



Public Document Pack
B O S T O N
B O R O U G H C O U N C I L

Municipal Buildings
Boston
Lincolnshire PE21 8QR
Tel: **01205 314200**
Fax: **01205 364604**

**Joint Chief Executive
Rob Barlow**

LB/COUNCIL/AG

Please ask for: Lorraine Bush, Democratic Services Delivery Manager

6 May 2022

TO: ALL MEMBERS OF THE BOROUGH COUNCIL

MEETING OF THE COUNCIL - 16 MAY 2022

Dear Councillor

You are invited to attend a meeting of the Annual Meeting of the Council on
Monday, 16th May, 2022 at 6.30 pm
in the Council Chamber, Municipal Buildings, West Street, Boston, PE21 8QR

ROB BARLOW
Joint Chief Executive

AGENDA

PART I

- A. To Elect the Mayor**
- B. To Elect the Deputy Mayor**
- C. To receive apologies for absence.**
- D. Vote of Thanks to the Retiring Mayor.**
- E. Vote of Thanks for the Retiring Deputy Mayor**
- F. Mayor's Scout and Mayoress' Guide.**

PART II - PRELIMINARIES

- A To receive communications (if any) from the Mayor and Chief Executive**
- B To receive declarations of interest (if any) from Members of the Council**

PART III - AGENDA ITEMS

- 1 DEMOCRATIC ARRANGEMENTS - APPOINTMENTS 2022/23 (Pages 1 - 26)**
(A Report by the Monitoring Officer)
 - A Approve the Programme of Ordinary Meetings 2022/23 (APPENDIX A)**
 - B Membership of Cabinet and Allocation of Portfolios (APPENDIX B)**
 - C Constitution of Committees (APPENDIX C)**
 - D Appointment of Chairmen and Vice-Chairmen of Committees (APPENDIX D)**
 - E Appointment of representatives to serve on external organisations (APPENDIX E)**
 - F To consider a dispensation for non-attendance at meetings on the grounds of ill health**
 - G Appointments to the Independent Remuneration Panel.**

- 2 INTERIM APPOINTMENT OF MONITORING OFFICER (Pages 27 - 32)**
(A Report by the Head of Paid Service)

Emergency Procedures

In the event of a fire alarm sounding all attendees are asked to leave the building via the nearest emergency exit and make their way to the Fire Assembly Point.

Alternative Versions - *Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314227*

The person to contact about the agenda and documents for this meeting is Lorraine Bush, Democratic Services Manager, Municipal Buildings, Boston Telephone 01205 314224 e-mail lorraine.bush@boston.gov.uk

This page is intentionally left blank



REPORT TO:	ANNUAL MEETING OF THE COUNCIL
DATE:	16 MAY 2022
SUBJECT:	DEMOCRATIC ARRANGEMENTS 2022/23
KEY DECISION:	NO
PORTFOLIO HOLDER:	N/A
REPORT AUTHOR:	MONITORING OFFICER
WARD(S) AFFECTED:	NONE
EXEMPT REPORT?	NO

SUMMARY

- (1) To approve a programme of ordinary meetings of Council and Committees and note those of Cabinet for the Council Municipal Year 2022/23 (Appendix A) and grant delegated authority to the Chief Executive in consultation with the relevant Chairman to amend meeting dates or cancel meetings as necessary, subject to compliance with any constitutional requirements where an agenda has already been published.
- (2) To note the Cabinet appointments and allocation of portfolios for 2022/23 (Appendix B – Cabinet appointments submitted for information purposes only)
- (3) To consider the following appointments for the 2022/23 Municipal Year:
 - (a) Membership of Committees (including provision for substitutes where applicable) (Appendix C)
 - (b) Appointment of Chairman and Vice-Chairman of Committees (Appendix D)
 - (c) Appointments to external organisations (Appendix E)
- (4) To consider granting a dispensation to Councillor Alan Bell for non-attendance at meetings on the grounds of ill health
- (5) To consider the re-appointment of the members of the Independent Remuneration Panel

RECOMMENDATIONS

That the Council:

