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Democratic and Member Support

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Nicola Kirby
T 01752 304867
E nicola.kirby@plymouth.gov.uk
www.plymouth.gov.uk/democracy
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ANNUAL MEETING OF THE CITY COUNCIL

'TO FOLLOW' PAPERS

Friday 22 May 2015
10.30 am
Plymouth Guildhall

Members:

The Lord Mayor, Councillor Fox, Chair

The Deputy Lord Mayor, Councillor Murphy, Vice Chair

Councillors Mrs Aspinall, Ball, Mrs Beer, Bowie, Bowyer, Mrs Bowyer, Mrs Bridgeman, Churchill, Coker, Damarell, Dann, Darcy, Philippa Davey, Sam Davey, Deacon, Downie, Drean, Evans, Fletcher, K Foster, Mrs Foster, Fry, Hendy, James, Jarvis, Jordan, Kelly, Martin Leaves, Michael Leaves, Sam Leaves, Lowry, Dr. Mahony, McDonald, Morris, Nicholson, Mrs Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Ricketts, Riley, Dr. Salter, Singh, Peter Smith, Sparling, Stevens, Storer, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Wheeler and Wigans.

I refer to the agenda for the above meeting and attach the papers which were shown as 'to follow'.

Tracey Lee

Chief Executive

CITY COUNCIL

AGENDA

PART I – PUBLIC MEETING

- 4. TO AGREE COMMITTEES AND THEIR MEMBERS AND APPOINT CHAIRS AND VICE CHAIRS: (Pages 1 - 32)**
- 5. TO NOMINATE OR APPOINT REPRESENTATIVES TO OUTSIDE BODIES: (Pages 33 - 44)**
- 6. TO APPOINT THE COUNCIL'S SECTION 151 OFFICER: (Pages 45 - 48)**

APPOINTMENTS TO COMMITTEES AND CHAIRS AND VICE CHAIRS 2015/16

City Council Annual Meeting: 22 May 2015



Committee	Lab Seats	Con Seats	UKIP Seats	Total
Planning	6 (6.39)	6 (5.93)	1 (0.68)	13
Taxi Licensing	4 (3.44)	3 (3.19)	0 (0.37)	7
Licensing	7 (7.37)	7 (6.84)	1 (0.79)	15
Chief Officer Appointments Panel	4 (3.44)	3 (3.19)	0 (0.37)	7
Chief Officer Appeals Panel	4 (3.44)	3 (3.19)	0 (0.37)	7
Chief Officer Disciplinary Panels	4 (3.44)	3 (3.19)	0 (0.37)	7
Audit	3 (2.46)	2 (2.28)	0 (0.26)	5
Tamar Bridge and Torpoint Ferry	3 (2.46)	2 (2.28)	0 (0.26)	5
Devon and Cornwall Police and Crime Panel	1 (0.98)	1 (0.91)	0 (0.11)	2
Co-operative Scrutiny Board	5 (5.4)	5 (5.02)	1 (0.58)	11
Your Plymouth OSP	5 (5.4)	5 (5.02)	1 (0.58)	11
Working Plymouth OSP	5 (5.4)	5 (5.02)	1 (0.58)	11
Ambitious Plymouth OSP	5 (5.4)	5 (5.02)	1 (0.58)	11
Caring Plymouth OSP	5(5.4)	5 (5.02)	1 (0.58)	11
<i>(Totals: politically proportionate)</i>	<i>(60)</i>	<i>(56)</i>	<i>(7)</i>	<i>(123)</i>
Totals	61	55	7	123

Other Committees

Devon Audit Partnership (not proportional)	2	0		2
Joint Health Scrutiny (not proportional)	2	1		3
Employment Liaison Committee	3	2		5
Health and Wellbeing Board (not proportional)	2	1		3

Note:

The Devon Audit Partnership, Joint Health Scrutiny Committee, the Employment Liaison Committee and the Health and Wellbeing Board do not fall under the statutory rules and have therefore not been included in the political balance calculations.

CALCULATION OF POLITICAL BALANCE ON COMMITTEES 2015/16

Party	Members	% representation	Seats (proportional)	Allocated seats
Labour	28	49.12%	60 (60.42)	60
Conservative	26	45.62%	56 (56.11)	56
UKIP	3	5.26%	7 (6.47)	7
Totals	57	100%	123	123

So far as is reasonably practicable, political proportionality has been achieved.

The principles of the allocation of seats to political groups:

Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations, the City Council has a duty to review the representation of different political groups at its Annual Meeting in respect of bodies to which the section applies. Section 15 provides that, in performing this duty, the council has a duty to make only such determinations as give effect so far as reasonably practicable to the following principles:

- (a) that not all the seats on committees are allocated to the same political group;
- (b) that the majority of the seats on each committee are allocated to a particular political group if the number of persons belonging to that group are a majority of the authority's membership;
- (c) subject to (a) and (b), that the number of seats on committees which are allocated to each group bears the same proportion to the total of all the seats on committees of the council as is borne by the number of members of that group to the membership of the authority, and
- (d) Subject to (a) to (c) above, that the number of seats on each committee which are allocated to each political group bears the same proportion to the number of all the seats on that committee as is borne by the number of members of that group to the membership of the authority.

