

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Annual Meeting of the Council

Date: **Thursday, 26th May, 2022**

Time: **7.00 pm**

Venue: **Council Chamber, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Lynn Cain

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01623 457317

If you require an adjustment to enable you to participate or access the meeting, please contact the Democratic Services team at least 48 hours before the meeting.

Council

Membership

Chairman: Councillor Arnie Hankin
Vice-Chairman: Councillor John Smallridge

Councillors:

John Baird	Chris Baron
Kier Barsby	Jamie Bell
Jim Blagden	Will Bostock
Christian Chapman	Melanie Darrington
Samantha Deakin	Andy Gascoyne
Dale Grounds	Andrew Harding
David Hennigan	Tom Hollis
Trevor Locke	Rachel Madden
Sarah Madigan	David Martin
Andy Meakin	Lauren Mitchell
Keir Morrison	Warren Nuttall
Matthew Relf	Kevin Rostance
Phil Rostance	Dave Shaw
Helen-Ann Smith	David Walters
Lee Waters	Caroline Wilkinson
Daniel Williamson	John Wilmott
Jason Zadrozny	

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Council to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



Theresa Hodgkinson
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. To elect the Chairman for the ensuing year.
4. The newly elected Chairman to make the Declaration of Acceptance of Office.
5. Vote of thanks to the retiring Chairman and his response.
6. To elect the Vice Chairman for the ensuing year.
7. The newly elected Vice Chairman to make the Declaration of Acceptance of Office.
8. To receive and approve as a correct record the minutes of the meeting of the Council held on 7 April 2022. 5 - 10
9. To receive any announcements from the Chairman or Head of Paid Service.
10. In accordance with Council Procedure Rule 1.1(viii) and (ix), to be told by the Leader of the composition of the Executive for the coming year and the names of Members appointed to the Cabinet and the Scheme of Delegation for the Discharge of Executive Functions.

(Scheme of Delegation to be circulated at the meeting if required – yellow papers)
11. In accordance with Council Procedure Rule 1.3(i) to (iv), to determine the appointment of Committees, Panels and Working Groups etc. for the ensuing year with Terms of Reference as set out in Part 3, 1.8 of the Constitution. 11 - 16

Accordingly, the Council is requested to appoint the following Committees, Panels and Working Groups (including appointment of Chairmen, Vice Chairmen and membership seats):-

**Overview and Scrutiny Committee
Scrutiny Panel A
Scrutiny Panel B
Planning Committee
Licensing Committee
Audit Committee
Local Joint Consultative Committee
Chief Officers' Employment Committee
Standards and Personnel Appeals Committee
Charities Committee
Local Plan Working Group**

(Schedule of committee memberships to be circulated at the meeting – grey papers)

- | | | |
|------------|---|----------------|
| 12. | In accordance with Council Procedure Rule 1.1(x), to approve a programme of ordinary meetings of the Council for the ensuing year. | 17 - 22 |
| 13. | Annual Constitution Review. | 23 - 42 |
| 14. | In accordance with Council Procedure Rule 1.3(v), to approve appointments to outside bodies for the ensuing year. | 43 - 48 |

(Schedule of appointments to outside bodies to be circulated at the meeting – pink papers)

COUNCIL

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 7th April, 2022 at 7.00 pm

Present: Councillor Arnie Hankin in the Chair;

Councillors John Baird, Chris Baron, Jamie Bell, Will Bostock, Melanie Darrington, Andy Gascoyne, Dale Grounds, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, Sarah Madigan, David Martin, Andy Meakin, Lauren Mitchell, Warren Nuttall, Matthew Relf, Dave Shaw, John Smallridge, Helen-Ann Smith, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

Apologies for Absence: Councillors Kier Barsby, Jim Blagden, Christian Chapman, Samantha Deakin, Andrew Harding, Keir Morrison, Kevin Rostance, Phil Rostance and David Walters. Theresa Hodgkinson (Chief Executive).

Officers Present: Lynn Cain, Ruth Dennis, Katherine Green, Peter Hudson, Paul Parkinson, Mike Joy and Shane Wright.

C.77 Former Councillor Tony Brewer - Minute's Silence

Members of the Council took the opportunity to remember and pay their respects to Former Councillor Tony Brewer, who sadly passed away two years' ago. A minute's silence was held in his honour.

C.78 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests

No declarations of interest were made.

C.79 Minutes

RESOLVED

that the minutes of the meetings of the Council held on 27 January and 3 March 2022, as now submitted, be received and approved.

C.80 Announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service

The Leader of the Council made announcements in respect of the following:

Devolution Deal

A joint bid for an East Midlands Mayoral Combined Authority had been submitted on Friday, 25 March for a 'Level 3' deal, which, if successful, would give the region 23 new powers, handed down from central Government. To secure such a deal a mayoral combined authority would be required.

Council leaders from Nottinghamshire and Derbyshire had recently met with Ministers who had said that the Government was very encouraged by the level of ambition shown and success in relation to the bid would be announced shortly in the first round or via a second round in the Autumn.

Leaders from the local District and Borough Councils continuing to challenge the process and governance of the bid at every stage and Members would be updated as to progress as it emerged.

Local Government Association (LGA) Peer Review

The recent peer review undertaken by the LGA regarding the Council's response to Covid during the pandemic and its subsequent recovery plans, had now been concluded with submission of the draft report.

Council was advised that the draft report made for excellent reading, and staff should again be congratulated for their ongoing courage and commitment towards the continued delivery of Council's services during extremely difficult and challenging times.

C.81 Questions from the Public

In accordance with Council Procedure Rule 11, the following question had been submitted by Ms. Pam Lewis:

"Why didn't the District Council contact the County Council's Archaeologists regarding a site that is on Ashfield Council's Heritage list and is in the Green Belt. Heritage Assets should be taken into account as part of the Local Plan. This was going forward in the last Local Plan."

Due to the fact Ms. Lewis was unable to attend the meeting, the Chairman read out the question in accordance with Council Procedure Rule 11.7.

The Portfolio Holder for Regeneration and Planning, Councillor Matthew Relf, responded to the question and acknowledged that because the site being referred to was not identified, it was difficult to determine if the query related to archaeology, a listed building or a building on the Council's local heritage list. However, assurance was given that Nottinghamshire County Council was always consulted on planning applications as required.

In relation to the Local Plan, any site put forward was assessed through the Strategic Housing and Employment Land Availability Assessment which included whether heritage assets were located on or adjacent to the site in question. The Sustainability Appraisal, which informed the Local Plan, also identified as one of its objectives 'To conserve and enhance Ashfield's historic environment, heritage assets and their setting'. Within this context, the Council is required to assess the benefit of any proposed development against the potential harm to any heritage asset.

It was stressed that the Draft Local Plan was at an early stage and the responses to the public consultation were currently being analysed, including the responses from Historic England and the County Council. Where appropriate, additional evidence base work would also be undertaken through a heritage impact assessment.

