

SUMMONS TO ATTEND THE ANNUAL MEETING OF THE  
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 17 MAY 2016  
Location Council Chamber, Council Offices, Coalville  
Officer to contact Democratic Services (01530 454512)



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Chief Executive

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

**AGENDA**

Item	Pages
<b>PRAYERS</b>	
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
Members are reminded that any declaration of interest should be made having regard to the code of conduct. In particular, members must make clear the nature of the interest and whether it is 'pecuniary' or 'non pecuniary'.	
<b>3. APPOINTMENT OF CHAIRMAN</b>	
To appoint the Chairman of the Council for the ensuing municipal year.	
<b>4. APPOINTMENT OF DEPUTY CHAIRMAN</b>	
To appoint the Deputy Chairman of the Council for the ensuing municipal year.	



Item		Pages
<b>5.</b>	<b>APPOINTMENT OF LEADER</b>	
	To appoint the Leader of the Council for the ensuing municipal year.	
<b>6.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b>	
<b>7.</b>	<b>LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS</b>	
	Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
<b>8.</b>	<b>QUESTION AND ANSWER SESSION</b>	
	To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
<b>9.</b>	<b>QUESTIONS FROM COUNCILLORS</b>	
	To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
<b>10.</b>	<b>MOTIONS</b>	
	To consider any motions on notice under procedure rule no. 12.	
<b>11.</b>	<b>PETITIONS</b>	
	To consider a petition submitted by Mrs D Lacey MBE in accordance with the Council's Petition Scheme.	<b>5 - 8</b>
<b>12.</b>	<b>MINUTES</b>	
	To confirm the minutes of the meeting of the Council held on 22 March 2016.	<b>9 - 16</b>
<b>13.</b>	<b>APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN</b>	
	Report of the Head of Legal and Support Services Presented by the Chairman of the Council	<b>17 - 24</b>
<b>14.</b>	<b>APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES</b>	
	Report of the Head of Legal and Support Services Presented by the Chairman of the Council	<b>25 - 30</b>

<b>Item</b>	<b>Pages</b>
<b>15. SCHEDULE OF MEETINGS</b>	
Report of the Head of Legal and Support Services Presented by the Chairman of the Council	<b>31 - 34</b>
<b>16. MEMBER CONDUCT ANNUAL REPORT 2015/16</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>35 - 42</b>
<b>17. APPOINTMENT OF INDEPENDENT PERSONS</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>43 - 46</b>

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – TUESDAY, 17 MAY 2016**

Title of report	<b>PETITIONS</b>
Contacts	<p>Councillor Alison Smith MBE 01530 835668 <a href="mailto:alison.smith@nwleicestershire.gov.uk">alison.smith@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p> <p>Head of Community Services 01530 454832 <a href="mailto:john.richardson@nwleicestershire.gov.uk">john.richardson@nwleicestershire.gov.uk</a></p>
Purpose of report	To consider a petition received in accordance with the Council's Petition Scheme.
Council priorities	Value for Money.
Implications:	
Financial/Staff	None
Link to relevant CAT	None
Risk Management	None
Equalities Impact Screening	None
Human Rights	None
Transformational Government	None
Comments of Head of Paid Service	The report is satisfactory.

Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	None.
Background papers	The Council's Petition Scheme.
Recommendations	<b>CONSIDERATION BE GIVEN TO THE PETITION IN ACCORDANCE WITH THE PETITION SCHEME.</b>

## 1.0 PETITION DETAILS

- 1.1 A petition has been received under the Council's adopted Petition Scheme as follows:

'We the undersigned call upon the Council to open the Coalville Market public toilets on Sundays.'

- 1.2 The Petition Organiser is Mrs Dorothy Lacey MBE.

- 1.3 The petition includes 133 valid signatures and was received on 9 March 2016.

## 2.0 BACKGROUND

- 2.1 In accordance with the Council's Petition Scheme, an attempt was made to resolve the petition directly. The Petitions Officer (the Monitoring Officer) has provided the following response from the Director of Services:

"Thank you for presenting your petition to the Council for its consideration of opening the Coalville Market Public toilets on Sundays. We acknowledge receipt of the petition which has been signed by 133 valid signatories and is classed as an ordinary petition.

The Council has operated two public toilet facilities in the past in Coalville, one located next to Coalville Market and one in Memorial Square. The Memorial Square toilets were an unattended toilet facility which was open on Sundays up until their closure as at 31 March 2010. This closure was agreed by Council through its Budget and Financial Report on 25 February 2010 which agreed to close all of its unattended toilets across the District and included toilets in Whitwick, Measham, Ibstock, Hugglescote, Kegworth, Castle Donington and Coalville. Since closure the Council has received only a handful of formal comments regarding the lack of Coalville public toilets on Sundays and perhaps on average one per year.

The Coalville Market tended toilets have not been open on Sundays for approximately 20 years. A service review of the Coalville and Ashby public toilets was undertaken by the Council in 2014. The review evaluated customer usage in the Ashby town centre tended toilets on Sundays and due to minimal usage it was not deemed Sunday opening was not a

good use of public resources and they were closed from 1 April 2015. On this basis it was considered not to propose any Sunday opening times for Coalville which would cost in the region of £5,000 per annum.

However, the Council will continue to support the opening of the public toilets on Sundays when special events are held in the immediate vicinity as indeed we do for Ashby Town Centre and their event programme.

I appreciate this is not the response you would wish to receive but once again thank you for presenting the petition to the Council for its consideration.”

- 2.2 The Petition Organiser has indicated that she was not satisfied with the response and asked for it to be referred to the appropriate Committee for consideration.
- 2.3 In accordance with the Council’s Petition Scheme, the number of signatures included meant that the petition was an ‘Ordinary Petition’ and could be presented to Council.

### **3.0 PROCESS AT THE MEETING**

- 3.1 The Petition Scheme sets out the process to be followed at the Council meeting, which is as follows:

“The Chairman will invite the petition organiser to address Council for up to 5 minutes on the subject of the petition. If the petition organiser is not present at Council the petition will fail and will not be considered.

Members may question the petition organiser and make initial comments for 5 minutes.

The relevant portfolio holder or Board or Committee Chairman may then address the meeting for up to 5 minutes.

There shall be no vote taken on an ordinary petition. A member may propose that the subject matter be placed on the next convenient ordinary meeting of the relevant Board or Committee. The motion shall be moved and seconded and put to the vote without discussion or debate.

If no such motion is moved or carried then Council takes no further action with the petition. The petition will be referred to the relevant Director or Service Manager who will respond to the petition organiser in writing within 28 days to explain what happened at Council”.

- 3.2 The only proposal that may be made is for the subject matter to be placed onto the next convenient ordinary meeting of the relevant Committee, which in this case is Cabinet. If such a proposal is made, then the motion shall be moved, seconded and put to the vote without discussion or debate.
- 3.3 If no such motion is moved or carried then no further action is to be taken by Council. The petition will be referred to the appropriate officer, which in this case is John Richardson, Head of Community Services, who will respond to the petition organiser in writing within 28 days.

