

Overview and Scrutiny Committee

Appointments to Outside Bodies Review Panel

10th March, 2004

Held at 6.30pm in the Back Committee Room, Town Hall, Reigate

Present: Councillor B.C. Cowle (Chairman); Councillors R.M. Bennett*, Mrs. M.P. Brewster, S.A. Kulka and B.A. Stead.

Officers in Support: Margaret Quine, Head of Corporate Development and Richard Davies, Democratic Services Officer.

11. Apologies for Absence and Substitutes

No apologies were received but it was noted that Councillor R.M. Bennett was likely to be delayed in arriving.

12. List of Outside Bodies

At its previous meeting the Panel had requested a list of Outside Bodies to be arranged in groupings, and for information on the representatives together with the purpose of the organisation to be included. A schedule prepared by the Officers was considered by the Panel and it was noted that those organisations in receipt of a direct grant from the Council were shown marked with an asterisk. An indication of provisional contact Officers was also included. Officers reported that the text in the "purpose of organisation" column relating to the Borough of Reigate and Banstead Arts Council was incorrect, and the provisional Officer contacts for Core Funding Organisations needed to be amended. It was also reported that the East Area Transport Providers Forum was no longer operational and should be deleted from the schedule. Various comments and queries raised by Members of the Panel may be summarised as follows:-

- Charitable Organisations – an additional query to be included in the proposed questionnaire concerning the need for Council representation.
- Banstead Athletic Football Club – Officers were asked to ascertain whether or not the Council owned this land.
- Borough Detached Youth Project Committee – Council representation may no longer be necessary.
- Redhill Centre for Local and Family History – Council representation may no longer be necessary.
- Redhill and Surrey Beagles Club – Panel queried whether Council needed to be represented.

- Reigate and Banstead Twinning Association – the Panel recognised the involvement of the Council through the Mayor’s office but queried the need to have further formal representation.
- Reigate Priory Museum Society – Executive Committee – need for representation queried.
- Surrey County Playing Fields Association – Council representation queried.
- Surrey County Sports Forum – Council representation queried.
- Town Centre Management Steering Groups – it was noted that separate key tasks related to the review of these Groups.
- Age Concern – Surrey – clarification of the organisation’s purpose was requested.
- Prospect Housing Association – the Panel queried whether the Council had nomination rights or whether there was another reason for Council representation.
- Reigate Quaker Housing Association – the Panel queried whether the Council had nomination rights or whether there was another reason for Council representation.
- Reigate and Banstead Consultation Group for Community Care – the Panel queried whether Council representation was necessary.
- Woodhatch Community Association – Executive Committee – the Panel noted the Council’s representation on this body which was run on similar lines to the Banstead Day Centre. Officers were asked to investigate the reason that Banstead Day Centre Management Committee did not have Council representation similar to that at Woodhatch.

The Panel agreed the groupings shown in the schedule and, subject to the above comments, noted the position relating to the individual organisations shown thereon.

13. **Draft Letter and Questionnaire**

Arising from discussions at the last meeting of the Panel a draft letter and questionnaire was submitted for consideration. These related both to the organisations involved and also to the individual representatives serving on the Outside Bodies on behalf of the Council.

The draft letter was agreed and the following amendments were suggested in relation to the questionnaires:-

- Delete question and tick boxes relating to the organisation contributing to Council or community priorities.

- Include extra lines for replying to question “What is the Purpose of the Organisation?”
- Delete questions “Are Targets Clear and Achievable?” and “Does it Meet its Targets?”
- Delete question and tick boxes on the timing and length of meetings and include these details in the question about the frequency of meetings.
- The questionnaire to be sent to charitable organisations to include an additional question concerning the need for Council involvement in the appointment process.
- Questionnaires not to be sent to Core Funding or Local Authority Network organisations.
- The revised questionnaires and suggested lists of recipients to be circulated to Panel members.

14. Rationale for Appointments to Outside Bodies

The Panel considered a proposed framework to assess the appointment of representatives to Outside Bodies and suggested that the document may need to be amended in the light of the replies received to the various questionnaires.

15. Appointment Procedure and Development of a Protocol

At its previous meeting on 24th February, 2004 the Panel gave initial consideration to the appointment procedure and allocation of places on Outside Bodies between party groups.

Further consideration was given to this aspect and it was suggested that it would be appropriate for the Council’s administration to make nominations to strategic organisations. Other appointments should be more open and the Panel asked for a draft protocol to be prepared for consideration at the next meeting. This could include proportionality, ward based appointments, specialist skills, etc.

16. Support to Representatives Appointed to Serve on an Outside Body

It was agreed that this item should be considered after the responses to the questionnaires had been received so that the Panel would have an indication of the requirements of various representatives.

17. Witnesses to be Invited to the Panel

It was agreed that this item should also be deferred pending the responses to the questionnaire in order that the Panel would be able to ascertain the requirements for further witnesses.

18. **Any Other Business**

For the benefit of Councillor Bennett who had been unable to attend for the whole of the meeting, a brief resume was given of the Panel's deliberations.

A suggestion was made that some formal process should be put in place to allow feedback from the Local Government Network Organisations to the Council. A suggestion was also made that there may no longer be a need for a representative to be appointed to the Local Authorities' M25 Consortium. As an alternative nominations could be made direct by the Surrey Local Government Association.

By way of clarification it was agreed that questionnaires should be sent to all Council representatives on the various Outside Bodies and to the specific organisations indicated by the Panel.

19. **Date of the Next and Future Meetings of the Panel**

Although it had been agreed that Tuesdays would normally be suitable for meetings of the Panel, it would be more appropriate for the next meeting to be held on Monday, 26th April, 2004 commencing at 6.30 p.m.

The meeting closed at 7.35 p.m.