As announced previously, progress had been paused on the next draft of the Local Plan while a response from Government was awaited regarding requests for clarification on upcoming changes to planning legislation indicated by the Prime Minister and Michael Gove's comments on the subject. Once clarity had been achieved, the cross-party Local Plan Working Group would be able consider the changes alongside consultation feedback to determine what changes would need to be made to the Draft Local Plan before it goes back out for the next round of consultation with the public and statutory consultees like the County Council.

Ms. Lewis would be forwarded a written transcript of the Portfolio Holder's response accordingly.

C.82 Petitions

No petitions were submitted for consideration.

C.83 Reports from Cabinet, Overview and Scrutiny Committee or Officers of the Council

No reports were received for consideration.

C.84 Recommendations from the Cabinet and the Council's Committees

No recommendations were received for consideration.

C.85 Updates from Members of the Cabinet on their Portfolio Activity

The following Cabinet Members gave updates in relation to their portfolio activity:

Councillor John Wilmott - Portfolio Holder for Licensing, Environmental Health and Regulatory Services

Councillor David Hennigan, Portfolio Holder for Environmental Improvements, Corporate Communications and Cross Portfolio Support

Councillor Matthew Relf – Portfolio Holder for Regeneration and Planning

Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Council and Social Housing

Councillor Helen-Ann Smith – Deputy Leader and Portfolio Holder for Community Safety and Crime Reduction

Councillor David Martin – Portfolio Holder for Finance, Revenues and Benefits

Councillor Rachel Madden – Portfolio Holder for Leisure, Health and Wellbeing.

C.86 Emergency Notice of Motion

In accordance with Council Procedure Rule 5 (Urgent Items), the Council received an emergency notice of motion moved by Councillor Helen-Ann Smith and seconded by Councillor David Hennigan as follows:-

“SAFER STREETS

Ashfield District Council notes that we were successful in securing £500,000 in Round 3 of the Home Office Safer Streets Fund. This Council further notes that Round 4 of Safer Streets Fund closes on May 13th, 2022. It is therefore urgent to complete the bid.

Ashfield District Council would like to thank staff in our Community Protection team for fighting for and securing large amounts of funding under Round 3 of the “Safer Streets” programme to improve local safety.

This year, Ashfield District has seen a 23.85% fall in Anti-Social Behaviour, in comparison to the previous year. (January 2020-January 2021).

Over the past year, Ashfield District Council has created the partnerships responsible for obtaining the approval for a Public Spaces Protection Order to manage localised problems - from street drinking, dog fouling to gating off areas renowned for anti-social behaviour.

That through joint working, Ashfield District Council has taken significant strides to reduce anti-social behaviour and to protect vulnerable people across the district through a host of measures and interventions.

This Council welcomes that:

- *Task force groups that have been put in place to manage perpetrators of crime and anti-social behaviour and dedicated vulnerability programmes have been established to allow repeat victims to get the help and support they require.*

- *Further to this, this Council notes that specialist initiatives has been put in operation to divert young people away from anti-social behaviour through the use of youth diversionary activities and delivery of healthy relationship programmes within local schools. A dedicated safeguarding and disruption group has also been devised to help prevent exploitation, county lines and organised crime.*
- *Days of action and community events have taken place to build and foster positive relationships with members of the public.*
- *CCTV has been installed for 42 businesses across Sutton and new cameras have been confirmed for Kirkby and Hucknall to continue to prevent and detect anti-social behaviour and promote feelings of safety. This Council has installed ANPR cameras, 42 commercial CCTV devices, 8 deployable cameras across Sutton alongside 10 cameras in Kirkby over the past 10 weeks alone.*

This Council re-affirms its commitment to fighting crime and anti-social behaviour, remains committed to ensuring the safety of its residents, congratulates the Community Protection Team and recommends that we prioritise completing the Round 4 Safer Street's application before the 13th May 2022 deadline and continue to look for external funding to ensure safer streets across the Ashfield District.

Having been duly debated, the emergency motion was put to the vote and it was

RESOLVED

that the Council re-affirms its commitment to fighting crime and anti-social behaviour, remains committed to ensuring the safety of its residents, congratulates the Community Protection Team and recommends that it prioritises completion of the Round 4 Safer Street's application before the 13th May 2022 deadline and continues to look for external funding to ensure safer streets across the Ashfield District.

C.87 Questions received in accordance with Council Procedure Rule 13

There were no questions submitted by Members.

C.88 Questions received in accordance with Council Procedure Rule 13.2 - In relation to Cabinet and Committee Meeting Minutes published since the last ordinary meeting of the Council

There were no questions submitted by Members.

The meeting closed at 8.28 pm

Chairman.

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Report To:	ANNUAL COUNCIL
Date:	26 MAY 2022
Heading:	CHANGES TO COMMITTEES, PANELS AND WORKING GROUPS - POLITICAL BALANCE AND COMMITTEE MEMBERSHIP
Portfolio Holder:	
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

To consider the consequential impact of political proportionality following the time limited Covid-19 Scrutiny Recovery Panel cessation and the Local Plan Working Group being established as the Local Plan Development Panel.

Recommendation(s)

That the Council;

- (a) Approve the cessation of the Covid-19 Recovery Scrutiny Panel
- (b) Approve the Local Plan Working Group becoming a formal Panel and renamed the Local Plan Development Panel.
- (c) To confirm the positions of Chair and Vice-Chair of the Local Plan Development Panel are to receive the same Special Responsibility Allowance as the Scrutiny Panel Chairs and Vice-Chairs (£6,226.42, Chair and £1,764.15, Vice Chair respectively), subject to having consulted with the Independent Remuneration Panel.
- (d) Note the overall allocation of seats by group as detailed in Table A.
- (e) Note the allocation of seats on Committees as detailed in Table B.
- (f) Approve the appropriate membership changes to the Licensing Committee as detailed in Table B.

Reasons for Recommendation(s)

To comply with the provisions of the Local Government & Housing Act 1989, requiring the Council to allocate seats on its Committees in a politically proportional way.

Alternative Options Considered

(with reasons why not adopted)

Maintain the Covid-19 Recovery Panel and its associated Special Responsibility Allowances and make no changes to the Local Plan Working Group. However, in light of current circumstances these options were not deemed appropriate.

No other options were considered with respect to the consequential impact on seats on Committees/Panels as the Council is required to allocate places on its committees in a politically proportional way, in accordance with the Local Government & Housing Act 1989.

Detailed Information

Covid-19 Recovery Scrutiny Panel

The Covid Response and Recovery Scrutiny Panel was established at Council on the 9 July 2020, with the responsibility of reviewing the Council's response to the COVID-19 pandemic and taking an active role in respect of the Council's recovery plans as requested by the Executive or as agreed by the Overview and Scrutiny Committee as part of the Scrutiny Workplan.

After reviewing the current national and global situation regarding Covid-19, Council is now asked to consider the cessation of this Panel. Members of the Panel have played a pivotal role in Ashfield District Council's response to the pandemic over the last two years including engaging local businesses, key community leaders and partner agencies. However now, in accordance with national legislation and the evolving nature of local and global responses to the issues, the role of the Panel is no longer viewed as necessary.

