

## **Committee Model Working Group Minutes – 29<sup>th</sup> September 2023**

**Present:** Councillor Jenny Bartle, Councillor Geoff Gollop, Councillor Nicola Beech, Councillor Marley Bennett, Councillor Richard Eddy, Councillor Lorraine Francis, Councillor Gary Hopkins, Councillor Helen Holland, Councillor Tim Kent, Councillor Steve Pearce and Councillor Guy Poultney.

### **1. Welcome, Introductions, and Safety Information**

The Chair welcomed those present and introductions were made.

### **2. Apologies for absence**

Apologies were received from Councillor Makawi.

### **3. Declarations of interest**

There were no declarations of interest.

### **4. Minutes from the previous meeting and decisions log**

The minutes from the meeting on 8 September 2023 were approved as a correct record.

Members noted the decision log.

### **5. Public Forum**

The following public forum was received for the meeting.

<b>Questions</b>	
<b>Number</b>	<b>Name</b>
PQ01/02	Dan Ackroyd

<b>Statements</b>	
<b>Number</b>	<b>Name</b>
PS01	Councillor Tim Kent

**RESOLVED:** That the public forum be noted.

### **6. Delegated Officer Decision Making**

The Director of Legal and Democratic Services introduced the report, asking Members to consider if any changes were required.

Members considered the report and were satisfied that no changes to the delegations were required.

**RESOLVED:** That the proposals in relation to officer delegated decisions be approved.

## **7. Emergency Decision Making**

The Director of Legal and Democratic Services introduced the report, following which Members considered the information provided. The key points were as follows:

- The Committee were reminded that emergency decisions were rarely taken but when they were required, they were always made in consultation with the Monitoring Officer and s151 officer.
- The officer taking the emergency decision was required to submit a report to the next Cabinet meeting outlining what decision had been made and why. Under the Committee system of governance, this report would instead be taken to the relevant Policy Committee.
- The role of the Lead Member for Children's Services was raised and the Director of Legal and Democratic Services agreed to consider this and report back to the next meeting of the Working Group.
- Members discussed the APR 15 and 16 requirements and agreed that the current provisions were suitable, except for consultation with appropriate Members which would need amending. For APR15s it was agreed that the Proper Officer would need to consult with the relevant Policy Committee Chair or Vice-Chair in their absence and for APR16s, the approval of the relevant Policy Committee Chair or Vice-Chair in their absence would be required. Members were reminded that they are all notified of APR15s and APR16s via email and this would continue to be the case under the Committee model.
- Members went on to consider the arrangements in relation to emergency planning and civil contingencies, agreeing that clarification on the roles of and responsibilities of elected Members under the Committee model required further consideration. It was agreed that this would be brought back for discussion at the next meeting.

### **RESOLVED:**

- For the Council to replicate the current APR15 and APR16 provisions for Policy Committees following the proposals set out in the report.
- For APR15s the Proper Officer will need to consult with the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR15.
- For APR16s the Proper Officer will need the approval of the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR16

## **8. Local Decision Making Working Group**

The Committee noted the update on progress of the Working Group that had been provided by Councillor Kent via a Public Forum statement. Members were advised that a report of recommendations from the Local Decision Making Working Group would be brought to their next meeting.

## **9. Work Programme - for noting**

The Committee noted the work programme.