1. Approves the Programme of Ordinary Council and Committee Meetings and notes those of Cabinet for the Council Municipal Year 2022/23 submitted as set out in Appendix A to this report and grants delegated authority to the Chief Executive in consultation with the relevant Chairman to amend meeting dates or cancel meetings as necessary subject to compliance with any constitutional requirements where an agenda has already been published.
2. Notes the appointment of the Cabinet and allocation of portfolios as set out in Appendix B.
3. Approves the membership of the Committees and arrangements for substitutes in accordance with the nominations received at the Annual Meeting of the Council as set out in Appendix C. Such appointees to hold office whilst they remain Members of the Council, until the next Annual Meeting of the Council, or until the appointment of their successors.
4. Appoints Chairmen and Vice-Chairmen of Committees in accordance with the nominations received at the Annual Meeting of the Council. Such appointees to hold office whilst they remain Members of the Council, until the next Annual Meeting of the Council, or until the appointment of their successors.
5. Appoints Members to serve as the Council's representatives on those external organisations where the Council is the appointing body (set out in Appendix E).
6. Grants a dispensation to Councillor Alan Bell for non-attendance at meetings on the grounds of ill-health for the remainder of this Council's term of office ending on 8 May 2023.
7. Re-appoints the members of the Independent Remuneration Panel for the following periods: Mr Tim Booth for 2 years until the AGM in May 2024; Mr John Price for 3 years until the AGM in 2025 and Mr. Simon Sperring for 4 years until the AGM in May 2026.

REASONS FOR RECOMMENDATIONS

To establish a democratic decision making process for the municipal year 2022/23 in accordance with the provisions set out in the Council's Constitution.

OTHER OPTIONS CONSIDERED

Not to approve the Programme of Meetings and Membership of Committees and not to appoint the Chairmen and Vice-Chairmen of Committees and representatives to external organisations.

REPORT

1. Introduction

1.1 Members are requested to make the appropriate determinations regarding the Programme of Meetings and appointments for the Municipal Year 2022/23. Further information in each case is set out below.

2. Programme of Meetings 2022/23

2.1 When considering the Programme, Members should note the following:-

- To facilitate a decision making process for external funding bids it has been necessary to revise the draft schedule previously circulated by changing some meeting dates in June and July for the scrutiny committees, Cabinet and Council and adding meetings of Cabinet and Council in July.
- That although Call-In Meetings have been included in the Programme of Meetings so that Members will be aware of when they may occur, these meetings will only take place if a Call-In Notice is submitted within the timescale specified in the Constitution. In the event that a Call-In Notice is not received the scheduled meeting will not take place.
- It may be necessary during the course of the year to add special meetings or to make amendments to the Programme. Such amendments will be kept to a minimum.

2.2 **The Council is recommended to approve the Programme of Ordinary Meetings as set out in APPENDIX A attached to this report.**

3. Cabinet Appointments and Allocations of Portfolios

3.1 In accordance with the Executive Arrangements adopted by the Council, the Leader has to be formally appointed by the Council for a period of four years at the beginning of each Council term, or if a vacancy arises during that time be appointed for the remainder of the Council term. The Leader then appoints Members to serve on the Cabinet and allocates portfolios as set out in Appendix B of the report, which is submitted for information purposes only. **(Appendix B to follow).**

4. Membership of Committees and Panels (with named substitutes where appropriate)

4.1 A list of nominations for the Committees (including named substitutes where appropriate) as put forward by the respective Group Leaders, is set out at **Appendix C.**

4.2 In accordance with the Memorandum of Agreement for the South and East Lincolnshire Councils Partnership, a Chief Officers Employment Panel and Chief Officers Employment Appeals Panel has been included in the constitution of committees for 2022/23. Also included for information is the Independent Panel comprising of the Independent Persons appointed by the three Councils.

4.5 **The Council is recommended to approve the membership of Committees for 2022/2023. Where appropriate the proposed allocation and distribution of seats complies with the political balance requirements of the Local Government and Housing Act 1989. In other cases the allocation of seats is governed by the Constitution or Council resolution.**

4.6 Licensing / Regulatory and Appeals Committee. The membership of the two committees is identical so that continuity can be achieved. Members should note that the Regulatory Committee will meet approximately four times per year and, for the convenience of Members, will meet on the rising of the Licensing Committee, where practicable to do so. No substitutes are to be allowed on either Committee. Although no substitutes are permitted on either of these committees, this constraint is reflected in the size of both committees (13 members each). Professional advice is that substitution should not be permitted on Licensing Committees. Recent case law also suggests that members of the Executive should not sit on a Committee that discharges 2003 licensing functions.

4.7 The Constitution provides for substitutes (where applicable) as follows:-

“For the Planning Committee, the Council will appoint the same number of named substitutes in respect of each political group as that group holds ordinary seats on those committees, up to a maximum of 2.”