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MINUTES of a meeting of the COUNCIL held in the Council Chamber, Council Offices, Coalville on TUESDAY, 22 MARCH 2016

Present: Councillor J Bridges (Chairman)

Councillors R Adams, G A Allman, R Ashman, R D Bayliss, R Blunt, R Boam, R Canny, J Clarke, N Clarke, J Cotterill, J G Coxon, D Everitt, T Eynon, F Fenning, S Gillard, T Gillard, L Goacher, D Harrison, G Houlst, J Houlst, R Johnson, G Jones, J Legrys, S McKendrick, T J Pendleton, P Purver, V Richichi, N J Rushton, A C Saffell, N Smith, A V Smith MBE, M Specht, D J Stevenson and M B Wyatt

Officers: Mr S Bambrick, Ms C E Fisher, Mr G Jones, Mrs M Meredith, Mr P Padaniya, Mrs M Phillips and Miss E Warhurst

## **66. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Geary and K Merrie.

## **67. DECLARATION OF INTERESTS**

Councillors T Eynon and J Legrys declared a non pecuniary interest in any discussion on the Coalville Project, as volunteers and stakeholders at Hermitage FM.

Councillor M B Wyatt declared a non pecuniary interest in item 10 – Proposed Council Delivery Plan 2016/17, as an owner of a business in Coalville.

## **68. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

The Chairman invited members to join him in observing a minute's silence as a mark of respect and in remembrance of those who had lost their lives in the terrorist attack which had taken place in Brussels earlier today.

The Chairman proposed that a letter be sent to the Mayor of Brussels conveying our thoughts and condolences.

The Chairman referred to the numerous events he had attended in the last few weeks. He made reference in particular to the North West Leicestershire Celebration of Volunteers event which had taken place on Sunday, 20 March. He emphasised the importance of the contribution of volunteers to the community. He added that our officers spent a lot of time helping volunteer associations, providing them with support and guidance. He added that this was often forgotten. He expressed his personal appreciation to the volunteers and staff of this authority for their good work. He commented that the event had been so well received and he had received personal calls and letters following the event. He encouraged members to support volunteering events in future.

## **69. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

Councillor R Blunt informed members of the position with regards to the proposed resettlement of Syrian refugees. Members were aware of the government scheme committing to house 16,000 refugees in the United Kingdom over the next four years, and councils had been invited to help in any way they could, such as facilitating and providing accommodation, and working with Leicestershire County Council and other partners to help the refugees become part of the community. He acknowledged that this was a very emotive issue and he believed that Syrian refugees should be welcomed to the district.

He requested a report to Cabinet in May setting out our proposal to facilitate accommodation for Syrian refugees for the next four years.

Councillor R Blunt gave an update on the current position in respect of the River Mease Special Area of Conservation and advised that, because of the application for 605 new homes at Money Hill which had been won on appeal, the developer contribution scheme had now finished. He added that the Council was working with the Environment Agency and Natural England on this issue and he believed that new consents would be able to be issued later on in the year.

Councillor R Blunt outlined progress made in respect of the Coalville Project. He advised that Royal Oak Court was now complete and the opening ceremony would be taking place on Thursday, 24 March. In respect of the shop fronts scheme, he stated that he was pleased with the progress made, but it was not fast enough, and with that in mind he would like to increase the grants by up to 90% to ensure the scheme was successful. He advised that the same pot of money would be available for the scheme but this would improve the offer. With regards to the South East Coalville and Bardon Grange Site, he advised that the legal agreement would be signed imminently and he was hoping that work would have commenced by the next meeting of Council. He added that developer contributions in respect of highways improvements for Coalville amounted to £21 million, which would be spent in conjunction with Leicestershire County Council on improving the road network. He made reference to the work in progress on the new Amazon building on Beveridge Lane, which would bring 500 new jobs to the district, and concluded that people could see you can start to see something different and something better happening in Coalville.

Councillor J Cotterill entered the meeting at 6.41pm.

Councillor J Legrys asked if the funding increase in respect of the shop fronts scheme would mean a reduction in the number of shops that could participate or would this incur additional expenditure. He welcomed additional funding for the scheme but questioned where this would come from if this was the case as it was not included in the budget. He commented that the amount in respect of Coalville infrastructure was clearly not enough and double that amount would be required to move forward.

Councillor R Blunt advised that, in respect of the shop fronts scheme, a certain amount had been allocated in the budget to be spent on the scheme, however the amount available to each property was flexible. He added that it had always been his intention to extend the scheme further and apply it to other parts of the town. With regards to Coalville infrastructure, he commented that £21 million was a serious amount of money which would start to make a difference if spent correctly.

Councillor N Clarke expressed full support for the Leader's stance on the Syrian refugees and felt that it was right that the district council should contribute.

## **70. QUESTION AND ANSWER SESSION**

There were no questions received.

## **71. QUESTIONS FROM COUNCILLORS**

Councillor S Sheahan put the following question to Councillor R Blunt:

"Would the Leader agree with me that a great number of jobs in North West Leicestershire, particularly in the distribution sector, depend on this country's continued membership of the European Union and further, for us to continue to succeed and lead in this sector, it is vital that we remain part of the EU and argue a case for staying within it?"

Councillor R Blunt gave the following response:

“Cllr Sheahan is seeking my personal views on the EU referendum, however by asking his question in this chamber and addressing them to me in my capacity as Leader of the Council, I do not think it would be appropriate for me as some may confuse my personal views with the views of the Council. What I can say is that clearly the referendum is very important and I will be encouraging everybody to vote and ensure that their views are registered”.

Councillor S Sheahan declined to ask a supplementary question.

Councillor D Everitt put the following question to Councillor T J Pendleton:

“I represent the Thringstone Ward and the boundary of the ward runs around and encloses the built up area of Thringstone and does not include the areas of countryside and woods that surround. The people I represent in Thringstone will be affected by any developments that are proposed beyond their back gardens, however recent changes to the constitution have changed the planning rules preventing me as their Councillor from bringing forward the plans for consideration and resolution outside the boundaries. Although the development proposed may be controversial and detrimental to the people I represent, how has democracy been served by restricting the rights of the electorate from raising concerns in a democratic planning meeting?”

Councillor T J Pendleton gave the following response:

“The reason why this change has been brought into effect is to simplify the process, and to ensure that local Ward Members, who have the benefit of local knowledge and are elected to represent their own constituents, are able to use their judgement about whether to call a planning application to the Committee.

In the hypothetical scenario set out in the question, there is nothing to stop a member from speaking with the Ward Member concerned, if they think there is a valid planning reason for such a planning application to be considered by the Planning Committee.

Ward Members are ultimately responsible to their own constituents, and it would be anti-democratic for one Ward Member to interfere in how another Ward Member goes about representing the best interests of their constituents”.

Councillor D Everitt commented that he was disappointed with the response as his question was not intended to be political. He added that there was a lot of disillusionment and this would make the situation worse when constituents found they were unable to be represented. As a supplementary question, he asked if the Portfolio Holder agreed with him that this would create problems for applications on the fringes of wards, as the neighbouring ward member would not be aware of the application and would not be able to represent any residents not within their wards. He commented that this was not simplifying things but making it worse.

Councillor T J Pendleton responded that he did not agree as he would expect members to communicate with their neighbouring ward members in respect of planning applications. He stated that he believed in co-operation, not confrontation, and he would be pleased to represent fellow Councillors on any developments in his ward that would affect them if they had a particular planning reason.

Councillor N Clarke put the following question to Councillor R Blunt:

“Why were members of this Council denied the opportunity to exchange individual views on the merits or otherwise of the UK's membership of the EU and hold a vote on that question, within the traditional confines of a debate at Full Council?”

