



RUSHMOOR BOROUGH COUNCIL

POLICY AND PROJECT ADVISORY BOARD

*at the Council Offices, Farnborough on
Tuesday, 5th June, 2018 at 7.00 pm*

To:

Cllr A.R. Newell (Chairman)

Cllr J.B. Canty
Cllr Sophia Choudhary
Cllr A.H. Crawford
Cllr P.I.C. Crerar
Cllr R.L.G. Dibbs
Cllr Mara Makunura
Cllr Marina Munro
Cllr M.J. Roberts
Cllr P.F. Rust
Cllr J.E. Woolley

Enquiries regarding this agenda should be referred to the Administrator, Justine Davie,
Democratic and Customer Services, Tel. (01252) 398832, Email.
justine.davie@rushmoor.gov.uk.

A G E N D A

1. APPOINTMENT OF VICE-CHAIRMEN – (Pages 1 - 2)

To appoint two Vice-Chairmen of the Advisory Board for the 2018/19 Municipal Year. A copy of the roles and responsibilities of the Chairman and Vice-Chairmen is attached.

2. ROLES AND RESPONSIBILITIES – (Pages 3 - 6)

To receive a presentation on the roles and responsibilities of the Advisory Board, and to consider and discuss the working arrangements. This will include:

- The role of the Progress Group
- Reporting arrangements
- Arrangements for working groups and task and finish groups

A copy of Article 9 of the Council's Constitution setting out the role of the Advisory Board and terms of reference is attached. A workflow diagram is also attached.

3. APPOINTMENTS –

(1) Progress Group –

To appoint the Members of the Progress Group on the basis of representation which includes the Chairman, the two Vice-Chairmen and two Labour Group representatives.

(2) Elections Group –

To confirm the Members of the Elections Group for the 2018/19 Municipal Year. The membership to include the Chairman or a Vice Chairman of the Advisory Board, the Cabinet Member with responsibility for electoral services, the Chairman of the Licensing and General Purposes Committee and representatives of the other Groups. The Group will be chaired by either the Chairman or one of the Vice-Chairmen of the Advisory Board.

(3) Local Plan Members Group –

To confirm the Members of the Local Plan Members Group for the 2018/19 Municipal Year. The membership to include the Chairman or a Vice Chairman of the Advisory Board, the Leader of the Council, the Cabinet Member with responsibility for strategic planning, the Chairman of the Development Management Committee and representatives of other groups (2 Labour; 1 Independent). The Group will be chaired by either the Chairman or one of the Vice-Chairmen of the Advisory Board.

(4) Aldershot Regeneration Group –

To confirm the Members of the Aldershot Regeneration Group for the 2018/19 Municipal Year. The membership to include the Chairman or a Vice Chairman of the Advisory Board, the Cabinet Member with responsibility for regeneration and four Members generally drawn from Aldershot wards (2 Con: 2 representatives of other groups). The Group will be chaired by either the Chairman or one of the Vice-Chairmen of the Advisory Board.

(5) Farnborough Regeneration Group –

To confirm the Members of the Farnborough Regeneration Group (formerly Farnborough Town Centre Working Group) for the 2018/19 Municipal Year, with the Membership to include the Chairman or a Vice-Chairman of the Advisory Board, the Cabinet Member with responsibility for regeneration and four Members generally drawn from Farnborough wards (2 Con: 2 representatives of other groups). The Group will be chaired by either the Chairman or one of the Vice-Chairmen of the Advisory Board.

(6) Proposed Groups to be Established –

To note that the following new groups have been proposed, and to endorse the development of terms of reference before they are established and the membership agreed.

- **Health, Wellbeing and Obesity Task and Finish Group –**

Following discussion on a notice of motion at 19th April 2018 Council meeting it was agreed that a Task and Finish Group would be established to examine the issues raised in more detail.

- **Leisure Contracts Task and Finish Group –**

The establishment of a Task and Finish Group was suggested by the Leisure and Youth Policy and Review Panel when the process for renewal of the leisure contracts starts.

- **Housing Strategy Task and Finish Group –**

Meeting housing and homeless needs is a key priority in the Council Plan and the Group will be key in developing a new Housing Strategy.

- **Local Housing Company Task and Finish Group –**

Setting up a housing company to provide new social and private rented homes in the Borough is a key priority in the Council Plan and the task and finish group will be key in supporting the establishment of a Local Housing Company.

- **Modernisation and Improvement Programme Task and Finish Group –**

The Cabinet has requested that a task and finish group is established to help shape projects and policies associated with the Rushmoor 2020 programme, particularly the Customer Experience Project.

4. DEVELOPING THE WORK PLAN –

To consider the way forward for developing the work plan for the year ahead.