Accordingly, the associated Special Responsibility Allowance for the roles of Chair and Vice Chair will cease.

Local Plan Development Panel

The Local Plan Working Group is not presently a public meeting of the Council. Whilst the group is politically balanced and appointed to by Council, meetings are held in private due to it not being a formal Panel. In recent months, Members from all Political groups, have discussed how the meetings can become more transparent as a result of increasing public interest in the development of the Local Plan.

In considering the establishment of the Local Plan Working Group as a Panel, consultation has been sought from the Council's Independent Remuneration Panel. If approved, the current Local Plan Working Group would become the Local Plan Development Panel.

It is recommended that the Panel be made up of 7 Members who are appointed in accordance with the requirements of political balance (Section 15 of the Local Government and Housing Act 1989).

Council is also asked to approve Special Responsibility Allowances for the roles of Chair and Vice Chair of the Panel, which it is expected will be aligned with those of the existing Scrutiny Panels' SRA's of £6,226.42 (Chair) and £1,764.15 (Vice Chair) respectively, subject to consultation with the Independent Remuneration Panel.

The Local Plan Development Panel's purpose is to inform and advise the Cabinet on any decisions they may have to make in moving forward planning policy. The Panel has no decision making powers.

The Terms of Reference of the Panel are to:

- Oversee the preparation of the Local Plan;
- Oversee the project management of work streams;
- Give elected Member views to the officer working group;
- Provide advice on issues that affect businesses and residents;
- Ensure integration / complementary of the vision, objectives and policies of the Local Plan with other Corporate / Partners' regional plans;
- Advise on other key decisions on matters relating to Local Plan production including: resources, scope of documents, evidence base, identification of alternative development options, content of the local development scheme, sustainability appraisal / appropriate assessment, consultation methods, engagement and relationships with the sub-regional context.
- Provide a forum for discussion of progress; and
- Guide the development of recommendations for further work.

The Panel is politically balanced and comprised of Councillors which may include the Portfolio Holder and the Chairman of the Planning Committee. Appropriate officers also attend to facilitate the work of the Panel.

POLITICAL PROPORTIONALITY

The Council is required by law to ensure that it allocates places on its Committees in a politically proportionate way. It does not apply to the Council's Executive, the Cabinet.

At the start of the year the Council is asked to allocate places on the relevant Committees in a politically proportionate way. There are 76 such places in total. Council is asked to make amendments to these allocations during the course of the year, as required to reflect any changes to its overall political composition.

In order to restore as far as possible political proportionality on the Council (for practical purposes some element of 'rounding up' of the figures is required) the number of places allocated to the Ashfield Independents is to be reduced by 5 seats and the number of seats allocated to the Labour Group and non-aligned is reduced by 1 each respectively.

Councillors that are not members of political groups have no entitlement to an allocation of seats on Committees. Political groups are entitled to their proportion of seats and once their entitlement has been reached, the remaining seats may be filled by Councillors not belonging to a political group.

This current allocation of politically proportional places on the Council are as follows:

Table A – Overall Allocation of Seats

Group	Seats on Council (35)	Allocation of the 76 places subject to political proportionality
Ashfield Independents	28	61
Conservative	3	7
Labour	2	4
Non-Aligned	2	4

Table B – Allocation of Seats on Committees

	Ashfield Independents	Conservative	Labour	Non-Aligned
Planning	7	1	1	0
Licensing	7	1(+1)	0(-1)	1
Standards and Personnel	5	1	0	1
Local Plan Development Panel	7	1	1	0
Overview and Scrutiny	6	1	0	0
Scrutiny Panel A	6	0	1	0
Scrutiny Panel B	6	0	0	1
Chief Officers Employment Committee	6	1	0	0
Charities	5	0	1	1
Audit	6	1	0	0
Total Seats	61	7	4	4

The table above demonstrates total number of seats available on each Committee for each group. It also indicates where the deductions in group seats have been made as a consequence of reducing the overall allocated seats due to the Covid-19 Recovery Scrutiny Panel ending.

Implications

Corporate Plan:

There are no implications in respect of the Corporate Plan

Legal: [RLD 17/05/2022]

The Local Government & Housing Act 1989 requires local authorities to allocate places on its committees in a politically proportional way.

Finance: [PH 17/05/2022]

The cessation of the Covid-19 Recovery Panel gives rise to its associated special responsibility allowances for the Chair and Vice Chair no longer being payable. The Independent Remuneration Panel have been consulted on the establishment of the Local Plan Development Panel and its proposed associated Special Responsibility Allowances.

Budget Area	Implication
General Fund – Revenue Budget	Subject to the cessation of the Covid-19 Recovery Scrutiny Panel and its associated Special Responsibility Allowances and with the consultation feedback of the IRP regarding the Special Responsibility Allowance for the proposed Chair and Vice-Chair of the Local Plan Development Panel (£7,990.57 full year effect), the Proposed Panel is to be funded from the General Fund.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
<p>Should the changes not be made to allocated seats and political proportionality the Council would be contravening the Local Government & Housing Act 1989 (which requires local authorities to allocate places on their committees in a politically proportionate way).</p> <p>The present Local Plan Working Group is not a formal meeting and not open to the public.</p>	<p>Committee Membership and Political Balance be altered accordingly.</p> <p>Establishing the Local Plan Development Panel (currently the Local Plan Working Group) as a recognised Panel enables openness and transparency for the Panel.</p>

Human Resources:

There are no Human Resources implications arising from this report.

Environmental/Sustainability

There are no Environmental / Sustainability implications arising from this report.

Equalities:

There are no Equality implications arising from this report.

Other Implications:

(if applicable)

None

Reason(s) for Urgency

(if applicable)

None

Reason(s) for Exemption

(if applicable)

None

Background Papers

(if applicable)

None

Report Author and Contact Officer

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE (MONITORING OFFICER)

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01623 457009

SCHEDULE OF MEETINGS 2022/2023

(all meetings commence at 10.00am or 7.00pm unless otherwise stated)

MAY 2022		JUNE 2022		JULY 2022	
2	BANK HOLIDAY				
3					
4		1	Planning Committee (10am)		
5		2	SPRING BANK HOLIDAY		
6		3	PLATINUM JUBILEE BANK HOLIDAY	1	
9		6		4	
10		7		5	Local Plan Working Group (10am)
11		8		6	
12		9		7	Council (7pm)
13		10		8	
16		13		11	
17		14	Local Joint Consultative Committee (10am)	12	
18		15		13	
19		16		14	Scrutiny Panel A (7pm)
20		17		15	
23		20		18	
24		21	Cabinet (10am)	19	Cabinet (10am)
25		22		20	Planning Committee (10am)
26	Annual Council Meeting (7pm)	23	Overview and Scrutiny Committee (7pm)	21	Scrutiny Panel B (7pm)
27		24		22	
30		27		25	Audit Committee (7pm)
31		28		26	
		29	Standards and Personnel Appeals Committee (7pm)	27	
		30		28	
				29	

AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022
1 2 3 4 5	1 2	3 4 5 6 7 Scrutiny Panel A (7pm)
8 9 10 11 12	5 6 7 8 9	10 11 12 13 14
15 16 17 18 19	12 13 14 15 16 Local Plan Working Group (10am) Planning Committee (10am)	17 18 19 20 21 Scrutiny Panel B (7pm)
22 23 24 25 26	19 20 21 22 23 Cabinet (10am) Overview and Scrutiny Committee (7pm)	24 25 26 27 28 Planning Committee (10am)
29 30 31 BANK HOLIDAY	26 27 28 29 30 Audit Committee (7pm) Standards and Personnel Appeals Committee (7pm) Council (7pm)	31

NOVEMBER 2022		DECEMBER 2022		JANUARY 2023	
1	Cabinet (10am)			2	NEW YEAR'S DAY (SUBSTITUTE)
2				3	
3		1	Council (7pm)	4	
4		2		5	
7	Audit Committee (7pm)			6	
8		5		9	
9		6		10	Local Joint Consultative Committee (10am)
10		7	Standards and Personnel Appeals Committee (7pm)	11	
11		8		12	Scrutiny Panel A (7pm)
14		9		13	
15	Local Plan Working Group (10am)	12		16	
16		13	Cabinet (10am)	17	Local Plan Working Group (10am)
17		14	Planning Committee (10am)	18	
18		15	Overview and Scrutiny Committee (7pm)	19	Scrutiny Panel B (7pm)
21		16		20	
22		19		23	
23		20		24	Cabinet (10am)
24		21		25	
25		22		26	
28		23		27	
29		26	BOXING DAY	30	Audit Committee (7pm)
30		27	CHRISTMAS DAY (SUBSTITUTE)	31	
		28			
		29			
		30			

FEBRUARY 2023		MARCH 2023		APRIL 2023	
1	Planning Committee (10am)	1	Planning Committee (10am)		
2	Council (7pm)	2	Extraordinary Council (Tax) (7pm)		
3		3			
6		6		3	
7		7		4	
8		8	Standards and Personnel Appeals Committee (7pm)	5	
9		9		6	
10		10		7	GOOD FRIDAY
13		13		10	EASTER MONDAY
14		14		11	
15		15		12	
16	Overview and Scrutiny Committee (Budget) (7pm)	16		13	
17		17		14	
20		20	Audit Committee (7pm)	17	
21	Cabinet (10am)	21		18	
22		22		19	
23		23		20	
24		24		21	
27		27		24	
28	Local Plan Working Group (10am)	28		25	
		29		26	
		30		27	
		31		28	

MAY 2023

1 **BANK HOLIDAY**

2

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4 **DISTRICT COUNCIL ELECTIONS**

5

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16

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18

19

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23

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25 Annual Council Meeting (7pm)

26

29 **BANK HOLIDAY**

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To Note:

Ad Hoc Committees (scheduled as and when required)

- Charities Committee
- Chief Officers' Employment Committee
- Licensing Committee
- Licensing Sub Committee
- State of Ashfield Debate

August Recess

August is usually a recess month and the only scheduled meetings are Planning Committee and Local Plan Working Group .

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Report To:	ANNUAL COUNCIL MEETING
Date:	26 MAY 2022
Heading:	ANNUAL CONSTITUTION REVIEW
Portfolio Holder:	NOT APPLICABLE
Ward/s:	NOT APPLICABLE
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

The purpose of this report is to present proposed changes to the Constitution for consideration and approval by Council, as recommended by the Standards and Personnel Appeals Committee. As part of the work undertaken by the Standards and Personnel Appeals Committee, a draft Use of Resources Policy (Appendix A) and a revised Petition Scheme (Appendix B) are also recommended for approval by Council.

Recommendation(s)

Council is recommended to:

- a. Approve the draft Use of Resources Policy (Appendix A)
- b. Approve the revised Petition Scheme (Appendix B)
- c. Approve proposed changes to the Council's Constitution

Reasons for Recommendation(s)

To ensure that the Council's Constitution remains up to date and fit for purpose, it is reviewed annually.

Alternative Options Considered

Alternatively, the Council could choose not to update the Constitution. However, this would be contrary to best practice and reduce the value of the document: both to the Council and the wider community as an authoritative guide to how the Council operates.

Detailed Information

DRAFT USE OF RESOURCES POLICY

Members of the Standards and Personnel Appeals Committee have been working to develop a Use of Resources Policy, intended to be included in the Constitution, appended to Part 5 – Members' Code of Conduct.

Members have developed the draft Use of Resources Policy with the key principle that public office and public resources should not be used to further purely private or party-political purposes. All Councillors must comply with the provisions of the adopted Members' Code of Conduct regarding the use of the Council's resources.

Council resources should be used exclusively for the purposes of Council business or to enable Councillors to carry out their Councillor role. Failure to comply with the rules set out within the Use of Resources Policy would likely result in a breach of the Members' Code of Conduct.

Council is asked to approve the draft Use of Resources Policy developed and recommended by the Standards and Personnel Appeals Committee. The draft Use of Resources Policy is appended to this report as **Appendix A**.

PETITION SCHEME

At the previous meeting of the Standards and Personnel Appeals Committee, Members held a discussion on the Council's Petition Scheme and formulated several recommended changes to the Scheme:

- Increasing the allocated time for a petition organiser to present their petition to Council if the petition has more than 1,500 signatures, from 5 minutes to 10 minutes.
- Increasing the allocated time for Members to discuss a petition at Council from 15 minutes to 30 minutes should the petition have more than 5,000 signatures.
- Introducing a 3-minute limit to the speech time of Members during the allocated time for discussing a petition at Council.

Council is asked to approve the above changes to the Petition Scheme as recommended by the Standards and Personnel Appeals Committee. The revised Petition Scheme is appended to this report as **Appendix B**.

CONSTITUTION REVIEW 2022

To ensure that the Council's Constitution remains up to date and fit for purpose, the document is reviewed annually. This includes consultation with all Members and with Senior Officers.

The below table sets out proposed amendments to each section of the Constitution in line with changes to policy and legislation.

