

<b>REPORT TO:</b>	Executive Board
<b>REPORT NO:</b>	HCCS/37/18
<b>DATE:</b>	12 June 2018
<b>LEAD MEMBER:</b>	Councillor Mark Pritchard (Organisation – Finance, Performance, Health & Safety and Governance)
<b>CONTACT OFFICER:</b>	Sioned Wyn Davies (Tel: 292202)
<b>SUBJECT:</b>	Appointment of Members to Committees, Sub-Committees, Panels and Working Groups
<b>WARD:</b>	N/A

## **1 PURPOSE OF THE REPORT**

To consider the continuation and the appointment of Members to the Statutory and Non-Statutory Groups which fall to be reconstituted by the Executive Board.

## **2 EXECUTIVE SUMMARY**

2.1 To consider the continuation and the appointment of Members to the Statutory and Non-Statutory Groups which fall to be reconstituted by the Executive Board.

## **3 RECOMMENDATIONS**

**3.1 To agree the size and political balance (where appropriate) of the Statutory Groups set out in Appendix 1, and to agree the appointment of Members to those seats so as to give effect to the wishes of the Political Groups to which the seats are allocated.**

**3.2 To agree the size and political balance (where appropriate) of the Executive Board Sub-Committees and Non-Statutory Groups set out in Appendix 2, and to agree the appointment of Members to those seats so as to give effect to the wishes of the Political Groups to which the seats are allocated.**

**3.3 That this matter be dealt with as an urgent item of business in accordance with Standing Order 43(1) of the Council's Standing Orders.**

## **REASONS FOR RECOMMENDATIONS**

To agree the appointment of Members to the Statutory and Non-Statutory Groups established by the Executive Board. The reason for urgency is to allow these bodies to operate immediately.

### **4 BACKGROUND INFORMATION**

4.1 In reviewing the political balance arrangements and allocating seats to political groups on Committees, the Council is obliged to follow the principles established by Section 15 of the Local Government and Housing Act, 1989, as amended by the Local Government Act 2000, which are:-

- (a) that not all the seats are allocated to the same political group;
- (b) that the political group with an overall Council majority gets a majority of seats allocated;
- (c) subject to (a) and (b), the number of seats on the ordinary Committees of the Council which are allocated to each political group must bear the same proportion to the total of all seats on the ordinary Committees of the Council as is borne by the number of members of the group to the membership of the Council.

4.2 In relation to Sub-Committees, (a) and (b) above apply, but not (c). This is replaced by a requirement that the number of seats on the Sub-Committee allocated to each political group must bear the same proportion to the number of all the seats on that Sub-Committee as is borne by the number of members of the group to the membership of the Council.

4.3 Although Panels and Working Groups are not required to comply with the political balance requirements of Section 15, it has been customary in Wrexham to appoint them on a politically balanced basis. These bodies are not impacted by the Local Government (Wales) Measure 2011.

4.4 Appendix 1 identifies the Statutory Groups which are required to be established, the proposed Membership and (where applicable) the allocation of seats on a politically balanced basis.

4.5 Appendix 2 identifies the Executive Board Sub-Committees and Non-Statutory Groups established by the Executive Board and provides details of the proposed Membership and (where applicable) the allocation of seats on a politically balanced basis.

4.6 The terms of reference for the Statutory Groups, Executive Board Sub-Committees and Non-Statutory Groups are submitted for information in Appendix 3.

### **5. IMPLICATIONS**

#### **Policy Framework**

5.1 These allocations fall to be determined by the Executive Board under the Council's Constitution.

#### **Budget**

5.2 The recommendations contained in this report, if approved, will pose no budget implications for the Authority.

**Legal**

5.3 The principles of political balance are identified in the body of the report.

**Staffing**

5.4 This matter poses no staffing implications for the Authority.

**Equalities/Human Rights**

5.5 There are no specific equality and human rights issues arising from this report. Any impacts will be considered as part of EIA CCS/EIA00080/2015 - Committee Administrative Processes.

