



# Council

**To All Members of the Council on Friday, 14 July 2023**

**Date of meeting: Monday, 24 July 2023**

**Time: 18:30**

**Venue: Council Chamber  
Council Offices, Adam and Eve Street, Market Harborough.**

**Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.**

Dear Councillor

A Meeting of the Harborough District Council, which you are invited to attend, is to be held as detailed above.

The business to be transacted is set out in the Agenda below.

Yours faithfully

LIZ ELLIOTT  
INTERIM CHIEF EXECUTIVE AND HEAD OF PAID SERVICE  
HARBOROUGH DISTRICT COUNCIL

## **Agenda**

- 1 Presentation of the Citizenship Cup 2023**  
Presentation to Mr. Peter Mitchell (of the Harborough Cinema) and The Market Harborough Movie Makers.
- 2 Minute silence for former Chairman Eileen Derrick**
- 3 Apologies for Absence**
- 4 Chairman's Announcements**
- 5 Declarations of Members' Interests**

<b>6</b>	<b>Minutes</b>	
	To approve as a true record the Minutes of the previous Meeting.	
	<b>DRAFT 27 February 2023 Council Minutes</b>	<b>5 - 12</b>
	<b>15 May 2023 Annual Council 2023 Meeting Minutes</b>	<b>13 - 18</b>
<b>7</b>	<b>Receive a report from the Leader</b>	
<b>8</b>	<b>To answer written questions or receive petitions submitted by the public</b>	
<b>9</b>	<b>To answer written questions submitted by Members</b>	
	<b>Questions from Members</b>	<b>19 - 20</b>
<b>10</b>	<b>To receive a report from the Cabinet</b>	
	<b>Report from Cabinet</b>	<b>21 - 26</b>
<b>11</b>	<b>To receive any reports from the Council's Committees</b>	
	<b>Update from CRC</b>	<b>27 - 30</b>
	<b>Update from SC</b>	<b>31 - 34</b>
	<b>Update from Licensing and Regulatory Committees</b>	<b>35 - 38</b>
	<b>Update from Planning Committee</b>	<b>39 - 42</b>
	<b>Update from Audit and Standards Committee</b>	<b>43 - 46</b>
	<b>Update regarding committees which meet on an ad hoc basis</b>	<b>47 - 50</b>
<b>12</b>	<b>To receive reports on joint arrangements and external organisations</b>	

	<b>Report on the activity of organisations with which the Council has Joint Arrangements</b>	<b>51 - 54</b>
<b>13</b>	<b>Consider the following Notices of Motion:</b>	
	<b>Notice of Motion Railway services</b>	<b>55 - 56</b>
	<b>Notice of Motion Pets as prizes</b>	<b>57 - 58</b>
<b>14</b>	<b>Appointment of Member Appointment Panel</b>	
	<b>Report for Members Appointment Panel</b>	<b>59 - 78</b>
<b>15</b>	<b>Arrangements for the Municipal Year 2023-2024</b>	
	<b>Arrangements for the Municipal Year 2023 to 2024</b>	<b>79 - 94</b>

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Circulate to: **All Councillors**



## HARBOROUGH DISTRICT COUNCIL

### MINUTES OF AN ORDINARY MEETING OF COUNCIL on

**Monday 27 February 2023** commencing at 6.30 p.m.

Held at **The Council Chamber, The Symington Building**, Adam & Eve Street,  
Market Harborough, LE16 7AG

Present:

Councillor Bannister (Chairman)

Councillors: Mrs Ackerley, Bateman, Beadle, Bilbie, Dr Bremner, Burrell, Critchley, Dann, Dunton Elliott, Golding Graves, Hallam, Hollick, James, Johnson, King, Knowles, Modha, Rickman, Mrs Robinson, Sarfas, Whelband, Whitmore and Mrs Wood

Officers present: D. Atkinson, L. Elliott (remotely), S. Hamilton, K. Parsons  
V. Jessop, C. Mason and C. Pattinson

### CHAIRMAN'S ANNOUNCEMENTS

Councillor Bannister announced that he had attended a number of civic events since the last meeting in December 2022 including the Holocaust memorial day Commemorative Event, 'Stand with Ukraine' Service of Commemoration. He thanked the Councillors for their support in their attendance at the Civic Quiz in January and the Civic Dinner in March.

It was **moved by Councillor Bannister, seconded by Councillor King** and;

**RESOLVED that the order in which agenda items be considered is amended so that items 7(a) (cabinet recommendations on Strategic Partnership), 11 (Council tax base), 12 (Safeguarding) and 13 (strategic partnership) be received between items 5 and 6. Council voted unanimously in favour.**

### DECLARATIONS OF MEMBERS' INTERESTS

There were none.

### MINUTES

In respect of the ordinary meeting of Council on 19 December 2022 it was **moved by Councillor Bannister, seconded by Councillor King** and

**RESOLVED that the Minutes of the Meeting of Council held on the 19 December be received and adopted.**

## REPORT OF THE LEADER

### **District Councils Deliver**

The Leader reported that at the District Councils Network (DCN) Annual Conference 2023, exclusive new market research was presented in relation to how residents in two-tier areas view their councils. The DCN Innovation Spotlight was launched to showcase great examples of how member councils are delivering innovation to improve outcomes for their communities.

The ***“Districts Deliver: How local people view their councils”*** report contained the following key findings:

1. District councils have strong name recognition and awareness among residents. In two-tier areas many can only name their district council.
2. There is a widely held view that the services delivered by district councils are important for their local area.
3. District councils enjoy high levels of satisfaction across a range of measures, more so than county councils.
4. Residents feel that their district council understands and cares about their local area. They have a high level of trust in their district council's ability to tackle local issues.
5. Local government is more trusted than national government to tackle local issues.

The Leader recommended that councillors and prospective councillors view the [press release](#) and read the [full report](#).

The Leader confirmed that the Council has been awarded £1.15 Million by the Government to increase electric vehicle charging infrastructure across Harborough and Leicestershire by the installation of 63 EV charge points and the expansion of EV car clubs. This funding matches the £1.15million funding already secured from the Business Rates Pooling Fund. He highlighted that the project (named Flex D) consists of the following key aspects:

- solar powered charging hubs in each district and borough area providing up to 12 charging points at each hub.
- development of rural EV car clubs enabling rural mobility and driving uptake of EVs and use of chargers with the provision of a number of standard dual chargers in smaller village locations. This will support the development of the network of charging between hub towns and satellite villages.

Separately, the Council has agreed the County's FIRST rural electric car club at Tilton on the Hill and teamed up with Leicester-based Green Fox Community Energy Co-operative (Green Fox) to develop this club. Tilton on the Hill has no public transport, school or doctors' surgery but will now benefit from two electric cars as pool cars from Green Fox which residents can book to hire when needed. The village

will also benefit from two double EV charging points located at the village hall which the council has funded and will allow up to four electric cars to be charged.

### **Ukrainian Refugees**

The Leader noted that the first anniversary of the war in Ukraine had passed, and thanked the residents of the Harborough District for embracing the refugee challenge, with over 250 refugees are now living in the district. The Council observed the national 1-minute silence and the Chairman and other Councillors attended the Churches Together service at the Methodist Church in Market Harborough to commemorate the invasion and the sacrifices of those who remained to defend their homeland. ***Sláva Ukrayíni! Слава Україні!***

### **Brooke House College**

The Leader was saddened to hear of the death of Duangphet Phromthep, aka 'Dom', one of 12 boys rescued from a Thai cave in 2018, at Brooke House College, stating that the Council's thoughts and prayers are with his relatives, friends and all those at Brooke House College as they come to terms with this unexpected loss.

### **Shambles Public House**

The Leader thanked the emergency services for their response to the fire at the Shambles in Lutterworth.

### Comments on the Leader's Report

Council Knowles asked the following question :-

1. District Council Network if somewhere down the road we might see some of the powers of the large authority pushed down to District Councils.

Council Dr Bremner asked the following question :-

1. Flex D does not resonate EV charging is it possible to have this amended?

### QUESTIONS AND PETITIONS SUBMITTED BY THE PUBLIC

There were no questions from the Public.

There were no petition from the Public.

### REPORT ON THE COUNCIL TAX BASE 2023/24

Councillor Hallam introduced the report and outlined the calculation and detail around the Council Tax Base for 2023/24. He outlined the changes in Council Tax

charges, including increasing its irrecoverable rate from 1% to 2% during the Covid-19 pandemic and recommended that this rate continue for 2023/24 due to the cost-of-living crisis and potential recession. The Council heard and considered the report.

It was **moved by Councillor Hallam, seconded by Councillor King** and

**RESOLVED that: -**

- (i) the calculation of the Council Tax base for the year 2023/24 be approved;**
- (ii) in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 SI 2012/2914, the amount calculated by Harborough District Council as its Council Tax base for the year 2023/24 shall be 38,251.46 and**
- (iii) the Council Tax base for individual Parishes for 2023/24 be calculated in accordance with the same principles as the Council's overall Council Tax Base as detailed in Appendix A.**

#### THE ANNUAL REPORTS OF THE LEICESTERSHIRE AND RUTLAND SAFEGUARDING SAFEGAURDING CHILDREN PARTNERSHIP

Councillor Dann introduced the reports. He highlighted the focus of the report including encouraging individuals to live more independent lives with the right support and guidance in place, addressing physical and mental health needs to prevent crisis and support those who are most vulnerable in our communities including those that face loneliness, food, and fuel poverty and those that need support to remain in their own homes.

It was **moved by Councillor Dann, seconded by Councillor Whelband** and

**RESOLVED that the annual report of the Leicestershire and Rutland Local Safeguarding Children Partnership to increase awareness and identify issues relevant to the district and was NOTED.**

#### RECOMMENDATIONS FROM THE CABINET

1. Budget 2023/24 & the Medium-Term Financial Strategy (2024/25 to 2027/28)  
Councillor King was invited to introduce the recommendations of the Cabinet from its meeting on the 5 December 2022, to be considered in conjunction with Agenda item 13 - Officer's report on the Strategic Partnership between Harborough District Council and Melton Borough Council and a comprehensive debate took place.



Councillor King requested a recorded vote to consider Recommendations i to ix as detailed in the report which was supported by more than four other Members.

On being put to the vote the Resolutions i to ix were lost.

#### **Recorded vote**

**For: Cllrs Bannister, Bateman, Bilbie, Dr Bremner, Champion, Critchley, Dann, Golding, Hallam, Hollick, King, Liquorish, Nunn, Rickman and Whelband (15)**

**Against: Cllrs Ackerley, Beadle, Burrell, Dunton, Elliott, Graves, James, Johnson, Knowles, Modha, Mrs Page, Mrs Robinson, Sarfas, Mrs Simpson, Whitmore and Mrs Wood (16)**

The Chairman advised that as entry into a strategic partnership with Melton Borough Council was not resolved, Council would need to address the extension of the appointment of Elizabeth Elliott as Interim Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer until 28 February 2023.

It was **moved by Councillor Bannister, seconded by Councillor King** and

**RESOLVED that the appointment of Elizabeth Elliott as Interim Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer be extended until 28 February 2023.**

#### QUESTIONS SUBMITTED BY MEMBERS

- i. The following question was submitted by **Councillor Beadle to Councillor King**:

“There are many concerns amongst residents about the Government's imposition of new voter ID checks that councils will have to undertake, starting with the local elections this May. This will require councils to have more staff at polling stations, and their roles will become more difficult.

Concerns include the impact this will have on council finances, the extra burden and difficulties placed on council staff at polling stations, and the potential for reducing voter participation.

Can the Leader advise what the additional cost burden is to this council caused by these measures, and what additional training and support is being given to council staff who undertake roles at polling stations?

