

REPORT TO	ON
Governance Committee	31 January 2018

September 2017



TITLE	REPORT OF
My Neighbourhood Area Procedure Rules & Terms of Reference	Interim Monitoring Officer

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

Following a meeting of the Governance Committee Working Group the report seeks the approval of Governance Committee to the proposed My Neighbourhood Area Procedure Rules and Terms of Reference prior to their submission to full Council for their final approval.

2. RECOMMENDATIONS

2.1 That Governance Committee consider and approve the draft My Neighbourhood Area Procedure Rules and Terms of Reference prior to submission to full Council for their final approval.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	√

4. BACKGROUND TO THE REPORT

4.1 All councils are required to have a written Constitution which sets out the council's internal governance arrangements, approved procedures and protocols. As part of the Corporate Governance Action Plan 2016/17 Members of the Governance Committee agreed to carry out a thorough review of the Constitution in order to ensure that the Constitution is as clear as possible, completely up to date and fit for purpose.

4.2 Both the My Neighbourhood Area Procedure Rules & Terms of Reference have not been updated for some time. The opportunity is being taken to refresh both documents as part of the review of the Constitution and update to reflect current practice and procedures. As an example all former references to the Community Improvement Plans have been amended to refer to My Neighbourhood Plans and the section on decision making has been enhanced to reflect the

involvement of the Portfolio holder in practice and also the requirement to record decisions which was formerly within the section on decision making at what was Article 14.

4.3 However, in approving any refresh of the documents Members are asked to note that as the council's Transformation Plans are developed an opportunity for enhanced ways of working between Neighbourhoods and Street Scene is emerging which appears to have potential for more joint working and as a result further reports may be brought to members on the function and role of My Neighbourhood Areas going forward.

4.4 The suggested amendments to the My Neighbourhood Area Procedure Rules & Terms of Reference are set out at Appendix A with the original documents enclosed at Appendix B for ease of reference. Any changes to the suggested new documents since the meeting of the Working Group are highlighted by tracked changes.

5.0 My Neighbourhood Area Terms of Reference

5.1 The Terms of Reference have been dropped into the approved template for all Terms of Reference. There are very few changes to original, however the changes to note in the document are as follows:

Paragraph	Content	Justification
1.Summary	Short summary setting out role and purpose of My Neighbourhood Areas to strengthen links with the local community.	Original wording
2. Membership	Sets out the membership of each area and names and boundaries.	Original wording
3. Terms of Reference	Outlines responsibility for drawing up My Neighbourhood Plans – amends former description of “Community Improvement Plans”	Simplifies wording very slightly. Updates terminology.
4. Note	Indicates meetings are informal & do not normally have agendas & minutes.	Simplifies wording very slightly from original version.

6.0 My Neighbourhood Area Procedure Rules

6.1 The Procedure Rules are largely unchanged but have been updated to reflect up to date terminology and recent examples of a lack of clarity in the rules when changing nominated Chairmen mid – year. The changes to note in the document are as follows:

Paragraph	Content	Justification
1.Appointment of Chairman & Vice Chairman	Deals with the appointment of Chairmen & Vice Chairmen based on nominations from each Group to be ratified by full Council. If there is an equal number of seats held by both parties full Council will decide. If there is an in year vacancy or the Chairman or Vice is no longer a member of the nominating party the Group may re nominate to Council.	Original provisions with wording simplified for clarity. Additional section dealing with members crossing the floor or leaving the nominating group for any reason which allows the Group to re nominate.
2. Removal of Chairman & Vice Chairman	Deals with the removal of a Chairman or Vice Chairman in year by Notice of Motion to full Council.	Original wording but cross references now to relevant section of Council Procedure Rules for Notices of Motion which have been updated since these Rules were drafted. (ie 10 not 9)
3. My Neighbourhood Meetings	States meetings will be up to 4 times annually with arrangements approved by the chairman in consultation with other members.	Original wording
4. My Neighbourhood Plans	Deals with the establishment of the MNP in conjunction with the public & partners & in alignment with the Corporate plan & Development Plan. Indicates will identify funding for community improvements.	Original section but terminology updated e.g. My Neighbourhood Plans not Community Improvement Plans & Development Plan not Local Development Framework. Clarifies improvements need not be limited to "small scale"
5. Decision Making	Sets out the decision making process by the Chairman in consultation with the relevant Portfolio Holder & Senior Officer. Requires the Chairman to make every effort to obtain the consensus of members in the area and to make the decision with the	Updates the section on decision making to reflect the normal procedure in practice under which the portfolio holder is consulted. Incorporates the wording formerly in Article 14 which dealt with decision making & stipulated decisions makers

	interests of the whole Council in mind. Decisions must be recorded on the appropriate delegated decision form & published on the website.	must have the interests of the whole Council in mind & the consensus of other area members if possible. Also sets out the need for a delegated decision form & publication.
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7.1 Comments of the Statutory Finance Officer

There are no financial implications arising directly from this report.

7.2 Comments of the Monitoring Officer

Every Council is required to have a written Constitution which is regularly reviewed and kept up to date.

Other implications:	
► Risk	There are no specific risk implications arising from this report
► Equality & Diversity	There are no specific equality implications arising from this report
► HR & Organisational Development	There are no specific HR implications arising from this report
► Property & Asset Management	There are no specific Property or asset management implications arising from this report
► ICT / Technology	There are no specific ICT implications arising from this report

8. BACKGROUND PAPERS

None

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