).
Report to and Minutes of the Overview, Scrutiny and Policy Development Committee – 5 March 2018.
Nomination Form.

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There is estimated expenditure in the region of £1,000 if an award was to be made. Costs include catering, ceremony programme, handmade scroll and photographer. This expenditure would be met from existing budgets in Law and Governance.

2.2 Legal

The Council is authorised to award Freedom of the Borough by virtue of section 249 of the Local Government Act 1972.

2.3 Consultation/community engagement

There is little scope for the award of Freedom of the Borough to be driven by the views of external consultees. The Member approval process, as set out in section 249 of the Local Government Act 1972, therefore provides the key element to the consultation process.

2.4 Human rights

The proposals within this report do not themselves have direct implications in respect of the Human Rights Act 1998.

2.5 Equalities and diversity

There are no direct equalities or diversity implications arising from this report.

2.6 Risk management

As the recommendation is procedural and a recognised part of the business of the Annual Council meeting, no further risk assessment has been undertaken.

2.7 Crime and disorder

There are no direct crime and disorder implications arising from this report.

2.8 Environment and sustainability

There are no direct environment and sustainability implications arising from this report.

PART 3 - SIGN OFF

- Deputy Chief Executive ☒
- Head of Service ☒
- Mayor/Cabinet Member(s) ☒
- Chief Finance Officer ☒
- Monitoring Officer ☒
- Head of Corporate Strategy ☒

North Tyneside Council

Report to Annual Council

Date: 17 May 2018

ITEM 14

Title: Overview and Scrutiny
Annual Report 2017/18

Portfolio(s): Elected Mayor

Cabinet Member(s): Norma Redfearn

Report from Service Area: Law and Governance

Responsible Officer: Vivienne Geary,
Head of Law and Governance

Tel: (0191) 643 339)

Wards affected: All

PART 1

1.1 Executive Summary

The Authority's Constitution requires the Overview and Scrutiny Annual Report to be received at the Annual Council Meeting each year. Accordingly, the Annual Overview and Scrutiny Report for 2017/18, which provides a summary of work of the Authority's overview and scrutiny function over the previous year, is attached as Appendix A.

1.2 Recommendation(s)

Council is requested to note and receive the Overview and Scrutiny Annual Report 2017/18.

1.3 Forward Plan

This report first appeared on the Forward Plan that was published on 4 May 2018.

1.4 Council Plan and Policy Framework

This report does not relate directly to any of the themes/programmes/projects in the Our North Tyneside Plan.

1.5 Overview and Scrutiny Annual Report 2017/18

1.5.1 At the end of each municipal year a report is produced which summarises the activities and performance of scrutiny over the last year and sets out the approach to the development of the work programme for the year ahead.

1.5.2 Attached at Appendix A is the Overview and Scrutiny Annual Report 2017/18. The report particularly highlights the involvement of scrutiny in policy development, and sets out some of the achievements of the Overview, Scrutiny and Policy Development Committee and its sub-committees through the various pieces of work undertaken during the year.

The report also highlights the process in place for the development of the 2017/18 work programme, including the involvement of stakeholders in order to develop a work programme that will deliver a timely contribution to policy development across the Council.

1.5.3 The report was considered and agreed by the Overview, Scrutiny and Policy Development Committee on 3 April 2018.

1.5.4 Members are recommended to note and receive the report as attached.

1.6 Decision options

The following decision options are available for consideration by Council:

Option 1

To note and receive the Overview and Scrutiny Annual Report for 2017/18.

Option 2

To refer the Overview and Scrutiny Annual Report for 2017/18 back to the Overview, Scrutiny and Policy Development Committee for further consideration.

Option 1 is the recommended option.

1.7 Reasons for recommended option

Option 1 is recommended for the following reason:

The Annual Report of the Overview, Scrutiny and Policy Development Committee for 2017/18 provides a record of the work of the Committee over the past year.

1.8 Appendices

Appendix A - Overview and Scrutiny Annual Report for 2017/18.

1.9 Contact officers

Joanne Holmes – Democratic Services Officer – Tel: (0191) 643 5315

Alison Campbell – Senior Business Partner – Tel: (0191) 643 7038.

1.10 Background information

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- North Tyneside Council Constitution
- Reports and Minutes of Overview, Scrutiny and Policy Development Committee and its sub committees 2017/18

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There are no financial implications arising from this report.

2.2 Legal

The report is submitted in accordance with the Authority's constitutional requirement for the Annual Overview and Scrutiny report to be received at the Annual Council meeting.

2.3 Consultation/community engagement

2.3.1 Internal Consultation

The Overview, Scrutiny and Policy Development Committee, at its meeting on 3 April 2018, considered and approved the Annual Report and referred it to this Annual Council meeting.

2.3.2 External Consultation/Engagement

There has been no external consultation in relation to the Annual Report as it relates to the internal governance of the Authority.

2.4 Human rights

There are no human rights issues arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity issues arising from this report.

2.6 Risk management

There are no risk management issues arising from this report.

2.7 Crime and disorder

There are no crime and disorder issues arising from this report.

2.8 Environment and sustainability

There are no environment and sustainability issues arising from this report.

Overview and Scrutiny Annual Report 2017/18



Date: May 2018

Author: Overview, Scrutiny and Policy Development Committee



Introduction

Welcome to the Overview and Scrutiny Annual Report 2017-18.

