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## **REVIEW OF OUTSIDE BODIES**

### **1 SUMMARY**

- 1.1 This report details the work of the Outside Body Review Sub-Committee in giving detailed consideration to the findings of the initial review of Outside Bodies and sets out the Sub-Committee's recommendations.

### **2 BACKGROUND**

- 2.1 At its meeting on 26 November 2002, the Finance and Procedures Overview and Scrutiny Committee considered the report of the Head of Administrative and Member Services on the findings of the review of Outside Bodies. The Committee agreed that a Sub-Committee of three Members be established to give detailed consideration to the findings of the review and recommend accordingly.
- 2.2 Since the above decision, a Sub-Committee comprising Councillors M G B Starke (Chairman), T Livings and G A Mockford has met on 19 December 2002, 21 January 2003 and 11 March 2003 to consider review findings and formulate recommendations.

### **3 DISCUSSION**

- 3.1 At its first meeting the Sub Committee recognised that it would be appropriate for the review to proceed in the context of suggestions raised during the Member Training Sessions on Partnership Arrangements, at which there had been an opportunity for some cross-party discussion on Outside Bodies and suggestions pertinent to the review had been made.
- 3.2 The suggestions could be broken down into four key factors. These, together with the Sub-Committee's observations on them, are set out below:-

<u>Factor</u>	<u>Sub-Committee Observation</u>
Minimise the number of appointees on each Body	<ul style="list-style-type: none"><li>Should actively identify whether there is a need to have more than one appointee on each Body (including Statutory Bodies, Constitution permitting).</li></ul>

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<u>Factor</u>	<u>Sub-Committee Observation</u>
	<ul style="list-style-type: none"><li>• Approach could be allied with the introduction of a substitute mechanism to allow for occasions when a main appointee cannot attend meetings.</li><li>• It would be appropriate to explore reducing the number of appointees to particular Bodies where this would not place the Authority at a key voting disadvantage.</li></ul>
Appointees to receive initial briefings on the work of the Body	<ul style="list-style-type: none"><li>• This could be by an appropriate officer or a representative of the Outside Body. Particularly appropriate where local authority financial commitment is involved.</li><li>• There could be occasions when a pre-meeting would be necessary prior to the meeting of a Body.</li></ul>
Ally the appointment process with Committee membership	<ul style="list-style-type: none"><li>• There would be merit in a policy whereby Outside Body appointees are, whenever possible, Members of a Policy or Overview &amp; Scrutiny Committee whose work most closely aligned with the activity of the Body.</li><li>• An allying arrangement would mean appointees are more likely to be cognisant of the Authority's policy on relevant matters and could assist the Authority in understanding the Work/User Partnership Bodies on policy areas.</li><li>• There would be value in a mechanism which provides for Member and Officer appointees to report back on the work of bodies.</li></ul>

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<u>Factor</u>	<u>Sub-Committee Observation</u>
Officers could be sole appointees on some bodies	<ul style="list-style-type: none"><li>• Whilst some bodies may require attendance by both Members and Officers, cost benefits could flow where it is possible for Officers to attend on the Council's behalf.</li><li>• There is time duplication associated with double attendance.</li><li>• There would be value in ensuring there is not duplication of Officer attendance.</li><li>• Officer appointees could report back to the Council when decisions are required which are pertinent to Council business/policy.</li></ul>
3.3	In addition to agreeing that the above factors would form effective parameters, the Sub-Committee accepted that membership of statutory bodies should be retained and that financial support aspects, together with the need to be involved in the policy making work of a body, were salient.
3.4	As part of the review, the Sub-Committee took account of supporting information which detailed:- <ul style="list-style-type: none"><li>• The current involvement of Council Officers with the various Outside Bodies.</li><li>• Suggested allying of Outside Bodies with appropriate Committees of the Council.</li><li>• Linkages between the purposes of the outside bodies and the Council's own corporate objectives.</li></ul>

As a result of the above, the Sub-Committee established a number of recommendations which are set out below. In terms of numbers, the recommendations would mean that the quantity of Outside Bodies to which appointments are made would be reduced by 12. The number of Member appointments (seats) would be reduced by 38. Individual Officers would be appointed to six bodies.

