

### REVIEW OF OUTSIDE BODIES

Report by Councillor Shimbart

Cabinet Lead: Councillor Wilson

Key Decision: N/A

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#### 1.0 Purpose of Report

- 1.1 Each year the Council appoints representatives to outside organisations.
- 1.2 In May 2015, I was appointed by Full Council to oversee and take an active and informed role in the management of the Council's appointments to outside organisations.
- 1.3 In August 2015 I made an interim report to Cabinet and it was recommended that a further analysis be undertaken a view to ceasing representation on those bodies that do not represent good value to the Council.

#### 2.0 Recommendations

- 2.1 The Cabinet be recommended to cease appointing representatives to the following outside bodies:
  - Relate
  - We Big Local
  - West of Waterlooville Arts Panel
  - Havant Sports Association
  - Southleigh Youth Recreation Hall
  - Leigh Park Community Association Management Committee
  - South Eastern Hampshire Clinical Commissioning Group
  - Age Concern
- 2.2 The Cabinet replace a representative on an outside body if the representative does not attend meetings or submit feedback forms.
- 2.3 The Cabinet remove the Alleygating Panel from the list of outside organisations and include this Panel in its list of Working Parties and Panels.
- 2.4 The Cabinet appoint representatives to the outside organisations listed in Appendix F.

### 3.0 Summary

3.1 This report aims to analyse the Council's current representation on outside organisations and the value it represents to the authority, with a view to cease representation on those bodies that do not represent good value.

### 4.0 Outside Organisations

4.1 The Council currently appoints representatives to serve on 47 organisations (see Appendix A, Table 1). 3 organisations do not currently have a representative appointed.

4.2 These organisations fall into 5 categories

Category	Comments
It is a mandatory requirement	Cannot cease representation – either legislation requires representation or the Council has entered into a partnership agreement
The organisation receives funds from the Council	Representation is discretionary  Unless the Council's representative considers that representation is no longer useful to the Council, it is recommended that the Council appoints a representative to ensure that its financial input is not misused
The organisation lease property from the Council	In these cases the lease normally requires the organisation to have councillor(s) on its management committee.  Representation is considered necessary to enable the Council to protect its interest in the building
The organisation is of a local government strategic or policy group	Representation is discretionary  Representation on these organisation is considered valuable
The organisation has community or strategic value	Representation is discretionary  The work of the Organisation may be of use to the Council.

A breakdown of the outside organisations into these categories is set out in Appendix A, Table 1.

4.3 In April 2015 organisations were requested to provide information relating to their organisation and indicate whether they still required councillor representation. 25 Organisations responded to this survey: 52% of the non mandatory responses

requested representatives from the Council. Details of the responses are set out in Appendix B.

- 4.4 In May 2015 outside organisations were requested to supply details of meetings to be held in 2015/16: 48% of these organisations responded.
- 4.5 The Council has been able to ascertain that 82 % of the outside organisations have held meetings and a total of 124 meetings have been held by these organisations since May 2015. I have been able to ascertain that 89% of meetings held by the outside organisations have been attended by our representatives. Details of these meetings are shown in Appendix A, Table 2.
- 4.6 It must be noted that some outside organisations deal with confidential matters and are therefore unable to provide details of meetings. Also, some of the outside organisations detailed in Appendix A, Table 1 are volunteer-run and do not produce a formal agenda or minutes.
- 4.7 The ultimate sanction the Council may take if an organisation does not hold meetings or respond is to withdraw representation. The following non mandatory organisations do not appear to hold any meetings and have failed to respond to the Council:
- Relate
  - Domestic Violence Focus Group

The Domestic Violence Group has advised that although it does not hold regular meetings, Councillor representation is needed if the Group is required to meet at short notice in the event of a death by domestic violence.

However, as the Council's representative to Relate attends as a member of the public and as such, it is recommended that the Council ceases to appoint a representative to a meeting that the public can attend.