This report gives a brief summary of the work undertaken by Overview and Scrutiny over the last year and highlights some of the areas where scrutiny has made an impact, particularly in relation to policy development.

The report also sets out the process for the development of the 2018/19 work programme.

The role of Overview and Scrutiny

The role of overview and scrutiny is to provide a ‘critical friend’ challenge to the Cabinet (and other decision makers), whilst also assisting in the development of key policies and plans.

Over recent years there has been an increased emphasis on promoting and developing the policy development role of overview and scrutiny. Throughout 2017/18 this has continued, and a range of policy reviews have been undertaken with links to the priorities within the Our North Tyneside Plan and the Creating a Brighter Future Programme.

We have been a ‘critical friend’

Whilst a focus of scrutiny work during 2017/18 has been the development of policy, the Overview, Scrutiny and Policy Development Committee and its sub-committees have still fulfilled the important role of being a critical friend to Cabinet, providing challenge, particularly on budget and performance issues.

A Budget and Council Plan Study Group was again established to consider the Cabinet’s budget proposals in detail, and Members put forward a number of recommendations which were considered by Cabinet as part of the budget-setting process.

The Finance Sub-committee has continued to examine the Council’s budget monitoring position on a bi-monthly basis, including the forecast outturn positions for the General Fund, the Housing Revenue Account and the Investment Plan. Budget management reports have been developed to bring together financial and relevant performance information and the Sub-committee has therefore reviewed the financial

information in the context of the policy priorities in the Our North Tyneside Plan. Members have also regularly reviewed the red risks associated with the Business and Technical Partnerships, and monitored the impact of welfare reform changes. The Overview, Scrutiny and Policy Development Committee has received bi-annual performance reports on the delivery of the Our North Tyneside Plan, allowing progress on delivery of the aims and objectives to be monitored and, where necessary, challenged. Some of the sub-committees have also monitored performance by receiving updates on the delivery of the various projects included in the Creating a Brighter Future programme. Children, Education and Skills Sub-committee has paid particular focus to central governments education policy and funding developments this year and its potential impact on the borough.

Critical Friend Challenge: Transition from Children to Adult Services Sub Group

The Children, Education and Skills Sub-committee set up a sub group to examine the process undertaken by both Adult Services and Children Services when a child with special educational needs and/or a disability (SEND) transfers to Adult Services at age 18; more commonly referred to as “transition”. Following the implementation of new legislation in 2014, the Children and Families Act and the Care Act, and the implementation of the SEND Code of Practice, it was an appropriate time to consider whether the processes: a) were fit for purpose; b) enabled the Authority to demonstrate the progress of its disabled young people; and to c) examine the work being undertaken by the Authority on the whole life disability agenda.

The sub group met with parents whose children had been through the transition process; representatives for the North Tyneside Clinical Commissioning Group (CCG); Met officers from the Health, Education, Care and Safeguarding Services; and asked young people who had gone through the transition process for their thoughts and opinions.

The sub group completed its work in December 2017 and its conclusions and eleven recommendations were reported to Cabinet on 9 April 2018. The Sub Group endorsed the Whole Life Disability service’s message that “We want all young people with special educational needs and disabilities in North Tyneside to have the opportunities to live the life to which they aspire” and believed that their recommendations would assist in making this goal a reality.

We have also focused on policy development

Some examples of the policy development work undertaken during 2017/18 are:

ICT Strategy Review

A sub-group of the Overview, Scrutiny and Policy Development Committee was established to undertake a review of the ICT Strategy with 'a focus on evaluating whether the Council has an appropriate ICT strategy in place and whether this strategy will meet the needs of the organisation going forward. The Study Group concluded that there was evidence that the foundations are being put in place to update, transform and improve ICT services. However Members had some concerns that the benefits of this work are yet to be felt by the users of ICT across the Council and were keen to see the benefits become evident as quickly as possible. The Sub-group made 9 recommendations to Cabinet on areas for development including improvements to scrutiny and accountability, communication with staff, and training for staff and Councillors.

Cultural Development Plan – Culture and Leisure Sub-committee

The Culture and Leisure Sub-committee set up a sub-group in 2016/17 to undertake a review on proposals for a Cultural Development Plan. The focus of the review was how the Council is able to deliver an effective cultural offer in the context of a) a shrinking financial environment, b) existing Council strategies for arts development and tourism, c) changing patterns of consumer behaviour in relation to tourism, and d) greater expectations for partnership working arising from the change programme. The sub group reported its conclusion and recommendations to Cabinet in December 2017. Two out of three recommendations, which related to the Arts Development Strategy 2014-21, and analyse of the outcomes of industry surveys alongside market intelligence to include events and visitors, were accepted by Cabinet at its meeting in February 2018. The third recommendation, which related to service improvement funding, would require further consideration on how to maximise the opportunities to secure income to support events e.g. through sponsorship. Cabinet's response to the recommendations will form part of the sub-committee's work programme 2018-19.

Cycling Strategy– Economic Prosperity Sub-committee

The Economic Prosperity Sub-Committee contributed to the preparation of the draft North Tyneside Cycling Strategy. During the period of public engagement the sub-committee gave consideration to the relevance of the five actions contained in the strategy and expressed views on the most important ways and initiatives to support everyday cycling. The sub-committee also gave consideration to the draft North Tyneside Cycling Design Guide, the responses received during the engagement process and the extent to which the recommendations of a previous scrutiny study

group had been incorporated into the strategy. The sub-committee's comments were recorded to be taken into account in formulating the final version of the strategy to be submitted to Cabinet for approval.