- 3.5 The Sub-Committee also agreed that certain Outside Bodies in receipt of funding should be invited to report to the Finance and Procedures Overview and Scrutiny Committee on their work as part of the Council's budget process. At the full Council meeting on 18 February 2003 it was agreed, as a result of this initial view of the Sub-Committee, that the Finance and Procedures Overview and Scrutiny Committee should monitor the grant provision to Outside Bodies as part of its work programme.

#### **4 RESOURCE IMPLICATIONS**

- 4.1 A reduction in the number of Outside Bodies could eventually produce budget savings. All appointees can claim travel and subsistence, which is paid from the existing budget.

#### **5 RECOMMENDATION**

It is proposed that the Finance and Procedures Overview and Scrutiny Committee **RECOMMENDS** to Council:-

- (1) That membership of Outside Bodies be changed on the basis set out at Appendix 1 of this report.
- (2) That, to enable allaying to appropriate Service Areas, appointments to Outside Bodies should, wherever possible, be from the membership of an appropriate Policy Committee or Overview and Scrutiny Committee on the basis set out at Appendix 2 of this report.
- (3) That all appointees to Outside Bodies have a substitute, with the exception of the London Southend Airport Consultative Committee for which there should be at least two substitutes.
- (4) That appointees to Outside Bodies receive initial briefings on the work of the Body by an appropriate Officer or a Body representative.
- (5) That Member and Officer appointees be asked to report back on the work of Bodies to which they are appointed via the Members' Bulletin twice per year. The possibility of an appointee reporting into the appointing Committee should not be discounted as an alternative in appropriate circumstances.

Sarah Fowler

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**Background Papers:**

None

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**APPENDIX 1**

<b>Body</b>	<b>Change</b>
<b>Castle Point and Rochford Drug Reference Group (DRG)</b> (currently 2 appointees)	Should retain membership given that is a statutory body receiving financial support. Should reduce representation down to one appointee, as Castle Point Borough Council would agree same.
<b>Consortium of Waste Collection Authorities</b> (currently 6 appointees)	Should retain membership of this body from the policy perspective. Should reduce the number of appointees down to one as this would not compromise/ reduce the Council's influence.
<b>Local Government Association (LGA) General Assembly/Rural Commission/Urban Commission</b> (currently 1 appointee to each of three parts)	Should retain membership of this body from the policy perspective.
<b>NCE (Shape) Ltd.</b> (currently 1 appointee)	Should be an Officer appointment.
<b>Old People's Welfare Committee for Rochford and District</b> (currently 2 appointees)	Should replace appointee arrangement with invite to the body to report to the Finance and Procedures Overview and Scrutiny Committee on its work and financial needs (allying this to the Council's budget process).
<b>Rochford Crime and Disorder Partnership Group</b> (currently 1 appointee)	Should retain membership.
<b>Rochford Domestic Violence Panel</b> (currently 1 appointee)	Should retain membership.
<b>South East Essex Technology Centre</b> (currently 1 appointee)	Should end membership.
<b>57 South Street Management Committee</b> (currently 2 appointees)	Should retain membership given constitutional requirements.

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<b>Body</b>	<b>Change</b>
<b>Thames Gateway - South Essex Board</b> (currently 1 appointee)	Should retain membership. Important to have a substitute arrangement in place for both the Member appointee and the senior officer in attendance.
<b>Youth Arts Partnership</b> (currently 1 vacancy)	Should be an Officer appointment
<b>Youth Sports Advisory Group</b> (currently 1 appointee)	Appointment no longer necessary as work of this body being subsumed by Rochford Sports Council.
<b>Anglia Polytechnic University - Consultative Committee</b> (currently 1 vacancy)	Should end membership, activity being marginal to the objectives of the Authority.
<b>Association of Essex Authorities</b> (currently 1 appointee)	Should retain membership pending the outcome of the current Essex wide review of this body and its subsidiaries, which is proceeding on the basis of introducing a Local Government Association model for Essex.
<b>Association of Essex Authorities Community Strategies Members Group</b> (currently 1 appointee)	Should retain membership pending the outcome of the Essex-wide review.
<b>Association of Essex Authorities Community Safety Members Steering Committee</b> (currently 1 appointee)	Should retain membership pending the outcome of the Essex-wide review.
<b>Crouch Harbour Authority</b> (currently 1 appointee)	Should retain membership, particularly given potential connections with Thames Gateway activity.
<b>Rayleigh Age Concern</b> (currently 1 appointee)	Should change arrangements to align with those for Old People's Welfare Committee for Rochford and District.