It is recommended that there be named substitutes for the Audit and Governance Committee as Members are required to undertake specific training prior to sitting on the Committee.

Open substitution will be permitted in the case of other Member groups and bodies (i.e. committees, panels, consultative committees and working groups) provided the appropriate form is completed prior to the meeting.

Substitute Councillors will not be permitted for meetings of the Cabinet.

5. Appointment of Chairmen and Vice-Chairmen

5.1 A list of the nominations for the positions of Chairmen and Vice-Chairmen of Committees is attached at **Appendix D**.

5.2 Members are reminded that District Audit has previously recommended that at least one Chairmanship of the Scrutiny Committees should be allocated to an opposition group member.

5.3 This arrangement is reflected in the Scrutiny and Policy Development Protocol agreed by Council, which states:

“Where a majority group (or coalition) controls the Council, the Chairman of the Overview and Scrutiny Committee should be from an opposition group.”

5.4 The Council is recommended to appoint Chairmen and Vice-Chairmen of Committees for 2022/23 in accordance with the nominations received at the Annual Meeting of the Council; to hold office until the next Annual Meeting of the Council, or until the appointment of their successors.

5.5 The remainder of the appointments of Chairmen and Vice Chairmen will be made at the first meeting of the appropriate committee, i.e. BTAC, Councillor Development Group and International Links Committee.

6. Appointments to External Organisations

6.1 All Members of the Council, via the Political Group Leaders or individually, have been invited to indicate their interest in being considered for annual appointment/ re-appointment as the Council’s representative on the various external organisations on which the Borough Council is represented.

- 6.2 Expressions of interest received to date in the appointments reserved for Full Council are set out in **Appendix E**.
- 6.3 The Council is recommended to appoint representatives to serve on the external organisations listed in Appendix E; such appointments to hold good only whilst they remain Members of the Council, until the next Annual Meeting of the Council, or until the appointment of their successors.**

7. Dispensation

- 7.1 Due to on-going health issues Councillor Alan Bell has been unable to attend meetings for a number of months. Council is asked to consider granting a dispensation for non-attendance in accordance with Section 85 of the Local Government Act 1972, for the remainder of this Council's term of office, ending on 8 May 2023.

8. Re-appointment to the Independent Remuneration Panel

- 8.1 In accordance with the Local Authorities Members Allowances (England) Regulations 2003 the Council is required to establish and maintain an Independent Remuneration Panel for the purpose of making recommendations on appropriate levels of remuneration under the Members Allowance Scheme.
- 8.2 The appointments to the existing panel have now expired and Council is asked to consider re-appointing the previous members to the Independent Remuneration Panel for a staggered period to maintain continuity of experience and knowledge.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

To meet the provisions of the Local Government Act 1972, the Local Authorities Members Allowances (England) Regulations 2003 and the Council's Constitution.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None.

EQUALITY AND SAFEGUARDING IMPLICATIONS

None.

OTHER IMPLICATIONS

None.

CONSULTATION

Chief Executive

Group Leaders

APPENDICES	
Appendices are listed below and attached to the back of the report: -	
APPENDIX A	Programme of Meetings 2022/23
APPENDIX B	Cabinet Membership and Portfolios 2022/23
APPENDIX C	Membership of Committees 2022/23
APPENDIX D	Chairmen and Vice-Chairmen of Committees 2022/23
APPENDIX E	Appointments to External Organisations 2022/23

BACKGROUND PAPERS
No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT
A report on this item has not been previously considered by a Council body.

REPORT APPROVAL	
Report author:	Lorraine Bush, Democratic Services Delivery Manager Lorraine.bush@boston.gov.uk
Signed off by:	Mark Stinson, Assistant Director – Governance and Monitoring Officer Mark.stinson@sholland.gov.uk
Approved for publication:	N/A



**BOSTON BOROUGH COUNCIL
PROGRAMME OF MEETINGS 2022/23**

	Monday	Tuesday	Wednesday	Thursday	Friday
May	2 May	3 May	4 May Cabinet	5 May	6 May
	9 May Reserved Member Evening	10 May	11 May	12 May	13 May
	16 May AGM	17 May	18 May	19 May BTAC	20 May
	23 May	24 May	25 May Informal Cabinet	26 May Corporate & Community Committee	27 May
June	30 May	31 May Planning Committee	1 June	2 June	3 June
	6 June	7 June Licensing / Regulatory & Appeals Committees	8 June Cabinet Briefing	9 June	10 June SELJSP Committee (TBC)
	13 June Reserved Member Evening	14 June	15 June	16 June	17 June
	20 June	21 June Environment & Performance Committee	22 June	23 June	24 June
July	27 June Council	28 June Planning Committee	29 June Cabinet	30 June	1 July
	4 July	5 July	6 July	7 July	8 July