Elective Home Education – Children, Education and Skills Sub-committee

The Children, Education and Skills Sub-committee set up a sub-group in 2016/17 to examine Elective Home Education. Members of the Sub Committee had expressed some concerns as to the Authority's ability to check the quality of education being received by those outside of the formal school process. As the Attendance and Placement Team was due to review North Tyneside's policy on Elective Home Education, it was agreed that a review be undertaken to look at the current practices and Local Authority role in relation to home educating. The sub group reported its conclusion and recommendations to Cabinet in April 2017. All of the eight recommendations, the majority of which were related to policy development, were accepted by Cabinet at its meeting in June 2017 and the sub-committee has been kept informed of the progress on their implementation over the last municipal year.

Monitoring Role

Whilst helping to develop new policies and assisting in the review of others, scrutiny has also invested time in monitoring the development and delivery of existing plans and policies to ensure that the best quality services are delivered to residents and visitors of North Tyneside.

Some examples of the plans and policies that have been monitored throughout the year include:

Service Delivery and Performance - Overview, Scrutiny and Policy Development Committee and its sub-committees have continued to receive monitoring reports on service delivery and performance across the Council. Scrutiny Members have also had the opportunity to comment on various policies and strategies prior to submission to Cabinet for approval.

Universal Credit - Housing sub committee has continued to keep up to date with the emerging changes that will come from the 'full service' roll out of Universal Credit and the impact that this will have on affected residents. Members ensured that a comprehensive communication plan was in place to inform residents of the changes and to signpost relevant support. Housing sub-committee has also considered and endorsed changes to the Moving In and Out Standards, aimed at improving customer experience and delivering efficiencies.

Flooding - Environment Sub-committee has considered reports from the Surface Water and Drainage Partnership on a quarterly basis, along with the Killingworth and Longbenton Surface Water Management Plan. Members examined the Plan to look at various solutions to alleviate flooding in the area.

Environment Sub-committee - In addition to the above the Environment Sub-committee has also continued to monitor the implementation of the recommendations in respect of the two recent street lighting reports and the action plan for the implementation of the Newcastle and North Tyneside Biodiversity Action Plan. Members have also monitored the implementation of the cycling strategy and the public rights of way reports.

Better Care Fund – the Adult Social Care, Health and Wellbeing Sub-committee has received regular reports showing progress against the national specified metrics and targets relating to the Better Care Fund (BCF).

Support for people with Dementia and their carers – following an in-depth study into support and services available to people with dementia, their family and carers, the Adult Social Care, Health and Wellbeing Sub-committee has received six monthly updates on the re-configuration of services and support for people with dementia or memory problems and their carers so they can evaluate how successful the changes have been and if necessary make recommendations.

North Tyneside Integrated Urgent Care Service – at an Extraordinary meeting of the Adult Social Care, Health and Wellbeing Sub-committee in December 2017, the sub-committee received an update on the future of urgent care in the Borough from the North Tyneside Clinical Commissioning Group (CCG). The sub-committee raised a number of key points which were forwarded to the CCG Governing Body for consideration.

Northumberland, Tyne & Wear and North Durham Sustainable Transformation Plan – during 2017/18 the Adult Social Care, Health and Wellbeing Sub-committee have received updates about the establishment of the Northumberland, Tyne & Wear and North Durham Sustainable Transformation Plan Joint Scrutiny Committee. The joint committee started meeting in the autumn of 2017 and the sub-committee have since received feedback from the meetings.

Northumbria Healthcare NHS Foundation Trust Annual Plan and Quality Account – the Adult Social Care, Health and Wellbeing Sub-committee receive each year a presentation on the Trust's Annual Plan and Quality Account. The views of the sub-committee are included in the sub-committee's statement to the Trust.

Safeguarding – the Adult Social Care, Health and Wellbeing Sub-committee received the Safeguarding Adults Board Annual Report and Action Plan at its meeting in November 2017.

Children, Young People and Learning Plan 2014-18 - the Children, Education and Skills Sub-committee received updates on the delivery of the Children, Young People and Learning Plan, to monitor the delivery of key services aimed at improving the lives of children and young people.

Safeguarding - the Children, Education and Skills Sub-committee received the *North Tyneside Safeguarding Children Board's Annual* report in October 2017 and also received quarterly updates on work undertaken by the Authority and its partners to prevent and protect young people from sexual exploitation.

Attainment - the Children, Education and Skills Sub-committee receives an annual report on: the attainment of children and young people in the borough; attainment of free school meals (FSM) / pupil premium (PP) pupils to monitor the effectiveness of the support and challenge to ensure these pupils attainment is comparable to those pupils not in receipt of FSM or PP; and the attainment of the Authority's looked after children. The provision of adult education has also been on the agenda this year.

New ways of working - the Children, Education and Skills Sub-committee has received regular updates on the work to embed the locality teams' model in children's services, the changes to early help and the introduction of Signs Of Safety and Liquid Logic into Children's Services and the other projects under the Transforming Children's Services umbrella.

The Chairs and Deputy Chairs have continued to meet on a quarterly basis throughout the year to share information on ideas and topics for review, to identify issues where services could be improved for residents, and to avoid any potential areas of duplication.