The **Leader responded** that:

The additional cost burden to the council and the additional training and support available to council staff who undertake roles at polling stations are as follows:

- **Grants** - Grants from DLUHC have now been confirmed and received for the extra burden placed on LA's regarding the Election Act changes. Harborough District Council have received £17,206 for 2022/23 and will receive £34,555 for the year 2023/24

- **Awareness Strategy** - This has assisted us in running an awareness campaign for our voters which includes a radio campaign, posters throughout the district, an information leaflet sent in every 2023/24 Council Tax bill, Printed pharmacy bag, social media, in conjunction with the Electoral Commission awareness campaign. Poll cards will be sent out end March with information regarding voter ID and a full list of acceptable ID included.

- **Voter ID** - Electors are able to request ID through the GOV UK site which is linked to all Electoral Registration systems. We are already receiving such request and have processed a number which have been now sent for printing at the central government printing hub.

- **Training** - Training on all aspects of the Election Bill changes including Voter ID, types of ID, using the Voter ID request software, train the trainers for poll staff has already been carried out across the country, our own permanent staff have been to all required training at no cost to the authority.

- **Poll Staff training** - We use both face to face and online training for our poll staff prior to all elections. This year training will include voter ID what can be accepted and how to deal with customers who do not have ID. The Electoral Commission have produced a number of training aids including quick guides and the polling station handbook for all our staff.

- **Increased staff numbers** – As usual we will have a staffed help desk with a dedicated number for election queries as well as ensuring that our own Customer Services department have a full list of FAQ's to enable them to answer questions. We will be increasing the number of polling station inspectors to assist poll staff with queries regarding voter ID at the polling station. As a large number of our stations are in rural areas and have a low number of electors they will not require extra staff to assist, but we will be ensuring that the larger urban stations will be fully staffed in line with the Electoral Commission guidelines, this will include part time poll staff to assist during the peak time, this will help in keeping the cost down

## REPORT FROM THE CABINET

**Councillor King** introduced the report from the Cabinet, detailing the Decisions taken by Cabinet from 6<sup>th</sup> February 2023, which was **NOTED**.

## RECOMMENDATIONS FROM THE SCRUTINY COMMISSION 27 FEBRUARY 2023

**Councillor King** introduced the recommendation of the Scrutiny Commission from its meeting on the 27 February 2023 in respect of The Scrutiny Commission and Performance and Communities Scrutiny Panel have been consulted extensively regarding a Scrutiny Review. However, it has been acknowledged that the Council needs to review its governance arrangements. Therefore, it has been decided that it is no longer appropriate to continue with the scrutiny review separately. The review of the scrutiny function will now be integrated into a broader review of the Council's governance arrangements.

It was **moved by Councillor King, seconded by Councillor Dann** and  
**RESOLVED that the proposed amendments to the Constitution set out in Appendix B (i) and (ii) be adopted.**

## REPORT ON EMPLOYMENT COMMITTEE

The report recommended the adoption of the Pay Policy Statement for 2023/24.

It was **moved by Councillor King, seconded by Councillor Dann** and  
**RESOLVED that the proposed amendments to the Constitution set out in Appendix B (i) and (ii) be adopted.**

## NOTICES OF MOTION

Notice of Motion from Cllr Phil Knowles - Seconded by Cllr Barbara Johnson. For submission to Feb 23 Full Council

" Harborough District Council had an extremely well supported, investigative and committed 'Green Working Group' which though referred to under a variety of names was widely acknowledged as an important contributor to these environmental matters and considerations.

The decision was taken by a majority vote to scrap the working group and to move to other established parts of the council structure the responsibility for the wider issues and the tens of points raised. Many of which required progression and further consideration.

It is vitally important that all of this work is not lost, it is equally important that we know how all the tens of matters identified have progressed. It is therefore moved that a full and detailed report and update be prepared and taken to the appropriate body with HDC in order that members can have the opportunity to see the progress

made, work carried out, any proposals and the chance to comment on the report, progress etc "

The motion was debated.

A recorded vote was requested by Councillor Knowles and supported by the requisite number of Councillors.

#### **Recorded vote**

**For: Cllrs Beadle, Burrell, Dunton, Elliott, Galton, Graves, James, Johnson, Knowles, Mrs Robinson, Sarfas and Whitmore (11)**

**Against: Cllrs Ackerley, Bannister, Bateman, Bilbie, Dr Bremner, Critchley, Dann, Frenchman, Hallam, Hollick, King, Mahal, Rickman and Whelband (15)**

There were no abstentions and the motion was therefore **LOST**.

#### **URGENT ITEMS**

There were none.

The Meeting closed at 21.10

## Harborough District Council

### Minutes of the Annual Meeting of Council

On 15 May 2023 commencing at 6.30pm

At the Council Chamber, The Symington Building, Adam & Eve Street, Market Harborough

<b>Councillors Present:</b>	Anderson, Asher, Bannister ( <b>Chairman</b> ), Bateman, Beadle, Bilbie, Birch, Burrell, Dann, Elliott, Finan, Forman, Gair, Galton, Grafton-Reed, Graves, Hallam, Hollick, James, Johnson, King, Knight, Knowles, Mahal, Modha, Nunn, Mrs Page, Rickman, Sarfas, Taylor, Whelband, Whitmore, Woodiwiss, Worrell.
<b>Officers Present:</b>	L. Elliott, C. Pattinson, K. Parsons, S. Hamilton, C. Bland, V. Jessop, B. Burt, E. Newman

#### 1. Chairman's Announcements

- 1.1. The Chairman welcomed all Councillors, Officers and guests to the Annual Council. He congratulated all Members on their election and re-election to the Council.
- 1.2. The Chairman presented a donation to his chosen charity the Leicestershire and Rutland branch of MNDA.
- 1.3. The Canon Brian Davis offered a prayer and reflection.

#### 2. Report of the Returning Officer

- 2.1. Council noted the updated Report of the Returning Officer which recorded that name of the persons elected on 4 May 2023.

#### 3. Election of Chairman for the Year 2023/24

- 3.1. Nominations were invited for the election of Chairman of the Council for the ensuing year. It was **MOVED** by Councillor Sarfas and **SECONDED** by Councillor Woodiwiss that Councillor Johnson be elected Chairman of the

Council for the municipal year 2023 - 2024. There being no other nominations, it was therefore:

**RESOLVED that Councillor Barbara Johnson be elected Chairman of the Council for the 2023/24 year.**

Councillor Johnson made a declaration of acceptance of office in the prescribed form.

Councillor Bannister vacated the Chair.

**Councillor B Johnson** in the Chair

#### **4. Chairman's Announcements**

- 4.1. The Chairman announced that during the forthcoming municipal year she will hold a Civic Carol Service, Civic Service and Civic Dinner. Any monies raised from civic events will be donated to the Derbyshire, Leicestershire and Rutland Air Ambulance Service.
- 4.2. The Council would be raising the Armed Forces Day flag at a ceremony on Monday 26th June 2022.

#### **5. Vote of thanks to retiring Chairman**

- 5.1. A number of votes of thanks were given to the retiring Chairman, Councillor Bannister by Councillors King, Knowles, James, and from the incoming Chairman, Councillor Johnson.

#### **6. Response by retiring Chairman**

- 6.1. Councillor Bannister thanked the councillors for their support over his term of office and particularly thanked his family. He presented his consort with a small gift. He also presented a small gift to the civic officers who supported him.

#### **7. Election of Vice-Chairman for the year 2023/24**

- 7.1. Nominations were invited for the election of the Vice Chairman of the Council for the ensuing year. It was **MOVED** by Councillor Galton and **SECONDED** by Councillor Beadle that Councillor Elliott be elected Vice Chairman of the

Council for the municipal year 2023 – 2024. There being no other nominations, it was therefore:

**RESOLVED that Councillor Peter Elliott be elected Vice Chairman of the Council for the 2023/24 year.**

Councillor Elliott made a declaration of acceptance of office in the prescribed form and assumed the Vice-Chair.

## **8. Approve the Minutes of the Annual Meeting of Council held on 23 May 2022**

8.1. It was **MOVED** by Councillor Bannister, **SECONDED** by Councillor Knowles and

**RESOLVED that the Minutes of the Annual Meeting of Council held on 23 May 2022 be agreed as a true and correct record.**

## **9. Election of the Leader of the Council**

9.1. It was **MOVED** by Councillor Beadle and **SECONDED** by Councillor Woodiwiss that Councillor Phil Knowles be elected Leader of the Council until the next scheduled local government elections in May 2027. There being no other nominations, it was therefore:

**RESOLVED that Councillor Phil Knowles be appointed Leader of the Council for the 2023/27 term.**

9.2. Councillor Knowles acknowledged that his Cabinet would reflect the coalition that has been formed, as would the Chairs and Vice Chairs of the Committees of the Council. He announced that the Chair of the Scrutiny Commission would be a member nominated by the opposition party.

9.3. Councillor Bateman, as Leader of the Opposition congratulated both Councillor Johnson and Councillor Elliott on their election to their respective roles of Chairman and Vice-Chairman. He also congratulated Councillor Knowles on his election as Leader of the Council, as well as acknowledging the Coalition. He then thanked the Leader for his decision to nominate an opposition Member to the position of Chair of the Scrutiny Commission.

9.4. Councillor Page congratulated both the newly elected Chairman and Vice-Chairman, as well as the new Leader. She thanked Councillor Knowles for the decision to nominate a Scrutiny Commissioner from the opposition party. She asked the Monitoring Officer when the Council will look to appoint a commissioner, as there was no agenda item under which to do this. The

Monitoring Officer acknowledged this and confirmed that the appointment would be made when it was known.

## **10. Annual Review of Constitution report**

- 10.1. The Director of Law and Governance introduced the Annual Review of the Constitution. She suggested that recommendation 5.1.1 (b) be amended to state 'that the revised constitution be presented to a meeting of Council for decision', and it should be referred back to the Constitutional Review Committee (CRC) for further review.
- 10.2. Councillor Knowles addressed the contents of the report and suggested it be referred back to the CRC for the new committee members and Council to undertake re-consideration, comment and determination on the constitutional arrangements. This would allow the Monitoring Officer to provide information as to any sections of the Constitution that may require updating.
- 10.3. It was **MOVED** by Councillor Knowles, **SECONDED** by Councillor Bateman and:

**RESOLVED that the Constitution report be referred back to the CRC and Council to undertake re-consideration, comment and determination.**

## **11. Calculation and application of political balance in accordance with the political balance rules under the Local Government and Housing Act 1989**

- 11.1. The Director of Law and Governance introduced the report. She noted that political parties had been invited to make their nominations for the calculated seats, however, with the advent of the Coalition, the calculation of political balance could not yet be confirmed, there being no formal notification of the creation of a new coalition group within the Council. However, indicative groupings could be provided. These could be confirmed and populated by her with the appropriate delegation.
- 11.2. Council discussed the information provided, particularly in relation to the proposal to remove the Scrutiny Commission and formally dissolve a number of historic committees that were inactive.
- 11.3. Following a short adjournment of 10 minutes, the Chief Executive proposed the Council agree section (a) in order to appoint the Committees for the municipal year, while recommendations (b) and (c) are deleted. She suggested that recommendation (d) be amended to read 'agree the number of seats on the committee, sub-committees and panels be appointed to for the



coming municipal year be kept as the current arrangements'.  
Recommendations (e)-(h) be kept. Recommendation (i) will be deleted.

- 11.4. It was **MOVED** by Councillor Knowles, **SECONDED** by Councillor Bateman and

**RESOLVED that:**

- a. the Committees, sub-committees and panels established by Council for the Municipal Year 2022-2023 be re-confirmed for the upcoming municipal year pending review by the incoming administration;
- b. the Director of Law and Governance confirm the allocation of seats on committees and sub-committees to political groups and invite the political groups to provide nominations to those seats by 21 May 2023, with an update of allocations to be reported back to the next meeting of Council;
- c. Council delegate to the Director of Law and Governance, in consultation with the relevant Group Leaders, authority to determine any further necessary adjustments to be made to individual Committee and Sub-Committee allocations in accordance with the provisions of Sections 15 and 16 of the Local Government and Housing Act 1989;

## **12. Scheme of Delegations**

- 12.1. The Director of Law and Governance introduced the report and suggested that the current arrangements be carried forward into the new municipal year.