The application of those principles is set out below.

Principle (a) – The seats will be allocated amongst the Labour, Conservative and UKIP groups.

Principle (b) – As no group has an overall majority on the Council, this principle does not apply.

Principle (c) The allocation of seats on all committees is based on the group's percentage of total Council membership is as set out above.

Principle (d) Subject to (a) to (c), each group has the same proportion of seats on each committee as it holds on the Council as a whole.

Regulatory Committee

Planning Committee

13 councillors (proportional)

Six Labour, six Conservative and one UKIP councillor

Councillor Stevens	Joint Chair
Councillor Patrick Nicholson	Joint Chair
Councillor Sam Davey	
Councillor Jarvis	
Councillor Jon Taylor	
Councillor Kate Taylor	
Councillor Tuohy	
Councillor Mrs Bowyer	
Councillor Darcy	
Councillor Ken Foster	
Councillor Kelly	
Councillor Ricketts	
Councillor Mrs Bridgeman	

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed planning training

Regulatory Committee

Taxi Licensing Committee

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Jarvis	Chair
Councillor Bowie	Vice Chair
Councillor Rennie	
Councillor Singh	
Councillor Mrs Nicholson	
Councillor Fry	
Councillor Mrs Foster	

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed licensing training.

Regulatory Committee

Licensing Committee

set up by statute

15 councillors (proportional)

Seven Labour, seven Conservative and one UKIP councillor

Councillor Rennie	Chair
Councillor Sam Davey	
Councillor Hendy	
Councillor Morris	
Councillor Parker-Delaz-Ajete	
Councillor Singh	
Councillor Sparling	
Councillor Ken Foster	Vice Chair
Councillor Mrs Bowyer	
Councillor Churchill	
Councillor Drean	
Councillor Fletcher	
Councillor Fry	
Councillor Kelly	
Councillor Riley	

Councillors may act provided that they have undergone the Council's prescribed licensing training. No other councillors may substitute

Regulatory Committee

Chief Officer Appointments Panel

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Evans

Chair

Councillor Peter Smith

Councillor Mrs Aspinall

Councillor Lowry

Councillor Bowyer

Councillor Mrs Beer

Councillor Mrs Pengelly

The panel will include the relevant Cabinet Member for the appointment.

Cabinet Members must not be in the majority on the panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training

Chief Officer Disciplinary Panel

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Evans

Chair

Councillor Mrs Aspinall

Councillor Lowry

Councillor Peter Smith

Councillor Bowyer

Councillor Mrs Beer

Councillor Fry

The panel will include the relevant Cabinet Member.

Cabinet Members must not be in the majority on the panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training

Chief Officer Appeals Panel

Seven councillors (proportional)

Four Labour and three Conservative councillors

Councillor Bowie

Councillor Philippa Davey

Councillor Parker-Delaz-Ajete

Councillor Rennie

Councillor Fry

Councillor Sam Leaves

Councillor Dr Salter

The members of the panel that made the original decision cannot sit on the Appeals Panel.

Any councillor may act as a substitute member provided that they have undergone the Council's prescribed personnel training.

Overview and Scrutiny

Co-operative Scrutiny Board

Eleven councillors (to include the four panel chairs (Conservative councillors) and four vice-chairs (Labour councillors) and three councillors (proportional))

Five Labour, five Conservative and one UKIP councillor

Councillor James		Chair
Councillor Mrs Beer	<i>(Chair of Ambitious Plymouth OSP)</i>	
Councillor Mrs Bowyer	<i>(Chair of Caring Plymouth OSP)</i>	
Councillor Ricketts	<i>(Chair of Working Plymouth OSP)</i>	
Councillor Jordan	<i>(Chair of Your Plymouth OSP)</i>	
Councillor Mrs Aspinall	<i>(Vice Chair of Caring OSP)</i>	Vice Chair
Councillor Bowie	<i>(Vice Chair of Ambitious Plymouth OSP)</i>	
Councillor Murphy	<i>(Vice Chair of Working Plymouth OSP)</i>	
Councillor Kate Taylor	<i>(Vice Chair of Your Plymouth OSP)</i>	
Councillor Philippa Davey		
Councillor Storer		

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Caring Plymouth O&S Panel

Eleven councillors (proportional)

Five Labour, five Conservative and one UKIP councillor

Councillor Mrs Bowyer	Chair
Councillor James	
Councillor Mrs Foster	
Councillor Mrs Nicholson	
Councillor Dr Salter	
Councillor Mrs Aspinall	Vice Chair
Councillor Sam Davey	
Councillor Fox	
Councillor Parker-Delaz-Ajete	
Councillor Stevens	
Councillor Mrs Bridgeman	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Ambitious Plymouth O&S Panel

Eleven councillors (proportional)

Five Labour, five Conservative and one UKIP councillor

Councillor Mrs Beer	Chair
Councillor Deacon	
Councillor Downie	
Councillor Jordan	
Councillor Mrs Nicholson	
Councillor Bowie	Vice Chair
Councillor Dann	
Councillor Sam Davey	
Councillor Singh	
Councillor Tuohy	
Councillor Riley	