Achievements

Recommendations

During 2017-18, four in-depth reviews were completed and 31 recommendations were put forward to cabinet. Cabinet has responded to 20 recommendations, with 11 still under consideration. Of these, 12 have been accepted and Cabinet have set out actions for implementation as part of the response to the recommendations. A further 6 recommendations were considered and noted. The Overview, Scrutiny and Policy Development Committee and the sub-committees will continue to monitor implementation of these recommendations and the subsequent outcomes on the delivery of services.

Engagement and partnership working

A key role of overview and scrutiny is to promote issues of concern to the public and, where appropriate, consult with residents and service users on scrutiny investigations to be taken forward.

Scrutiny has continued to work closely with its partners, maintaining positive relationships and sharing key information, particularly in relation to health issues and policing issues.

Representatives of the Clinical Commissioning Group, Northumbria Healthcare Foundation Trust, Healthwatch, and the Care Quality Commission have all been in attendance at various meetings to share information and maintain key links with Members.

The Housing sub-committee is designated as the crime and disorder committee and has met with the Police and Crime Commissioner in relation to the delivery of priorities contained within the Police and Crime Plan. The sub-committee also welcomed some tenants to a meeting in order to receive a final update on the implementation of recommendations made during a previous review of anti-social behaviour.

Various pieces of work this year have involved engagement with service users and partner organisations and this has been highlighted throughout this report. Positive feedback has been received. For example, a resident who had attended a meeting of the Environment Sub-committee in relation to street cleaning standards contacted the News Guardian highlighting how her concerns had subsequently been dealt with and thanking the Council for offering residents the chance to have their voices heard.

Scrutiny Going Forward

Preparation for the development of the 2017/18 overview and scrutiny work programmes has already begun. There are proposals for the chairs and deputy chairs of scrutiny committees to meet with the Cabinet to discuss up and coming policy issues and to identify areas where scrutiny can have an impact in terms of policy development. The Chairs and Deputy Chairs will be discussing these areas in more detail in order to prioritise topics for scrutiny during 2018-19. Elected Members, senior officers and the public will be encouraged to suggest topics that scrutiny could usefully investigate.

All suggestions received will be allocated to the relevant sub-committee, with the topics being discussed and prioritised at the first meetings of the 2018/19 municipal year. There will also be some reviews begun or assigned in 2017/18 that will carry forward to next year. When prioritising topics, consideration will be given to whether the issue is timely and if it will contribute to the development of policy.

Given the on-going financial pressures impacting on all areas of the organisation, Council has agreed a slightly reduced timetable of scrutiny meetings for 2018/19. This will require scrutiny committees to work more efficiently, and there may be

scope to consider alternative means of ensuring important issues are scrutinised effectively other than formal scrutiny meetings.

North Tyneside Council

Report to Annual Council

Date: 17 May 2018

ITEM

Title: Standards Committee -
Annual Report 2017/18

Portfolio(s): Elected Mayor

Cabinet Member(s): Mrs N Redfearn

Report from Service Area: Law and Governance

Responsible Officer: Vivienne Geary,
Head of Law and Governance

Tel: (0191) 643 5339

Wards affected: All

PART 1

1.1 Executive Summary

To submit the Standards Committee's Annual Report for 2017/18.

1.2 Recommendation(s)

Council is requested to note and receive the Standards Committee's Annual Report 2017/18.

1.3 Forward Plan

This report first appeared on the Forward Plan that was published on 26 March 2018.

1.4 Council Plan and Policy Framework

This report does not relate directly to any of the themes/programmes/projects in the Our North Tyneside Plan.

1.5 Standards Committee Annual Report 2017/18

- 1.5.1 The Committee is responsible for the promotion of ethical standards within the Authority, helping to secure adherence to the Members' Code of Conduct, monitoring the operation of the Code within North Tyneside, promoting and reviewing the Whistleblowing Policy for Members, reviewing complaints made against Members in respect of alleged breaches of the Members' Code of Conduct and conducting hearings following investigation and determining complaints made against Councillors in respect of alleged breaches of the Code of Conduct.

The Standards Committee Annual Report 2017/18 is attached at Appendix 1.

The report provides further background information regarding the Standards Committee and sets out the work undertaken by the Committee and its Sub-Committees over the municipal year. The report highlights the ways in which the Standards Committee has influenced and shaped policy and the promotion and maintenance of ethical standards of conduct by the Elected Mayor, Councillors, Co-opted Members and church and parent governor representatives.

The Committee will consider its work programme for the new municipal year 2018-19 at its first meeting of the new municipal year in June 2018.

1.5.2 Decision options

The following decision options are available for consideration by Council:

Option 1

To note and receive the Annual Report of the Standards Committee for 2017/18.

Option 2

To refer the Annual Report of the Standards Committee for 2017/18 back to the Standards Committee for further consideration.

Option 1 is the recommended option.

1.6 Reasons for recommended option

Option 1 is recommended for the following reason:

The Annual Report of the Standards Committee for 2017/18 provides a record of the work of the Standards Committee over the past year.

1.7 Appendices

Appendix 1 - Standards Committee Annual Report 2017/18.

1.8 Contact officers

Stephen Ballantyne – Lawyer Specialist – Governance and Employment, Law and Governance – Tel: (0191) 643 5329.

Yvonne Harrison – Democratic Services Officer – Tel: (0191) 643 5320

Alison Campbell – Senior Business Partner – Tel: (0191) 643 7038.

1.9 Background information

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

The Localism Act 2011.

The Code of Conduct for Members and Co-opted Members.

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There are no financial implications arising from this report.

