

NON EXEMPT

HAVANT BOROUGH COUNCIL

Development Management Committee

26 May 2016

Development Management Committee Rotating Chairman Report by Democratic Services Officer

FOR DECISION

Key Decision: No

1.0 Purpose of Report

- 1.1 To appoint the Chairman of the Committee and agreed to agree arrangements for appointing a Chairman for each meeting of the Development Management Committee for the Municipal year 2016/17 on a rotating basis.

2.0 Recommendation that

- a) Councillor Buckley be appointed Chairman for this meeting
- b) The Committee agree the following procedure for the appointment of Chairmen of the Committee
 - (i) At the first meeting of the Development Management Committee in each municipal year, the Committee agree a rota for the appointment of Chairman of the Committee; this rota may be amended by the Committee.
 - (ii) At the beginning of each meeting, the Committee consider the appointment of the Nominated Chairman as Chairman for the meeting: the tenure of this post to expire at the end of the meeting
 - (iii) At each meeting the Committee appoint the Chairman for the next meeting of the Site Viewing Working Party
 - (iv) At the end of each meeting the Committee nominate a Chairman for the following meeting (“Nominated Chairman”) in accordance with the rota referred to in b)(i) above
 - (v) The incumbent Nominated Chairman to be the main point of contact for officers, councillors and members of the public between meetings of the committee.
- c) The amended deputations procedure as set out in Appendix B be agreed.

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- d) The rota set out in Appendix A be agreed
- e) Councillor Howard be appointed Chairman of the next meeting of the Site Viewing Working Party in accordance with the rota
- f) Councillor Howard be nominated Chairman for the next meeting of the Committee in accordance with the rota

3.0 Summary

- 3.1 At the Annual Council Meeting held on 11 May 2016 this Council decided that the Chairman of the Committee will
- “... be appointed at each meeting from among the Committee membership on a rotating basis, to be nominated at the previous meeting”.
- 3.2 The Motion as passed only allows the Committee to nominate a Chairman for the next meeting of the Committee, who may then be appointed at this meeting: the Committee cannot appoint a Chairman in advance of the next meeting.
- 3.3 The Committee can appoint the Chairman of the Site Viewing Working Party in advance of the next scheduled meeting.
- 3.4 To ensure that the new arrangements for the appointment of Chairmen for the Committee is transparent and seen to be fair, it is recommended that the Committee agree the following procedure::
- (a) The Chairman be appointed in rotating alphabetical in accordance with the rota attached as Appendix A
 - (b) A member of the Committee be nominated (“Nominated Chairman”), in accordance with an agreed rota at the end of each meeting
 - (c) The Committee be recommended to appoint the nominated Chairman* if he or she is present at the meeting, at the beginning of each Committee meeting: the tenure of this appointment to expire at the end of each meeting.
 - (d) The Nominated Chairman be the main point of contact for officers and members of the public on procedural matters between each meeting
- *the Committee is not required to appoint the Nominated Chairman
- 3.5 To accommodate the changes to the appointment of the Chairman of the Committee, it is also necessary to amend the deputation procedure. The changes are highlighted in italics in Appendix B.

4.0 Implications

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- 4.1 **Resources:** The special responsibility allowance for the post of Chairman of the Development Management Committee is set out in the Councillors allowances scheme agreed by the council and will be divided equally among the members of the Development Management Committee acting as Chairman
- 4.2 **Legal:** n/a
- 4.3 **Strategy:** n/a
- 4.4 **Risks:** n/a
- 4.5 **Communications:** n/a
- 4.6 **For the Community:** To provide the Council and its constituents a stronger membership through permitting higher levels of engagement with committee members.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** N/A

Appendices: *Appendix A:* an alphabetical list of the rota of Chairman to serve the committee.

Appendix B - Amended Deputation Procedure

Agreed and signed off by:

Legal Services: 25/05/16

Head of Service: 25/05/16

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