Councillor R Blunt gave the following response:

“Advice was sought by Cllr Sheahan on whether a motion regarding the EU referendum was within the Constitution and able to be put before this meeting. The wording of the motion had not been finalised by Cllr Sheahan but the intention of it was to ask members of the Council to agree that it was important to NWL that the UK remained in the EU. The Monitoring Officer advised Cllr Sheahan and the Chairman that such a motion would be improper and therefore should not be considered by Council. The Chairman considered this advice and decided that the motion should not be accepted.

The reason that it was improper is that it was seeking to elicit a view from this Council on a matter which will be decided by public ballot. The same reason would apply if a motion was put forward before a parish, district or parliamentary election which was seeking the Council's view in support of a particular outcome to that election.

Further advice was sought by Cllr Sheahan as to whether the motion could be reworded to seek the views of members as individuals rather than the Council as a body. Again, the advice from the MO was that would not be possible. Members do not exercise individual decision making. When members sit at Council, consider a matter and then vote upon it, the decision reached is that of the Council as a separate legal entity and body Corporate. It is a single decision. Advice was offered that a motion may be appropriate if it sought to highlight the importance of the referendum process and encouraged people to exercise their vote. This was not acceptable to Cllr Sheahan as it did not meet with his intention.

I am aware, as was the MO, when the advice was given, that other Council's in the country and in Leicestershire have accepted similar motions at their Council meeting. I cannot comment on what advice was given to them or how this came about. I am confident that the MO gave the right advice to this Council, the chairman and Cllr Sheahan and I endorse that”.

Councillor N Clarke stated that officers were here to advise and guide, however elected members made decisions and obviously there was no political will or appetite to allow this debate to take place. He added that elected members up and down the country, including at Leicester City and Leicestershire County Council, were being given the opportunity to debate this matter. As a supplementary question, he asked whether the Leader agreed that the administration had denied the elected members of North West Leicestershire the democratic right of debating topical issues and in doing so has given the impression that we are somehow less worthy than other elected members.

Councillor R Blunt responded that he did not agree with this statement.

## **72. MOTIONS**

No motions were received.

## **73. PETITIONS**

The Chairman advised that a petition had been received which was due to be considered at tonight's meeting, however due to the illness, the petition organiser was unable to attend. Therefore it had been decided that this petition would be considered at the next meeting of Council on Tuesday, 17 May 2016.

**74. MINUTES**

Consideration was given to the minutes of the meeting held on 23 February 2016.

It was moved by Councillor J Bridges, seconded by Councillor J Cotterill and

RESOLVED THAT:

The minutes of the meeting held on 23 February 2016 be approved and signed by the Chairman as a correct record.

**75. PROPOSED COUNCIL DELIVERY PLAN 2016/17**

Councillor R Blunt presented the report to members. He stated that the Council was no longer required to produce a delivery plan, but still did so as it provided a very good focus and enabled everyone to hold the administration to account. He drew members' attention to the Council's priorities for the forthcoming year; in particular he emphasised the importance of the new priority, Building Confidence in Coalville. Under the Value for Money priority he highlighted that the district Council was the only Council in Leicestershire with no increase in Council Tax. He added that this remained a priority along with Homes and Communities, Business and Jobs and Green Footprints.

Councillor T Eynon commented that this was a visionary document and she wanted the Coalville project to succeed, and the Council to deliver what was set out in the document. She stated that her concern about the document was that it did not provide any information about the barriers or enablers to change. She made reference to page 26 of the report in respect of developing the heritage offer of the town and commented that those who have had relations with heritage lottery funding would know that this might not be as easy to obtain as we would hope. She supported the work on littering hotspots, however felt that some difficulties might be experienced in working with partners on this issue. In respect of the two new events, she commented that it was not clear what these events were, and asked whether these were in addition to the Picnic in the Park and Proms in the Park, and whether these events replaced the miners gala and the fireworks events that would no longer be held at Snibston. She supporting the work on raising awareness of health inequalities and hoped the Council would work with this project funded by public health. She referred to the section on building confidence in the Council's performance and commented that this was a very useful list for people to scrutinise this. She felt that Councillor scrutiny was missing and would like to see performance scrutinised at Policy Development Group as this might address some of her concerns.

Councillor R Johnson asked how much of the £500,000 contribution from the Council in respect of the former Pick and Shovel pub had been spent.

Councillor R Blunt welcomed Councillor T Eynon's comments. In respect of barriers to change, he commented that the role of the Council was to try and inspire. He added that a year ago it looked almost impossible to make improvements in Coalville, but progress was now being made. He acknowledged that the Council had made mistakes when previously applying for a lottery grant, however lessons had been learnt and this would be key if a difference was to be made. He added that Coalville was unique because of period of time in which it expanded. In respect of the two events, he advised that these were both new, and would not replace any other events. He advised that the whole of the £500,000 contribution had been spent and for that money, social housing had been created and a derelict building had been removed.

Councillor S Sheahan commented that the administration had been in control for 8 years yet had only just included Coalville as a priority in the delivery plan, which might suggest

to some that they were starting from scratch. He felt that the report was short on detail, lacked a narrative and could have benefitted from coming before scrutiny.

Councillor N Clarke referred to page for 32 of the report which stated that families in need were supported by the Council. He commented that it neglected to say that this Council had recommended reductions in discretionary housing payments which were in greater demand than ever before. He also made reference to the section relating to green footprints on page 34. He commented that the recycling rate in North West Leicestershire had remained stubbornly around 46% for the number of years and showed no sign of increasing, although the target was much higher.

Councillor A V Smith commended the document and felt it was clear and concise. With regard to the Coalville project, she commented that Coalville was very different today than it was 30 years ago and change was visible. She referred to the two new events which she understood were being organised by the Coalville Special Expenses Working Party and related to food and drink festivals in the town later in the year. She acknowledged that the recycling rate had not necessarily been as high as it could have been, however there were reasons for that, such as the reduction in paper recycling overall and the number of people in the district with solid fuel fires, the waste from which went into landfill, affecting our rates.

Councillor J Legrys stated that it was a great pity that this document had not had the opportunity to be scrutinised because there were a number of questions. He made reference to the administration's vision for Coalville in 2008.

The Chairman called for order at this point in the meeting

Councillor J Legrys stated that each household was provided with this vision document in 2008 about the vision for the future of Coalville. He commented that he had no problem in principle with the administration issuing such a document, however he would have liked to have had the opportunity to scrutinise it. He added that he had just been informed by Councillor A V Smith that the two new events in Coalville would be funded from the Coalville Special Expenses budget. He asked how these events were going to be paid for as no discussion had been held with the Working Party. He made reference to page 33 of the report which stated that the Council would offer support to parish councils and community organisations with regard to developing neighbourhood plans and assets of community value. He commented that this was already being done and he asked what additional steps would be taken to encourage parish councils and community groups to draw up neighbourhood plans. He stated that elected members had a right to know, not only to in order to hold the administration to account, but to lead the community in knowing what Council was doing.

Councillor M B Wyatt stated that he was extremely disappointed by the Coalville project as in his opinion it was short sighted and lacked any big ideas to improve the town. He added that the Council needed to start listening to people of Coalville as there was nothing within the document that the people wanted, such as an open market and to be made a market town. He commented that the administration was not listening to residents or local businesses.