- 12.2. It was **MOVED** by Councillor Graves, **SECONDED** by Councillor King and **RESOLVED** that the current Scheme of Delegations be carried forward into the new municipal year.

## **13. Rota of Meetings – May 2023 to May 2024**

- 13.1. The Director of Law and Governance introduced the draft Rota of Meetings and invited the Council to agree the Rota of Meetings for 2023/24, noting that the Rota of Meetings can only be agreed by Annual Council given the current provisions of the Constitution. She confirmed that it is a matter for members to decide whether they would like to refer this to the Constitution Review Committee.
- 13.2. Council discussed the impact upon the authority of changes proposed to the rota of meetings, as well the provisions of the current constitution in this

regard. It considered that a future Constitutional Review Committee could amend the Constitution in order to allow changes to the Rota of Meetings at an ordinary Council meeting. Alternatively, this could be delegated to the Director of Law and Governance, in consultation with the group leaders.

- 13.3. It was **MOVED** by Councillor Knowles and **SECONDED** by Councillor Sarfas and

**RESOLVED that the Draft Rota of Meetings, May 2023 – May 2024 be adopted and implemented.**

#### **14. Appointment of Representatives on Outside Bodies**

- 14.1. The Director of Law and Governance introduced the report, proposing that the number of outside bodies appointed to by the Council be kept the same, with political parties nominating their representatives as requested by the Director of Law and Governance.

- 14.2. It was **MOVED** by Councillor Knowles, **SECONDED** by Councillor Bateman and:

**RESOLVED that the appointments of representatives on outside bodies:**

- a. Continue to be appointed to by Council in accordance with the previous administration arrangements and remain as currently adopted in terms of numbers;**
- b. be confirmed by group leaders to the Director of Law and Governance as requested.**

There were no further items.

The meeting ended at 20:07

## **Council 24<sup>th</sup> July 2023**

Questions submitted by Members.

### **1. Submitted by Councillor Bateman to the Leader**

The 4 party coalition of Huntingdonshire District Council (Independent / Liberal Democrat/ Labour / Green) have published their full and detailed coalition agreement, together with detailed outlines of their aspirations and strategy for their four year term of Office?

We are now some two months in from the current administration being formed, and both members and the residents of the District have no clear knowledge of the details of the administrations coalition agreement, nor any information on the administrations strategy or aspirations moving forwards.

Whilst it was welcome to hear the Leader talk of his desire to be open and transparent at the Annual Meeting, that was two months ago and still there is a deafening silence with no information being released.

Will the Leader confirm that the full details of the coalition agreement will be openly published for all to see, or will it continue to be shrouded in mystery?

#### **Response:**

To follow

### **2. Submitted by Cllr Bannister to the Leader**

Can the Leader assure the Council that he will circulate the Minutes of the Member Advisory Group Meeting (MAG) to each member of the Council as soon as is reasonably practicable after each MAG meeting.

#### **Response:**

To follow

### **3. Submitted by Cllr Mrs Page to the Portfolio Holder for Environmental and Climate Change**

Can the cabinet member for the CSP communicate effectively with the ward member and residents what actions are being taken to combat ASB in the Ullesthorpe Ward so their needs are addressed and their voices heard – and not just by social media?

#### **Response:**

To follow

#### **4. From Councillor Mahal to the Leader**

Can the leader please explain why the job advert recruiting a new CX says more about the political composition of the council and doesn't mention ambitions and the process of seeking the best person to lead on behalf of all the residents of the Harborough District?

#### **Response:**

To follow

#### **5. From Cllr Rickman to the Leader**

Will the leader publish as soon as possible the priorities [of the administration] and allow all members a debate on priorities and ambitions going forward ?

#### **Response:**

To follow

#### **6. From Cllr Nunn to the Leader**

How will the leader assure that the independence of a [Chief Executive] candidate is paramount to drive this council forward with pride, to thrive , to grow and to be an acknowledged force in these uncertain times?

#### **Response:**

To follow

# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Report from the Cabinet
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance – Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Leader of the Cabinet – Councillor Knowles
<b>Appendices:</b>	A. – decisions taken by Cabinet since the last meeting of full Council

### Summary

- i. This report provides information to the Council on issues considered by the Cabinet at its meetings since the last meeting of full Council.

### Recommendations

1. That Council receive the report.

### Reasons for Recommendations

- ii. Producing a formal report of the decisions taken by Cabinet since the last meeting of full Council affords all Members of the Council a further opportunity to ask questions of the Cabinet as to the activity undertaken.

## 1. Purpose of Report

- 1.1 This report provides full Council with a summary of the matters considered by Cabinet at its meeting on 10 July 2023, allowing Members to ask questions to Cabinet Members about that business.

## 2. Background

- 2.1 The Council operates a Leader and Cabinet model of governance, which means that the majority of functions are delegated to the Leader and his Cabinet. It is therefore important that the Council is formally apprised of decisions which the Cabinet has taken.

### **3. Details**

- 3.1 Since the last meeting of Council on 15 May 2023, the Cabinet has held one meeting on 10 July 2023 at which the decisions set out at Appendix A were taken.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. The report provides information to Council only - no consultation is required.

#### **Financial**

- 4.3. This report does not have any financial consequences upon the budget set by the Council.

#### **Legal**

- 4.4. This report ensures that the Council is meeting its legal obligations in publishing a list of decisions taken by Council.

#### **Environment Implications**

- 4.5. This update report does not impact upon the Council's commitment to achieving net zero carbon.

#### **Risk Management**

- 4.6. The contents of this report do not pose any risk implications for the Council as it is an update report.

#### **Equalities Impact**

- 4.7. This report, providing an update only, does not engage the public sector equality duty.

#### **Data Protection**

- 4.8. This report contains no private information.

### **5. Alternative Options Considered**

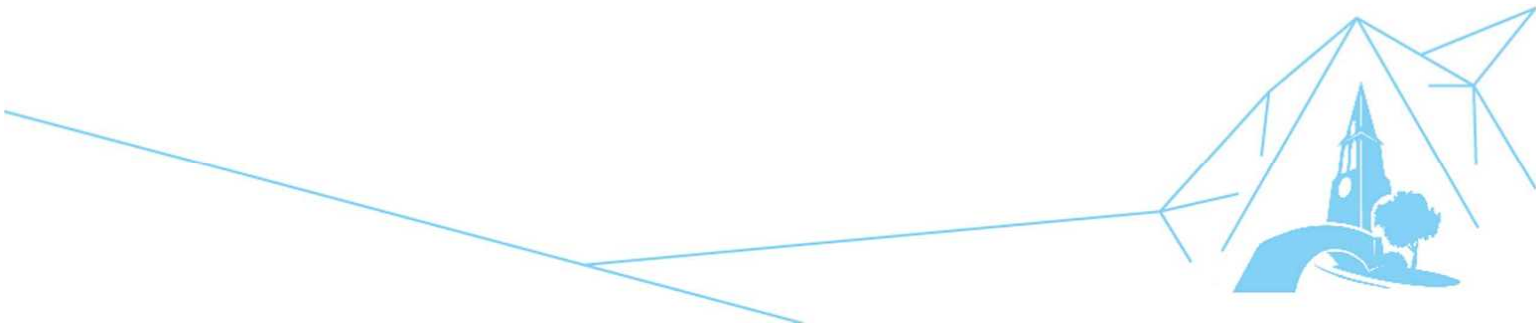
- 5.1. The Council is required to publicise decisions made by Cabinet therefore no alternative options have been considered.

### **6. Recommendation**

- 6.1. Council is invited to receive the report.

## 7. Background papers

7.1. None.







## Appendix A - Cabinet Decision List May to July 2023

Report	Decision	Reasons
Playing Pitch Strategy Review	We supported the adoption of the Playing Pitch Strategy Review and Action Plan.	The Review of the Playing Pitch Strategy 2022 updates the adopted Playing Pitch Strategy 2018 and supports the Corporate Objectives of the Council by shaping the district to be an outstanding destination for both business and leisure and providing residents with access local community facilities for sport, physical and community activity to complement the district's leisure centres. It also promotes activity through the use of active travel routes and the provision of a varied leisure offer throughout the district. Further, the updated Strategy will ensure that investment in outdoor sports meets the priorities and demands of each sport and allows clubs to secure external funding where appropriate.
Performance Report Quarter 4 2022 - 2023	We received the Quarter 4 performance report for 2022-2023	The report provided us with information as to the performance of the Council against its Corporate Delivery Plan.
Quarter 4 Financial Performance Outturn 2022 - 2023	We considered and commented on the financial performance report and approved a revenue carry forward of £220k and capital slippage of £7,184k from 2022-2023 to 2023-2024.	Good financial governance requires the Cabinet to consider and comment on the financial outturn for 2022/23 to demonstrate to customers, partners, and stakeholders that the Council is actively considering the financial environment within which the Council is operating.



# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update from the Constitutional Review Committee
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Chairman of the Constitutional Review Committee, Cllr Knowles
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of the Constitutional Review Committee since the last meeting of Council.

### Recommendations

1. That Council note the report.

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the activities of the Constitutional Review Committee since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees. The Constitutional Review Committee has met once, appointed Cllr Knowles as the chairman of the committee, and has agreed that progress in the review of the Constitution is a priority.
- 3.2. The Committee agreed that given the scale and importance of the review of the Constitution, it was appropriate that:
  - 3.2.1. the review of the constitution be broken down into chunks (primarily by Part);
  - 3.2.2. all Members be afforded the opportunity to contribute to the review of the constitution;
  - 3.2.3. a variety of methods be utilised to encourage member engagement in the review of the constitution, with the preferred method being via completion of the electronic response Form;
  - 3.2.4. the Monitoring Officer arrange for short explanatory videos to be provided to accompany proposed drafts of the constitution to allow members to read the proposals, watch the videos and respond to the consultation at their leisure but within defined periods;
  - 3.2.5. the Monitoring Officer annotate any proposed changes to the constitution clearly to aid understanding as to why the change is proposed (by notes at the point of change);
  - 3.2.6. all Members commit to reading the existing constitution as published on the website and the provided documents prior to submitting their comments;
  - 3.2.7. a task and finish group of members from the committee be formed to provide swift consideration and determination of potential conflicts identified through the review process;
  - 3.2.8. the committee aim to finalise proposals at its next meeting with a view to making a formal recommendation to December Council on the adoption of a revised constitution;
  - 3.2.9. additional meetings of the committee be arranged if required to ensure progress on the review is maintained.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. This report reflects the considerations of the committee, which all members were entitled to attend. No further consultation is required.

### **Financial**

- 4.3. This report provides an update on the work of the committee and has no financial consequences for the budget set by the Council.

### **Legal**

- 4.4. This report provides an update on the work of the committee and ensures the committee complies with its obligations to Council as set out in the Council Procedure Rules.

### **4.5. Environment Implications**

- 4.6. This update report does not impact upon the Council's commitment to achieving net zero carbon.

### **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council as it provides and update on the work of a committee.

### **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

### **Data Protection**

- 4.9. This report contains no private information.

## **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

## **6. Recommendation**

- 6.1. Council is invited to note the activity of the Constitutional Review Committee since the last meeting of Council.

## **7. Background papers**

- 7.1. None





# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update from the Scrutiny Commission
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Chairman of the Scrutiny Commission, Cllr Hallam
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of the Scrutiny Commission and its Overview and Scrutiny Panels since the last meeting of Council.