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm three working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

ARTICLE 2 – COUNCILLORS AND ROLE DESCRIPTIONS

(8) Chairman of Policy and Project Advisory Board

The key roles and responsibilities of the Chairman of the Policy and Project Advisory Board are to:

- lead the work of the Policy and Project Advisory Board
- chair meetings of the Policy and Project Advisory Board
- Advise the Cabinet and Overview and Scrutiny Committee on the work of the Policy and Project Advisory Board as required
- in conjunction with the Lead Officer, lead the delivery of the Board's work programme, and the co-ordination of the Board's Project Working Groups. Ensure progress is monitored and that tasks are progressing satisfactorily.
- ensure that clear terms of reference and timescales are set for each Working Group appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects
- ensure that proposals for new or revised priorities or policies are well informed and that Council policies are widely understood and promoted positively
- present Board reports and recommendations to the Cabinet, Overview and Scrutiny Committee and Council
- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to the work covered by the Board; and
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community.

(9) Vice-Chairmen of Policy and Project Advisory Board

The key roles and responsibilities of the Vice-Chairmen of the Policy and Advisory Board are to:

- assist the Chairman in leading the work of the Policy and Project Advisory Board
- deputise for the Chairman in his/her absence
- chair working groups appointed by the Board
- ensure working groups appointed by the Board have clear terms of reference and timescales
- lead on projects which are part of the Board's programme of work
- present reports to the Board on behalf of working groups or projects he/she is leading
- assist the Chairman in leading the development, management and monitoring of the Board's work programme and the co-ordination of Task and Finish Groups appointed by the Board
- attend mid-cycle meetings with senior officers and keep up to date on key issues in respect of council priorities, policies and projects
- participate in relevant training and development events
- ensure that he/she has knowledge and understanding of the Council's responsibilities and processes related to work areas which are the subject of working groups or special projects
- promote the role of the Board through effective working relationships with the Cabinet, other councillors, officers and the local community

ARTICLE 9 – POLICY AND PROJECT ADVISORY BOARD

9.1 ROLE

The Council will appoint a Policy and Project Advisory Board to act as source of policy and project advice to the Cabinet and the Council. The main role of the Board is to advise the Cabinet about the formulation and development of policies and projects that will help deliver Council Plan priorities. The Board will be advisory in nature, and will not have any substantive decision-making powers delegated to it.

9.2 TERMS OF REFERENCE

The general terms of reference of the Policy and Project Advisory Board are:

- to assist and advise the Cabinet in the development of Policy Framework issues
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups)
- to advise the Cabinet at an early stage in respect of the formulation and development of policies and projects that will help to deliver Council Plan priorities
- to assist in the development of Cabinet decisions
- to assist and advise the Cabinet on budget preparation
- to develop and maintain a work programme ensuring that there is efficient use of time

The powers of the Policy and Project Board are:

- to require the Leader and/or lead councillors and senior officers to attend meetings to answer questions
- to question and gather evidence from any person (with their consent)
- to co-opt expert individuals on a non-voting basis to assist the Board's work
- to set up task and finish groups to look at specific issues relating to the delivery of the Council Plan or other significant priorities in order to inform decision making by the Cabinet.

9.3 COMPOSITION

The arrangements with respect to the composition of the Policy and Project Advisory Board will be as follows:

- The Board will have a maximum of eleven non-executive councillors, and in accordance with the provisions of the Local Government Housing Act 1989, will reflect the political balance of the Council.
- The Board will be able to appoint up to two Vice-Chairmen to lead on specific projects and to chair task and finish groups.
- Cabinet Members will be expected to attend the Board, and task and finish groups appointed by the Board, as appropriate to contribute on matters that relate to their portfolio.
- The Board will be able to co-opt external representatives or appoint advisers as it sees fit in a non-voting capacity.

Membership of both the Policy and Project Advisory Board and the Overview and Scrutiny Committee does not inevitably create a conflict of interest. As a rule, councillors should not be involved on scrutinising a decision in which they have been involved directly, but the Board is advisory and it remains the responsibility of the Cabinet to formally take and implement decisions.

9.4 **MEETINGS**

The Policy and Project Advisory Board shall have six scheduled meetings annually.

All meetings of the Policy and Project Advisory Board shall be open to the public to attend except where the item under discussion is considered exempt under Schedule 12A and Section 1001 of the Local Government Act 1972 or is confidential under Section 100A of the Local Government Act 1972.

The Chairman will preside at meetings of the Board. In the absence of the Chairman, a Vice-Chairman will take the chair.

9.5 **QUORUM**

The quorum for the Policy and Project Advisory Board shall be six voting members of the Board (at least one half of the whole number of voting Members).