Councillor R Blunt stated that scrutiny did exist at this Council and he had been invited to the next meeting, which he would be glad to attend. He acknowledged that perhaps the vision from 2008 looked naive because it was not delivered, however since then we had lived through the worst recession. In respect of the Coalville project, he stated that anyone who wrote to him would receive a personal response and would be invited to a workshop. He hoped that in a year's time, he would be able to say that half of what was set out in the delivery plan had been achieved.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

- a) The proposed Council Delivery Plan 2016/17 be approved with the following additional action included under the Business and Jobs priority:

“Action – Deliver regulatory activity in a way that supports business growth, through the LLEP and the national Better Business for All Programme”.

- b) The Chief Executive be authorised to make any final technical amendments to the Plan prior to publication, in consultation with the Leader of the Council.

## **76. PAY POLICY STATEMENT 2016/17**

Councillor R Blunt presented the report to members, highlighting that it was a statutory requirement to advise Council annually of the pay and benefits to senior officers. He made reference to the adoption of the living wage in April 2014 which had raised the minimum pay for the Council's lowest paid employees. He added that this was implemented in November 2015 which had raised the pay of those employees by 5.1%. He advised that the ratio between the median average pay and the most senior officer's pay had declined, which was positive. He highlighted the recent changes to the senior management structure of the Council, which included the appointment of the Interim Director of Resources and Head of Economic Development. He stated that these posts were required to strengthen resources in order to support the Coalville Project. He made reference to the Conservative Government's commitment to ending tax-payer funded six figure pay in the public sector and advised that legislation was currently being progressed through parliament. He added that a further report would be brought to Council if required once the legislation had been passed.

Councillor N Clarke welcomed the reduction in the ratio due to the introduction of the living wage which he supported. He commented that other Councils provided much more information in their pay policy statements and he requested that more information on the structure be included in future.

Councillor J Legrys endorsed the statement at paragraph 9.1. He asked whether any officers at a senior level had been given consent in respect of taking up additional business, ad hoc services or additional appointments. He also asked who was responsible for giving consent on this issue. He made reference to paragraph 12 of the report and sought clarification on whether this related to pensioners generally, or pensioners with previous public service and in receipt of a pension. He felt that this needed to be clearer in the statement.

In response to Councillor N Clarke, Councillor R Blunt advised that the Pay Policy Statement met with the requirements, however if Councillor N Clarke wished to write and request more information, he would provide it. He stated that he would provide a written response to Councillor J Legrys.

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

The Council's Pay Policy Statement 2016/17 be approved.

## 77. UPDATE OF THE COUNCIL'S CONSTITUTION

Councillor N J Rushton presented the report to members, highlighting that this was one of a series of reports to Council to update the Constitution to ensure it reflected legislative changes and best practice in terms of style and content. He advised that the proposed changes to the Contract Procedure Rules were required to reflect the introduction of the Contract Procurement Regulations 2015. He added that the comments of Policy Development Group had been taken on board as set out in the report.

Councillor T Eynon stated that the changes to the Constitution had been considered by Policy Development Group and she was very pleased to see that the proposed changes had been amended to take account of the advice from Policy Development Group to make it clearer that the Council would consider local suppliers first. She commented that this demonstrated that cross party scrutiny could actually be useful. She noted as set out on page 79 of the report that this issue was going to be discussed at Policy Development Group and she hoped that going forward, scrutiny could be more proactive. She stated that as a County Councillor she was aware that scrutiny was run somewhat differently, and most of the scrutiny committees were chaired by opposition members and that each committee has an opposition lead.

Councillor N Clarke made reference to his question at Policy Development Group in respect of the change of wording from obtaining quotations to seeking quotations. He stated that he still had not received a response to this question.

Councillor N Smith stated that this showed that the administration did listen to scrutiny, and it was not just a whitewashing exercise.

Councillor M Specht stated that as Chairman of Policy Development Group he was pleased to hear these comments from the opposition and he hoped scrutiny could move forward in a cooperative manner.

In response to Councillor N Clarke, Councillor N J Rushton advised that as a result of the comments made by Policy Development Group, the proposed change to the wording in respect of seeking quotations had reverted to the original wording of obtaining quotations. He also welcomed the change emphasising that local businesses would be considered first. He reminded members that the resource at Leicestershire County Council in respect of scrutiny was far superior to what a small district council could afford, however scrutiny was taken seriously by the Leader and the Chairman, and he commented that the administration was just as entitled to have its input into the process as the opposition.

It was moved by Councillor N J Rushton, seconded by Councillor M Specht and

RESOLVED THAT:

- a) The comments of Policy Development Group be noted.
- b) The amendments to the Constitution set out in Appendix 1 be approved.
- c) The Head of Legal and Support Services be authorised to make the agreed amendments to the Constitution and re-issue the document.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.29 pm



**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – TUESDAY, 17 MAY 2016**

Title of report	<b>APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN</b>
Contacts	<p>Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To appoint the committees and groups of the Council and members to serve thereon and also to elect the Chairmen and Deputy Chairmen.
Council priorities	Value for Money.
Implications:	
Financial/Staff	None.
Link to relevant CAT	None.
Risk Management	None.
Equalities Impact Screening	Not applicable.
Human Rights	None.
Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.

Consultees	Political Group Leaders.
Background papers	<a href="#">The Council's Constitution.</a>
Recommendations	<p><b>(A) TO MAKE THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 OF THE REPORT.</b></p> <p><b>(B) THAT CHAIRMEN AND DEPUTY CHAIRMEN BE APPOINTED FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 3.1 OF THE REPORT.</b></p>

## 1.0 APPOINTMENT TO COMMITTEES AND GROUPS

1.1 In accordance with the Constitution Members must, at the Council's Annual Meeting, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.

1.2 The committees and groups include:

- Appointments Committee *(4 Members plus appropriate Portfolio Holder)*
- Audit and Governance Committee *(10 Members)*
- Electoral Review Working Party *(5 Members)*
- Employee Joint Consultative Committee *(6 Members)*
- Investigatory Committee *(5 Members)*
- Licensing Committee *(17 Members)*
- Local Plan Advisory Committee *(7 Members)*
- Planning Committee *(17 Members)*
- Policy Development Group *(10 Members)*

## 2.0 POLITICAL BALANCE REQUIREMENTS

2.1 In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. The allocation of seats on ordinary committees must be the same proportion as the number of members of the Authority as a whole. The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:-

- (i) all the seats are not allocated to the same political group;
- (ii) the majority of the seats go to the political group in the majority on the full Council;
- (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Authority are allocated to each political group in the same proportion as the group's representation on the full Council; and

- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

### **3.0 APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN**

3.1 Members are asked to appoint the Chairmen and Deputy Chairmen to the following:

- Appointments Committee
- Audit and Governance Committee
- Investigatory Committee
- Licensing Committee
- Planning Committee
- Policy Development Group

### **4.0 NOMINATIONS**

4.1 Nominations for the seats on the above committees and groups will be circulated at the meeting.

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## NOMINATIONS FOR COMMITTEES AND GROUPS