### Recommendations

1. That Council note the report.

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the Overview and Scrutiny activities as delivered by the Scrutiny Commission, Communities Scrutiny Panel and Performance Scrutiny Panel since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees and the Leader announced that the opposition would be invited to nominate a Chairman of the Scrutiny Commission.
- 3.2. The Scrutiny Commission has met, appointed Cllr Hallam as the Chairman and has agreed that it is important, at the start of an administration, to review the Overview and Scrutiny arrangements.
- 3.3. Training is being arranged with the Centre for Governance and Scrutiny, who delivered the last review of the overview and scrutiny function, to ensure that the Scrutiny Commission is informed by best practice when reviewing the current work plan and the future structure of the function. All Members of the Council are encourage to attend this training when it is confirmed.
- 3.4. The Scrutiny Commission also agreed that, to maximise flexibility in progressing this review, it should convene a task and finish group to inform the review. This should enable the review of the overview and scrutiny function as a whole to be considered at the next Scrutiny Commission meeting. The Scrutiny Commission recognised that repurposing the early overview and scrutiny meetings of the administration would reduce the number of routine meetings convened initially, however it considered that the need to ensure the structure of the overview and scrutiny function was proportionate and correct at the start of the administration outweighed any such concerns. In the event that a particular issue required urgent attention, the call-in provisions can be invoked or additional meetings be scheduled.
- 3.5. If changes are proposed to the structure of the Overview and Scrutiny provision for the council, the Scrutiny Commission will recommend those changes to the Constitutional Review Committee for consideration.
- 3.6. The Scrutiny Commission considered the existing work plans but did not consider any item to require priority over a comprehensive review of the Overview and Scrutiny function. It therefore made no comment on existing work plans for the scrutiny panels until such time as it received further training, reviewed its terms of reference and formed a view as to the appropriate future structure of the overview and scrutiny function in the district. This work would include providing views to the Head of Paid Service on the provision of appropriate officer resource to support the Overview and Scrutiny function.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. This report reflects the considerations of the committee, which all members were entitled to attend. No further consultation is required.



## **Financial**

- 4.3. This report provides an update on the work of the Overview and Scrutiny function and has no financial consequences for the budget set by the Council.

## **Legal**

- 4.4. This report provides an update on the work of the Scrutiny Commission and its panels and ensures the committee complies with its obligations to Council as set out in the Council Procedure Rules, recognising that proceedings of the Scrutiny Commission and its panels are governed by the Scrutiny Procedure Rules.

## **4.5. Environment Implications**

- 4.6. This update report does not impact upon the Council's commitment to achieving net zero carbon.

## **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council as it provides and update on the work of the Scrutiny Commission and its panels.

## **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

## **Data Protection**

- 4.9. This report contains no private information.

# **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

# **6. Recommendation**

- 6.1. Council is invited to note the activity of the Scrutiny Commission and its panels since the last meeting of Council.

# **7. Background papers**

- 7.1. None





# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update from the Licensing and Regulatory Committees
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Chairman of the Licensing Committee, Cllr Finan
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of the Licensing and Regulatory Committees and their sub-committees since the last meeting of Council.

### Recommendations

1. That Council note the report

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the activities of the Licensing Committee and the Regulatory Committee since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees. Nominations to the committees were provided by the political groups in accordance with the political balance arrangements. The majority group nominated Cllr Finan as the Chairman of the Licensing committee.
- 3.2. The committees have received training from council officers as part of their induction process, and have also had the benefit of additional external training from an external expert. This training was procured on a joint basis with Melton Borough Council.
- 3.3. There has been one licensing sub-committee meeting since the last meeting of Council.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. This report reflects the activities of the committees and sub-committees. Members are entitled to attend most meetings and access the reports provided to the same. No further consultation is required upon the activities of the committees.

#### **Financial**

- 4.3. This report provides an update on the work of the Licensing and Regulatory Committees and sub-committees and has no financial consequences for the budget set by the Council.

#### **Legal**

- 4.4. This report provides an update on the work of the Licensing and Regulatory committees and sub-committees and ensures they comply with their obligations to Council as set out in the Council Procedure Rules.

#### **4.5. Environment Implications**

- 4.6. This update report does not impact upon the Council’s commitment to achieving net zero carbon.

#### **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council as it provides an update on the work of the Licensing and Regulatory committees and sub-committees.

#### **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of committees and sub-committees.

## **Data Protection**

- 4.9. This report contains no private information.

## **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

## **6. Recommendation**

- 6.1. Council is invited to note the activity of the Licensing and Regulatory Committees and their sub-committees since the last meeting of Council.

## **7. Background papers**

- 7.1. None





# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update from the Planning Committee
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Chairman of the Planning Committee, Cllr Burrell
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of the Planning Committee since the last meeting of Council.

### Recommendations

1. That Council note the report

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the activity of the Planning Committee since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings

of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees. Nominations were made by all groups to the Committee. Training has been offered to the committee members and the Planning Committee has met twice to conduct the business delegated to it by Council. Site visits have been conducted where appropriate.

## **4. Implications of Decisions**

### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

### **Consultation**

- 4.2. This report reflects the considerations of the committee, which all members were entitled to attend. No further consultation is required.

### **Financial**

- 4.3. This report provides an update on the work of the Planning Committee. It has no direct financial consequences for the budget set by the Council, however it is important to note that the achievement of planning income (under or over) does have direct implications upon the Council. These implications are monitored and managed by the service through regular performance and finance reviews.

### **Legal**

- 4.4. This report provides an update on the work of the Planning Committee and ensures the committee complies with its obligations to Council as set out in the Council Procedure Rules.

### **4.5. Environment Implications**

- 4.6. This update report does not impact directly upon the Council’s commitment to achieving net zero carbon.

### **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council as it provides an update on the work of the Planning Committee.

### **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

### **Data Protection**



- 4.9. This report contains no private information.

## **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

## **6. Recommendation**

- 6.1. Council is invited to note the activity of the Planning Committee since the last meeting of Council.

## **7. Background papers**

- 7.1. None



# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update from the Audit and Standards Committee
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Chairman of the Audit and Standards Committee, Cllr Gair
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of the Audit and Standards Committee since the last meeting of Council.

### Recommendations

1. That Council note the report

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the activity of the Audit and Standards Committee since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings

of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees. Nominations were made by all groups to the Committee. Training has been offered to the committee members by officers and also via the Chartered Institute of Public Finance Accounting (CIPFA). The Committee is scheduled for its inaugural meeting of the administration on 26 July 2023.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. No consultation is required and the Audit and Standards Committee is yet to meet.

#### **Financial**

- 4.3. The Audit and Standards Committee is responsible for overseeing the financial performance of the Council. This report has no direct financial consequences for the budget set by the Council.

#### **Legal**

- 4.4. This report provides an update on the work undertaken to prepare for the first meeting of the Audit and Standards Committee and ensures the committee complies with its obligations to Council as set out in the Council Procedure Rules.

#### **4.5. Environment Implications**

- 4.6. This update report does not impact directly upon the Council’s commitment to achieving net zero carbon.

#### **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council as it provides an update on the work of the Audit and Standards Committee.

#### **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

#### **Data Protection**

- 4.9. This report contains no private information.

## **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

## **6. Recommendation**

- 6.1. Council is invited to note the activity in advance of the inaugural Audit and Standards Committee.

## **7. Background papers**

- 7.1. None



# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Update in respect of ad hoc Committees
<b>Status:</b>	Public
<b>Report Author:</b>	Interim Director of Law & Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	various
<b>Appendices:</b>	n/a

### Summary

- i. This report summarises the activities of ad hoc committees.

### Recommendations

1. That Council note the report

### Reasons for Recommendations

- ii. The Council Procedure Rules contained within the Council's constitution provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

## 1. Purpose of Report

- 1.1. This report updates Council on the activity of ad hoc committees since the last meeting of Council.

## 2. Background

- 2.1. The Council's constitution includes, at Part 4, Council Procedure Rules. These procedure rules apply to meetings of the full Council. They also largely apply to committee and sub-committee meetings, but do not apply to Overview and Scrutiny meetings, or to meetings of Cabinet, which bodies each have their own procedure rules, also contained in Part 4 of the Constitution.

- 2.2. Council Procedure Rule 2 sets out the order of business to be transacted at an ordinary meeting of Council, stating at 2.10 that it will “receive reports from the Council’s Committees and receive questions and answers on those reports”.

### **3. Details**

- 3.1. Members will recall that Annual Council resolved to maintain existing Committees. Nominations were made by all groups to the Committee. Training has been offered to the committee members by officers as appropriate, however the following committees are highly specific in the functions they perform and only meet when there is specific business to transact:
- 3.1.1. Employment Committee;
  - 3.1.2. Investigatory and Disciplinary Committee
  - 3.1.3. Appeals Committee.
- 3.2. Reports will be made to Council in respect of the activity of these committees as and when they meet.

### **4. Implications of Decisions**

#### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

#### **Consultation**

- 4.2. No consultation is required and the committees are yet to be convened.

#### **Financial**

- 4.3. This report has no direct financial consequences for the budget set by the Council.

#### **Legal**

- 4.4. There is no activity to report to Council in respect of these committees.

#### **4.5. Environment Implications**

- 4.6. This update report does not impact directly upon the Council’s commitment to achieving net zero carbon.

#### **Risk Management**

- 4.7. The contents of this report do not pose any risk implications for the Council.

#### **Equalities Impact**

- 4.8. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

#### **Data Protection**

- 4.9. This report contains no private information.



## **5. Alternative Options Considered**

- 5.1. There are no alternative options given this report is required to comply with the Council Procedure Rules.

## **6. Recommendation**

- 6.1. Council is invited to note that these committees have not convened.

## **7. Background papers**

- 7.1. None



# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Report on the activity of organisations with which the Council has Joint Arrangements
<b>Status:</b>	Public
<b>Report Author:</b>	Director of Law and Governance, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Leader of the Council - Cllr Knowles
<b>Appendices:</b>	n/a

### Summary

- i. Article 11 of the Council's constitution provides that either Council or Cabinet can enter into joint arrangements to promote the economic, social or environmental well-being of its area.
- ii. This report updates Council on the joint arrangements currently in place within the district in compliance with the provisions of Council Procedure Rule 2.11

### Recommendations

1. That the Council note the joint arrangements activity since the last meeting.

### Reasons for Recommendations

- iii. It is appropriate that the Council is aware of activities carried out by or on its behalf.

## 1. Purpose of Report

- 1.1. The Council is legally able to discharge its statutory and discretionary responsibilities via a number of routes. This includes entering into alternative service delivery vehicles such as companies and joint committees.
- 1.2. It is important that Council maintains oversight of such bodies. This report ensures that Members are aware of the joint arrangements utilised by the Council

## **2. Background**

- 2.1. The Council has established a joint committee for the purpose of administering its revenues and benefits functions. The joint committee is hosted by North West Leicestershire and includes Hinckley and Bosworth Borough Council. It meets 4 times a year.
- 2.2. The Council also has a wholly owned company, Harborough District Commercial Services Limited. The shareholder function of this company is discharged by Council while Cabinet oversees the Board of Directors.
- 2.3. Building Control functions are discharged by the Leicestershire Building Control Partnership, which is hosted by Blaby District Council and also includes Hinckley and Bosworth Borough Council, Melton Borough Council, Oadby and Wigston Borough Council and Rutland County Council.