<b>Body</b>	<b>Change</b>
<b>Regional Employers Panel (East of England Local Government Conference)</b> (currently 1 appointee)	Should retain membership.
<b>Relate South Essex</b> (currently 1 appointee)	Should retain membership.
<b>Rochford &amp; Castle Point Community Legal Service Partnership</b> (currently 1 appointee)	Should retain membership.
<b>Rochford Crossroads (Caring for Carers)</b> (currently 2 appointees)	Should retain membership but reduce representation down to one appointee as this would not compromise/reduce the Council's influence.
<b>Rochford Health Partnership Board</b> (currently 4 appointees)	Should retain membership, but reduce representation down to two appointees on the basis that Castle Point would agree the same. Any major proposals would come before the Planning Services Committee.
<b>Springboard Home Improvement Service Support Group</b> (currently 1 appointee)	Should be an Officer appointment.
<b>St Mark's Field Community Hall Management Committee</b> (currently 1 appointee)	Should end membership.
<b>Stambridge Sewage Treatment Works Liaison Committee</b> (currently 3 appointees)	Should retain membership.
<b>Supporting People Commissioning Body</b> (currently 1 appointee)	Should retain membership.
<b>Waste Management Advisory Board</b> (currently 1 vacancy)	Should retain membership.



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<b>Body</b>	<b>Change</b>
<b>London Southend Airport Consultative Committee</b> (currently 3 appointees)	Should retain membership but reduce representation down to one appointee. Would be appropriate to ensure there are at least two substitutes.
<b>Cory Environmental Trust in Rochford</b> (currently 1 appointee)	Should retain membership.
<b>Council for the Protection of Rural Essex</b> (currently 1 appointee)	Should retain membership.
<b>Essex County Youth Service Local Strategy Group</b> (currently 1 appointee plus 2 vacancies)	Should retain membership but reduce representation to one appointee, subject to the outcome of composition changes by the County.
<b>Essex Strategic Rail Group</b> (currently 2 appointees)	Should retain membership. The Rail Group now requires only one appointee.
<b>Hockley Community Centre Association – Executive Committee</b> (currently 1 appointee plus 1 vacancy)	Should end membership given marginal linkage with the Council's objectives. Finance Officers will be able to keep loan repayment arrangements under review.
<b>Hockley and Hawkwell Old Peoples Welfare Committee</b> (currently 1 appointee)	Should change arrangements to align with those for Old People's Welfare Committee for Rochford and District.
<b>Hullbridge Community Association</b> (currently 2 vacancies)	Should end membership given marginal linkage with the Council's objectives.
<b>Hullbridge Senior Citizens Welfare Council</b> (currently 1 appointee)	Should change arrangements to align with those for Old People's Welfare Committee for Rochford and District.
<b>Homeless Action Resource Project</b> (currently 1 vacancy)	Should end membership given that the Council addresses homelessness through its homelessness service.

<b>Body</b>	<b>Change</b>
<b>Rayleigh Mount Local Committee</b> (currently 2 appointees)	Should retain membership but reduce representation down to one appointee.
<b>Rochford Hundred Association of Local Councils</b> (currently 1 appointee)	Should retain membership given that all Parish/Town Councils are involved.
<b>Rochford and Rayleigh Citizens Advice Bureau Management Committee</b> (currently 1 appointee)	Should retain membership.
<b>Rochford Sports Council</b> (currently 1 appointee)	Should retain membership.
<b>“ROOM” The National Council for Housing and Planning</b> (currently 1 appointee)	Should be an Officer appointment.
<b>South East Essex Economic Strategy (SEES)</b> (currently 1 appointee)	Should retain membership.
<b>South Essex Environmental Protection Sub-Committee (SEEPS)</b> (currently 3 appointees)	Should retain membership.
<b>Warehouse Centre, Active Christian Trust</b> (currently 2 appointees)	Should retain membership but reduce representation down to one appointee.
<b>Castle Point &amp; Rochford Police Community Consultative Group</b> (currently 1 appointee)	Should retain membership.
<b>Essex Heritage Trust</b> (currently 1 appointee)	Should retain membership.
<b>Roche Care Centre Users Group</b> (currently 1 vacancy)	Should end membership, activity being marginal to the objectives of the Authority.