## APPOINTMENTS COMMITTEE (4 members plus appropriate Portfolio Holder)

Appointments for 2015/16	Nominees for 2016/17
<b>Chairman:</b> Councillor R Blunt <b>Deputy Chairman:</b> Councillor A V Smith  Councillor T J Pendleton Councillor S Sheahan (from 23 February 2016) Appropriate Portfolio Holder	
Substitutes: R D Bayliss, S McKendrick, N J Rushton	

## AUDIT AND GOVERNANCE COMMITTEE (10 members)

Appointments for 2015/16	Nominees for 2016/17
<b>Chairman:</b> Councillor J Cotterill <b>Deputy Chairman:</b> Councillor D Harrison  Councillor R Adams Councillor R Ashman Councillor J Clarke Councillor F Fenning Councillor G Jones Councillor K Merrie Councillor A C Saffell Councillor S Sheahan (from 23 February 2016)	

## COALVILLE SPECIAL EXPENSES WORKING PARTY

Appointments for 2015/16	Nominees for 2016/17
Ward members for Bardon, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South and Thringstone:  Councillor R Adams Councillor N Clarke Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor J Legrys Councillor P Purver Councillor M Specht Councillor M B Wyatt	Ward members for Bardon, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South and Thringstone:  Councillor R Adams Councillor N Clarke Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor J Legrys Councillor P Purver Councillor M Specht Councillor M B Wyatt

**ELECTORAL REVIEW WORKING PARTY (5 members)**

<b>Appointments for 2015/16</b>	<b>Nominees for 2016/17</b>
Councillor R Blunt Councillor J Legrys Councillor S McKendrick Councillor N J Rushton Councillor A V Smith	
Substitutes: Councillors R D Bayliss, F Fenning, T J Pendleton and S Sheahan (from 23 February 2016)	

**EMPLOYEE JOINT CONSULTATIVE COMMITTEE (6 members)**

<b>Appointments for 2015/16</b>	<b>Nominees for 2016/17</b>
Councillor R Adams Councillor J Clarke Councillor N Clarke Councillor J Cotterill Councillor J Hoult Councillor K Merrie	
Substitutes: Councillors T Eynon, S Gillard, L Goacher and R Johnson	

**INVESTIGATORY COMMITTEE (3 members)**

<b>Appointments for 2015/16</b>	<b>Nominees for 2016/17</b>
<b>Chairman:</b> Councillor R Blunt <b>Deputy Chairman:</b> Councillor A V Smith  Councillor J Clarke Councillor J G Coxon Councillor J Legrys	
Substitutes: Councillors R D Bayliss, S McKendrick and T J Pendleton	

**LICENSING COMMITTEE (17 members)**

Appointments for 2015/16	Nominees for 2016/17
<p><b>Chairman:</b> Councillor N Smith  <b>Deputy Chairman:</b> Councillor V Richichi</p> <p>Councillor G A Allman  Councillor N Clarke  Councillor J Cotterill  Councillor J G Coxon  Councillor D Everitt  Councillor T Eynon  Councillor D Harrison  Councillor G Hoults  Councillor G Jones  Councillor K Merrie  Councillor P Purver  Councillor A C Saffell  Councillor S Sheahan (from 23 February 2016)  Councillor M Specht  Councillor M B Wyatt</p>	
<p>Substitutes: Councillors R Ashman, R Canny, J Clarke, F Fenning, J Geary and D J Stevenson.</p>	

**LOCAL PLAN ADVISORY COMMITTEE (7 members)**

Appointments for 2015/16	Nominees for 2016/17
<p>Councillor R D Bayliss  Councillor J Bridges  Councillor J Cotterill  Councillor R Johnson  Councillor J Legrys  Councillor V Richichi  Councillor M Specht</p>	
<p>Substitutes: Councillors R Adams, G Jones, J Hoults and S McKendrick</p>	

## PLANNING COMMITTEE (17 members)

Appointments for 2015/16	Nominees for 2016/17
<b>Chairman:</b> Councillor D J Stevenson <b>Deputy Chairman:</b> Councillor J Bridges  Councillor R Adams Councillor G A Allman Councillor R Boam Councillor R Canny Councillor J Cotterill Councillor J G Coxon Councillor D Everitt Councillor J Houlton Councillor R Johnson Councillor G Jones Councillor J Legrys Councillor V Richichi Councillor N Smith Councillor M Specht Councillor M B Wyatt	
Substitutes: Councillors R Ashman, F Fenning, J Geary, D Harrison, K Merrie and A C Saffell	

## POLICY DEVELOPMENT GROUP (10 members)

Appointments for 2015/16	Nominees for 2016/17
<b>Chairman:</b> Councillor M Specht <b>Deputy Chairman:</b> Councillor N Smith  Councillor N Clarke Councillor J Cotterill Councillor J G Coxon Councillor T Eynon Councillor J Geary Councillor D Harrison Councillor V Richichi Councillor A C Saffell	
Substitutes: Councillors R Adams, G A Allman, R Ashman, R Boam, R Canny and S McKendrick	



## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## ANNUAL COUNCIL – TUESDAY, 17 MAY 2016

Title of report	<b>APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES</b>
Contact	<p>Councillor Nicholas Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services Tel: 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To approve the nominations for representatives on community bodies for 2016/17.
Council priorities	Homes and Communities Value for Money
Implications:	
Financial/Staff	None.
Link to relevant Corporate Action Team	Links to all Corporate Action Teams.
Risk Management	None.
Equalities Impact Screening	None.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.

Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Political Group Leaders.
Background papers	None.
Recommendations	<b>THAT REPRESENTATIVES BE APPOINTED TO SERVE ON THE COMMUNITY BODIES LISTED AT APPENDIX 1.</b>

## 1.0 COMMUNITY BODIES

- 1.1 The Council appoints representatives to various community bodies as attached at Appendix 1. The list of community bodies is reviewed regularly to ensure it remains current.
- 1.2 A review was last undertaken in January 2016. During the review, the following three community bodies indicated that they no longer operated or no longer required a representative and therefore have been removed from the list:
- Ashby Town Team
  - East Midlands Distribution Park Liaison Committee
  - University of Leicester Court
- 1.3 One further request for member representation has been received from the Alderman Newton Education Foundation.
- 1.4 Members are asked to appoint representatives to the community bodies for the 2016/17 municipal year. Members are reminded that any community bodies they are appointed to by Council need to be recorded on their register of interests. The requisite form will be circulated to members following the meeting.

## 2.0 NOMINATIONS

- 2.1 Nominations to the community bodies will be circulated at the meeting.

## APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES 2016/17

## NOMINATIONS

Body	Appointments for 2015/2016	Nominees for 2016/17
<b>Association for Public Service Excellence</b> (2 seats)	Councillors D Harrison and M Specht	
<b>Alderman Newton Education Foundation</b> (1 seat)	None – new request for representation.	
<b>Bardon Hill Quarries Liaison Committee</b> (2 seats)	Councillors J Cotterill and M Specht	
<b>Breedon Quarry Liaison Committee</b> (1 seat)	Councillor D J Stevenson (as Worthington and Breedon ward member)	
<b>CCTV Operations Management Group</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Cliffe Hill Quarry Liaison Committee</b> (1 seat)	Councillor V Richichi	
<b>Coalville and District Town Twinning Association</b> (2 seats)	Councillors P Purver and M Specht	
<b>Coalville and District Voluntary Relief in Sickness Fund</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>Disability Action Group</b> (6 seats)	Councillors G A Allman, J Cotterill, G Houlst, J Houlst, V Richichi and M Specht	
<b>Donington Park Consultative Forum</b> (7 seats)	Councillors R Canny (as Castle Donington Central ward member) D Harrison (as Castle Donington Park ward member), T J Pendleton (as Kegworth ward member), N J Rushton (as Long Whatton and Diseworth Ward Member), A C Saffell (as Castle Donington Castle ward member), A V Smith (as Daleacre Hill ward member) and D J Stevenson (as Worthington and Breedon Ward Member)	
<b>East Midlands Airport Independent Consultative Committee</b> (1 seat & 1 substitute)	Councillor D J Stevenson (as Chair of Planning Committee) (sub J Bridges (as Deputy Chair of Planning Committee)	

Body	Appointments for 2015/2016	Nominees for 2016/17
<b>East Midlands Airport Liaison Panel</b> (7 seats)	Councillors R Canny (as Castle Donington Central ward member) D Harrison (as Castle Donington Park ward member), T J Pendleton (as Kegworth ward member), N J Rushton (as Long Whatton and Diseworth Ward Member), A C Saffell (as Castle Donington Castle ward member), A V Smith (as Daleacre Hill ward member) and D J Stevenson (as Worthington and Breedon Ward Member)	
<b>Former Lount Landfill Site Liaison Committee</b> (2 seats)	Councillors R Boam and D J Stevenson	
<b>Grace Dieu Priory Trust</b> (2 seats)	Councillor R Boam and L Goacher	
<b>Highways Forum</b> (8 seats & 8 substitutes)	Councillors R Ashman (sub N Smith), R Boam (sub P Purver) J Bridges (sub T Gillard), J Cotterill (sub G Allman), D Harrison (sub J Clarke), G Hoult (sub A V Smith), V Richichi (sub R Bayliss) and M Specht (sub K Merrie)	
<b>Home Start - North West Leicestershire</b> (1 seat)	Councillor R D Bayliss (as relevant Portfolio Holder)	
<b>Hood Park / Ivanhoe Steering Committee</b> (1 seat)	Councillor G Hoult	
<b>Ibstock Brick Liaison Committee</b> (1 seat)	Councillor J Clarke	
<b>Leicester, Leicestershire and Rutland Police and Crime Panel</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Leicestershire and Rutland Heritage Forum</b> (1 seat)	Councillor M Specht	
<b>Local Government Association – General Assembly</b> (1 seat)	Councillor R Blunt (as Leader of the Council)	
<b>Mantle Community Arts</b> (2 seats)	Councillors P Purver and A V Smith (as relevant Portfolio Holder)	
<b>Minorca Surface Mine Site Liaison Committee</b> (2 seats)	Councillors J Clarke and V Richichi	
<b>Moira Furnace Trust</b> (1 seat)	Councillor J Hoult	
<b>The National Forest Charitable Trust</b> (1 seat)	Councillor N Smith and Chief Executive (ex-officio)	

<b>Body</b>	<b>Appointments for 2015/2016</b>	<b>Nominees for 2016/17</b>
<b>New Albion Revised Liaison Committee</b> (1 seat)	Councillor K Merrie	
<b>North West Leicestershire Hackney Carriage and Private Hire Taxi Licensing Forum</b> (3 seats)	Councillors P Purver, V Richichi (as Deputy Chairman of Licensing Committee) and N Smith (as Chairman of Licensing Committee)	
<b>North West Leicestershire Staying Healthy Partnership</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>North West Leicestershire Tourism Promotions Board</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>Owen Street Recreation Ground Pavilion Management Committee</b> (3 seats)	Councillors R Boam, P Purver and A V Smith	
<b>Ravenstone Hospital Charity</b> (2 seats)	Councillors A V Smith and N Smith	
<b>Redbank Manufacturing Liaison Committee</b> (1 seat)	Councillor G Jones	
<b>Safer North West Leicestershire Partnership</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Thringstone House Community Centre – Executive Committee</b> (3 seats)	Councillors R Boam, J Cotterill and M Specht	
<b>Whitwick Quarry Liaison Committee</b> (3 seats)	Councillors T Gillard, S Gillard and L Goacher	

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – TUESDAY, 17 MAY 2016**

Title of report	<b>SCHEDULE OF MEETINGS</b>
Contacts	<p>Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To agree the schedule of meetings for the forthcoming municipal year.
Council priorities	Value for Money.
<p>Implications:</p> <p>Financial/Staff</p> <p>Link to relevant CAT</p> <p>Risk Management</p> <p>Equalities Impact Screening</p> <p>Human Rights</p> <p>Transformational Government</p>	<p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p>
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.

Consultees	Corporate Leadership Team Strategy Group Performance Team Leicestershire County Council Town and Parish Councils
Background papers	None.
Recommendations	<b>A) THE PROPOSED SCHEDULE OF MEETINGS FOR 2016/17 BE AGREED.</b>  <b>B) THE FUTURE SCHEDULE OF COUNCIL AND CABINET MEETINGS FOR 2017/18 TO 2018/19 BE NOTED.</b>

## 1.0 BACKGROUND INFORMATION

- 1.1 Each year Council are asked to approve the schedule of meetings for the forthcoming year. The proposed schedule of meetings is attached at Appendix 1 to the report.
- 1.2 For reasons of administrative efficiency, the schedule of meetings for 2016/17 includes some dates for June 2017. In addition, at the request of the Leader, meetings of Council and Cabinet have been programmed up to the municipal year 2018/19. This is to enable members to have notice of these meetings well in advance.

## 2.0 MAIN FEATURES OF THE SCHEDULE

- 2.1 When compiling the schedule of meetings, regard has been had to the Council's service and financial planning timetable which includes the budget process, and the proposed meeting schedules of Leicestershire County Council and the Parish Councils within North West Leicestershire.
- 2.2 Meetings of the main committees have been programmed for the municipal year 2016/17 as follows:
- |  |                    |
|--|--------------------|
| Audit and Governance Committee           | 4                  |
| Cabinet                                  | 9                  |
| Coalville Special Expenses Working Party | 4                  |
| Council                                  | 5 + Annual Meeting |
| Licensing Committee                      | 4                  |
| Local Plan Advisory Committee            | 5                  |
| Planning Committee                       | 12                 |
| Policy Development Group                 | 4                  |
- 2.3 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times of the meetings are agreed by the Leader.
- 2.4 The meetings of the Coalville Special Expenses Working Party are also included for information only as these dates are agreed by the Working Party.