## **3. Details**

- 3.1. Before entering into any joint arrangements, the Council carefully assesses what delivery vehicle is best suited to deliver the functions. This will usually be presented to the decision maker in an options appraisal document which sets out the advantages and disadvantages of the proposal.
- 3.2. Once an alternative service delivery vehicle is created, Council is responsible for ensuring that it delivers the functions anticipated and as set out in the options appraisal. Once created, the activities of alternative service delivery vehicles should be reported to Council on a regular basis in compliance with the requirements of the Council Procedure Rule (Part 4, Section 1, Rule 2.11).
- 3.3. The Council has established a joint committee for the purpose of administering its revenues and benefits functions. The joint committee is hosted by North West Leicestershire and includes Hinckley and Bosworth Borough Council. It meets 4 times a year. As a consequence of the timing of the joint committee's annual meeting, it was not feasible to include an update on this body for this meeting, therefore an update will be provided to the next meeting of Council.

## **4. Implications of Decisions**

### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

### **Consultation**

- 4.2. The identification of individuals within this report reflects the nominations provided by the relevant group leaders. No further consultation is required.

### **Financial**

- 4.3. The financial consequences set out within this report are within the budget set by the Council.

## **Legal**

- 4.4. This report therefore ensures that the Council is meeting its legal obligations in this regard.

## **Environment Implications**

- 4.5. Nothing within this report is anticipated to impact upon the Council's commitment to achieving net zero carbon.

## **Risk Management**

- 4.6. The contents of this report do not pose any risk implications for the Council – the potential risk would arise from failing to report the contents of this report.

## **Equalities Impact**

- 4.7. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not impact upon the public sector equality duty given it reports

## **Data Protection**

- 4.8. This report contains no private information.

# **5. Alternative Options Considered**

- 5.1. The Council is required to confirm its activities through alternative service delivery vehicles therefore this report is required

# **6. Recommendation**

- 6.1. Council is invited to receive the report.

# **7. Background papers**

- 7.1. None



## Motion for Council on 24<sup>th</sup> July 2023

On 3rd July, news outlets' warned users of railway services that they can expect to suffer yet more service cancellations because drivers are refusing to work overtime.

Members of the ASLEF Union are taking part in the action in an on-going dispute over pay and conditions.

East Midlands Railway says there will be a number of train cancellations and is urging people to check their train is running before travelling. The operator is also advising passengers to travel ahead of the last train of the day where possible.

Earlier in June the RMT announced that they will hold further strikes on Thursday 20, Saturday 22 and Saturday 29 July, which will mean hardly any services running, which will cause major travel issues across the UK as people use more cars and coaches instead of trains.

According to a report in the Guardian newspaper from 22nd November 2022

*... "Analysts at the Centre for Economics and Business Research thinktank estimate that strikes alone could cost the economy almost £700m in lost output, by stopping people from getting to work who cannot do their job from home. Meanwhile, the hospitality industry says strikes could cost the sector £1.5bn, similar to the level of disruption caused by the Omicron wave of Covid last year..."*

Undoubtedly the impacts have worsened significantly since then with the ongoing disruption to rail travel.

In a report on BBC News Online 3<sup>rd</sup> July 2023,

[https://www.bbc.co.uk/news/business-66084766?at\\_medium=RSS&at\\_campaign=KARANGA](https://www.bbc.co.uk/news/business-66084766?at_medium=RSS&at_campaign=KARANGA)

it is stated that

*"The long-running pay dispute by train drivers centres around union members accepting a deal which would have **brought drivers' average pay to £65,000**. This offer has already been rejected by Aslef.*

*But it would have been dependent on changes to working practices, which the employers and government say are needed to cut costs and modernise how the railway runs"*

The **average salary in Harborough district is £35,539**, according to figures published by the ONS for 2022.

It's a fact that across the Harborough district many thousands of people every day use trains, to get to and from work, to get to colleges and universities, schools, go on holiday both out-bound and those coming to stay in the Harborough district.

This disruption caused by the apparent intransigence of 'stuck in the past' trade unionists is causing serious harm to the railway economy and also to businesses and services which rely on passing trade from rail users.

The government has invested over £57 Million of taxpayers money to upgrade Market Harborough Railway Station. Hundreds of millions is being invested into electrification of Midland Mainline- all welcomed and endorsed by this council and many others.

I therefore propose that Harborough District Council agrees with the following recommendations and actions :-

- 1) That this Council believes that this ongoing and serious disruption to the rail travelling public has now gone on long enough.
- 2) That our residents, communities and businesses in the Harborough district are being seriously adversely affected.
- 3) That the action by the Trade Unions is unwarranted.
- 4) That this Council instructs the Leader to write a letter within 7 days of this meeting, to be agreed with the Leader of the Opposition, to the heads of the railway unions and the Rail Delivery Group, with a copy of this motion, asking them how they intend to solve this dispute and to stop the serious disruption and economic damage to our district.
- 5) That a copy of that letter be sent to all District Cllrs and our 3 members of Parliament
- 6) That a copy of the responses received be cc'd to all members and to the members of parliament.
- 7) That all correspondence is published on the Council's website

Proposed by Cllr Phil King

Seconded by Cllr Simon Whelband

3<sup>rd</sup> July 2023



Notice of motion moved by Cllr Asher and seconded by Cllr Anderson

"We should be acting to register and secure the banning of animals being given as prizes on Council land and more, with this in mind we move that:

This Council:

- Is concerned about the number of cases reported to the RSPCA each year, regarding pets given as prizes via fairgrounds, social media, and other channels
- Is concerned for the welfare of those animals that are being given as prizes
- Recognises that many cases of pets being as prizes may go unreported each year
- Supports a move to ban the giving of live animals as prizes, in any form,

The Council agrees to:

- Ban outright the giving of live animals as prizes, in any form, on HDC land.

And will request the Leader on behalf of the council to

- Write to the UK Government, urging an outright ban on the giving of live animals as prizes.



# Harborough District Council



## Report to Council Meeting of 24<sup>th</sup> July 2023

<b>Title:</b>	Establishment of a Member Appointments Panel for the recruitment of Statutory Officers
<b>Status:</b>	Public
<b>Report Author:</b>	Head of Human Resources – Rebecca Jenner r.jenner@harborough.gov.uk
<b>Lead Councillor:</b>	Leader of the Council – Cllr Knowles
<b>Appendices:</b>	Appendix A – Member Appointment Panel terms of reference Appendix B – Job Description and Person Specification for the role of Chief Executive

### Summary

- i. The Council's constitution contains Officer Employment Procedure Rules at Part 4, Section 8, which set out the processes by which senior officers will be appointed to, and dismissed by, the Council.
- ii. Following the retirement of the last substantive Chief Executive in February 2022, and the resignation of the Director of Law and Governance, the Council appointed the Deputy Chief Executive to the role of interim Chief Executive and has relied upon locum appointments to the role of Interim Director of Law and Governance. These temporary appointments have been periodically extended while the Council explored the potential appointment of a shared Chief Executive. The process to recruit a permanent Chief Executive is now underway and it is anticipated that the process to recruit to the role of senior legal adviser to the Council will commence in due course.
- iii. The Chief Executive of the Council is designated as the Head of Paid Service in accordance with section 4 of the Local Government and Housing Act 1989, while the Director of Law and Governance is designated as the Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989. These statutory roles are personal in nature and the designation of them is reserved to Council.
- iv. The selection of a suitable candidate for a Statutory Officer appointment is delegated to a Members Appointment Panel in accordance with Paragraph 4 of the Officer Employment Procedure Rules. However, the appointment of a Statutory Officer can only be made by a meeting of full Council. In preparation for the selection of a suitable candidates for the vacant Statutory Officer posts, it is necessary for a Member Appointment Panel to be appointed by Council.
- v. The Member Appointment Panel must consist of 3 members and be politically balanced in accordance with the proportionality rules set out in the Local Government and Housing

Act 1989. At least one member of the Panel shall be a member of the Cabinet in accordance with Part 4(8) of the Constitution.

- vi. The proposed terms of reference for the Member Appointment Panel are attached as Appendix A to this report.

## Recommendations

It is recommended that Council:

1. Appoint a Member Appointment Panel in accordance with the Officer Employment Procedure Rules with the Terms of Reference set out at Appendix A;
2. Nominate the following members to the Member Appointment Panel:
  - a. Councillor Knowles; and
  - b. Either Councillor Woodiwiss or Councillor Beadle (one to be a member of the panel, the other to act as the Harborough Coalition Group nominated substitute); and
  - c. Councillor Bateman (substituted by Councillor Whelband as necessary)
3. Note the Person Specification and Job Description for the Chief Executive role as set out at Appendix B;

## Reasons for Recommendations

- vii. The Officer Employment Procedure Rules require that a Member Appointment Panel is appointed as part of the process of recruiting chief officers and specifies the conditions of appointment to that panel.
- viii. Council should review the job description and person specification for chief officer roles being recruited to.

## 1. Purpose of Report

- 1.1 In accordance with the Officer Employment Procedure Rules contained in Part 4, Section 8 of the Constitution, the selection of a candidate to be appointed a Statutory Officer post is delegated to an appointments panel of members. Therefore, in order to recruit to these posts, a panel of members needs to be appointed by Council.

## **2. Background**

- 2.1 The Council's constitution contains Officer Employment Procedure Rules at Part 4, Section 8, which set out the processes by which senior officers will be appointed to, and dismissed by, the Council.
- 2.2 The vacant substantive posts of Chief Executive and Director of Law and Governance have been filled on an interim basis while the Council explored potential options open to it to achieve efficiencies and improve resilience in the corporate management team of the Council.
- 2.3 A report was presented to Council on 19 December 2022 proposing a strategic partnership between Harborough District Council and Melton Borough Council which included proposals to share a Chief Executive and a Monitoring Officer. This proposal was rejected therefore the Council retains its existing management structure. On 27 February 2023 Council extended the interim arrangements until 31 December 2023 to allow the new administration, following local government elections in May 2023, to contribute to the recruitment process.
- 2.4 After consultation with the Leader, a recruitment campaign for a permanent single Chief Executive for Harborough District Council was launched in June 2023. The Council is supported by a recruitment consultant.

## **3. Details**

- 3.1 Following the retirement of the substantive Chief Executive in February 2022, and the resignation of the Director of Law and Governance, the Council appointed the Deputy Chief Executive to the role of interim Chief Executive and has relied upon locum appointments to the role of Interim Director of Law and Governance. These temporary appointments have been periodically extended while the Council explored the potential appointment of shared senior officers with Melton Borough Council.
- 3.2 Following local government elections in May 2023, the Interim Chief Executive has consulted with the Leader of the Council in respect of the recruitment to the substantive vacant posts. The Leader approved the role profile for the recruitment and the engagement of a specialist recruitment consultant to support the Council in this important recruitment process. The recruitment launched in June 2023 and is anticipated to close on 23 July 2023. All members were emailed a copy of the advert and a link to the recruitment webpage on 21 June 2023, from which the job description and person specification (set out at Appendix B) could be accessed.

### **Member Appointment Panel**

- 3.3 The Council is required to appoint a number of statutory officers, as confirmed in its constitution at Article 12. The Council has designated the role of Chief Executive of the Council as the Head of Paid Service in accordance with section 4 of the Local Government and Housing Act 1989, while the Director of Law and Governance is

designated as the Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989. These statutory roles are personal in nature and the designation of them is reserved to Council.

- 3.4 The Constitution also delegates the selection of a suitable candidate for a Statutory Officer appointment to a Members Appointment Panel by virtue of Paragraph 4 of the Officer Employment Procedure Rules. However, the appointment of a Chief officer can only be made by a meeting of full Council. In preparation for the selection of a suitable candidate for the vacant Statutory Officer posts, it is necessary for a Member Appointment Panel to be appointed by Council.
- 3.5 The Member Appointment Panel must consist of 3 members and be politically balanced in accordance with the proportionality rules set out in the Local Government and Housing Act 1989. At least one member of the Panel must be a member of the Cabinet in accordance with Part 4(8) of the Constitution.
- 3.6 The proposed terms of reference for the Member Appointment Panel are attached as Appendix A to this report.