With the exception of Cabinet Members, any councillor may act as a substitute member

Working Plymouth O&S Panel

Eleven councillors (proportional)

Five Labour, five Conservative and one UKIP councillor

Councillor Ricketts	Chair
Councillor Ball	
Councillor Deacon	
Councillor Fletcher	
Councillor Martin Leaves	
Councillor Murphy	Vice Chair
Councillor Hendy	
Councillor Jarvis	
Councillor Morris	
Councillor Wheeler	
Councillor Storer	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Your Plymouth O&S Panel

Eleven councillors (proportional)

Five Labour, five Conservative and one UKIP councillor

Councillor Jordan	Chair
Councillor Churchill	
Councillor Drean	
Councillor Martin Leaves	
Councillor Michael Leaves	
Councillor Kate Taylor	Vice Chair
Councillor Damarell	
Councillor Philippa Davey	
Councillor Rennie	
Councillor Sparling	
Councillor Riley	

With the exception of Cabinet Members, any councillor may act as a substitute member

Overview and Scrutiny

Joint Health Scrutiny Committee

Up to three members of the Caring Plymouth Overview and Scrutiny Panel

(not required to be proportional) statutory rules apply

Councillor Mrs Aspinall

Councillor Sam Davey

Councillor James

Council Committee

Health and WellBeing Board

set up by statute

Three councillors (not required to be proportional)

The Cabinet Member for Public Health and Adult Social Care

The Cabinet Member for Children and Young People

The lead opposition member for health

Two Labour and one Conservative councillor

The Leader to appoint the Chair (expectation in statute that the Leader will Chair the Board)

Cabinet Member for Children, Young People and Public Health

Cabinet Member for Health and Adult Social Care

Councillor Mrs Bowyer

Director of Public Health

Strategic Director for People

Assistant Director for Learning and Communities

Council Committee

Audit Committee

set up by statute

Five councillors (proportional) + three independent co-opted members

Three Labour and two Conservative councillors

Councillor Parker-Delaz-Ajete	Chair
Councillor Sam Davey	
Councillor Murphy	
Councillor Sam Leaves	Vice Chair
Councillor Mrs Pengelly	
Mr I Stewart	
Mr R Clarke	
Vacancy	

Any councillor may act as a substitute member

Council Committee

Independent Remuneration Panel

set up by statute

Four Independent Members

Duncan Currall

Sarah Errington

Alan Wooderson

Paul Woods

Joint Committee

Tamar Bridge and Torpoint Ferry Joint Committee

Set up by statute

To report to Cabinet or Council as appropriate

Five councillors (proportional)

Councillor Hendy	Joint Chair
Councillor Coker	
Councillor Wheeler	
Councillor Patrick Nicholson	
Councillor Martin Leaves	

Substitutes
Councillor Damarell
Councillor Drean

Joint Committee

Devon and Cornwall Police and Crime Panel

Set up by statute

One Labour and one Conservative councillor (proportional)

Councillor Penberthy

Councillor Mrs Pengelly

Any councillor may act as a substitute member

**Joint Management Committee of Plymouth City, Devon
County and Torbay Councils**

Devon Audit Partnership

To report to Cabinet

Two Labour councillors (not proportional)

Councillor Parker-Delaz-Ajete	Chair of Audit Committee
Councillor Sam Davey	

Any Labour councillor may act as a substitute member

Joint Committee of Plymouth City, Devon County and Torbay Cabinets

(to be confirmed by Cabinet at its first meeting of the municipal year)

South West Devon Joint Waste Partnership

**Two Cabinet Members + one observer
(not proportional)**

Cabinet Member for Transport	
Cabinet Member for Environment	
Councillor Mike Leaves	(Observer)

Any Cabinet Member can act as a substitute member

Joint Committee to Cabinet

(to be confirmed by Cabinet at its first meeting of the municipal year)

Mount Edgumbe Joint Committee

Seven City Councillors (proportional by convention)

Four Labour and three Conservative councillors

Councillor Peter Smith	Joint Chair
Councillor Damarell	
Councillor Sparling	
Councillor Vincent	
Councillor Fletcher	
Councillor Fry	
Councillor Mrs Pengelly	

Substitutes
Councillor Jarvis
Councillor Rennie
Councillor Martin Leaves

Working Group

To report to Council

Lord Mayor Selection Committee (SUBJECT TO COUNCIL APPROVAL)

Six councillors (political equality by convention)

Three Labour and three Conservative councillors

Councillor Evans

Councillor Mrs Aspinall

Councillor Vincent

Councillor Mrs Beer

Councillor Downie

Councillor Wigen

Any councillor may act as a substitute member

Working Group

Standards Advisory Group

To report to Council

Six councillors (political equality by convention)

Three Labour and three Conservative councillors

Councillor Rennie	Chair
Councillor Bowie	
Councillor Philippa Davey	
Councillor Ball	
Councillor Mrs Bowyer	
Councillor Mrs Pengelly	