## DRAFT SCHEDULE OF MEETINGS

## APPENDIX 1

### MAY 2016 – MAY 2017

#### Audit & Governance Committee (6.30pm)

Wed, 29 June 2016  
Wed, 21 September 2016  
Wed, 7 December 2016  
Wed, 22 March 2017  
Wed, 21 June 2017

#### Cabinet (5.00pm)

(For information only)

Tue, 14 June 2016  
Tue, 26 July 2016  
Tue, 20 September 2016  
Tue, 11 October 2016  
Tue, 15 November 2016  
Tue, 13 December 2016  
Tue, 17 January 2017  
Tue, 7 February 2017  
Tue, 14 March 2017  
Tue, 13 June 2017

#### Coalville Special Expenses Working Party (6.30pm)

(For information only)

Thu, 7 July 2016  
Thu, 13 October 2016  
Thu, 15 December 2016  
Tue, 25 April 2017

#### Council (6.30pm)

Tue, 28 June 2016  
Tue, 13 September 2016  
Tue, 8 November 2016  
Thu, 23 February 2017  
Tue, 21 March 2017  
Tue, 16 May 2017 (Annual Meeting)  
Tue, 27 June 2017

#### Licensing Committee (6.30pm)

Wed, 15 June 2016  
Wed, 5 October 2016  
Wed, 23 November 2016  
Wed, 22 February 2017  
Wed, 14 June 2017

#### Local Plan Advisory Committee (6.30pm)

Tue, 21 June 2016  
Wed, 14 September 2016  
Wed, 16 November 2016  
Wed, 18 January 2017  
Wed, 1 March 2017  
Tue, 20 June 2017

#### Planning Committee (4.30pm)

Tue, 7 June 2016  
Tue, 5 July 2016  
Tue, 2 August 2016  
Tue, 6 September 2016  
Tue, 4 October 2016  
Tue, 1 November 2016  
Tue, 6 December 2016  
Tue, 10 January 2017  
Tue, 31 January 2017  
Tue, 7 March 2017  
Tue, 4 April 2017  
Tue, 9 May 2017  
Tue, 6 June 2017

#### Policy Development Group (6.30pm)

Wed, 22 June 2016  
Wed, 28 September 2016  
Wed, 11 January 2017  
Wed, 8 March 2017  
Wed, 28 June 2017

## **FUTURE CABINET AND COUNCIL MEETING DATES**

### **JULY 2017 – MAY 2019**

#### Cabinet (5.00pm) (For information only)

Tues, 25 July 2017  
Tues, 19 September 2017  
Tues, 17 October 2017  
Tues, 14 November 2017  
Tues, 12 December 2017  
Tues, 16 January 2018  
Tues, 6 February 2018  
Tues, 6 March 2018  
Tues, 12 June 2018  
Tues, 24 July 2018  
Tues, 18 September 2018  
Tues, 9 October 2018  
Tues, 13 November 2018  
Tues, 11 December 2018  
Tues, 15 January 2019  
Tues, 5 February 2019  
Tues, 5 March 2019

#### Council (6.30pm)

Tues, 12 September 2017  
Tues, 21 November 2017  
Tues, 27 February 2018  
Tues, 20 March 2018  
Tues, 15 May 2018 (Annual Meeting)  
Tues, 26 June 2018  
Tues, 11 September 2018  
Tues, 20 November 2018  
Tues, 26 February 2019  
Tues, 26 March 2019  
Tues, 21 May 2019 (Annual Meeting)

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – TUESDAY, 17 MAY 2016**

Title of report	<b>MEMBER CONDUCT ANNUAL REPORT 2015/16</b>
Contacts	<p>Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To receive and endorse the Annual Report.
Council priorities	Value for Money
Implications:	
Financial/Staff	N/A
Link to relevant CAT	N/A
Risk Management	By receiving this information members will be able to manage risks of misconduct.
Equalities Impact Screening	N/A
Human Rights	N/A
Transformational Government	This relates to the new ways in which Councils are being asked to deliver their services
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.

Consultees	None
Background papers	<p>Localism Act 2011  <a href="http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted">http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted</a></p> <p>Current NWL Code of Conduct  Available on the Council's website and in the Constitution  <a href="http://www.nwleics.gov.uk/">http://www.nwleics.gov.uk/</a></p>
Recommendations	<b>THAT THE MEMBER CONDUCT ANNUAL REPORT 2015/16 BE RECEIVED AND ENDORSED</b>

## 1.0 INTRODUCTION

- 1.1 It is important that the work of the Audit and Governance Committee should be visible to the Authority and wider public. It is felt that the annual report acts as a helpful tool in communicating the work undertaken by the Audit and Governance Committee.
- 1.2 The Annual Report of North West Leicestershire District Council's Audit and Governance Committee covering the period 1 April 2015 to 31 March 2016
- 1.3 The Chairman of the Audit and Governance Committee for 2015/16 was Councillor J Cotterill. He will be invited to speak on the Annual Report at the meeting.



# **MEMBER CONDUCT ANNUAL REPORT 2015-16**

## 1. Introduction

This is the Member Conduct Annual Report of North West Leicestershire District Council's Audit and Governance Committee and covers the period from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016.

In addition to the responsibilities detailed in the Terms of Reference below, the Audit and Governance Committee promotes high standards of conduct by District Council Members and Members of Town/ Parish Councils in North West Leicestershire. The Audit and Governance Committee complies with the requirements of the Localism Act 2011, the regulations and the guidance provided under that legislation, together with Council's adopted Arrangements.

On 27 June 2012 Council adopted the North West Leicestershire Code of Conduct for Members which had been drafted by Members for Members. The Code incorporates all the legislative requirements under the Localism Act 2011 in relation to Disclosable Pecuniary Interests together with retaining the personal obligations in existence under the previous regime.

## 2. Terms of Reference

**Membership:** Ten councillors

**Quorum:** Three District councillors

### **Terms of Reference:**

To act as the Authority's Audit Committee, to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to be responsible for the financial reporting process. In particular:

- Consider the effectiveness of the Authority's risk management arrangements, the control environment, and anti fraud and corruption arrangements
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors
- Be satisfied that the Authority's assurance statements properly reflect the risk environment and any actions required to improve it
- Approve (but not direct) Internal Audit's strategy and plans and monitor performance
- Review summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary
- Receive the annual report of Internal Audit
- Consider plans of External Audit and inspection agencies
- Monitoring of relevant reports and action plans
- Ensure there are effective relationships between Internal and External Audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted
- Approve the Council's statement of accounts, income and expenditure and balance sheet and receive the External Auditor's opinion and reports to members, and monitor management action in response to the issues raised by External Audit
- To deal with the Annual Audit and Inspection letter and in particular to:
  - consider matters raised in the annual governance report
  - agree, if necessary, to adjust the financial statements
  - approve the representation letter on behalf of the Council
  - consider and agree, if considered appropriate, any actions proposed in the annual governance report and statement
- To have delegated authority to deal with all matters relating to the Council's final accounts

### **Sub-committees of the Audit and Governance Committee**

All Audit and Governance Committee members will form a pool from which members will be drawn based on their availability and the requirements of the particular Sub-committee as and when required.

#### **Assessment Sub-committee**

Assessment of complaints in accordance with the Council's Guidance and to either:

- Determine that there should be no further action
- refer the matter for full investigation
- refer the matter for other action

#### **Review Sub-committee**

Consideration of requests for a review in accordance with the Council's Guidance.

#### **Determinations Sub-committee**

To receive reports from the investigating officer and to decide either:

- to determine finding of no failure to comply with the Code of Conduct
- to determine finding of failure to comply with the Code of Conduct and impose relevant sanctions
- refer the matter for other action

### **3. Composition**

#### **District Councillors**

All appointed by Council on 26 May 2015

**Chairman:** Councillor J Cotterill

**Deputy Chairman:** Councillor D Harrison

Councillor R Adams

Councillor R Ashman

Councillor J Clarke

Councillor F Fenning

Councillor G Jones

Councillor K Merrie

Councillor T Neilson (Resigned 4 December 2015)

Councillor S Sheahan (Appointed 23 February 2016)

Councillor A C Saffell

#### **Parish Representatives**

Councillor P Thomas

The following were formally appointed at the Audit and Governance Committee on 26 March 2014:

Councillor K Grove

Councillor R Martin

## **Independent Persons**

The legislation requires the Council to appoint at least one Independent person who potentially advises all those involved in a Standards complaint, including the Monitoring Officer, and who must be consulted prior to the determination of a complaint.