### **Process**

- 3.7 The advertisement for the recruitment to the permanent Chief Executive vacant post commenced in June 2023 and is intended to close on 23 July 2023, provided there are sufficient suitable applicants. The recruitment consultant will undertake long list interviews in August 2023 with a view to selecting appropriate candidates for interview by the Member Appointment Panel on 7 – 8 September 2023. This will allow the Member Appointment Panel to propose a candidate for appointment to the meeting of full Council on 24 September 2023.
- 3.8 It is the responsibility of full Council, as set out in the Officer Employment Procedure Rules, to decide whether to appoint the candidate proposed by the Member Appointment Panel to the role of Chief Executive and Head of Paid Service - no offer of employment can be made to the proposed candidate until this decision is made.
- 3.9 Once Council has confirmed the appointment of a suitable candidate, an offer of employment can be made and the Council will agree the date for the appointment to commence.
- 3.10 The current interim arrangements for the Chief Executive and the Monitoring Officer are due to end on the 31 December and 22 December 2023 respectively. However, the interim arrangements would be brought to an earlier finish in the event that a successful candidate can commence employment with the Council in advance of these dates.

### **Restructure of corporate management team**

- 3.11 Members will recall that the Council's budget for the senior officer posts was adjusted in expectation of the Council entering into shared chief officer arrangements.
- 3.12 The Interim Chief Executive, in her role as Head of Paid Service, has been considering the existing structure of the corporate management team and will undertake a review of the same in the near future to address the changing needs of the Council in light of the

current financial climate and the leadership needs of the organisation. These proposals will be finalised once a Chief Executive is confirmed by Council, to allow the new Chief Executive to have input to the same and ensure that recruitment proceeds rapidly thereafter.

- 3.13 As with the recruitment of the Chief Executive, the Member Appointment Panel will be required to select an appropriate candidate for the role of Monitoring Officer, and Council will be required to confirm the offer of employment should be made to the selected candidate. Further details will be provided once the Monitoring Officer recruitment timetable is confirmed.

## **4. Implications of Decisions**

### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities. The Chief Executive is pivotal in delivering the Corporate plan and achieving corporate priorities.

### **Consultation**

- 4.2. The group leaders have been consulted and have nominated the individuals identified in this report as members of the Member Appointment Panel.
- 4.3. Unison have also been consulted with regard to the recruitment of the Chief Executive and Monitoring Officer recruitment.
- 4.4. The Interim Chief Executive and Interim Director of Law and Governance have both been consulted in respect of the content of this report, as has the Council's Corporate Management Team generally. No further consultation is required.

### **Financial**

- 4.5. Council approved a budget in February 2022 which included savings in the region of £380,000 in management costs which were intended to be delivered by restructuring the senior management team and potentially utilising shared senior officer posts. This was not reversed in the budget approved by Council on 27 February 2023.
- 4.6. To accommodate the retention of the existing management arrangements, it will be necessary for an adjustment to be made to the current budget of the Council. In the event that a suitable candidate for the role of Chief Executive is not identified via the recruitment process, additional financial costs will be incurred through the re-running of the recruitment process and additional interim costs.
- 4.7. The review of the Corporate Management Team being undertaken by the Interim Chief Executive will ensure an appropriate and sustainable management structure is implemented.

### **Legal**

- 4.8. The appointment of Statutory Officers is the responsibility of full Council, with the selection of suitable candidates delegated to the Member Appointment Panel in accordance with paragraph 4 of Part 4, Section 8 of the Constitution.
- 4.9. The extension of the current interim arrangements included provision for those arrangements to be concluded earlier in the event that a successful candidate can commence employment before the expiry of the interim arrangements.
- 4.10. This report ensures that the Council is meeting its legal obligations in respect of the recruitment of Chief Officers.

### **Environment Implications**

- 4.11. Nothing within this report is anticipated to impact upon the Council's commitment to achieving net zero carbon.

### **Risk Management**

- 4.12. Members nominated to attend the Chief Officer Appointments Panel have a mandatory requirement to complete Recruitment & Selection training prior to interviews taking place to ensure they are aware of the recruitment requirements.
- 4.13. The current interim arrangements for the Chief Executive and Monitoring Officer are due to end in December 2023 as previously approved by Council on 27 February 2023.
- 4.14. Failure to appoint to the permanent posts would result in extending the interim arrangements to cover the vacant posts as the Council is obliged to designate suitably qualified statutory officers.
- 4.15. Engaging interim senior professionals is costly, lacks certainty and can also be unsettling for officers employed at the Council.

### **Equalities Impact**

- 4.16. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. The Member Appointment Panel nominees will receive training on recruitment and selection which will address equalities.

### **Data Protection**

- 4.17. This report contains no private information.

## **5. Alternative Options Considered**

- 5.1. The Council has previously considered and rejected alternative proposals for the recruitment of a Shared Chief Executive. The Council is required to ensure that it has in place suitable and effective management arrangements, and has confirmed that it considers this to be best discharged by a whole time employed chief executive. There are therefore no other options open to the Council other than to appoint a Member Appointment Panel and progress the recruitment to the Chief Executive role as set out in the Officer Employment Procedure Rules. Failing to designate a member appointments



panel for the recruitment of chief officer posts will expose the Council to further interim arrangement costs and prolong instability in the corporate management team.

## 6. Recommendation

It is recommended that Council:

1. Appoint a Member Appointment Panel in accordance with the Officer Employment Procedure Rules with the Terms of Reference set out at Appendix A;
2. Nominate the following members to the Member Appointment Panel:
  - a. Councillor Knowles; and
  - b. Either Councillor Woodiwiss or Councillor Beadle (one to be a member of the panel, the other to act as ~~the~~ the Harborough Coalition Group nominated substitute); and
  - c. Councillor Bateman (substituted by Councillor Whelband as necessary)
3. Note the Person Specification and Job Description for the Chief Executive role as set out at Appendix B;

## 7. Background papers

- 7.1. None





## APPENDIX A

### MEETINGS OF THE CHIEF OFFICER APPOINTMENTS PANEL

#### 1. Purpose

The remit of the Panel is to exercise the Council's function of the appointment to the statutory posts of Chief Executive and Monitoring Officer.

#### 2. Membership

a) **Appointment.** The Panel shall;

- i. be established only for the duration of the process of the appointment associated with the delegated authority of the Panel;
- ii. consist of three members appointed in accordance with the proportionality rules of the Local Government and Housing Act 1989. At least one member of the Panel shall be a member of the Cabinet in accordance with Part 4(8) of the Constitution; and
- iii. no member shall be a member of the Panel or take part in the appointment process unless he or she has undertaken training in recruitment and selection.

b) **Chairman.** The Chairman and Vice Chairman shall be appointed by the Panel at its first meeting.

c) **Quorum.** Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting unless two (2) members are present.

#### 3. Proceedings

The proceedings of the Panel shall conform to all relevant Standing Orders associated with its remit (contained in the Council Procedure Rules, Access to Information Rules and Employment Procedure Rules), except that where a part of the meeting for which there is or is likely to be no access to the press or public for reasons of the matter being confidential or exempt under the Access to Information Rules:

- the reports which are marked "not for publication" shall not be circulated amongst Members other than the Members of the Panel, unless the proper officer is satisfied that the Member concerned has demonstrated a need to know; and access to those parts of meetings shall not be open to Members

other than the Members of the Panel unless the Chairman is satisfied that the Member concerned had demonstrated a need to know.



## **HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION**

POST TITLE: Chief Executive & Head of Paid Service

GRADE: Chief Executive

POST NO: D2

RESPONSIBLE TO: Leader of the Council

RESPONSIBLE FOR:

- Deputy Chief Executive
- Directors
- External Partnerships

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE:**

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This post is politically restricted.
3. Essential Car User Allowance
4. Required to attend evening meetings of the Council.
5. To participate in the Emergency Planning callout rota of the Council

DATE Revised: June 2023

### **JOB PURPOSE:**

- Provide strategic leadership for the Council, Locally, Regionally and Nationally to ensure the delivery of the Councils priority outcomes and corporate plan ambition.



- Be the Council's head of paid service as defined in the LGHA 89; to ensure proper and efficient management of the Council employees.
- Act as principal adviser to elected members, both individually and collectively to determine policy and strategy that reflects the priorities of the Council.
- Work with a wide spectrum of external partners and stakeholders to maximise the opportunities for the district, acting as an ambassador for the Council.
- Provide inspirational and motivational leadership for the corporate management team, directing and supporting them to ensure excellent performance and continual service improvement with a strong customer focus.
- Work cooperatively to interpret the political vision and priorities of the Council, providing deliverable solutions and organisation wide priority initiatives and projects.
- Act as the Council's Electoral Registrations officer and Returning Officer.
- Be the Council's proper officer for all statutory purposes, unless otherwise defined in the Council's constitution.

#### JOB ACCOUNTABILITIES:

- To work strategically, enabling the Council to optimise opportunities and mitigate risks arising from evolving Government policy, partnership development, process improvement, ad hoc projects, interdepartmental and cross council synergies.
- To represent the Council on strategic and sustainable growth issues, promoting its place shaping capacity and ensuring it is an integral part of the community.
- To provide strategic input on behalf of Harborough District Council at external meetings and partnerships; at local, regional, and national levels.
- To formulate and oversee a strategic and creative approach to working with stakeholders, in particular the voluntary community and business sector to enable the social, environmental and economic wellbeing of the area.
- To create a culture of continuous improvement devising and delivering a range of interventions to improve services and deliver the council's vision.
- Ensure that the Council's policy is reflected and measured through effective performance management and good governance practices.



- Develop and maintain effective working relationships with elected members and manage the interface between the roles of members and officers, promoting a culture of political awareness.
- Ensure that the Council complies with all appropriate legislative requirements.
- Represent the Council at formal events, undertaking as necessary Civic and Ceremonial duties as required.
- To role model and uphold the HDC behaviour competency framework to level 4.
- To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health, and Safety, Safeguarding and Communication and involvement policies.
- To ensure that services are delivered in regard to equality and fairness principles as set out in the Equalities Act 2010.

#### ADDITIONAL JOB CONTEXT:

- The Chief Executive will operate in a complex and ever-changing environment, balancing the political, organisational and financial needs of the organisation in an effort to continually improve services and thus the quality of life for Harborough citizens.
- The post holder will spend a considerable amount of time with Members both of Harborough District Council and other councils.
- Political awareness is key to being able to operate at this level and to be able to build relationships with other organisations to further the Council's aims and objectives.
- To work in partnership with others to identify, develop and implement opportunities for collaborative working to deliver value for money and efficiencies.
- The focus of this role will be highly strategic with operational responsibilities devolved to Chief Officers and Service Managers
- The position carries with it an ambassadorial role within the community and the Chief Executive is expected to be able to respond on behalf of the Council, ensuring, that the Council is seen in a positive light.
- The Chief Executive will have responsibility for delivering the corporate plan and annual delivery plan, a balanced budget and reporting on the performance of the Council.



- In consultation with the monitoring officer and Section 151 officer, ensure that good governance is observed, and that appropriate action is taken to protect the Council when necessary.
- To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
- To embrace and champion the desire to:
  - Revitalise the organisation (injecting energy and new approaches)
  - Engage with the Community (focusing on people and asking them what they want)
  - Strengthen accountability (both democratic and officer leadership)
  - Become more efficient and sustainable (and continue to improve in the future)

#### OTHER:

As a term of employment, the post-holder may be required to undertake other such duties as may reasonably be required of you in the post mentioned above at any of the Authority's establishments.