2.2 Legal

The Localism Act 2011 places a statutory duty on the Authority to promote and maintain high standards of conduct by its elected and co-opted Members and to appoint Independent Persons.

2.3 Consultation/community engagement

2.3.1 Internal Consultation

The Standards Committee at its meeting on 8 March 2018 considered and approved the Annual Report and referred it to this Council meeting.

2.3.2 External Consultation/Engagement

There has been no external consultation in relation to the Annual Report as it relates to the internal governance of the Authority.

2.4 Human rights

There are no human rights issues arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity issues arising from this report.

2.6 Risk management

There are no risk management issues arising from this report.

2.7 Crime and disorder

There are no crime and disorder issues arising from this report.

2.8 Environment and sustainability

There are no environment and sustainability issues arising from this report.

PART 3 - SIGN OFF

- Deputy Chief Executive ☒
- Head of Service ☒
- Chief Finance Officer ☒
- Monitoring Officer ☒
- Head of Corporate Strategy ☒

Standards Committee



Annual Report 2017-18



Chair's Foreword

As Chair of the Standards Committee, I am pleased to present the Committee's Annual Report, which outlines the work undertaken by the Committee in 2017/18.

The Standards Committee remains committed to working with and supporting Members of the Council to ensure that they respect the Code of Conduct and uphold the standards expected of those in public life.

To achieve this, the Committee has worked closely with the Council's Monitoring Officer to ensure that the principles of good governance and ethical standards remain central to the business of the Authority and instil public confidence in those elected to public office. In addition, the Committee continues to invite speakers, both Members and Senior Officers from across the Authority, as well as the Chairs of Standards Committees from other Authorities in the region, to exchange views and take forward the Authority's priorities in relation to ethical governance.

In my work as Chair I have represented the Committee and the Authority at regional meetings of the Chairs/Deputy Chairs of Standards Committee and Independent Persons. These meetings have provided a useful and informative insight into the ethical governance arrangements in neighbouring authorities and have provided an opportunity to discuss standards and code of conduct issues in a regional forum.

I would like to thank all of the Committee Members, the Independent Persons and Officers who I have worked with over this last year in relation to my role of Chair of the Standards Committee.

Councillor C Johnson
Chair of the Standards Committee

1. Standards Committee

1. Introduction

At the end of each municipal year the Standards Committee submits for the consideration of Council an annual report summarising the work the Committee has carried out during the previous year.

This report comprises the Annual Review covering the period April 2017 to March 2018 together with background information regarding the standards regime established within North Tyneside Council. All references to 2017-18 in the report refer to this time period.

2. Background Information

The Code of Conduct for Elected Members and Co-opted Members ('the Code' or 'The Code of Conduct')

The Localism Act 2011 requires the Authority to have a Code of Conduct. In 2012 North Tyneside Council ("the Authority") adopted a code which sets out the conduct that is expected of elected and co-opted members of the Authority when they are acting in that capacity. The Code was developed regionally between Cumbria, Durham, Gateshead, Newcastle, North Tyneside, North Yorkshire, Northumberland, South Tyneside and Sunderland councils.

The Code applies whenever a member (a) conducts the business of the Authority (including the business of their office as an elected member or co-opted member) or (b) acts, claims to act or gives the impression they are acting as a representative of the Authority.

'Co-opted member' means any person who is a member of any committee or sub-committee of the Authority with a right to vote but who is not one of its elected members.

The Code is intended to be consistent with Nolan's Seven Principles of Public Life, and should be read in the light of those principles, namely that Authority Members will act with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Monitoring Officer

The Monitoring Officer holds a statutory role and is responsible for promoting and maintaining high standards of conduct and for reporting any actual or potential breaches of the law and maladministration to the full Council and/or to the Cabinet (as set out in s.5(1) of the Local Government and Housing Act 1989).

The Monitoring Officer and her team administer the local arrangements for addressing complaints made under the Code of Conduct.

The Monitoring Officer's role includes the assessment and review of every complaint received under the Code of Conduct. Following consultation with the Authority's Independent Persons and consideration of the initial comments of the subject member the Monitoring Officer decides whether the complaint will be investigated. The decision will be

based on whether the allegation, if proved, would constitute a failure to observe the Code of Conduct and the application of the Authority's adopted assessment criteria.

The Monitoring Officer may also consider that a complaint can be reasonably resolved informally and will discuss this option with the complainant and subject member where appropriate.

Independent Persons

The Authority has appointed two Independent Person(s) who are invited to attend all meetings of the Standards Committee. The appointment of Independent Persons is determined by a meeting of Full Council.

The Independent Person(s) must be consulted by the Authority before it makes a decision on a matter that has been referred to it for investigation; they can also be consulted by the Authority in respect of a code of conduct complaint at any other stage; and can also be consulted by a member or co-opted member of the Authority against whom a complaint has been made.

The Independent Persons do not form part of a quorum but may be invited to attend where considered appropriate by the Sub-Committee.

The Standards Committee

The Standards Committee is responsible for the promotion of ethical standards within the Authority, helping to secure adherence to the Code, monitoring the operation of the Code, promoting and reviewing the Whistleblowing Policy for Members and conducting hearings following investigation and determining complaints made under the Code.

The Standards Committee's terms of reference are set out in Part 3, Paragraph 3.5(E) of North Tyneside Council's Constitution (the Constitution).