Through an open advertising process conducted with partner authorities the Council appointed the following pool of independent persons from whom one can be drawn as and when required:

Colin Headley  
Christine Howell  
Desmond Henderson  
David Lamb  
Gordon Grimes  
Hugh Pearson  
Lee Hughes  
Ruth Auton  
Richard Gough

The main officer support for the Committee is provided by the Monitoring Officer (Elizabeth Warhurst), the Deputy Monitoring Officer (Dave Gill) and the Democratic Support Officer (Rachel Wallace).

## **4. Meetings and Work Programme**

The Audit and Governance Committee meets a minimum of four times per annum. In addition to its scheduled meetings, sub committees still meet on an ad hoc basis in order to consider and determine allegations of Member conduct. The Committee has its main work planned in advance through a Work Programme which enables it to be more proactive, strategic and focused in its approach to key issues.

## **5. Reporting Arrangements**

The Audit and Governance Committee receives quarterly reports which have enabled Members to be reminded of the issues it has dealt with during each quarter and address any issues which this has highlighted.

## **6. Procedures and Workloads**

### **(a) Dispensations**

During 2015/16, there were no applications received for a dispensation from either District or Parish members.

The Monitoring Officer was asked for and offered advice to Parishes with regards to the setting of the Parish precept and how that might impact on Member's duty in relation to Disclosable Pecuniary Interests. The advice provided was consistent with the position of local authorities across the County and was confirmed in follow-up guidance issued by Government.



**(b) Complaints made to the Monitoring Officer under the New Code of Conduct 2015/16**

Complaints made: 7

by Members of the Public	4
by Parish Councillors	0
by District Councillors	2
by Parish Clerk	0
by Council Officer	1

Complaints against:

a Parish Council	1
a District Councillor	6

From the above mentioned complaints:

4 complaints were resolved informally:

All of these complaints related to unprofessional conduct of councillors and the parish council.

3 complaints are still at informal resolution stage:

These complaints also relate to unprofessional conduct of councillors.

**(c) Complaints referred to the Standards Assessment Sub Committee**

From the above-mentioned complaints:- None

**(d) Members' Register of Interests**

The Democratic Services Officers undertake regular checks of the Register of Members' Interests and provide advice and assistance to Parish Councils on the completion of the Registers.

## **7. Policies & Procedures**

The Audit and Governance Committee oversees the ethical framework of the Council including oversight of:

- the Whistle Blowing Policy
- complaints handling
- Ombudsman investigations.

**Elizabeth Warhurst**  
**Monitoring Officer**

**Councillor J Cotterill**  
**Chairman**

### **OUR VISION**

North West Leicestershire will be a place where people and businesses feel they belong and are proud to call home

**Legal and Support Services**  
**North West Leicestershire District Council**  
**Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ**

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL****ANNUAL COUNCIL – TUESDAY, 17 MAY 2016**

Title of report	<b>APPOINTMENT OF INDEPENDENT PERSONS</b>
Contacts	<p>Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To appoint a pool of Independent Persons in accordance with legislative requirements
Council priorities	Value for Money.
Implications:	
Financial/Staff	None.
Link to relevant CAT	None.
Risk Management	Compliance with legislative requirements reduces the risk of a challenge to the Council's procedures
Equalities Impact Screening	Not applicable.
Human Rights	Not applicable.
Transformational Government	Clear and robust governance arrangements and procedures assist with effective proper decision making.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Head of Legal and Support Services

Background papers	None
Recommendations	<b>1. MEMBERS APPOINT THE INDEPENDENT PERSONS LISTED IN PARAGRAPH 2.2 OF THE REPORT UNTIL ANNUAL COUNCIL IN MAY 2019</b>

## **1. BACKGROUND**

- 1.1 The Localism Act 2011 made fundamental changes to the system of regulating standards of conduct for elected and co-opted Members making each Authority responsible for its own Members. The duty now lies with the individual Authorities (and their Monitoring Officer) to investigate and hold to account Members accused of breaches.
- 1.2 Under the Localism Act the role of the Independent Person changed with their participation in proceedings being more involved from the outset any allegations.
- 1.3 In additions as a result of changes introduced by The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 where an authority is considering the dismissal of a statutory officer it is required to appoint a Committee (referred to in the regulations as "the Panel") to considered the proposed dismissal which must include at least 2 "Independent Persons".
- 1.4 When Council approved the amendments to the Constitution in November 2015 to reflect the legislative changes in the dismissal procedure it decided to appoint the Independent Persons appointed for the purposes of the Standards Regime as Independent Persons for the purposes of the dismissal procedure.

## **2. INDEPENDENT PERSONS**

- 2.1 The current pool of Independent Persons were appointed in June 2012 following a joint county wide recruitment exercise and their term of office expires at the end of the current Municipal Year.
- 2.2 In February/March 2016 the Monitoring Officer agreed to a joint county wide recruitment exercise with county colleagues which resulted in 8 applications for the role of Independent Person. Following an interview process conducted by 3 County Monitoring/Deputy Monitoring Officers, 6 candidates are recommended for appointment as Independent persons:

Michael Pearson  
Mark Shaw  
Christine Howell  
Gordon Grime  
Richard Gough  
Rob Wade

- 2.3 A brief resume of each candidate can be found at Appendix 1.
- 2.4 It is recommended that the Independent Persons are appointed until annual council in May 2019.

**INDEPENDENT PERSONS RECOMMENDED FOR APPOINTMENT****Michael Pearson**

Mr Pearson has been an Independent Person since 2012, and prior to that was an Independent Member of the Standards Committees of Charnwood Borough Council and of Leicestershire County Council. Now retired, he previously held a senior management position at Loughborough University. He lives in Loughborough.

**Mark Shaw**

Mr Shaw is currently an Associate member of the Chartered Institute of Arbitrators and a member of the Independent Monitoring Board at HMP Leicester, a role which involves considering complaints from prisoners about their treatment. He is a registered architect by profession and lives in Knighton, Leicester.

**Christine Howell**

Mrs Howell has been an Independent Person since 2012. Now retired, her career involved a variety of management roles, most recently at Leicestershire Partnership NHS Trust. She continues to be involved in several support groups for carers and people with mental health issues. She lives in Oadby.

**Gordon Grimes**

Mr Grimes has been an Independent Person since 2012. He took early retirement as a Civil Servant in 2010, having worked in the Department of Social Security, Contributions Agency, Inland Revenue and HM Revenue & Customs. He is currently working with several schools and academies to improve their governance processes. He lives in Enderby.

**Richard Gough**

Mr Gough has been an Independent Person since 2012. Now retired, he previously held several executive and non-executive director positions in the financial services industry, and has experience of acting as an independent arbitrator. He lives in Wigston.

**Rob Wade**

Mr Wade is now retired, having previously worked as a senior manager in Childrens and Adults Social Care services at Leicestershire County Council for approximately 30 years. He has also been a parish councillor in the past, but not within the last five years. He lives in Desford.

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