**Risks**

5.6 Failure to appoint in accordance with the law and/or the Council's Constitution could impact on Council Governance.

**6. CONSULTATION**

6.1 Group Leaders have been consulted for their nominations.

<b>BACKGROUND PAPERS</b>	<b>LOCATION</b>	<b>WEBSITE INFO.</b>
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**APPENDIX 1**

<b>Statutory Groups</b>	<b>Independent Group</b>	<b>Labour Group</b>	<b>Conservative Group</b>	<b>Wrexham Independent Group</b>	<b>Plaid Cymru</b>	<b>Liberal Democrat Group</b>	<b>Non-aligned</b>	<b>Total</b>
Rota Visits to Children's Homes Panel	2	2	1	1	-	-	-	<b>6</b>
Rota Visits to Older Peoples Homes Panel	2	2	1	1	-	-	-	<b>6</b>
Youth Justice Service Management Board	The Lead Member with responsibility for Partnerships plus:							
	1	1	1	-	-	-	-	<b>3</b>
<b>Totals</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0.5</b>	<b>0.5</b>	<b>15</b>
		<b>Relinquish 2 seats from the above column</b>			<b>1 of the relinquished seats</b>	<b>0.5 of a relinquished seat</b>	<b>0.5 of a relinquished seat</b>	

Wrexham SACRE	5 Members appointed on a non politically balanced basis
Joint Adoption Panel (Flintshire and Wrexham)	1 Member
Wrexham Fostering Panel	1 Member
Schools Forum	The Lead Member with responsibility for Education and the Chair of the Scrutiny Committee with responsibility for this area

**APPENDIX 2**

<b>Executive Board Sub-Committees</b>	<b>Independent Group</b>	<b>Conservative Group</b>	<b>Wrexham Independent Group</b>
Executive Board Sub-Committee (Corporate Trusts)	5 Executive Members		
Executive Board Sub-Committee (Scrap Metal Dealers Act 2013)	3 Executive Members plus 1 reserve		

<b>Non Statutory Groups</b>	<b>Independent Group</b>	<b>Labour Group</b>	<b>Conservative Group</b>	<b>Wrexham Independent Group</b>	<b>Plaid Cymru</b>	<b>Liberal Democrat Group</b>	<b>Non-aligned</b>	<b>Total</b>
Joint Consultative Committee (Teaching Unions)	3	2	2	2	1	-	-	<b>10</b>
Joint Consultative Committee (Non Teaching Unions)	2	2	1	1	1	-	-	<b>7</b>
Democracy and Reforming Local Government in Wales Working Group	4	3	2	2	1	0.5	0.5	<b>13</b>
Planning Policy Panel	4	3	2	2	1	-	-	<b>12</b>
**Corporate Land & Buildings Strategy Group	3	2	2	2	1	-	-	<b>10</b>
Wrexham Tenant and Member Partnership	3	2	2	2	1	-	-	<b>10</b>
<b>Totals</b>	<b>19</b>	<b>14</b>	<b>11</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>62</b>
				Relinquish 1 seat from the above column	Relinquish 2 seats from the above column	1.5 of the relinquished seats	1.5 of the relinquished seats	

**\*\*A Member appointed to the Strategy Group should preferably not also be a Member of the Planning Committee as this could lead to a conflict of interests**

Strategic Transport Working Group	The Lead Member with responsibility for Transport, the Lead Member with responsibility for Economy, the Authority's representatives on the Mersey Dee Alliance <b>plus three other Members</b>
Corporate Parenting Panel	The Lead Member with responsibility for Children's Services and the Chair and Vice-Chair of the Scrutiny Committee with responsibility for this area

**STATUTORY GROUPS**

**Rota Visits to Children's Homes Panel**

Panel of Members to undertake monthly programme of visits, which may be unannounced to all children's homes under the management of the Authority, in accordance with Regulation 32(3) of the Children's Homes (Wales) Regulations 2002.

**Rota Visits to Older People's Homes Panel**

Panel of Members to undertake a monthly programme of visits, which may be unannounced to the respite facility (Park View) under the management of the Authority in accordance with the Regulation and Inspection of Social Care (Wales) Act 2016.

**Youth Justice Service Management Board**

(i) The Youth Justice Service Management Board will provide the Governance arrangements of the Youth Justice Service (YJS).

(ii) To agree arrangements for reporting on the performance and resourcing needs of the YJS to local authority Members, the Police, Probation and the Betsi Cadwaladr University Health Board.

(iii) To use YJS management information to inform strategic planning decisions aimed at preventing youth crime

(iv) To provide strategic direction for the work of the YJS and to approve the Youth Justice Service Strategic Plan and to promote corporate ownership of YJS.

(v) To seek to ensure children and young people with whom the YJS works have access to appropriate mainstream services.

(vi) To monitor the performance of the YJS.

(vii) To ensure that YJS delivers national standards appropriately and that it operates in line with the requirements of the Crime and Disorder Act 2008 and Youth Justice Board guidance, in providing strategic direction and to support the Youth Justice Service to:-

- i. Prevent offending and re-offending
- ii. Reduce risk of serious harm to others
- iii. Reduce the use of youth custody
- iv. Keep children safe from harm
- v. Increase victim and public satisfaction
- vi. Contribute to swift administration of justice

**Wrexham SACRE**

Established in accordance with Welsh Office Circular 10/94 which requires every LEA to have a Standing Advisory Council for Religious Education (known as a SACRE) to advise the LEA on matters relating to religious education and collective worship. In April 1996 the Wrexham Standing Advisory Council for Religious Education (SACRE) was established in accordance with Welsh Office Circular 10/94. Membership of SACRE comprises 5 Elected Members, 9 representatives of Christian/Religious Denominations and 8 Teacher Representatives.