The Committee and its Sub-Committee conduct proceedings in accordance with:

- Article 9 of the Constitution; and
- the Authority's Local Arrangements for dealing with complaints under the Code of Conduct for Members

The Standards Sub-Committee

The Standards Sub-Committee receives and considers reports from Investigating Officers in relation to allegations of breaches of the Code.

Where a Final Report from an Investigating Officer recommends a finding that there is no breach of the Code, the Sub-Committee determines whether to accept the report; refer the report back to the Investigating Officer if it is considered incomplete; or refer the report to a hearing in accordance with the Authority's Local Arrangements for dealing with complaints under the Code of Conduct for Members.

Where a Final Report from an Investigating Officer recommends a finding that there has been a breach of the Code the Sub-Committee undertakes a hearing in accordance with the Authority's Local Arrangements for dealing with complaints under the Code.

The Standards Sub-Committee is responsible for granting dispensations to the Elected Mayor, Members and Co-opted Members from requirements relating to interests set out in the Code.

The Sub-Committee also has responsibility for undertaking such further functions of the Standards Committee as may be delegated to the Sub-Committee in respect of the handling of complaints against the elected Mayor, elected Members or Co-opted Members.

3. Training for Standards Committee Members

Initial and refresher training for Members serving on the Standards Committee of the Authority is important to ensure the probity and credibility of the Authority's decision making processes. Members are required to undertake basic training through the Authority's member induction programme, on election or re-election, before they can serve on the Standards Committee. This training includes the duties and responsibilities of the Standards Committee.

Other than in exceptional circumstances, as determined in each case by the Monitoring Officer in consultation with the Mayor and Group Leaders, any Member who has not undertaken the training will not continue to serve on the Committee.

Training is also provided for the Independent Persons appointed by the Authority in order to ensure they are able to carry out their role.

4. Standards Committee Membership 2017-18

In 2017/18 the Standards Committee comprised the following Members:

Councillors Brian Burdis, Eddie Darke, Peter Earley, Janet Hunter, Carl Johnson (Chair), Frank Lott, Paul Mason, Bruce Pickard and Martin Rankin (Deputy Chair).

5. The Authority's Independent Persons

The Authority's Independent Persons are Mr George Clark and Ms Stella Gardner who were first appointed by Council in July 2012 and September 2012 respectively and their appointments were extended in July 2014 for a further two years to July 2016, in accordance with the requirements of the Localism Act 2011.

Following a formal recruitment process in 2016, it was agreed by the Council that the appointments held by Mr Clark and Ms Gardner be extended for a further two years until 31 July 2018.

6. Committee and Sub-Committee Meetings in 2017-18

At the start of each year the Standards Committee agree its Work Programme/Action Plan for the year, which is then monitored at meetings throughout the year.

The Work Programme/Action Plan for 2018-19 is attached at Appendix 1 to this report and is commented upon further in paragraph 10 below.

The Standards Committee met on 4 occasions in 2017 -18. The following meetings took place:

- 22 June 2017
- 31 August 2017
- 25 January 2018
- 8 March 2018

The Sub-Committee met on the 23 November 2017 and 25 January 2018 to consider applications for dispensations under the Code of Conduct.

7. Complaints under the Code of Conduct for Members and Co-opted Members

During 2017-18, 9 complaints of potential breaches of the Code of Conduct were received.

Table 1 below details how each complaint was dealt with on assessment and provides details of the previous years to 2012/2013.

Table1

Local Assessment Decisions	No action	Informal resolution	Referred for Investigation	Total
2017/2018	6	2	1	9
2016/2017	4	1	0	5
2015/2016	15	0	0	15
2014/2015	13	1	10	24
2013/2014	0	0	1	1
2012/2013	11	5	1	17

8. Reviews of Initial Assessment Decisions

If a complainant is dissatisfied with an initial assessment decision they may seek a review. Reviews are undertaken by the Monitoring Officer in consultation with the Independent Persons and the Chair of the Standards Committee.

In 2017-18 there were no requests for the review of the initial assessment decision.

In 2016-17 there was 1 request made for the review of the initial assessment decision. Following the review, the original decision was upheld.

In 2015-16, 1 request was made for a review of the initial assessment. Following the review, the original decision was upheld.

In 2014-15, 6 requests were made for a review of the initial assessment. Following the reviews, the original decisions were upheld.

In 2013-13 and 2013-14 there were no requests for the review of the initial assessment decision.

9. Decisions on complaints following investigation

During 2017/18, 1 complaint was referred for investigation which is currently being progressed. There have been no hearings or decisions on complaints during 2017/18.

10. Review of Standards Committee Work Programme and Action Plan for 2017/18

The Standards Committee's Work Programme/Action Plan for 2017-18 is attached at Annex 1. Matters of particular note are summarised below.

The Standards Committee met on 4 occasions during the year. At each meeting the Committee monitored its Action Plan. The matters undertaken include:

A. Review of Code of Conduct and Local Arrangements

The Standards Committee had to consider as a part of its Work Programme for 2017/18 whether any changes were necessary to the Code of Conduct for Members and the Local Arrangements for dealing with complaints under the Code of Conduct. No changes were suggested.

A Pocket Guide to the Code of Conduct for Members' and the requirements in relation to interests was developed and approved by the Standards for circulation to all Members' to assist in how the Code applied to them.

B. Whistleblowing Procedure for Members'

The Committee considered and approved a Refresh of the Authority's Whistle-blowing Procedure for Members'. The link to the refreshed Procedure is published on the Members' Intranet.