**Recommendation**

Cease representation on the following outside organisations:

- Relate

- 4.9 The Safer Havant Partnership has also advised that although it does not hold regular meetings, Councillor representation is needed if the Partnership is required to meet at short notice in the event of a major issue.
- 4.10 Community First Wessex appear to have not held any meetings during 2015/16. Although Community First Wessex receive funding from the Council, they have indicated that it is not essential to have Councillor representation as they have excellent working relationships with Councillors and officers. The Council's representative has recommended that the organisation does not require representation.

However, the Council gives a substantial grant to Community First Wessex (£49,860) and this body is also currently taking over the lease for the Leigh Park Community Hall, as the Leigh Park Community Hall Association is folding. It is therefore recommended that the Council continues to appoint a representative to this outside body.

- 4.11 Although Making Space do not to appear to have held any meetings they received funding from the Council. It is therefore, considered that representation continue to protect the Council's interests.
- 4.12 Although Havant Thicket Reservoir Stakeholder Group have held no meetings this year, they have requested a representative so they can keep the councillor updated on any developments and seek feedback, as and when required.
- 4.13 Hampshire Buildings Preservation Trust hold one AGM a year and have requested a Councillor to attend. The Council representative has recommended that the Council should cease appointing a representative to this organisation. However, the Cabinet Lead for Governance, Logistics and HR believes there is value in attending this organisation and has suggested he attend these meetings in future.
- 4.14 We Big Local do hold meetings and feedback received from Councillors is that they are still worth attending. However, as Ward Councillors attend this body regularly, it is recommended that the Council cease appointing a representative to this body.
- 4.15 The Alleygating Panel is an internal cross team panel consisting of officers from various teams and relevant ward members and as such should not be included in the list of outside bodies that the Council appoints to.

#### **Recommendation**

- Cease representation on We Big Local
- The Alleygating Panel be removed from the list of outside organisations

## **5.0 Representatives**

- 5.1 The Council currently appoints 26 Councillors to represent the Council on outside bodies. Details of these representatives are set out in Appendix A, Table 3.
- 5.2 The roles of these representatives vary from Committee members to advisory members. A breakdown of these roles is set out in Appendix A, Table 4.
- 5.3 I have been able to ascertain that in total, representatives attend 74% of meetings that they are noted to attend. (Appendix A, Table 5).

## **6.0 Costs to the Council**

- 6.1 The additional costs relating to representation on outside bodies is:

	£
Councillor Expenses	769.00
HBC Funding	252,582.13
Chairman of the Safer Havant Partnership and the Council's Representation on Outside Organisations	<u>5,920.00</u>
Total Costs	259,271.13

- 6.2 Details of the Councillor Expense claims are set out in Appendix C. 52% of the expense claims relate to mandatory outside organisations.
- 6.3 The funding given by Havant Borough Council to outside organisations is set out in Appendix D. This amounts to a cost of £252,582.13.
- 6.4 The allowances scheme agreed by Council on 17 February 2016 remove the allowance for my post, which will be a saving of £5920 for 2016/17.
- 6.5 The officer support to outside organisations includes updating the database in Modern.Gov, sending out letters of appointment and sending reminders for feedback forms. This is currently funded within the Democratic Services Team's budget.

## **7.0 Feedback Form and End of Term Report**

- 7.1 The adopted guidance code for Councillors on Outside Bodies requires all councillors appointed to an outside organisation to complete a meeting feedback form after each scheduled meeting to ensure that each appointment continues to represent value to the Council. A system has been introduced to remind representatives of the requirements to submit a feedback form after each meeting they have attended.
- 7.2 Although it is clear the representatives are attending a majority of the meetings held by the organisations that have been appointed to, only 18% of the meeting feedback forms that should have been submitted have been received. The fact that meetings are being attended indicates that the representatives consider these organisations represent value. However, a lack of any feedback makes it difficult to ensure that the organisation represent any worth to the Council.
- 7.3 Further to the meeting feedback forms, Councillors were asked to complete an 'end-of-term' report on the outside organisations that they attend. A breakdown of the end-of-term reports and meeting feedback forms is attached at Appendix E.
- 7.4 Although the Council could increase the number of reminders and monitor the representatives more closely, the additional administrative costs will outweigh the value of maintaining representation on these organisations. The only other action open to the Council is to replace those representatives, who do not submit feedback forms.