Part of the Constitution	Proposed Amendments
Part 1 – Summary	Summary and Explanation – Removed reference to virtual meetings due to changes in legislation.
Part 2 – Articles	Overview and Scrutiny Committee 7.02 – Added in a requirement for the relevant Portfolio Holder to report progress on the implementation of any approved scrutiny recommendations to the Overview and Scrutiny Committee.
Part 3 – Functions and Delegations	<p>Executive Functions 1.6 – The detailed delegation lists setting out the responsibilities of Portfolio Holders have been updated.</p> <p>Chief Officers responsibilities have been updated to accurately reflect the service responsibilities within each Directorate.</p>
Part 4 – Rules of Procedure	<p>Council Procedure Rule 1.1 (iv) – Updated reference to declarations of disclosable pecuniary or personal interests and/or non-registerable interests.</p> <p>Council Procedure Rule 2.1 (ii) - Updated reference to declarations of disclosable pecuniary or personal interests and/or non-registerable interests.</p> <p>Council Procedure Rule 6.1 - Removed reference to virtual meetings due to changes in legislation.</p> <p>Council Procedure Rule 12 – Updated information relating to the Council’s Petition Scheme.</p> <p>Council Procedure Rule 24.1 – Removed reference to virtual meetings due to changes in legislation.</p> <p>Access to Information Procedure Rule 3.1 – Removed reference to virtual meetings due to changes in legislation.</p> <p>Executive Procedure Rule 1.6 – Removed reference to virtual meetings due to changes in legislation.</p> <p>Overview and Scrutiny Procedure Rule 8 – Removed the scrutiny work programme as a standing item on the Overview and Scrutiny Committee Agenda. The scrutiny work programme will still be added as an agenda item as required by the Overview and Scrutiny Committee Chairman.</p> <p>Overview and Scrutiny Procedure Rule 15 – Added in a requirement for the relevant Portfolio Holder to report progress on the implementation of any approved scrutiny recommendations to the Overview and Scrutiny Committee.</p>

	<p>Contract Procedure Rules – Minor formatting updates. Job title updates.</p> <p>Minor formatting updates throughout.</p>
Part 5 – Members’ Code of Conduct	The Use of Resources Policy to be appended if approved by Council.
Part 6 – Member/Officer Protocol	No changes proposed.
Part 7 – Allowances	Figures have been updated in line with the recent pay award and to reflect the most up-to-date committee list.
Part 8 – Management Structure	The Senior Management Structure chart has been updated to the most current version.
Part 9 – Employees Code	No changes proposed.
Part 10 – Planning Code	Minor updates throughout.

Implications

Corporate Plan:

The Council will strive to ensure effective community leadership through good governance, transparency, accountability, and appropriate behaviours.

Legal:

In accordance with Article 13 of the Constitution, the Monitoring Officer is responsible for keeping the Constitution under review. The Monitoring Officer is delegated the authority to make minor alterations to the Constitution or make amendments to reflect in year changes. Substantive changes to the Constitution must be approved by the Council. [RLD 18/05/2022]

Finance: No direct financial implications arising from this report. [PH 18/05/22].

Budget Area	Implication
General Fund – Revenue Budget	Not applicable
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Not updating the Constitution on a regular basis would increase the risk of failing to reflect current legislation and practices which would negatively impact decision-making.	To ensure the Council's Constitution remains up to date and fit for purpose, it is reviewed annually.

Human Resources:

There are no direct HR implications resulting from this report.

Environmental/Sustainability

There are no direct environmental/sustainability implications resulting from this report.

Equalities:

There are no direct equalities implications resulting from this report.

Other Implications:

There are no other implications resulting from this report.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

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Ashfield

DISTRICT COUNCIL

Protocol for Use of Resources by Councillors

Version:

Approved by Council:

1. INTRODUCTION

- 1.1 This protocol provides rules on the use of Council resources in relation to your role as a Councillor. The key principle underlying this protocol is that public office and public resources should not be used to further purely private or party-political purposes.

The Council provides a range of support services and facilities to enable Councillors to carry out their duties.

All Councillors must comply with the provisions of the adopted Members' Code of Conduct regarding the use of Council resources.

Council resources should be used exclusively for the purposes of Council business or to enable Councillors to carry out their Councillor role. Failure to comply with the rules set out within this protocol is likely to result in a breach of the Members' Code of Conduct.

- 1.2 As set out within the Members' Code of Conduct, as a Councillor, when using or authorising the use by others of the resources of the Council:
- 1.2.1 You act in accordance with the Authority's reasonable requirements including the requirements of the Authority's ICT policy.
- 1.2.2 You make sure that such resources are not used improperly for political purposes unless that use could reasonable be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Authority or of the office to which you have been elected or appointed.
- 1.2.3 You have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 1.3 You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a Councillor. Examples include:
- Office support
 - Stationery
 - Equipment such as phones, computers
 - Transport
 - Access and use of local authority buildings and rooms
- 1.4 These are given to you to help you carry out your role as a Councillor more effectively and not to be used for business or personal gain. They are to be used in accordance with the purpose for which the have been provided as set out within this Protocol.

1.5 The rules regarding the use of these resources are set out in the Schedule within this protocol.

2. WHEN THIS PROTOCOL APPLIES

2.1 Councillors may use Council facilities and resources in connection with the following Council business:

- Matters relating to the decision-making process of the Council, e.g., Council, Cabinet, and committee meetings
- Representing the Council on an outside body
- Holding ward surgeries
- Meeting, communicating, and dealing with correspondence from residents, other Councillors, Officers, Government officials, MPs etc. in connection with Council business
- Matters for discussion by a political group of the Council, so long as it relates mainly to the work of the Council and not your political party or group

3. PRINCIPLES FOR USE OF RESOURCES

3.1 Councillors must be mindful of Council resources and must always seek to conduct business in the most cost-effective way. Councillors must have regard to the need to ensure prudent and reasonable use of resources and value for money.

Party political activities or individual campaigning **do not** form part of Council business and the Council's resources must **not** be used for these activities. This includes Council email addresses. The Council is prohibited by law from publishing any material which, in whole or in part, appears to be designed to affect public support for a political party or an individual Councillor.

Use of resources for the purpose of representing individuals or small groups of residents is acceptable. However, high volume use of resources including sending out circulars and conducting wide-scale consultation exercises is not acceptable, even though these may involve Council business.

In the interests of economy and the environment, Councillors are requested to use e-mail, or to hand-deliver, instead of using post wherever possible.

The Standards and Personnel Appeals Committee is responsible for oversight of use of resources.

SCHEDULE

4. IT EQUIPMENT

- 4.1 Each Councillor is provided with appropriate equipment for their full term of office. This currently consists of an iPad tablet device and keyboard.
- 4.2 On receipt of equipment, Councillors are required to confirm that they have read the Councillors' ICT Acceptable Use Guidance.
- 4.3 Technical support for the ICT equipment provided to Councillors by the Council is available through the Council's ICT helpdesk.
- 4.4 IT user training is available on request.
- 4.5 Councillors are required to return the supplied equipment if they cease to be a Councillor or at the end of their full term in office.

5. COUNCILLOR WEBPAGES

- 5.1 The Council's website includes contact details, photograph, committee memberships, attendance information, political affiliation, and register of interests.

6. SECURITY PASS

- 6.1 Each Councillor is issued with a photo security pass to be worn at all times when in the Council Offices.
- 6.2 Each card is individually programmed to provide access to particular areas in the Council Offices.
- 6.3 Each card is programmed to enable Councillors to scan, copy, and print from the multi-function devices situated around the Council Offices.

7. COUNCIL BUILDINGS AND ROOMS

- 7.1 Council buildings and rooms should only be used for the purpose of carrying out your role as a Councillor in relation to Council business.