9.6 **TASK AND FINISH GROUPS**

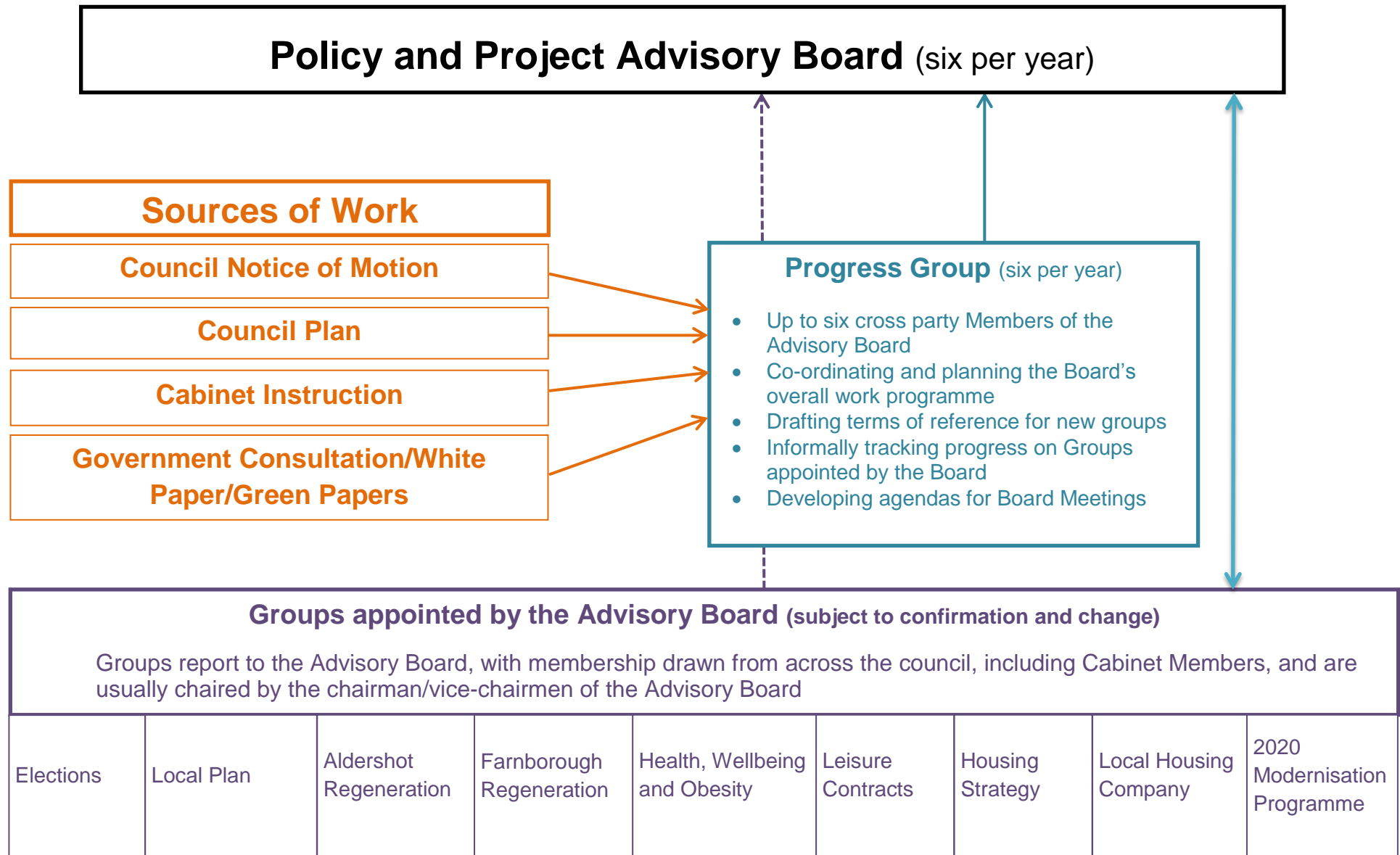
The Policy and Project Advisory Board will have responsibility for establishing such Task and Finish Group as it considers necessary to assist it in discharging its functions. The terms of reference and working arrangements for each Task and Finish Group will be determined by the Board.

The Vice-Chairmen of the Policy and Project Advisory Board will chair task and finish groups and lead specific projects.

All Members, whether or not they are members of the Board, may be appointed to a Task and Finish Group.

9.7 **WORKING ARRANGEMENTS – PROGRESS MEETINGS**

The Chairman and Vice-Chairmen of the Policy and Project Advisory, together with cross-party representatives will meet regularly between meetings to develop, manage and update the Board's work programme, plan agendas, and co-ordinate task and finish groups.



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