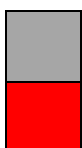
	Monday	Tuesday	Wednesday	Thursday	Friday
			Informal Cabinet	BTAC	
	11 July	12 July	13 July Cabinet Briefing	14 July Corporate & Community Committee Call In (if activated)	15 July
	18 July Audit & Governance Committee	19 July Licensing Committee	20 July	21 July	22 July
	25 July Council	26 July Planning Committee	27 July Cabinet	28 July	29 July
August	1 Aug	2 Aug	3 Aug	4 Aug	5 Aug
	8 Aug	9 Aug	10 Aug	11 Aug	12 Aug
	15 Aug	16 Aug	17 Aug	18 Aug	19 Aug
	22 Aug	23 Aug Planning Committee	24 Aug Cabinet Briefing	25 Aug	26 Aug
Sept	29 Aug	30 August	31 August	1 Sept	2 Sept
	5 Sept	6 Sept	7 Sept Cabinet (Quarterly monitoring)	8 Sept BTAC	9 Sept

	Monday	Tuesday	Wednesday	Thursday	Friday
	12 Sept Reserved Member Evening	13 Sept Environment & Performance Committee	14 Sept	15 Sept	16 Sept
	19 Sept Audit & Governance Committee (final accounts)	20 Sept Planning Committee	21 Sept Informal Cabinet	22 Sept	23 Sept
Oct	26 Sept Council	27 Sept	28 Sept Cabinet Briefing	29 Sept Call In (if activated)	30 Sept
	3 Oct	4 Oct Licensing / Regulatory & Appeals Committees	5 Oct	6 Oct Corporate & Community Committee	7 Oct
	10 Oct	11 Oct	12 Oct	13 Oct	14 Oct
	17 Oct Reserved Member Evening	18 Oct Planning Committee	19 Oct Cabinet	20 Oct	21 Oct
	24 Oct	25 Oct	26 Oct	27 Oct	28 Oct
	31 Oct	1 Nov	2 Nov Informal Cabinet	3 Nov BTAC	4 Nov
Nov	7 Nov Audit & Governance Committee	8 Nov	9 Nov	10 Nov Call In (if activated)	11 Nov

	Monday	Tuesday	Wednesday	Thursday	Friday
	14 Nov Reserved Member Evening	15 Nov Planning Committee	16 Nov Cabinet Briefing	17 Nov	18 Nov
	21 Nov Council	22 Nov Environment & Performance Committee	23 Nov	24 Nov	25 Nov
Dec	28 Nov	29 Nov	30 Nov	1 Dec Corporate & Community Committee	2 Dec SELJSP Committee (TBC)
	5 Dec	6 Dec	7 Dec Cabinet (Quarterly monitoring)	8 Dec	9 Dec
	12 Dec	13 Dec Planning Committee	14 Dec Informal Cabinet	15 Dec BTAC	16 Dec
	19 Dec Reserved Member Evening	20 Dec	21 Dec	22 Dec	23 Dec
	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec
Jan 2022	2 Jan	3 Jan	4 Jan	5 Jan Cabinet Briefing Call In (if activated)	6 Jan
	9 Jan	10 Jan Planning Committee	11 Jan	12 Jan	13 Jan
	16 Jan	17 Jan Cabinet	18 Jan	19 Jan	20 Jan

	Monday	Tuesday	Wednesday	Thursday	Friday
	23 Jan Council	24 Jan	25 Jan	26 Jan	27 Jan
Feb	30 Jan Audit & Governance Committee	31 Jan Environment & Performance Committee	1 Feb Informal Cabinet	2 Feb Corporate & Community Committee	3 Feb
	6 Feb	7 Feb Planning Committee	8 Feb Cabinet Briefing (Budget)	9 Feb BTAC	10 Feb
	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb
	20 Feb Reserved Member Evening	21 Feb	22 Feb Cabinet (Budget)	23 Feb	24 Feb
	27 Feb	28 Feb Licensing / Regulatory & Appeals Committees	1 March Informal Cabinet	2 March	3 March
March	6 March Council (Budget setting)	7 March Planning Committee	8 March	9 March	10 March
	13 March	14 March	15 March Cabinet Briefing Call In (if activated)	16 March Corporate & Community Committee	17 March
	20 March Audit & Governance Committee	21 March Environment & Performance Committee	22 March	23 March BTAC	24 March