#### **COMPETENCIES – The post holder should demonstrate level 4 (as outlined in the Council's Competency Framework for the following:**

- Strategic Focus
- Communication
- Does the job well
- Leadership
- Customer Responsiveness
- Political Awareness
- Develops Talent
- Enables Organisational Change
- Improve Performance and Teams
- Works with others

#### **Safeguarding**

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a





DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

## **Equalities**

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

## **HEALTH AND SAFETY:**

The head of paid service has the overall responsibility to ensure the health and Safety and welfare of all staff, elected members and those that visit the Council or may be affected by its services, far as reasonably practicable.

To be familiar with and at all times comply with:

- the Council's general health and safety policy,
  - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
  - local department specific health and safety procedures as amended or added to from time to time.
- 
- To report any unsafe practice, accident, incident, dangerous occurrence, or hazard found during the course of your work to your line manager for action.
  - To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
  - To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
  - To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.



## HARBOROUGH DISTRICT COUNCIL – OUTLINE PERSON SPECIFICATION

<b>JOB TITLE:</b> Chief Executive					
<b>TEAM:</b> Corporate Management Team	<b>POST NO:</b>	<b>GRADE:</b> Chief Executive	<b>ALLOWANCE:</b> Essential Car User	<b>PERMANENT</b>	<b>WEEKLY HOURS:</b> 37 hours
<b>CRITERIA FOR SELECTION:</b> (Justifiable as necessary for safe and effective performance)		<b>ESSENTIAL REQUIREMENTS:</b> (A clear definition of the necessary criteria)		<b>ADDITIONAL/USEFUL REQUIREMENTS</b> (Where available, elements that contribute to improved/immediate performance in the job)	
Qualifications		<ul style="list-style-type: none"> <li>• Appropriate management qualification and/or degree or equivalent</li> <li>• Evidence of continuing professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Willingness to undertake further training.</li> </ul>	
Experience		<ul style="list-style-type: none"> <li>• Strategic policy formulation and advice.</li> <li>• Record of consistent leadership and management achievements at a senior level in local government.</li> <li>• Leadership and motivation of a senior team to</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of emergency planning and crisis &amp; disaster management</li> </ul>	

	<p>deliver high performance.</p> <ul style="list-style-type: none"> <li>• Experience of preparing and managing complex budgets and the deployment of resources to achieve corporate priorities.</li> <li>• Establishing a culture of strong performance and good governance, which is customer focused.</li> <li>• Personal leadership and effective staff management, demonstrating equal opportunity in both employment and service delivery, with a commitment to continuous improvement and development of others.</li> <li>• Record of commitment to public service and local democracy.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Emerging and existing National and Regional policy issues for local government including new and prospective legislation.</li> <li>• The role of elected members and officers, in particular the role of Head of paid Service.</li> <li>• Corporate and services issues facing local</li> </ul>	

	<p>government, such as local planning, net zero and the digital agenda for service delivery.</p> <ul style="list-style-type: none"> <li>• Equality and inclusion measures in legislation</li> <li>• Local government finances and budget setting practices.</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Visible, motivational, and inspirations leadership to ensure political priorities are understood and delivered.</li> <li>• Political awareness and the ability to develop positive and productive working relationships with members in an objective and bias free manner, demonstrating political sensitivity and interpreting political will.</li> <li>• Openness, honesty, and personal integrity with the ability to build trust and confidence</li> <li>• Strong and influential communication and negotiating skills.</li> <li>• Ability to drive high quality performing teams and</li> </ul>	

	<p>service delivery.</p> <ul style="list-style-type: none"><li>• Excellent analytical and problem-solving skills including the assessment and management of risk.</li></ul>	
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# Harborough District Council



## Report to Council Meeting of 24 July 2023

<b>Title:</b>	Arrangements for the Municipal Year 2023-2024
<b>Status:</b>	Public
<b>Report Author:</b>	Director of Law & Governance, Monitoring Officer, Clare Pattinson c.pattinson@harborough.gov.uk
<b>Lead Councillor:</b>	Leader of the Council - Cllr Knowles
<b>Appendices:</b>	<ul style="list-style-type: none"><li>A. Notice of Determination of the Allocation of Seats following a change of the Political Groups</li><li>B. Cabinet Portfolios</li><li>C. Representatives on Outside Bodies</li><li>D. Delegation of functions by and to the Council</li></ul>

## Summary

- i. As a consequence of the Council being in no overall control following local government elections on 4 May 2023, it was not possible at Annual Council on 15 May 2023 to explicitly confirm all of the democratic arrangements for the 2023 / 2024 municipal year.
- ii. This report confirms:
  - a. the updated determination of political balance;
  - b. allocation of seats to committees and sub-committees;
  - c. appointments to outside bodies;
  - d. delegation of functions to and by the Council
  - e. creation of Cabinet sub-committees
  - f. cabinet portfolios and members

## Recommendations

1. That Council note the democratic arrangements set out within this report for the municipal year 2023 / 2024.

## Reasons for Recommendations

- iii. At annual Council on 15 May 2023, Council resolved to establish committees and sub-committees and delegated to the Director of Law and Governance the authority to give effect to the political balance arrangements. This reports confirms the democratic arrangements of the Council for the municipal year 2023-2024.

## 1. Purpose of Report

- 1.1. Following local government elections, there are a number of democratic arrangements which need to be completed. It was not possible to confirm these arrangements at Annual Council as a consequence of the early date of the meeting combined with the change of administration.
- 1.2. This report confirms the democratic arrangements for the Council for the Municipal Year 2023-2024.

## 2. Background

- 2.1. With the formation of a coalition following the local government election in May 2023, and an unusually early annual council being scheduled, there was a lack of clarity or direction at the point of dispatch of the agenda for the annual meeting of council on 15 May 2023. Accordingly, the Annual Council meeting resolved to maintain the status quo in relation to committees, sub-committees and appointments to outside bodies.
- 2.2. This report provides an update to the arrangements which have now been clarified following annual Council.

## 3. Details

### Political Balance

- 3.1. At Annual Council on 15 May 2023, it was noted that the political balance of the Council was as set out in Table 1.

**Table 1: Political Balance for 2023 - 2024**

Group	No. of Councillors	% of Council
Conservative	15	44 (44.1176)
Liberal Democrat	13	38 (38.2352)
Labour	3	9 (8.8235)
Green	3	9 (8.8235)



Other	0	0
<b>Total</b>	<b>34</b>	<b>100</b>

- 3.2. Members will recall that political balance is necessary to ensure that representation on Council bodies that are subject to political balance reflect the democratically elected balance of the Council.
- 3.3. On 17 May 2023 it was confirmed that a new political group had been formed called the Harborough Coalition Group. This group comprised Liberal Democrat, Green and Labour party representatives and was sufficient in number to become the majority group. However, as the Council had determined its political balance on 15 May 2023, the Council was prevented from re-determining its political balance until 16 June 2023 by virtue of regulation 17 of the Local Government (Committees and Political Groups) Regulations 1990.
- 3.4. On 16 June 2023 the Chief Executive, as the Proper Officer for such functions, issued a notice of determination of the allocation of seats following a change in the political groups – see further Appendix A.
- 3.5. The application of the recalculation of the political balance following formation of the coalition group, combined with the retention of the Scrutiny Commission and the increasing of the Licensing Committee (and therefore the Regulatory Committee also) to the statutory minimum of 10 members, provides the allocation of seats on existing active committees as set out at Table 2.

**Table 2: Seats according to political balance 2023 – 2024**

<b>Committee</b>	<b>Seats</b>	<b>Conservative seats (44%)</b>	<b>Grouped Seats (56%)</b>
<b>Planning</b>	9	4 (3.96)	5 (5.04)
<b>Regulatory</b>	10	4 (4.4)	6 (5.6)
<b>Constitutional Review</b>	7	3 (3.08)	4 (3.92)
<b>Audit &amp; Standards</b>	7	3 (3.08)	4 (3.92)
<b>Employment</b>	5	2 (2.2)	3 (2.8)
<b>Investigations</b>	5	2 (2.2)	3 (2.8)
<b>Appeals</b>	5	2 (2.2)	3 (2.8)
<b>Licensing</b>	10	4 (4.84)	6 (6.16)
<b>Performance scrutiny</b>	7	3 (3.08)	4 (3.92)

<b>Communities Scrutiny</b>	7	3 (3.08)	4 (3.92)
<b>Scrutiny Commission</b>	10	4.4	5.6
	<b>82</b>		

Committee name	seats in total	Example	Conservative seats	Grouped Seats	
			44%	56%	
Planning	9	13	5.72	7.28	
Regulatory	10	11	4.84	6.16	
CRC	7	9	3.96	5.04	
Audit and standards	7	9	3.96	5.04	
Employment	5		0	0	
Investigations	5	7	3.08	3.92	
Appeals	5	7	3.08	3.92	
Licensing	10		0	0	
performance scrutiny	7		0	0	
Communities scrutiny	7		0	0	
scrutiny commission	10		0	0	
R and B joint committee			0	0	
	82	56	24.64	44%	
			31.36	56%	
			56		

#### **Allocation of seats to committees and sub-committees;**

- 3.6. The nominations put forward by the Conservative Group following Annual Council in respect of the above committees and panels remain unchanged. However, the

recalculation of political balance means the Harborough Coalition Group allocates all other seats, rather than each individual party allocating seats.

3.7. The membership of all Council Committees and Panels is therefore confirmed as set out below:

3.7.1. **Appeals** – total of 5 seats

Coalition: 3 seats: Cllrs Elliott, Finan and Johnson

Conservative: 2 seats: Cllrs Bateman and Dann

3.7.2. **Audit & Standards** – total of 7 seats

Coalition: 4 seats Cllrs Finan, Forman (VC), Gair (C) and Johnson

Conservative: 3 seats Cllrs Bateman, Nunn and Page

3.7.3. **Communities Scrutiny** – total of 7 seats

Coalition: 4 seats Cllrs James (C), Johnson (VC), Sarfas and Taylor n

Conservative: 3 seats Cllrs Bannister, Nunn and Whelband

3.7.4. **Constitutional Review** – total of 7 seats

Coalition: 4 seats Cllrs Anderson, Asher, Johnson and Knowles (C)

Conservative: 3 seats Cllrs Grafton-Reed, King and Rickman

3.7.5. **Employment** – total of 5 seats

Coalition: 3 seats Cllrs Elliott (C), Finan (VC) and Gair (C)

Conservative: 2 seats Cllrs Bateman and King

3.7.6. **Investigation & Disciplinary** – total of 5 seats

Coalition: 3 seats Cllrs Burrell, Gair and James

Conservative: 2 seats Cllrs Bilbie and Rickman

3.7.7. **Licensing** – total of 10 seats

Coalition: 6 seats Cllrs Anderson, Birch, Burrell, Finan (C), Gair and Sarfas (VC)

Conservative: 4 seats Cllrs Bannister, Grafton-Reed, Hollick and King

3.7.8. **Performance Scrutiny** – total of 7 seats

Coalition: 4 seats Cllrs Asher, Birch, Burrell (VC) and Elliott (C)

Conservative: 3 seats Cllrs Dann, King and Rickman

3.7.9. **Planning** – total of 9 seats

Coalition: 5 seats Cllrs Asher, Burrell (C), Elliott, Gair and James (VC)  
Conservative: 4 seats Cllrs Mahal, Modha, Whelband and Worrell

3.7.10. **Regulatory** – total of 10 seats

Coalition: 6 seats Cllrs Anderson, Birch, Burrell, Finan (C), Gair and Sarfas (VC)  
Conservative: 4 seats Cllrs Bannister, Grafton-Reed, Hollick and King

3.7.11. **Scrutiny Commission** – total of 10 seats

Coalition: 5 seats Cllrs Burrell, Elliott, Forman, Gair and James  
Conservative: 5 seats Cllrs Bateman, Dann, Hallam (C), Page and Rickman

## **Appointments to outside bodies**

- 3.8. There are a number of bodies and organisations that the Council or Cabinet nominates representatives to. These are set out in Appendix C, with confirmation as to the Council's representative upon the outside body.
- 3.9. In addition to nominating councillors to outside bodies, the Leader has indicated that he has identified the following councillor champions:
- 3.9.1. Armed Forces Champion – Cllr Asher
  - 3.9.2. Equality Champion – Cllr Burrell
  - 3.9.3. Young Persons Champion – Cllr Anderson
  - 3.9.4. Domestic Abuse Champion – Cllr Forman.