### **Recommendation**

- The Cabinet replace a representative on an outside body if the representative does not attend meetings or submit feedback forms.

7.5 Representatives have recommended that the Council continue to appoint representatives to:

- Age Concern
- Armed Forces Covenant Representative
- Bedhampton Social Hall Association
- Cowplain Activity Centre Association
- Emsworth Maritime Historical Trust
- Hampshire (South East) Road Safety
- Hampshire Health and Adult Social Care Select Committee
- Havant Citizens Advice
- Havant Housing Association
- Hayling Island Community Centre Association
- Local Government Association Coastal Issues Special Interest Group
- Off the Record
- The Police and Crime Panel
- Portsmouth City Council Health Overview and Scrutiny Panel
- The PUSH Joint Management Committee
- The PUSH Overview and Scrutiny Committee
- Solent Forum
- Southern and South East England Tourist Board
- Spring Arts and Heritage Centre
- Springwood Centre
- Staunton Panel
- The Sussex Downs and Coastal Plain Local Action Group
- Waterlooville Area Community Association
- Wecock Community Centre Association
- West of Waterlooville Forum
- Westbrook Hall Association

7.6 From the feedback submitted, the representatives had advised that the following groups are of little or no value to the Council:

- West of Waterlooville Arts Panel
- Havant Sports Association
- Southleigh Youth Recreation Community Hall
- South Eastern Hampshire Clinical Commissioning Group

#### **Recommendation**

The Cabinet cease appointing representatives on the following outside organisations:

- The West of Waterlooville Arts Panel
- Havant Sports Association
- Southleigh Youth Recreation Community Hall
- South Eastern Hampshire Clinical Commissioning Group

- 7.7 Although the representative recommends to continue appointing to Age Concern, the Cabinet Lead has advised the original purpose of a representative on this body is no longer relevant and recommends to cease this appointment.

**Recommendation**

The Cabinet cease appointing representatives on the following outside organisation:

- Age Concern

- 7.8 This report has detailed the outside bodies that represent value to the Council and should continue to have a representative appointed to them. Appendix F details those bodies identified as representing value to the Council with a representative appointed. Appendix G is the reasoning identified for the continued appointment to each outside body.

**Recommendation**

- The Cabinet appoint representatives to the outside bodies listed in Appendix F.

**8.0 Implications**

**8.1 Resources:**

As an approved duty, if members choose to claim subsistence allowance for attendance at meetings, this will be a charge against the Council's budget for which funding is available.

**8.2 Legal:**

None arising directly from this report.

**8.3 Strategy:**

It is essential that the Council has an input into the running of those organisations that either provide services to the Borough or use Council resources in order to function.

**8.4 Risks:**

Having no involvement in the way these organisations are run may have an adverse effect on the Council should criticism arise.

Increasing the amount of meetings that members attend may draw their time and resources away from other work.

**8.5 Communications:**

None arising directly from this report.

#### **8.6 For the Community:**

Sound management of these organisations must be achieved and the Council should ensure that such organisations are carrying out their duties in the best interests of their customers.

#### **8.7 Consultation**

Not Applicable.

#### **8.8 Consultation**

The Panel undertook a survey that was circulated to all Councillors.

#### **Appendices:**

Appendix A – Outside Bodies Representative Charts  
Appendix B – Outside Organisation Responses  
Appendix C – Expense Claims  
Appendix D – HBC Funding  
Appendix E – Councillor Feedback  
Appendix F – List of Outside Bodies to Appoint To 2016/2017  
Appendix G – Reasoning for Continued Representation

**Background Papers:** None

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