Any councillor may act as a substitute member

Working Group

Constitutional Review Group

To report to Council

Six councillors (political equality by convention)

Three Labour and three Conservative councillors

Councillor Stevens	Chair
Councillor Damarell	
Councillor Peter Smith	
Councillor Bowyer	
Councillor Ball	
Councillor Patrick Nicholson	

Any councillor may act as a substitute member

Working Group

Transformation Advisory Group

Cross-party Member support and challenge for the delivery of the Transformation Programme

Four councillors (political equality by convention)

Two Labour and two Conservative councillors

Cabinet Member for Transformation and Change	Chair
Councillor Sam Davey	
Councillor James	Chair of the Co-operative Scrutiny Board
Councillor Sam Leaves	

Any councillor may act as a substitute member

Advisory Group to Cabinet

Employment Liaison Committee

Five councillors

**Three Labour and two Conservative councillors including the Cabinet Member with responsibilities for staffing
(Political proportionality by convention)**

Cabinet Member with responsibility for staffing

Councillor Hendy

Councillor Sparling

Councillor Mrs Beer

Councillor Mrs Leaves

Any councillor may act as a substitute member

Advisory Group to Cabinet

Corporate Parenting Group

Eight councillors (political equality by convention)

Four Labour and four Conservative councillors

Councillor Philippa Davey	Chair
Councillor Bowie	
Councillor Sam Davey	
Councillor Tuohy	
Councillor Mrs Foster	Vice Chair
Councillor Mrs Bowyer	
Councillor Downie	
Councillor Jordan	

Any councillor may act as a substitute member

Advisory Group to Cabinet

Child Poverty Working Group

Six councillors

**Three Labour and three Conservative councillors including the Cabinet Member with responsibilities for child poverty
(Political equality by convention)**

Cabinet Member with responsibility for child poverty

Councillor McDonald

Councillor Mrs Aspinall

Councillor Mrs Beer

Councillor Mrs Bowyer

Councillor Mrs Foster

Any councillor may act as a substitute member

Cabinet Appointments

(to be confirmed by Cabinet at its first meeting of the municipal year)

Bus Lane Adjudication Service Joint Committee	Cabinet Member for Transport

PATROL (Parking and Traffic Regulations outside London) Adjudication Joint Committee	Cabinet Member for Transport

Plymouth Urban Fringes Development Plan Document Joint Member Panel	Leader and Deputy Leader
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Tamar Science Park Ltd: Board of Directors	Leader and David Draffan (Cabinet Member with authority to vote at the AGM)
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Partnerships and Boards

(to be confirmed by Cabinet at its first meeting of the municipal year)

Heart of the South West Local Enterprise Partnership	Cabinet Member with responsibility for Economic Development
Set up by statute	

Heart of the South West Community Interest Company (to be established)	Cabinet Member with responsibility for Economic Development
Deputy: Chief Executive	
Set up by statute	

Heart of the South West Local Transport Board	Cabinet Member for Transport
Set up by statute	

Plymouth Growth Board	Cabinet Member with responsibility for Economic Development/Regeneration
Local Partnership	

Plymouth Culture Board	Cabinet Member with responsibility for Culture
Local Partnership	

Plymouth Sports Board	Cabinet Member with responsibility for Sport
Local Partnership	

Safer Plymouth Partnership Board	Cabinet Member with responsibility for community safety
Set up by statute	

Plymouth Children and Young People's Partnership	Cabinet Member for Children, Young People and Public Health
Set up by statute	

Plymouth Children's Safeguarding Board	Cabinet Member for Children, Young People and Public Health
Set up by statute	

Plymouth Adult Safeguarding Board	Cabinet Member for Health and Adult Social Care
Set up by statute	

Destination Plymouth Board	Cabinet Member for Planning, Strategic Housing and Economic Development
External body	

Plymouth Waterfront Partnership Board	Cabinet Member with responsibility for the waterfront and leisure
External body	

Plymouth Waterfront Partnership Advisory Board	Three ward councillors from St Peter and the Waterfront and Sutton and Mount Gould Wards
External body	Cllrs Dann, McDonald and Penberthy

City Council Investment Board	Four Cabinet Members
Advisory group to the Leader	Leader
	Cabinet Member for Finance
	Cabinet Member for Children and Young People
	Cabinet Member for Transport
	Deputy Leader(substitute)

APPOINTMENTS TO OUTSIDE BODIES ETC 2015/16

City Council Annual Meeting: 22 May 2015



*Continuing membership until such time as the councillor resigns or is replaced by Council