## **Delegation of functions**

- 3.10. Councils are able to delegate the discharge of their statutory functions (executive and non-executive) to other local authorities. This power is reflected within the Council's constitution at section 4 of Article 11.
- 3.11. Appendix D to this report records the functions which the Council has delegated to other local authorities, as well as the local authorities that have delegated functions to the Council.

## **Appointment of Cabinet**

- 3.12. The Leader has confirmed that he will be supported by a 6 Cabinet members. Each member of Cabinet will be responsible for a portfolio of issues, as set out below. The opposition group have nominated Shadow portfolio representatives, who are also identified below in brackets

3.12.1. **Strategy (Leader) – Cllr Knowles (Cllr Bateman)**

- 3.12.2. **Finance – Cllr Graves** (Cllr King)
  - 3.12.3. **Environmental & Climate Change – Cllr Woodiwiss** (Cllr Nunn)
  - 3.12.4. **Culture, Leisure & Tourism – Cllr Whitmore** (Cllr Rickman)
  - 3.12.5. **Corporate – Cllr Beadle** (Cllr Dann)
  - 3.12.6. **Planning – Cllr Galton** (Cllr Bannister)
  - 3.12.7. **Wellbeing – Cllr Knight** (Cllr Whelband)
- 3.13. Further details as to the content of each portfolio of issues is attached as Appendix B.

### **Cabinet Sub-Committees and Advisory Panels**

- 3.14. The Leader has indicated it is likely that Cabinet will consider a report at its next meeting as to the nature and remit of any sub-committees it wishes to create, but that it is likely that a Grants sub-committee will be retained.
- 3.15. Similarly, Cabinet will review the nature and remit of Cabinet advisory panels, however no change is expected in respect of the existing Cabinet advisory panels for Member Development and the Local Plan.
- 3.16. Any changes made to the executive arrangements by the Leader will be reported to Council retrospectively in accordance with the Constitution.

## **4. Implications of Decisions**

### **Corporate Priorities**

- 4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

### **Consultation**

- 4.2. The identification of individuals within this report reflects the nominations provided by the relevant group leaders. No further consultation is required.

### **Financial**

- 4.3. The financial consequences of the number of committees and representatives set out within this report are within the budget set by the Council. The current budget for members allowances and expenses is £319k.
- 4.4. The potential increased cost imposed by additional Cabinet Members is mitigated by other savings and changes to expected spending in the budget. The budget will be monitored in year, as it has been in previous years, to ensure that all costs associated with members allowances and expenses are kept within budget.
- 4.5. It is intended that an Independent Remuneration Panel (IRP) will be convened to review the Members Allowance Scheme at an early stage of the new administration. Once the report of the IRP is received, it will be reported to Council for decision. That report will contain full details on the financial implications of any options presented in the report. Once Members decide what, if any, changes to make to the Members Allowance

Scheme, the financial implications will be incorporated into the budget in accordance with the usual budget setting process.

## **Legal**

- 4.6. The requirement to determine and update the political balance calculation is contained within statute. This report therefore ensures that the Council is meeting its legal obligations in this regard.
- 4.7. The identification of nominations to committees, Cabinet and outside bodies is required to aid transparency. Any changes during the municipal year to these nominations will be reported to the next relevant meeting.

## **Environment Implications**

- 4.8. Nothing within this report is anticipated to impact upon the Council's commitment to achieving net zero carbon.

## **Risk Management**

- 4.9. The contents of this report do not pose any risk implications for the Council – the potential risk would arise from failing to report the contents of this report.

## **Equalities Impact**

- 4.10. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not impact upon the public sector equality duty given it reports the application of political balance and decisions made as to which individual is allocated to which council role. This in all decisions, and Equalities Impact Assessment may need to be provided.

## **Data Protection**

- 4.11. This report contains no private information.

# **5. Alternative Options Considered**

- 5.1. The Council is required to publicise its arrangements in respect of political balance, and has collated within this report for ease of reference the information that would have been provided to Annual Council in respect of the outcome of the application of political balance, the formation of the new administration and the nomination of councillors to council roles and outside bodies.

# **6. Recommendation**

- 6.1. Council is invited to note:
  - 6.1.1. the updated calculation of political balance;
  - 6.1.2. the nomination of councillors to committees and panels in accordance with the updated political balance calculations;
  - 6.1.3. the establishment of a new Cabinet of 6 members in addition to the Leader, and the allocation of portfolios and shadow portfolios;
  - 6.1.4. the creation of two Cabinet sub-committees;
  - 6.1.5. the nomination of councillors to represent the Council on outside bodies;

## 7. Background papers

- 7.1. The Local Government and Housing Act 1989

<https://www.legislation.gov.uk/ukpga/1989/42/part/I/crossheading/political-balance-on-committees-etc>

- 7.2. The Local Government (Committees and Political Groups) Regulations 1990

<https://www.legislation.gov.uk/uksi/1990/1553/regulation/17/made>







## Cabinet Portfolios - May 2023

STRATEGY (LEADER) Cllr Knowles (Shadow) Cllr Bateman	
<ul style="list-style-type: none"> <li>Corporate Strategy and Business planning</li> <li>Strategic Planning &amp; MAG</li> <li>Strategic Communications</li> <li>HR and employees</li> <li>Performance and Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>Local Government Structural Reform</li> <li>Significant Emergency Planning &amp; Recovery</li> <li>Transformation and change management</li> <li>Business intelligence</li> <li>Learning and Development</li> </ul>
FINANCE Cllr Graves (Shadow) Cllr King	
<ul style="list-style-type: none"> <li>Finance Services</li> <li>Commissioning &amp; Procurement</li> <li>Major Contract Management</li> <li>Internal and External Audit Services</li> </ul>	<ul style="list-style-type: none"> <li>Value for Money</li> <li>Strategic Asset Management</li> <li>Revenues and Benefits (Member of Joint Committee)</li> <li>Commercialisation</li> </ul>
ENVIRONMENTAL AND CLIMATE CHANGE Cllr Woodiwiss (Shadow) Cllr Nunn	
<ul style="list-style-type: none"> <li>Climate change</li> <li>Green deal</li> <li>Warm homes</li> <li>Environmental health services</li> <li>Environmental Services Including Waste, Street Cleansing &amp; Grounds Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Licensing</li> <li>Car Parking</li> <li>Emergency Planning Lead</li> <li>Pest Control</li> <li>Community Safety Partnerships</li> <li>Anti-Social Behaviour</li> <li>Contaminated Land &amp; Air Strategy</li> </ul>
CULTURE LEISURE AND TOURISM Cllr Whitmore (Shadow) Cllr Rickman	
<ul style="list-style-type: none"> <li>Cultural services policy</li> <li>NHB and S106</li> <li>Grants to communities</li> <li>Leisure and sport</li> </ul>	<ul style="list-style-type: none"> <li>LLEP</li> <li>Working with the Business Community</li> <li>Growth (Economic Development &amp; Tourism)</li> <li>Business centres (Hic and Enterprise centre, Market)</li> </ul>
CORPORATE Cllr Beadle (Shadow) Cllr Dann	
<ul style="list-style-type: none"> <li>Customer Service &amp; Contact Centre</li> <li>Legal and Democratic Services</li> <li>Election and Electoral Registration</li> <li>Land Charges</li> <li>Business Planning</li> <li>Equality &amp; Diversity</li> <li>ICT</li> </ul>	<ul style="list-style-type: none"> <li>Control Centre-Lone Working &amp; Out of Hours Service, CCTV etc</li> <li>Corporate Health and Safety</li> <li>Health &amp; Safety Enforcement</li> <li>Corporate Administration – Street Naming and Numbering, Cemetery Administration</li> </ul>
PLANNING Cllr Galton (Shadow) Cllr Bannister	
<ul style="list-style-type: none"> <li>Open Spaces</li> <li>Building Control</li> <li>Neighbourhood Plan</li> <li>Local Plan</li> </ul>	<ul style="list-style-type: none"> <li>Development Management</li> <li>Planning Enforcement</li> <li>Regeneration &amp; Development</li> <li>Heritage &amp; Conservation</li> </ul>
WELLBEING Cllr Knight (Shadow) Cllr Whelband	
<ul style="list-style-type: none"> <li>Voluntary Sector Partnerships &amp; Core Funding</li> <li>Supporting Leicestershire Families</li> <li>Young People Strategy Development</li> <li>Clinical Commissioning Group &amp; Public Health Liaison Lead</li> <li>Health &amp; Wellbeing Forum Lead</li> <li>Lightbulb (including Disabled Facilities Grant &amp; Lifeline)</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Harborough Home Search / Homelessness / Housing Renewal Grants &amp; Loans</li> <li>Strategic Housing Policy &amp; Liaison with Registered Providers</li> <li>Rural Lead</li> <li>Private Sector Housing</li> <li>Empty Property Strategy</li> <li>Parish and Community Liaison</li> </ul>



## Representatives on Outside Bodies 2023 - 2024

Body	Representative
East Midlands Council	Cllr Knowles
Police and Crime Panel	Cllr Woodiwiss
Leicestershire Safer Communities Strategy Board	Cllr Woodiwiss
Harborough District Community Safety Partnership	Cllr Woodiwiss
Leicestershire Partnership for Revenues and Benefits	Cllrs Beadle and Graves
SPARSE	Cllr Knight
MAG (Member Advisory Group on Planning)	Cllr Galton
Market Harborough and The Bowdens Charity	Chief Executive
Robert Monk's Foxton Charity Board of Trustees	Cllr Asher
North Kilworth Townland Charities	Cllrs Bateman and Nunn
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee.	Cllrs Galton and Woodiwiss
Harborough District Commercial Services Limited	Board - Chief Executive, Betsy Wong, Ian Blelloch Company Secretary – Head of Financial Services Shareholder – Director of Resources



**Delegation of Functions by Harborough District Council 2023 - 2024**

<b>Body</b>	<b>Detail</b>
Blaby District Council	The Council, along with other Leicestershire district councils, has delegated the discharge of its statutory functions in relation to the provision of building control services to Leicestershire Building Control Partnership, which is provided by Blaby District Council. Harborough District Council reports performance information in respect of this body on a regular basis.
Melton Borough Council	The Council has entered into a reciprocal arrangement with Melton Borough Council to collaborate in the delivery of waste and regulatory services across both districts. This agreement is in its initial term and will be reviewed, evaluated and reported to Councillors in due course.
Leicestershire County Council	The Council delegates the processing of notices and administration of challenges to parking enforcement activity to Leicestershire County Council
North Northamptonshire Council	The Council delegates its internal audit functions to North Northamptonshire Council
Northwest Leicestershire District Council	The Council delegates its payroll and HR administration functions to Northwest Leicestershire District Council

**Delegation of Functions to Harborough District Council 2023 - 2024**

Melton Borough Council	The Council has entered into a reciprocal arrangement with Melton Borough Council to collaborate in the delivery of regulatory and waste services across both districts. This agreement is in its initial term and will be reviewed, evaluated and reported to Councillors in due course.
Leicestershire County Council	The Council provides on street civil parking enforcement services for the county council in the districts of Blaby, Oadby & Wigston and Hinckley & Bosworth
Melton Borough Council Blaby District Council	The Council provides off street civil parking enforcement services for these district councils.

Oadby & Wigston Borough Council	
Rutland County Council	The Council provides ground maintenance services to Rutland County Council.

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