### **Joint Adoption Panel (Flintshire and Wrexham)**

To act in accordance with and carry out functions under Adoption Agency (Wales) Regulations 2005 and Adoption Agencies (Panel and Consequential Amendments) Regulations 2012 - The role of the Adoption Panel is :

- (i) To provide an independent perspective, informed by a broad range of expertise, to monitor and quality assure social work recommendations on adoption cases (i.e. the approval of prospective adopters and matching children with adopters, in order to ensure that the adoption agency decision makers receive a recommendation that accurately reflects the facts of the case.
- (ii) To monitor and quality assure adoption agency policies and practice.

### **Wrexham Fostering Panel**

The fostering panel of the Wrexham County Borough Fostering Agency shall carry out the duties of Fostering Panel as set out in the Fostering Services (Wales) Regulations 2003 and National Minimum Fostering Standards 2003. The panel will consider initial approval, review and de-registration of foster carers.

The functions of the fostering panel are:-

- (i) To consider each fostering application for approval and to recommend whether or not a person is suitable to act as a foster carer.
- (ii) Where a fostering application has been recommended for approval, to consider the terms on which the approval is given.
- (iii) To recommend whether or not a person remains suitable to act as a foster carer and whether or not the terms of the foster carer's approval remain appropriate following the annual foster carer review. Where a review is called outside of the standard timeframe— e.g. after an investigation into an allegation against the foster carer the panel will consider as above.
- (iv) To consider any case referred to panel.
- (v) To advise on procedures for the review of foster carers and the termination of foster carers no longer suitable to act as foster carers and monitor the effectiveness of reviews.
- (vi) To scrutinise and monitor the effectiveness of the fostering service.
- (vii) To oversee the conduct of assessments carried out by the fostering service.
- (viii) To give advice and make recommendations on other matters or individual cases referred to panel.

### **Schools Forum**

Established in accordance with The Schools Forum (Wales) Regulations 2003 for the following purpose:

- Consultation on financial issues
- Consultation on school funding formula
- Consultation on school contracts

## **SUB-COMMITTEES**

### **Executive Board Sub-Committee (Corporate Trusts)**

- (i) To act as corporate trustee in respect of all property assets held by the Council on charitable trusts.
- (ii) To make decisions in relation to charitable assets in the best interests of the charity.
- (iii) To receive reports on charitable issues and to ensure the requirements of the Charity commission and charity law are adhered to in so far as they relate to the charitable assets held by the Council.

### **Executive Board Sub-Committee (Scrap Metal Dealers Act 2013)**

To determine applications for a licence or a variation or revocation of a licence where the applicant or licensee has requested the opportunity to make oral representations in response to a notice issued pursuant to paragraph 7 (i) of Schedule 1 of the Scrap Metal Dealers Act 2013.



## **NON-STATUTORY GROUPS**

### **Joint Consultative Committee (Teaching Unions)**

- (i) To establish regular consultation between the County Borough Council and the Teachers' Unions to prevent differences from arising, provided always that no question of discipline, promotion or efficiency relating to an individual teacher shall be within the scope of the Teachers' Joint Consultative Committee.
- (ii) To consider and make recommendations on reports from the Teacher's Unions or the LEA, on the terms and conditions of service of teachers employed by the County Borough Council.
- (iii) To consider matters of education policy, management or finance affecting teachers, or any other relevant matter referred to it by an appropriate meeting of Council Members, the Head of Lifelong Learning, or by the Teachers' Unions to make recommendations thereon.
- (iv) To consider and make recommendations on such other matters as may from time to time be specifically referred to it by prior agreement between the LEA Side and the Teachers' Side.