This includes:

- Dealing with casework
- Meeting constituents or local partners
- Preparing for and attending Council meetings
- Meeting with Council Officers

8. INCOMING MAIL

- 8.1 Each Councillor has a pigeonhole/post tray located within relevant group areas, or within the Democratic Services Office, for Council paperwork or any incoming mail received by the Council.
- 8.2 Pigeonholes/post trays should be checked and items within collected regularly.
- 8.3 If Councillors are not expected to be at the Council Offices for some time, they should discuss any specific requirements with Democratic Services.

9. OUTGOING MAIL

- 9.1 In the interests of economy, Councillors are encouraged to use email or hand-deliver mail where possible.
- 9.2 Councillors who wish to send outgoing mail by post should hand the mail to Democratic Services.
- 9.3 The Council's pre-printed windowed envelopes **must** be used in order to enable mail to be processed in accordance with the Council's contractual arrangements with Royal Mail.
- 9.4 Unless there are exceptional circumstances, outgoing mail will be sent second class.

10. STATIONERY

- 10.1 A limited range of stationery is available from Democratic Services.
- 10.2 Stationery must not be adapted to include political logos.
- 10.3 The multi-function devices are regularly restocked with printer paper, Democratic Services should be contacted to re-stock, if necessary, rather than taking paper from other locations in the Council Offices.
- 10.4 Electronic versions of Councillor letterheads are available from Democratic Services.

11. PRINTING

- 11.1 Security passes enable Councillors to print, scan, and photocopy from the multi-function devices located around the Council Offices, including in the Members' Room. These are the only printing facilities available.

- 11.2 Councillors should be economical in their use of print.
- 11.3 Due to the costs associated with colour printing, Councillors should always print/copy in black and white unless colour is required to enable the document to be understood.
- 11.4 Each Councillor has a monthly print limit of £10, which is refreshed on the 1st of each month.

12. BUSINESS CARDS

- 12.1 Councillors can request a supply of 250 business cards through the Council's Communications Team.

13. CONFERENCES, SEMINARS AND TRAINING

- 13.1 Attendance at conferences, seminars, and training events for which a fee is payable or which will incur mileage or subsistence claims must be approved in advance by the Service Manager – Scrutiny and Democratic Services in accordance with the Members Development Policy and Members' Allowances Scheme.

14. CLOTHING

- 14.1 Members may occasionally be required to wear Council clothing such as Council branded coats, high visibility items, or other protective clothing when attending events or outside locations. In these circumstances, as set out within the Council's Provision of Corporate Clothing and Personal Protective Equipment Policy:

"Members will be provided with appropriate corporate clothing and PPE on an 'as needs' basis as required by the particular circumstances and duties/functions being undertaken. All items of corporate clothing and PPE issued to Members shall be returned to the Council upon completion of the relevant duty/function. This can be flexible, including single event use or longer-term use, such as a Member's term of office, as deemed appropriate."

- 14.2 Council branded clothing must not be worn for political campaigning or personal activities. Council branded clothing must only be worn at Council arranged events/photoshoots in relation to Council business.



Ashfield District Council Petition Scheme

May 2022

1. Introduction

- 1.1 This Scheme sets out details of how Ashfield District Council will deal with and respond to petitions.
- 1.2 Ashfield District Council recognises the importance of petitions as a means of engaging more meaningfully with local communities, facilitating the public to let us know about their concerns, and as a mechanism for generating service improvements.
- 1.3 The Council's Petition Scheme will be reviewed every four years.

2. What is a petition?

- 2.1 Any communication which is signed by or sent to Ashfield District Council on behalf of a number of people who live, work, or study within Ashfield could be treated as a petition.
- 2.2 The Council will treat something as a petition if it is identified as being a petition, or if it seems that it is intended to be a petition.

3. What should a petition contain?

- 3.1 Petitions submitted to Ashfield District Council **must** include:
 - 3.1.1 A clear and concise statement covering the subject of the petition, the area to which the petition relates to, and the action the petitioners want the Council to take.
 - 3.1.2 The contact details, including the address, of the petition organiser. The Council will contact the petition organiser to explain how it will respond to the petition. The contact details of the petition organiser **will not** be published on the Council's website. If the petition does not identify a petition organiser, the

Council will contact petition signatories to agree who should act as the petition organiser.

- 3.1.3 The name, address, and signature of any person supporting the petition.
- 3.1.4 The name, address, and email address of any person supporting an e-petition through the Council's website.
- 3.1.5 Date the petition was submitted.
- 3.2 Signatures for a petition should be collected no more than 6 months before it is submitted. This ensures that issues raised within a petition are considered within an appropriate time period.

4. Exclusions

- 4.1 Submitted petitions that are determined by the Chief Executive to be vexatious, discriminatory, abusive, unreasonable, or otherwise inappropriate will not be accepted. This could include:
 - 4.1.1 **Vexatious:** The Chief Executive will take into account all circumstances of the petition with the key question of 'is the petition likely to cause distress, disruption, or irritation without any proper or justified cause?'
 - 4.1.2 **Discriminatory:** A discriminatory petition could be one that implies or states that a group of people or an area receives better, or worse, services because of that group's predominant religion, race, sex, or other protected characteristic, as covered by discrimination legislation.
 - 4.1.3 **Abusive:** Petitions that are directed at individuals or their professional ability.
 - 4.1.4 **Unreasonable:** Petitions that ask the Council to act in contrary to legislation.
 - 4.1.5 **Inappropriate:** This could include petitions relating to ongoing legal proceedings, or that target individual members of a community.
 - 4.1.6 Any petition submitted to Ashfield District Council will be considered on its merits, and not based on who is submitting the petition.
- 4.2 Petitions relating to Planning or Licensing applications are not covered by the Council's Petition Scheme and will be referred to the relevant committee for consideration.
- 4.3 In the period immediately before an election or referendum, the Council may need to deal with a petition differently. If this is the case, the Council will contact the petition organiser to explain why and to discuss a revised timescale.
- 4.4 Petitions will not normally be considered if they are received within 6 months of another petition having already been considered by the Council on the same matter.
- 4.5 Ashfield District Council will only accept e-petitions submitted through its website.
- 4.6 If a petition does not follow the guidelines set out in this scheme, the Council will not accept it. The petition organiser will be contacted in this scenario with the reasons why the petition has been declined.