C. Member Development Programme

It was agreed by the Standards Committee to further improve the Learning Pool (the Authority's online Learning Management System), to assist elected Members to:

- Identify mandatory training required for their role;
- Be notified when training should be refreshed;
- View training completions; and
- View other training and learning is available.

The improvements progressed include a new personalised home page for all elected Members at login to the Learning Pool, with quick links to individual workbooks produced by the Local Government Association and other training available to elected members/employees. Certifications were designed with built-in automated email reminders for all mandatory and regulatory committee training courses. Guidance and support was also updated with new functions and feel in order to support members to navigate the system.

Demonstrations and one-to-one support is also available upon request by the Human Resources and Organisation Development Service.

A two day face-to-face training event was held in October 2017 to assist those Members who used social media regularly was delivered by IODA and hosted by North Tyneside Council. The training invitation to all Members was extended to Chairs and Independent Persons of Standards Committees from regional authorities. On-line training was further promoted with all Members of the Authority to assist in the use of social media through e-learning.

A generic bullet point list on Chairing Skills was developed and considered by the Standards Committee, together with details of the recently updated “A councillors workbook on chairing skills” published by the Local Government Association (LGA). The workbook had been designed as a distance learning aid for Councillors. It was intended to provide councillors with insight and assistance with the key skills which would help them to be effective in their role. The Committee endorsed the generic bullet point list, subject to inclusion of an additional bullet point, and the LGA workbook for use in the development of chairing skills for Members across the Authority.

A full copy of the LGA workbook is available at:

https://www.local.gov.uk/sites/default/files/documents/11.61%20Chairing%20skills%20-%20a%20councillors%27%20workbook_1.pdf

D. Regional Meetings of Chairs and Deputy Chairs of Standards Committees and Independent Persons

At the regional development session for Chairs, Deputy Chairs and Independent Persons held in April 2017, discussions enabled the identification of key themes or more specific issues or concerns which could be used to form the basis of an action list available for use by the Monitoring Officers’ Group, with the potential for regional activities in response. A Standards Bulletin emerged as one of the themes for action to be looked at on a regional basis. Examples of bulletins/newsletters from authorities across the region were circulated for consideration by the regional Monitoring Officers’ Group. The Group was supportive of the creation of a Standards Bulletin and arrangements to deliver a bulletin were being examined.

Chairs and Deputy Chairs and Independent Persons of Standards Committees are to meet in a regional forum to facilitate a dialogue and discussion about ethical governance and the application of the Code of Conduct for Members.

6-monthly meetings of Chairs and Deputy Chairs of regulatory committees are to be arranged in consultation with other regional authorities to provide an opportunity to share knowledge and best practice.

Training for Independent Persons on their role would be arranged and hosted by the Authority in July 2018, following discussion at a regional meeting of Monitoring Officers and the appointment of Independent Persons for the future. This to include invitations to relevant training for elected Members.

E. Dialogue with Members and Officers

The Standards Committee has responsibility for the Authority's statutory duty for promoting and maintaining high standards of conduct by elected Members and co-opted Members of the Council. During 2017/18 invited guests included Mrs Norma Redfearn, Elected Mayor Councillor Frank Lott, Chair of Planning Committee, Councillor Peter Earley, Chair of Regulation and Review Committee and Mr Patrick Melia, Chief Executive, who gave their perspective on the promotion of high ethical governance and standards. The invitation has also been extended to regional Chairs of Standards Committees, responses are awaited.

F. Committee of Standards in Public Life Review: Intimidation of Parliamentary Candidates

The Committee considered a report by the Committee of Standards in Public Life's recent review of intimidation of Parliamentary candidates, "and broader implications of this for other holders of public office". The Committee published its report on 13 December 2017. The report included recommendations to address the threats and intimidation experienced by Parliamentary candidates and others. The Committee made a package of recommendations for action to government, social media companies, political parties, the police, broadcast and print media, and MPs and Parliamentary candidates themselves.

A full copy of the report is available at:

<https://www.gov.uk/government/publications/intimidation-in-public-life-a-review-by-the-committee-on-standards-in-public-life>

The report was submitted to the Standards Committee for information and noting at this stage however, the Head of Law and Governance would keep the Committee informed of any progress in relation to the review.

G. Ministerial Code

The Committee considered a report on the Ministerial Code which dealt with a number of ethical governance issues published by the Cabinet Office and which was relevant to the Authority.

H. Response to Stakeholder Consultation on Local Government Ethical Standards

The Committee also considered the Stakeholder Consultation on Local Government Ethical Standards being undertaken by the Committee on Standards in Public Life. The Committee made comments that it considered should be included in the Authority's response. The Committee delegated authority to the Head of Law and Governance in consultation with the Chair of the Standards Committee to respond on behalf of the Committee to the Stakeholder Consultation taking into account the comments and views expressed by the Committee.

11. Conclusion

The Committee continues to be busy and as this report demonstrates has dealt with a variety of matters in the past year. The Committee's aim is to continue to develop and

maintain the Authority's ethical governance framework for the benefit of the Authority and ultimately local people. The Committee is looking forward to the next year.

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The Standards Committee Work/Action Plan up to 31 March 2018

This Action Plan was monitored by the Committee at each meeting.