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
1.	Academies - All Saints Academy Plymouth - Governor	One councillor	*	Cllr Sam Davey	Cllr Sparling
2.	Academies - Marine Academy Plymouth - Governors	Two councillors (or officers)	*	Cllr Damarell and Principal Advisor Achievement 0-19 (John Searson)	Cllr Damarell and Principal Advisor Achievement 0-19 (John Searson)
3.	Access Plymouth	Two councillors	Fixed terms of office for four years (to be reviewed annually)	Cllrs Mrs Aspinall and Drean	Cllrs Mrs Aspinall and Drean
<p>Cllr Mrs Aspinall to May 2018 and Cllr Drean to May 2015. Councillors to have some interest in disability or transport issues.</p> <p>Preferred meeting day: Monday.</p>					
4.	Adoption and Permanence Panel	One representative	Annual appointment	Cllr Tuohy	Cllr Tuohy
<p>Annual review following appraisal. Preference for a councillor appointment.</p> <p>Two weekly meetings, preferred day: Wednesday.</p>					
5.	Ballard Youth Activity Trust	Seven representatives (4:3)	Fixed terms of office for three years (to be reviewed annually)	Cllr Singh Cllr John Smith Cllr Peter Smith Cllr Tuffin Cllr Jordan Cllr Mrs Bowyer Cllr Mrs Nicholson	Cllr Sam Davey Cllr McDonald Cllr Singh Cllr Tuffin Cllr Jordan Cllr Mrs Bowyer Cllr Kelly

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
6.	Brock Trust	Three representatives	Annual appointment	Deputy Lord Mayor Cllr Tuffin Rhea Brooke	Deputy Lord Mayor (Cllr Ball) Cllr Tuffin Rhea Brooke
Plymouth Community Homes have asked for consistency of trustees as the Trust is currently undertaking a review regarding future governance.					
7.	Centrica Langage Limited – Local Liaison Committee on the operation of Langage Energy Centre	Two councillors	*	Cllr Mrs Beer Cllr Darcy	Cllr Mrs Beer Cllr Darcy
Six monthly meetings, no preferred day.					
8.	Dartmoor National Park Forum	Two councillors and two substitutes	*	Cllr Sparling Cllr Wheeler Substitutes: Cllr Mrs Aspinall Cllr Parker-Delaz-Ajete	Cllr Sparling Cllr Wheeler Substitutes: Cllr Mrs Aspinall Cllr Parker-Delaz-Ajete
Two meetings per year, no preferred day. 15 July and 27 November 2015.					
9.	Devon and Severn Inshore Fisheries and Conservation Authority	One councillor	*	Cllr Morris	Cllr Morris
A councillor is required from every funding council. Quarterly meetings, no preferred day.					
10.	Devon and Somerset Fire and Rescue Authority	Three councillors	*	Cllr Singh Cllr John Smith Cllr Mrs Bowyer Cllr Martin Leaves	Cllr Singh Cllr Wheeler Cllr Martin Leaves
Following the publication of the most recent electoral roll statistics by the Office for National Statistics, (as at 26 February 2015) and application of the formula, Plymouth is entitled to three seats on the Authority. Proportionality applies: 2 Labour; 1 Conservative. Basic allowance (£2581 as at 2014/15) plus travelling and subsistence. (Special responsibility allowance payable for specified positions).					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
11.	Devon Investment and Pension Fund Committee	One councillor and one named substitute	*	Cllr Parker-Delaz-Ajete Cllr Stark Substitutes: Cllr John Smith Cllr Dr Mahony	Cllr Parker-Delaz-Ajete Substitute: Cllr Fox
Reduction in number of representatives as the overall numbers on the Committee has been reduced. The representatives are required to undertake training. Quarterly meetings, preferred day: Friday.					
12.	Devonport Community Lands Trust	One councillor	*	Cllr Stevens	Cllr Stevens
Successor to Devonport Community Regeneration Partnership to manage assets.					
13.	Devonport Community Leisure Limited	One representative	*	Cllr Coker	Cllr Coker
Successor to Devonport Community Regeneration Partnership to manage assets.					
14.	Devonport Local Liaison Committee	Three councillors	*	Cllr Kate Taylor Cllr Vincent Cllr Wheeler	Cllr Kate Taylor Cllr Vincent Cllr Wheeler
Six monthly meetings, no preferred day.					
15.	Devonport Neighbourhood Board	Two councillors	*	Cllr Kate Taylor Cllr Mark Coker	Cllr Kate Taylor Cllr Mark Coker
One councillor from the Devonport Ward and one from the majority group. Successor to Devonport Community Regeneration Partnership and linked to Devonport Community Lands Trust and Devonport Community Leisure Limited.					
16.	Early Years Strategic Partnership	Three councillors	Annual appointments	Cllr McDonald Cllr Tuohy Cllr Jordan	Cllr McDonald Cllr Tuohy Cllr Jordan
Quarterly meetings, no preferred day.					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
17.	East End Development Trust Ltd	Two councillors	Annual appointments	Cllr Mrs Nelder Cllr Rennie	Cllr Dann Cllr Rennie
One councillor must be a representative of the Sutton and Mount Gould Ward.					
18.	Elize Hele and John Lanyon Education Foundation	Three representatives	Fixed term of office for three years (to be reviewed annually)	Cllr Parker-Delaz-Ajete Cllr Wheeler Cllr Dr Mahony	Cllr Parker-Delaz-Ajete Cllr Wheeler Cllr Mrs Pengelly
Fixed term of office to May 2015.					
19.	Emma Stirling Bequest	Four councillors	Annual appointments	Cllr Tuffin Cllr Lowry Cllr Peter Smith Cllr Riley	Cllr Tuffin Cllr Lowry Cllr Peter Smith Cllr Riley
Three of the four councillors must be the three Honicknowle Ward representatives. Discussions to be held on the future of the fund (following the closure of Stirling House).					
20.	Erle Trust Fund	Two councillors	*	Cllr Mrs Beer Cllr Darcy	Cllr Mrs Beer Cllr Darcy
Two councillors. Must be the ward representatives for Plympton Erle Ward. Annual meeting, no preferred day.					
21.	Estover/Leigham / Mainstone Community Centre Association Management Committee	One councillor	Annual appointment	Cllr Morris	Defer to the next Council meeting
Monthly meetings, no preferred day.					
22.	Fostering Panel	One councillor	*	Cllr Mrs Aspinall	Cllr Mrs Aspinall
No statutory requirement for a councillor to sit on the panel but one councillor attends each panel as a representative of the corporate parent. Meeting two weekly, preferred day: Thursday.					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
23.	Four Greens Community Trust CIC Board	Two representatives	*	Cllr Downie Cllr J Taylor	Cllr J Taylor Cllr Downie
Councillors must not sit on the Millfields or Wolseley CEDTs.					
24.	Incinerator Liaison Committee	One representative	*	Cllr Wheeler	Cllr Wheeler
MVV Environment Devonport Ltd. Ward councillor for St Budeaux, Ham or Devonport.					
25.	Local Government Association : General Assembly	One councillor	Annual appointment	Cllr Evans	Cllr Evans
26.	Market Forum	Three councillors	*	Cllr Tuffin Cllr McDonald Cllr Penberthy	Cllr Tuffin Cllr McDonald Cllr Penberthy
27.	Millfields CEDT	Two councillors	*	Cllr Penberthy Cllr Tuffin	Cllr Penberthy Cllr Tuffin
This is a Community and Economic Development Trust. One councillor must be a representative of St Peter and the Waterfront ward and the councillors must not sit on the Four Greens or Wolseley CEDTs. Preferred meeting days: Tuesday or Wednesday.					
28.	Mount Batten Sailing and Water Sports Centre – Board of Directors	Two councillors	Fixed terms of office for three years (to be reviewed annually)	Cllr Philippa Davey Cllr Peter Smith	Defer to the next Council meeting
Meeting four times a year, no preferred day.					
29.	Municipal Charities of Plymouth	Three representatives	Fixed terms of office for three years (to be reviewed annually)	Cllr Penberthy Pauline Bunkin Alderman Mike Wright	Cllr Penberthy Pauline Bunkin Alderman Mike Wright
30.	North Prospect Community Learning Development Group	One councillor	*	Cllr Sam Davey	Cllr Sam Davey

