

Agenda item 8

For decision – To populate the Oversight Committee, establish Advisory Groups and appoint Lead Cllrs

Author: Paul Wynne, Town Clerk

Summary

At the Council meeting on 19 April, Cllrs agreed to establish a new Oversight Committee, formalise the informal working groups to become advisory groups and formalise Lead Cllrs. This report details the remits and memberships.

1. Oversight Committee

The proposed remit for this committee was agreed as part of the adopted Standing Orders earlier in the meeting.

For completeness the remit is:

The committee will be responsible for and review of:

- a. Policies in the Council's constitution (excluding Standing Orders, Finance Regulations, Cllrs code of conduct that must be reviewed by Council);*
- b. Financial administration, including savings and investments, monitoring income and expenditure against the budget and making recommendations to Council accordingly.*
- c. All aspects of risk management and insurance*
- d. All aspects of Health and Safety policy and monitoring of health and safety incidents, such as staff accidents at work or accidents to the public on the Council's estate*
- e. The Frome Town Hall and the Council estate*
- f. Policies and processes related to communications and marketing, including FTC events and those events that FTC supports.*
- g. ICT planning and delivery (including websites and CRM) and matters relating to data protection.*
- h. All aspects related to human resources (both paid staff and volunteers) beyond the remit of the Council and the Town Clerk, and establishing a group comprising three Cllrs including the Chair of the committee to address staff grievance, complaints, and disciplinary issues beyond the authority of the Town Clerk*
- i. Civic and twinning matters*

Frequency of meetings

The recommendation in the April Council meeting report was to hold the Oversight Committee meeting quarterly. These dates are in the calendar of meetings (hopefully) approved by Council earlier in the meeting. This frequency will enable Cllrs to receive full quarterly finance updates through the year. The calendar of meetings also includes an additional committee meeting for 21 June. This one-off meeting will enable Cllrs to clarify what the committee will

be responsible for, the agenda programme for the year ahead and what subjects would benefit from a "deep dive."

Proposed membership

It might be appropriate to propose that all Cllrs are temporarily members of this committee if Cllrs haven't had time to consider whether they would like to stand. Similarly, it might be appropriate for the Cllrs present at the first committee meeting on 21 June to temporarily appoint a chair for that meeting only. At a future Council meeting, perhaps in June or July, Cllrs can then appoint committee members and a chair.

Recommendations

1. To receive proposals for membership of the committee
2. To receive proposals for Chair of the committee

2. Lead Cllrs

It was agreed that each manager has an appointed Lead Cllr. The proposed remit for Lead Cllrs was agreed as part of the adopted Standing Orders earlier in the meeting.

For completeness the remit is:

Lead Cllrs

1. *These roles advise, support, are a critical friend to the member of staff responsible for an area of work or a project, and inform other Cllrs of progress.*
2. *A lead Cllr provides a strategic overview.*
3. *These roles are not decision makers and are appointed by Council.*

The proposed Lead Cllrs are:

Manager	Lead Cllr
Paul Wynne, Town Clerk	Lisa Merryweather as Leader of Council
Peter Wheelhouse, Deputy Town Clerk & Economic Development & Regeneration Manger	Mel Usher – Football Club Nick Dove – Town Centre
Sarah Williams, Business Manager	Anne Hills
Rob Holden, Environment Manager	Mark Dorrington
Rachel Griffin, Marketing & Communications Manager	Lisa Merryweather Fiona Barrows
Jane Llewellyn, Planning & Development Manager	Steve Tanner
Nikki Brain, Resilience Manager	Fiona Barrows
Kate Hellard, Community Development Manager	To be confirmed

Recommendation

3. Appoint the Lead Cllrs as described in the report above.

3. Creating Advisory Groups out of the informal Cllr working groups

At the last Council meeting it was agreed to formalise the existing working groups into Advisory Groups. The proposed remit for Advisory Groups was agreed as part of the adopted Standing Orders earlier in the meeting.

For completeness the remit is:

Advisory Groups

1. *Council and committees may establish Advisory Groups comprising only Cllrs or Cllrs and members of the community.*
2. *Each Advisory Group will include a member of staff to provide advice and administrative support.*
3. *The remit, timescale, and membership (including the Advisory Group chair) will be determined by Council or the appointing committee.*
4. *Advisory Groups make recommendations to Council and are not decision making forums.*

The table below lists the current working groups that will become Advisory Groups and will follow the remit above. Cllrs have asked that each of the current cohort of Advisory Groups, that reflect the current core programmes in the Council Plan and work programme, report back to Council on a quarterly basis and this is reflected in the timescale column below. Given the Oversight Committee has open spaces in its remit, it is proposed that this programme reports back there instead of to Council.

In future, Council will be able to establish new Advisory Groups, their remit, membership and chairs and when they report back. It can also decide to disband existing Advisory Groups.

Advisory Group	Remit	Report to Council	Membership	Lead member of staff
Nurture our Open Spaces (report back to Oversight Comm)	To deliver the 23/24 work programme	July, October 2023 and January, April 2024	Mark Dorrington (chair), Steve Tanner, Fiona Barrows, Sara Butler, Andy Jones, Polly Lamb	Rob Holden
Agree a Unitary deal	To deliver the 23/24 work programme	August, November 2023 and February, May 2024	Max Wide (chair), Ben Still, Andy Jones, Sara Butler, Anne Hills	Paul Wynne
Invigorate our Town Centre	To deliver the 23/24 work programme	September, December 2023 and March 2024	Nick Dover (chair), Mel Usher, Mark Dorrington, Sara Butler, Andy Wrintmore	Peter Wheelhouse
Respond to the Climate emergency	To deliver the 23/24 work programme	July, October 2023 and January, April 2024	Fiona Burrows (chair), Carla Collenette, Steve Tanner, Polly Lamb, Ben Still, Sara Butler	Nikki Brain
Protect Community Assets – Frome Town Football Club	To deliver the 23/24 work programme	July, October 2023 and January, April 2024	Mel Usher (chair), Lisa Merryweather, Andy Wrintmore, Tracey Ashford	Peter Wheelhouse
Reduce Poverty	To deliver the 23/24 work programme	June, August, November 2023 and February, May 2024	Anne Hills (chair), Carla Collenette, Mel Usher, Tracey Ashford, Ben Still, Steve Tanner	Kate Hellard
Improve planning and deliver affordable housing	To deliver the 23/24 work programme	May, September, December 2023 and March	Steve Tanner (chair), Mark Dorrington, Fiona Barrows, Sara Butler, Andy Jones, Polly Lamb	Jane Llewellyn

Recommendations

4. Agree the list of Advisory Groups
5. Agree the timescale, membership, Chair and lead member of staff of the Advisory Groups