The Standards Committee is responsible for the Authority's statutory duty to promote and maintain high standards of conduct by the Elected Mayor, Councillors and Co-opted Members. The Committee has worked to discharge this duty by undertaking the following actions:

Action	Why	BY WHEN	PROGRESS
1. Produce a pocket guide to the Code of Conduct and the requirements in relation to interests be developed and circulated to all Members.	To assist Members in how the Code of Conduct applied to them. <i>(Standards Committee approved the pocket guide for circulation to All Members with a covering letter at the Council meeting on 20 July 2017).</i>	June 2017 July 2017	Completed. Completed.
2. Seek the further promotion with all Members of the Authority's e-learning training on the use social media.	To assist all Members in the use of social media through e-learning.	August 2017	Completed.
3. Seek the development of advanced face-to-face training for those Members who use social media regularly.	To assist those Members who use social media regularly. <i>(Event held on 10 and 11 October 2017 – 2 sessions each day - hosted by North Tyneside Council).</i>	September 2017	Completed.

Action	Why	BY WHEN	PROGRESS
4. Produce a generic 'bullet-point' list on "Chairing Skills"; to include the need for the Chair to summarise decisions on every occasion.	To assist the smooth operation of Committees and decision making.	September 2017	Completed. <i>Report submitted to 25 January 2018 Standards Committee.</i>
5. Implement the Learning Pool system to advise individual Members on training attended and completed and prompt to remind them of forthcoming / outstanding training.	To assist Members to understand what training they are required to do, what other training is available and what training they have completed. <i>(Report submitted to 31 August 2017 Standards Committee)</i>	September 2017	Completed. <i>Report submitted to 25 January 2018 Standards Committee.</i>
6. 6-monthly meetings of Chairs and Deputy Chairs of regulatory committees to be arranged in consultation with other regional authorities.	To provide an opportunity to share knowledge and best practice.	October 2017 - (1 st meeting) 31 March 2018 - (2 nd meeting)	Raised at regional meeting of Monitoring Officers - awaiting responses to assess interest.
7. Provide training to the Independent Persons on their role, this to include invitations to relevant training for Members.	To ensure that the Authority's Independent Persons understand their role in relation to ethical governance and the Code of Conduct for Members as well as the disciplinary procedures for Statutory Officers.	December 2017	Ongoing - following discussion at regional meeting of Monitoring Officers the Authority will provide this training in July 2018, following the appointment of Independent Persons for the future.

Action	Why	BY WHEN	PROGRESS
8. Monitor the operation of the Members' Code of Conduct.	To ensure that it is operating effectively.	Ongoing	Ongoing – a report in relation to the Ministerial Code was submitted to the March 2018 Committee meeting.
9. Review training available to all Members on ethical governance, ethical standards issues including arrangements with respect to the Code of Conduct; granting of dispensations, the use of Social Media and declaring interests.	To ensure all Members receive information on ethical governance and standards issues to minimise risk of unwitting breaches of the Code of Conduct.	January 2018	<p>Ongoing.</p> <p>Training on use of social media completed in October 2017 – see <i>item 3 above</i>.</p> <p>Pocket Guide circulated to all Members in relation to the declaration of interests.</p>

Action	Why	BY WHEN	PROGRESS
10. Promote the development of all Members to assist the Authority to fulfil its statutory duty to promote and maintain high standards of conduct by:-	<p>Seeking the provision of advice and training on the exclusion of the press and public from Regulatory Committees.</p> <p>The provision of training on relevant ethical standards issues.</p> <p>The attendance of Regulatory Committee Members (including the Standards Committee) at relevant Committees of neighbouring authorities.</p> <p>Encouraging the extension of filming of meetings to include Planning Committee in consultation with the Chair and Planning Members by considering the feasibility on taking this forward.</p>	March 2018	<p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing - to be discussed at regional meeting of Monitoring Officers.</p> <p>In principle discussions with Chair of Planning Committee have taken place - resource issues need to be addressed to take proposal forward.</p>
11. Review the Authority's Local Arrangements for dealing with Complaints under the Code of Conduct.	To ensure that the Authority's Local Arrangements meet the requirements and expectations of the Members and the relevant legislation.	Ongoing	Ongoing.

Action	Why	BY WHEN	PROGRESS
12. Programme of invited guests – Elected Mayor, Group Leaders, Chairs of Regulatory Committees, Overview, Scrutiny and Policy Development Committee, Chair and Deputy Chair of Council, the Senior Leadership Team; and Regional Chairs of Standards Committees.	<p>Invite Chairs of Regulation and Review Committee and Licensing Committee to the 31 August 2017 Standards Committee to share their views on ethical governance and standards.</p> <p>Invite the Elected Mayor and Chief Executive to the 8 March 2018 Standards Committee to share their views on ethical governance and standards.</p> <p>Invite Chairs of Standards Committees from Durham, Gateshead and Hartlepool Councils to a future meeting of the Standards Committee to share their views on ethical governance and standards.</p>	Ongoing	<p>Completed.</p> <p>Elected Mayor and Chief Executive accepted.</p> <p>Invitations have been extended - responses are awaited.</p>
13. Chairs and Deputy Chairs and Independent Persons of Standards Committees to meet in a regional forum.	To facilitate a dialogue and discussion about ethical governance and the application of the Code of Conduct for Members.	Ongoing	The Authority to host an event in July 2018 - <i>see item 7 above</i> .
14. Continue production of the Annual Standards Committee Report.	Presentation of Annual Report on the work of the Committee during the previous 12 months.	End of each municipal year	Ongoing.