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
31.	North Yard Community Trust	Four councillors	Annual appointment	Cllr Bowie Cllr Damarell Cllr Tuohy Cllr Stevens	Cllr Bowie Cllr Wheeler Cllr Tuohy Cllr Stevens
<p>MVV Environment Devonport Ltd. Ward councillors for St Budeaux (two), Ham (one), Devonport (one). Meeting four times a year, no preferred day.</p>					
32.	Olford Bequest	Two representatives	Fixed terms of office for five years (to be reviewed annually)	Cllr Mrs Aspinall Cllr Dr Mahony	Cllr Mrs Aspinall Cllr Mrs Pengelly
33.	Pembroke Street Estate Management Board	One councillor	Annual appointment	Cllr Stevens	Cllr Stevens
<p>Ward councillor for Devonport.</p>					
34.	PLUSS Organisation	One councillor and one alternate director	Fixed terms of office for three years (to be reviewed annually)	Cllr Mrs Aspinall (to May 2015) Alternate director: Cllr Parker-Delaz-Ajete (to May 2017)	Cllr Mrs Aspinall Alternate director: Cllr Parker-Delaz-Ajete (to May 2017)
<p>Not Cabinet Members. Six meetings per year plus two or three special ones. No preferred day.</p>					
35.	Plymouth and Devon Racial Equality Council	One councillor	*	Cllr Parker-Delaz-Ajete	Defer to the next Council meeting
36.	Plymouth Area Disability Action Network	One representative	*	Cllr Mrs Aspinall	Cllr Mrs Aspinall
<p>8 – 10 meetings per year, preferred meeting day: Friday.</p>					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
37.	Plymouth Arts Centre	One representative	Annual appointment	Cllr Jarvis Cllr Jordan (Observer)	Cllr Jarvis Cllr Mrs Foster (Observer)
An understanding of culture required. Preferred meeting day: Monday.					
38.	Plymouth Centre for Faiths and Cultural Diversity	One councillor	Annual appointment	Cllr Singh	One vacancy: defer to the next Council meeting
39.	Plymouth Charity Trust	Four representatives	Fixed terms of office for four years (to be reviewed annually)	Michael Foster Chris Robinson Cllr Damarell Cllr Jarvis	Chris Robinson Cllr Damarell Cllr Jarvis
Quarterly meetings, no preferred day.					
40.	Plymouth Citizens Advice Bureau – Trustee Board	Two representatives	*	Cllr Jarvis Christopher Pattison	Cllr Jarvis Christopher Pattison
41.	Plymouth City Centre Company	One representative	*	Cllr Lowry	Cllr Lowry
Quarterly meetings, no preferred day.					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
42.	Plymouth Community Homes Board	Two representatives	Three years (reviewable annually)	Cllr Tuohy Cllr Churchill Assistant Director for Homes and Communities (Stuart Palmer) authorised to vote on behalf of the Council at the AGM.	Defer to the next Council meeting
<p>Six to eight Board meetings a year plus committee/subsidiary board.</p> <p>Board meetings 5pm Tues; Committee/subsidiary boards can be 5pm on Tues or Thus or 10am on Wed or Fri.</p> <p>PCH Board member job specification on the website.</p> <p>Fee of £5,500 payable (£7,500 for a committee chair) to Board members.</p>					
43.	Plymouth Drake Foundation - The Community Charity	Two representatives	*	Cllr Drean Cllr Penberthy	Cllr Drean Cllr Penberthy
44.	Plymouth Energy Community Limited	One councillor	*	Cllr Penberthy	Cllr Penberthy
Monthly meetings, no preferred day.					
45.	Plymouth Fairness Commission	Two councillors: Cabinet Member for Cooperatives, Housing and Community Safety and one councillor from the opposition party	Fixed term of office for one year	Cllr Penberthy Cllr Dr Salter	Cabinet Member for Cooperatives, Housing and Community Safety Cllr Dr Salter
46.	Plymouth Foyer	One representative	*	Cllr Tuffin	Cllr Tuffin
Preferred meeting day: Monday.					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
47.	Plymouth Investment Partnerships	Five representatives	*	Cllr Evans Cllr Coker Cllr Lowry Cllr Peter Smith Cllr Vincent	Cllr Evans Cllr Coker Cllr Lowry Cllr Peter Smith Cllr Vincent
one meeting per year					
48.	Plymouth Local Access Forum	Three councillors	*	Cllr Sam Davey Cllr Wheeler Cllr Foster	Cllr Sam Davey Cllr Wheeler Cllr Foster
49.	Plymouth Senior Citizens' Forum	Two councillors	*	Cllr Parker-Delaz-Ajete Cllr Sparling	Cllr Sparling Cllr Tuffin
50.	Plymstock United Charity	Two representatives	Fixed terms of office for four years (to be reviewed annually)	Cllr Foster Colin Mansfield	Cllr Foster Colin Mansfield
51.	Relate Plymouth	One representative	Fixed term of office for three years (to be reviewed annually)	Cllr Hendy	Cllr Hendy
Preferred meeting day: Monday.					
52.	SACRE	Six councillors	*	Cllr Mrs Aspinall Cllr Morris Cllr Singh Cllr Drean Cllr Dr Salter Cllr Stark	Cllr Mrs Aspinall Cllr Jarvis Cllr Morris Cllr Drean Cllr Dr Salter Defer one vacancy to the next Council meeting
Four meetings per year, preferred day: Monday.					
53.	South West Councils	One councillor	*	Cllr Evans	Cllr Evans
Two meetings per year in July and November. (17 July and 12 November 2015)					