5. How to submit a petition

- 5.1 Paper petitions, accompanied by a covering letter identifying the key information outlined above, can be sent to:

**Democratic Services Team
Ashfield District Council
Council Offices
Urban Road
Kirkby-in-Ashfield
Nottingham
NG17 8DA**

- 5.2 Petitions can be submitted by email to: democratic.services@ashfield.gov.uk
- 5.3 Petitions submitted by email must follow the guidelines set out in this scheme.
- 5.4 Petitions can also be created and submitted as an e-petition through the Council's website. E-petitions must follow the same guidelines as paper or email petitions set out in this scheme. E-petitions can be submitted [here](#).
- 5.5 The petition organiser will need to provide the Council with their name, address, and email address.
- 5.6 E-petition organisers must set how long the petition is to be open for signatures, with a minimum period of **at least one month** and a maximum period of **6 months**.
- 5.7 Upon creating an e-petition, it may take up to **10 clear working days** before it is published on the Council's website. This is to allow the Council time to ensure the e-petition follows the guidelines set out in this scheme.
- 5.8 If the Council feels it cannot publish the petition for some reason, the petition organiser will be contacted and with the reason(s) why. The petition organiser will be offered the opportunity to make changes and resubmit an e-petition following feedback from the Council, this must be done within **10 clear working days** of the Council contacting the petition organiser.
- 5.9 Once an e-petition closes for signature, the petition organiser will receive an acknowledgement within **10 clear working days** as set out at section 6 of this scheme.
- 5.10 E-petition signatories will be asked to provide their name, postcode, and valid email address when signing an e-petition. Once this information has been submitted, an email will be sent to the provided email address to confirm the email address is valid. Once the email address has been validated, the signature will be added to the petition.
- 5.11 Anyone viewing an e-petition listed on the Council's website will be able to see the name of any signatories, but not their address or email address.
- 5.12 All e-petitions currently available for signature can be viewed on the Council's website.

- 5.13 Petitions that meet the required signatory threshold (see section 8 below) can also be presented to a meeting of the Council. These meetings take place regularly; please see the [Council's calendar of scheduled meetings](#).
- 5.14 If you would like to present your petition to the Council or would like your Ward Councillor or someone else to present it on your behalf, please contact the Democratic Services Team at least **10 clear working days** before the meeting.
- 5.15 Petitions presented to a meeting of the Council are subject to the thresholds set out at section 8 within this scheme.

6. What will Ashfield District Council do when it receives a petition?

- 6.1 The Council will send an acknowledgement to the petition organiser within **10 clear working days** of receiving the petition. The acknowledgement will let the petition organiser know how the Council plans to deal with the petition in accordance with this petition scheme, and when they can expect to hear from the Council again.
- 6.2 If the Council receives two or more petitions relating to the same issue(s), consideration will be given to amalgamating the signatories with the approval of the petition organisers.
- 6.3 To ensure people know what the Council is doing in response to the petitions it receives, the details of all petitions submitted to the Council will be published on the Council's website.

7. How will Ashfield District Council respond to a petition?

- 7.1 Depending on the number of people that have signed the petition, it will be dealt with in one of the following ways:
 - 7.1.1 If a petition submitted to the Council contains **between 10 and 199 signatures**, it will be responded to in accordance with [Ashfield District Council's Compliments and Complaints procedure](#).
 - 7.1.2 If a petition submitted to the Council contains **between 200 and 749 signatures**, it will be discussed at a meeting of the Council's Corporate Leadership Team. The Corporate Leadership Team will endeavour to discuss the petition within **10 clear working days** of it being submitted to the Council. Following discussion, a written response will be provided to the petition organiser within **10 clear working days**.
 - 7.1.3 If a petition submitted to the Council contains **between 750 and 1499 signatures**, it will be referred to the Overview and Scrutiny Committee for consideration. Further information on this can be found at section 8 below.
 - 7.1.4 If a petition submitted to the Council contains **over 1500 signatures**, it will be referred to Full Council for consideration and debate. Further information on this can be found at section 9 below.

- 7.2 The relevant Ward Member(s), Cabinet Members, and Officers will be informed when a petition covering their Wards/areas of responsibility is received, and how the petition will be considered.
- 7.3 If a petition is about something over which the Council has no direct control, it will consider making representations on behalf of the petitioners to the relevant body. The Council works with a large number of local partners and where possible will work with these partners to respond to your petition.
- 7.4 If a petition is about something that a different Council is responsible for, consideration will be given to what the more appropriate method of responding to it is. This could involve forwarding the petition to the relevant Council but could involve other steps. The petition organiser will be informed throughout this process.

8. Overview and Scrutiny Committee consideration

- 8.1 A petition containing **between 750 and 1,499 signatures** will be considered by the Council's Overview and Scrutiny Committee.
- 8.2 The most appropriate Senior Council Officer will be invited to give evidence at a public meeting of the Overview and Scrutiny Committee relating to the issues set out in a petition.
- 8.3 The petition organiser will be permitted a total of **15 minutes** to ask up to a maximum of three questions to the Officer in attendance regarding the petition.
- 8.4 The petition organiser must provide the Service Manager – Scrutiny and Democratic Services with written notice of these questions at least **10 clear working days** before the Overview and Scrutiny Committee meeting.
- 8.5 Questions submitted as part of this process considered by the Chief Executive to be vexatious, discriminatory, abusive, unreasonable, or otherwise inappropriate will not be considered. For more information on exclusions, please refer to section 4 above.
- 8.6 Following the questions asked by the petition organiser, a further **15 minutes** will be allocated to allow discussion between Overview and Scrutiny Committee Members and the invited Officer. During this allocated time, Committee Members may seek further clarification from the petition organiser.
- 8.7 Following discussion, Members of the Overview and Scrutiny Committee may decide to approve recommendations to be submitted to a future meeting of the Council's Cabinet.

9. Council debates

- 9.1 If a petition submitted to the Council contains **more than 1,500 signatures** it will be referred to Full Council for consideration and debate. This means that the issue raised in the petition will be discussed at a meeting that all Councillors can attend.

- 9.2 If the petition has been submitted at least **10 clear working days** prior to a scheduled formal Council meeting, then it may be considered at that meeting.
- 9.3 The Council will endeavour to consider the petition at its next meeting. However, on some occasions, this is not possible, and consideration will take place at the following meeting. Please see [Ashfield District Council's calendar of scheduled meetings here](#).
- 9.4 Petitions will not be considered at Extraordinary Council meetings.
- 9.5 The petition organiser will be given **10 minutes** to present the petition at the meeting. The petition will then be discussed by Councillors for a maximum of **15 minutes**; 3 minutes maximum per Councillor.
- 9.6 If a petition submitted to the Council contains **more than 5,000 signatures**, the time allocated for discussion is **30 minutes**; 3 minutes maximum per Councillor.
- 9.7 Several courses of action are available to Council regarding the consideration and debate of a petition, including but not limited to:
- taking the action requested in the petition
 - undertaking research into the issues raised
 - holding a meeting with the petitioners
 - holding an inquiry
 - calling for a referendum
 - giving the petition further consideration at a future Council meeting
 - referring the petition to the Overview and Scrutiny Committee

10. What can I do if I feel my petition has not been dealt with properly?

- 10.1 If you feel that the steps taken in response to your petition are not adequate, the petition organiser has the right to request that the Council's Overview and Scrutiny Committee review the steps that the Council has taken in response to your petition.
- 10.2 A request for review must be made within **20 working days** of notification of the Council's decision on the petition.
- 10.3 The request for a review must be sent to the Democratic Services Team at democratic.services@ashfield.gov.uk.
- 10.4 A request for review must be accompanied by a short explanation of the reasons why the Council's original response is not considered adequate.
- 10.5 The Overview and Scrutiny Committee will endeavour to consider any requests for review at its next meeting, although this may not always be possible, and consideration will take place at the following meeting. Please see [Ashfield District Council's calendar of scheduled meetings here](#).
- 10.6 Should the Overview and Scrutiny Committee determine a petition has not been dealt with adequately; it may instigate an investigation, make recommendations to the Council's Cabinet, or arrange for the matter to be re-considered at a meeting of the Council.