### **Joint Consultative Committee (Non-Teaching Unions)**

- (i) The purpose of the Committee is to foster good industrial relations and facilitate communications within the Council through a forum for consultation on corporate issues between representatives of Elected Members of the Council and Trade Union representatives from each of the main recognised Trade Unions for NJC local government staff represented at Wrexham County Borough Council, such Unions specified in sub paragraph 3.3 below of the Constitution, namely, UNISON, UNITE and GMB.
- (ii) To provide an opportunity for discussion between elected Members, Council Officers and Trade Union representatives regarding local terms and conditions of employment, local practices, corporate initiatives, and matters relating to the clarification of National or provincial agreements where their application in the Council is a cause of confusion or conflict. This may include issues where a major dispute is in evidence or emerging.
- (iii) Collective departmental issues which have exhausted all other avenues for resolution internally may be placed on the agenda subject to the Chair's approval.  
Issues which are excluded are:-
  - any matter which conflicts with the principles of any appropriate National or provincial agreement on the same matter.
  - matters relating solely to the affairs of a single individual or of a single group of individuals (which should be dealt with through the grievance procedure, disciplinary procedure or other appropriate formal procedure).
  - matters solely the function of another body.
  - matters which are subject to national or provincial negotiation.
- (iv) To provide opportunities for employees to have a wider interest in, and greater responsibility for, the conditions under which their work is performed.
- (v) To consider any relevant matter referred to it by the Executive Board, the Council or a Committee of the Authority or by a recognised Trade Union.

### **Democracy and Reforming Local Government in Wales Working Group**

Politically balanced working group established by the Executive Board to monitor developments and any initiatives arising in the approach to Local Government Reform by Welsh Government and to consider and prepare informed responses for consideration by the Board or Lead Member.

### **Planning Policy Panel**

Established by the Planning Committee in February 1996 to provide a mechanism for the informal discussion of planning policy issues between Members and Officers.

Terms of reference amended and extended by the Planning Committee on 7 March 2005 as follows:

- (i) To be the main forum for developing Local Development Plan Policies.
- (ii) To provide a mechanism for Member/Officer discussion on a range of regional and strategic planning policies such as the Regional Waste Plan and Minerals Policy.

### **Corporate Land and Buildings Strategy Group**

- (i) To report and make recommendations to the Executive Board on the use and retention of all Council owned land.
- (ii) To ensure that assets are managed corporately and in accordance with the Corporate Land and Buildings Strategy.
- (iii) To consider asset review findings and endorse changes to the portfolio to support corporate asset management.
- (iv) To monitor all proposals with asset management implications to ensure that they fit with the Corporate Land and Buildings Strategy.
- (v) To oversee the implementation of policies to support the rationalisation of property to achieve Council priorities.
- (vi) To consider all Service Asset Management Plans to ensure a fit with the Corporate Land and Buildings Strategy.
- (vii) To consider financial allocation through the Service Review process in identified programmes and projects.

### **Wrexham Tenant and Member Partnership**

- (i) To monitor and review the activities and performance of the Council's Landlord Services/and services delivered by the Authority which directly affects tenants.
- (ii) To consider and make recommendations to the Executive Board on future service delivery options for the Council's Landlord function.
- (iii) To consider and make recommendations to the Executive Board for the HRA Business Plan.
- (iv) To consider and make recommendations to the Executive Board for an annual service operational plan consistent with the HRA Business Plan.
- (v) To consider and make recommendations to the Executive Board to adopt and revise policies and procedures for the delivery of landlord services.
- (vi) To promote the engagement and participation of tenants in all aspects of the delivery of the landlord services.

### **Strategic Transport Working Group**

To assist the Council in providing a modern, fit for purpose and resilient transport network covering all transport modes supporting the local economy, access to employment and tourism.

To consider, develop and promote the strategic transport priorities for Wrexham ensuring these are included in and complimentary to those of the wider North Wales Region.

To assist with the development of a transport strategy to help deliver local, regional and national aspirations and plans.

To review and assess the development of strategic cross border transport schemes.

To review and promote best practice in all strategic transport related matters.

### **Corporate Parenting Panel**

1. To ensure that Wrexham County Borough Council fulfils its responsibilities to looked after children and those leaving care – that we will care for them and provide for them as we would our own children.

2. To implement the Corporate Parenting Strategy across all department and all relevant external agencies.

3. To develop a Corporate Parenting Statement that outlines the commitment to the provision of services to looked after children and young people leaving care.

4. To develop protocols on:

- Raising educational attainment
- Improving health
- Expanding employment opportunities
- Access to accommodation
- Access to leisure services
- Access to transport

5. To ensure continued high standards in the public care system through the development of services that meet the needs of looked after children. This will draw on the resources of all departments and appropriate external agencies.

6. To receive information about the numbers of looked after children, and their needs, including children placed out of county.

7. To receive and act upon the Members Rota Visits Reports to Cherry Hill, Tan-y-dre and Tapley Avenue Residential Units.

8. To monitor outcomes for children looked after in respect of educational attainment, health and participation in society in terms of leisure activities, accommodation, work, education and training.

9. Ensure that the Corporate Parenting Statement both reflects and is reflected in Corporate and Community Strategies and the associated priorities.

10. To consider strategic issues arising from individual cases that highlight gaps in service provision and improve the co-ordination of services.