	Organisation	No. of Members	Term of Office	Appointments / Nominations 2014/15	Appointments / Nominations 2015/16
54.	South West Employer's Panel	One councillor	*	Cllr Peter Smith	Cllr Peter Smith
Next meeting: 25 September 2015					
55.	South West Ports Welfare Committee	One representative	*	Alderman Mike Wright	Alderman Mike Wright
Four meetings per year, no preferred day.					
56.	South West Regional Flood and Coastal Committee	One representative and deputy	Fixed term of office for four years (to be reviewed annually)	Cllr Vincent Cllr Hendy (deputy)	Cllr Vincent Cllr Hendy (deputy)
Four meetings per year (Jan, Apr, Jul and Oct), preferred day: Thursday.					
57.	Tamar Estuaries Consultative Forum	Two councillors	*	Cllr Wheeler Cllr Vincent	Cllr Wheeler Cllr Vincent
Three meetings per year, no preferred day.					
58.	Tamerton Foliot United Charities	One councillor	Fixed term of office for four years (to be reviewed annually)	Cllr Parker-Delaz-Ajete	Cllr Parker-Delaz-Ajete
Ward councillor for Southway. One meeting per year, preferred day: Tuesday.					
59.	Wessex Reserve Forces and Cadets Association	One councillor	Annual appointment	Cllr Mrs Aspinall	Cllr Mrs Aspinall
Meetings: AGM once a year, County Briefings twice a year, Lord-Lieutenant's Awards Ceremony once a year					
60.	Wolseley CEDT	Two councillors	*	Cllr Sparling Cllr Martin Leaves	Defer to the next Council meeting
The two councillors must be from the Devonport, Ham, Peverell or Stoke Wards and must not sit on the Four Greens or Millfields CEDT. One councillor from the majority party and one from the main opposition party. Eight meetings per year, no preferred day.					