10.7 Following consideration of an appeal by the Overview and Scrutiny Committee, the petition organiser will be informed of the outcome within **10 clear working days**. The outcome will also be published on the Council's website.

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APPOINTMENTS TO OUTSIDE BODIES
ANNUAL COUNCIL
26 MAY 2022

<u>No.</u>	<u>Body</u>	<u>Representatives</u>	<u>New Term Ending</u>
1.	<p>Ashfield Community Safety Partnership Joint Strategic Group</p> <p><i><u>Term Ending For:</u></i> Cllr. Helen-Ann Smith Cllr. Jason Zadrozny</p> <p><i>(The representatives must be the Leader and the Portfolio Holder responsible for Community Safety)</i></p>	two appointments	31 May 2023
2.	<p>Discover Ashfield Board</p> <p><i><u>Term Ending For:</u></i> Cllr. Matthew Relf Cllr. Helen-Ann Smith Cllr. Christian Chapman (Scrutiny Member)</p>	three appointments (one to be a Scrutiny Member)	31 May 2023
3.	<p>Greater Nottingham Joint Planning Advisory Board</p> <p><i><u>Term Ending For:</u></i> Cllr. Matthew Relf</p> <p><i>(Representative to be the Portfolio Holder responsible for Economic Growth)</i></p>	one appointment	31 May 2023
4.	<p>Greenwood Community Forest Steering Group</p> <p><i><u>Term Ending For:</u></i> Cllr. Matthew Relf</p> <p><i>(It is desirable for the representative to be either the current Chairman of the Planning Committee or the Portfolio Holder responsible for the planning function)</i></p>	one appointment	31 May 2023

No.	Body	Representatives	New Term Ending
5.	<p>Health and Wellbeing Board (County Council)</p> <p><u>Term Ending For:</u> Cllr. David Walters Cllr. Keir Barsby (substitute) Cllr. John Wilmott (substitute)</p> <p><i>(Representative must be the Portfolio Holder responsible for the Health and Wellbeing Agenda)</i></p>	one appointment and two substitutes	31 May 2023
6.	<p>Hucknall & District Voluntary Partnership (Under One Roof Project)</p> <p><u>Term Ending For:</u> Cllr. Kevin Rostance</p>	one appointment	31 May 2023
7.	<p>Hucknall Partnership Group</p> <p><u>Term Ending For:</u> Cllr. Chris Baron Cllr. Kevin Rostance Cllr. John Wilmott</p>	three appointments	31 May 2023
8.	<p>Mansfield & District Crematorium Joint Committee</p> <p><u>Term Ending For:</u> Cllr. Tom Hollis Cllr. David Martin Cllr. Helen-Ann Smith</p> <p><i>(Representatives must be Cabinet Members)</i></p>	three appointments	31 May 2023
9.	<p>NET Partnership Group</p> <p><u>Term Ending For:</u> Cllr. Matthew Relf</p> <p><i>(Representative does not have to be an Elected Member)</i></p>	one appointment	31 May 2023
10.	<p>N.I.D.A.S</p> <p><u>Term Ending For:</u> Cllr. Dave Walters</p>	one appointment	31 May 2023

No.	Body	Representatives	New Term Ending
11.	<p>Nottinghamshire Building Preservation Trust</p> <p><u>Term Ending For:</u> Cllr. Andy Gascoyne</p> <p><i>(Desirable for the representative to have a keen interest in heritage)</i></p>	one appointment	31 May 2023
12.	<p>Nottinghamshire Joint Waste Management Committee</p> <p><u>Term Ending For:</u> Cllr. David Martin</p> <p><i>(Representative must be the Portfolio Holder responsible for Waste Management)</i></p>	one appointment	31 May 2023
13.	<p>Nottinghamshire Wildlife Trust</p> <p><u>Term Ending For:</u> Cllr. Arnie Hankin</p> <p><i>(Representative must be the Chairman of the Council)</i></p>	one appointment	31 May 2023
14.	<p>PATROL Adjudication Joint Committee</p> <p><u>Term Ending For:</u> Cllr. John Wilmott</p> <p><i>(Representative to be the Portfolio Holder responsible for Asset Management)</i></p>	one appointment	31 May 2023
15.	<p>Rural Community Action Nottinghamshire</p> <p><u>Term Ending For:</u> Cllr. Arnie Hankin</p>	one appointment	31 May 2023
16.	<p>Sherwood Forest Hospitals NHS Foundation Trust</p> <p><u>Term Ending For:</u> Cllr. David Walters</p>	one appointment	31 May 2023

No.	Body	Representatives	New Term Ending
17.	Teversal Grange Advisory Committee <u>Term Ending For:</u> Cllr. Will Bostock Cllr. Tom Hollis Cllr. Helen-Ann Smith (Appointed Members are advised not to also sit on the Charities Committee due to potential ongoing conflicts of interest – Minute No. CC4.3 refers)	three appointments	31 May 2023

FOR INFORMATION:

Bodies already appointed up to May 2023

Outside Body:	Representative(s):
Ashfield Citizens' Advice Bureau Management Committee	Mrs. Christine Dixon
Association for Public Service Excellence	Cllr. Jason Zadrozny
Beauvale Charity - Hucknall	Cllr. Chris Baron
Byron Charity – Hucknall (term ends 31 May 2024)	Cllr. Chris Baron Cllr. James Blagden Cllr. Trevor Locke Cllr. Kevin Rostance Cllr. Phil Rostance Cllr. Lee Waters Cllr. John Wilmott
D2N2 Local Enterprise Partnership Board	Cllr. Jason Zadrozny
East Midlands Councils	Cllr. Tom Hollis Cllr. Jason Zadrozny
Economic Prosperity Committee	Cllr. Matthew Relf Cllr. Jason Zadrozny
Historic England	Cllr. Jason Zadrozny
Hucknall Relief in Need Charity (term ends 30 November 2024)	Cllr. James Blagden Cllr. Chris Baron
LGA District Council's Network	Cllr. Jason Zadrozny

Nottinghamshire Local Government Leaders' Group	Cllr. Jason Zadrozny
Our Centre	Cllr. Warren Nuttall
Police and Crime Commissioner Panel	Cllr. Helen-Ann Smith Cllr. Jason Zadrozny (substitute)

Bodies or Membership/Subscription now Ceased

Outside Body:
Ageing Well Network
Groundwork Cresswell, Ashfield & Mansfield

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