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<b>Body</b>	<b>Change</b>
<b>Rochford and District Chamber of Trade and Commerce</b> (currently 1 appointee)	Should end direct membership given that separate consultation activity is undertaken with all business representation organisations within the District. Appropriate for Officers to continue to attend as necessary.
<b>Rochford Health for All 2000 Action Team</b> (currently 1 vacancy)	Should be an Officer appointment.
<b>Rural Community Council of Essex</b> (currently 1 appointee)	Should retain membership given the opportunity provided for maintaining communication with rural communities.
<b>Sanctuary Housing Association</b> (currently 1 appointee)	Should be an Officer appointment.
<b>Southend District Community Health Council</b>	Should re-institute membership and confirm previous appointees: Councillors T Livings, D F Flack and J R F Mason.
<b>Southend District Mental Health Association</b> (currently 1 appointee plus 1 vacancy)	Should retain membership but reduce representation down to one appointee.
<b>Bradwell Local Community Liaison Council</b> (currently 2 appointees)	Should retain membership given nature of decommissioning activities but reduce representation down to one appointee.
<b>Crouch Valley Scout District</b> (currently 1 appointee)	Should retain membership.

**APPENDIX 2**

**OUTSIDE BODIES - COMMITTEES FROM WHICH MEMBERSHIP SHOULD  
BE SOUGHT**

**Key**

<b>Committee</b>	<b>Abbreviation</b>
Policy and Finance/Finance and Procedures Overview and Scrutiny	P
Community Services/Community Overview and Scrutiny	C
Environmental Services/Environment Overview and Scrutiny	E

<b>Body</b>	<b>Committee</b>
Castle Point and Rochford Drug Reference Group	C
Consortium of Waste Collection Authorities	E
Local Government Association General Assembly	P
Local Government Association Rural Commission	P
Local Government Association Urban Commission	P
Rochford Crime and Disorder Partnership Group	C
Rochford Domestic Violence Panel	C
57 South Street Management Committee	C
Thames Gateway - South Essex Board	P
Association of Essex Authorities	P
Association of Essex Authorities Community Strategies Members Group	P
Association of Essex Authorities Community Safety Members Steering Committee	C
Crouch Harbour Authority	C
Regional Employers Panel (East of England Local Government Conference)	P
Relate South Essex	C
Rochford and Castle Point Community Legal Service Partnership	P
Rochford CrossRoads (Caring for Carers)	C
Rochford Health Partnership Board	C
Stambridge Sewage Treatment Works Liaison Committee	E
Supporting People Commissioning Body	C
Waste Management Advisory Board	E
London Southend Airport Consultative Committee	E
Cory Environmental Trust in Rochford	E
Council for the Protection of Rural Essex	E
Essex County Youth Service Local Strategy Group	C
Essex Strategic Rail Group	E

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<b>Body</b>	<b>Committee</b>
Rayleigh Mount Local Committee	C
Rochford Hundred Association of Local Councils	P
Rochford and Rayleigh Citizen's Advice Bureau Management Committee	C
Rochford Sports Council	C
South East Essex Economic Strategy (SEES)	P
South East Environmental Protection Sub-Committee (SEEPS)	E
Warehouse Centre - Active Christian Trust	C
Castle Point and Rochford Police Community Consultative Group	C
Essex Heritage Trust	C
Rural Community Council of Essex	P
Southend District Community Health Council	C
Southend District Mental Health Association	C
Bradwell Local Community Liaison Council	E
Crouch Valley Scout District	C