To note that -

- (1) the Admissions Forum has ceased;
- (2) Careers South West no longer requires councillor nominations as ex-officio directors because the Board structure changed in June 2014. Under the new structure, there is an owner representative from the Council (David Shepperd (Head of Legal Services) or Steve Crane (Lawyer)) but they are not appointed as ex-officio directors of the company.

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PLYMOUTH CITY COUNCIL

Subject: Appointment of S151 Officer (Assistant Director for Finance)
Committee: Council
Date: 22 May 2015
Cabinet Member: Councillor Lowry
CMT Member: Lesa Annear, Strategic Director for Transformation and Change
Author: Judith Shore, Democratic and Member Support Manager
Contact details: judith.shore@plymouth.gov.uk T: 01752 304494
Key Decision: No
Part: I

Purpose of the report:

This report relates to the appointment of the Council's Section 151 Officer. The Deputy S151 Officer (David Northey) was confirmed as the Council's interim S151 Officer at Council on 23 February 2015. In the meantime, the recruitment process for a permanent Assistant Director for Finance commenced.

At its meeting held on 17 March 2015, the Chief Officer Appointments Panel agreed to appoint Andrew Hardingham as the Council's Assistant Director for Finance. The S151 responsibilities are included in the role profile but the designation of an officer to act as Responsible Finance Officer (S151 officer) is a decision for Full Council.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

The delivery of the Corporate Plan is underpinned by the delivery of services that are accountable, flexible and efficient despite a reduction in resources.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land:**

The cost of employing a permanent Assistant Director for Finance is included in the overall Council Budget 2014/15 and 2015/16 and Medium Term Financial Plan, within the Transformation and Change Directorate.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

No implications.

Equality and Diversity:

No implications.

Recommendations and Reasons for recommended action:

That Andrew Hardingham is confirmed as the Council's Section 151 Officer with effect from the date he commences employment with the Council.

Reason

The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972. The Local Government and Housing Act 1989 requires that the post holder is a member of one of the CCAB accountancy bodies.

Alternative options considered and rejected:

The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972.

Published work / information:

Report to the Chief Officer Appointments Panel, 17 March 2015 <http://tinyurl.com/m5dk9vz>

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Appointment of Assistant Director for Finance, Chief Officers Appointments Panel, 26 February and 17 March 2015		✓	✓							

Sign off:

Fin	Lesa LA- 2015 -03- 09N O2	Leg	LT 2225 3	Mon Off	LT 2225 3	HR		Assets		IT		Strat Proc	
Has the Cabinet Member(s) agreed the content of the report? Yes													

I. Authority and responsibilities

- 1.1 The Assistant Director for Finance is the officer who has statutory responsibility to ensure the proper administration of the Council's financial affairs by virtue of section 151 of the Local Government Act 1972 and is required to hold appropriate skills and qualifications to undertake this role.
- 1.2 The appointment of the Section 151 Officer/Responsible Finance Officer is personal to that officer and once appointed by Council s/he has personal responsibilities to the Council as a whole.
- 1.2 The Council's Constitution (Part A, Section 10.4) sets out the main duties of the Responsible Finance Officer/Section 151 Officer:
- (a) **To make sure decisions are lawful and financially prudent.** After consulting with the Head of Paid Service and the Monitoring Officer, the Responsible Finance Officer will report to the Full Council and the Council's external auditor if he/she considers that any proposal, decision or course of action would incur unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency, or if the Council is about to enter an item of account unlawfully.
 - (b) **To administer financial affairs.** The Responsible Finance Officer will have responsibility for the administration of the financial affairs of the Council.
 - (c) **To contribute to corporate management.** The Responsible Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
 - (d) **To provide advice.** The Responsible Finance Officer or designee will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.
 - (e) **Providing financial information.** The Responsible Finance Officer or designee will provide financial information to the media, members of the public and the community.
 - (f) **Restrictions on Post.** The Responsible Finance Officer cannot be the Monitoring Officer. The Head of Paid Service and the Responsible Finance Officer can be the same person but the Responsible Finance Officer must be a qualified accountant.
- 1.3 The S151 officer may deputise his duties to another officer, it may not, however, be to the Head of Paid Service or the Monitoring Officer who are not allowed to hold the S151 officer role.

2. Recruitment

- 2.1 At its meeting held on 23 February 2015, Council appointed the existing Deputy S151 Officer (David Northey) as the Council's interim Assistant Director for Finance Section 151 officer pending the appointment of a permanent S151 officer following external advertisement.

In the meantime, the recruitment process for a replacement Assistant Director for Finance commenced.

On 17 March, the Appointments Panel agreed to appoint Andrew Hardingham as the Council's Assistant Director for Finance.

The Constitution requires notification of the proposed appointment to be given to each member of the Cabinet to give them an opportunity to object to the proposal. Such notification has been given to the Cabinet and no objections were received.

3. Council approval

The S151 responsibilities are included in the role profile of the Assistant Director for Finance but the designation of an officer to act as Responsible Finance Officer (S151 officer) is a decision for Full Council.