	Monday	Tuesday	Wednesday	Thursday	Friday
April	27 March Reserved Member Evening	28 March	29 March Cabinet (Quarterly monitoring)	30 March	31 March
	3 April	4 April Planning Committee	5 April	6 April	7 April
	10 April	11 April	12 April Informal Cabinet	13 April	14 April
	17 April	18 April	19 April	20 April	21 April
	24 April Reserved Member Evening	25 April	26 April	27 April	28 April
May	1 May	2 May Planning Committee	3 May	4 May Borough and Parish Elections	5 May
	8 May	9 May	10 May	11 May	12 May
	15 May	16 May	17 May	18 May	19 May
	22 May AGM	23 May Audit & Governance Committee (pre-audit accounts)	24 May Informal Cabinet	25 May	26 May
	29 May	30 May Planning Committee	31 May	1 June	2 June



Denotes School Holidays

Denotes Bank Holidays

Times of Meetings

Audit & Governance Committee	6.30 pm	Overview and Scrutiny– Corporate and Community Committee	6.30 pm
Boston Town Area Committee (BTAC)	6.30 pm	Overview and Scrutiny- Environment and Performance Committee	6.30 pm
Cabinet	6.30 pm	Overview and Scrutiny – Call-In (if activated)	6.30 pm
Cabinet Briefing (private meeting)	5 pm	Planning Committee	10 am
Council	6.30 pm	Reserved Member Sessions	6 pm
Licensing and Regulatory & Appeals Committees	2 pm	South East Lincolnshire Joint Strategic Planning (SELJSP) Committee	TBC

This page is intentionally left blank

BOSTON BOROUGH COUNCIL**Appendix B****Leader: Councillor Paul Skinner****Deputy appointed by the Leader:*****Councillor Nigel Welton**

(*Nominated to act as Leader in the Leader's absence)

Cabinet Members and Portfolios

<u>ROLE/PORTFOLIO</u>	<u>COUNCILLOR</u>
<p style="text-align: center;">LEADER</p> <p>Performance and Improvement, County and Regional Partnerships, IT, Transformation Programme, Project Management, Human Resources, Licensing and Land Charges, Town Deal, Health and Safety, Climate Change, Parish Councils, Community Safety and CCTV.</p>	Paul Skinner
<p style="text-align: center;">DEPUTY LEADER – ECONOMIC DEVELOPMENT AND PLANNING</p> <p>Strategic Planning, Infrastructure, Emergency Planning, Development Control, Economic Growth, Skills Agenda, Housing Development, Democratic Services, Customer Services, Complaints, Flood and Risk, Building Control.</p>	Nigel Welton
<p style="text-align: center;">FINANCE & COMMERCIAL</p> <p>Finance (including Revs and Bens), Procurement, Corporate Governance, Commercialism, Property, Data Protection, Freedom of Information, Car Parks, Crematoria and Cemeteries.</p>	Jonathan Noble
<p style="text-align: center;">HERITAGE</p> <p>Heritage and Conservation, Tourism, Guildhall, TIC and Arts.</p>	Richard Austin
<p style="text-align: center;">ENVIRONMENTAL SERVICES</p> <p>Street Cleansing, Green Waste, Refuse and Recycling, Environmental Health.</p>	Deborah Evans
<p style="text-align: center;">TOWN CENTRE (including BTAC LIAISON)</p> <p>Town Centre Development and Management, Markets, Public Toilets, Parks and Open Spaces, Allotments, May Fair, Events, Leisure Services.</p>	Tracey Abbott
<p style="text-align: center;">HOUSING & COMMUNITIES</p> <p>Housing, Homelessness, Transport, Older People, Child and Adults Safeguarding, Health and Wellbeing, Community Development and Voluntary Sector Support.</p>	Martin Griggs

SEPTEMBER 2021

This page is intentionally left blank



BOSTON BOROUGH COUNCIL
MEMBERSHIP OF COMMITTEES
(INCLUDING SUBSTITUTES) – 2022/23

* Asterisk indicates that the political balance rules apply
 No asterisk indicates political balance not required, numbers stated are suggested allocations

*** OVERVIEW AND SCRUTINY – ENVIRONMENT & PERFORMANCE (11)**
(MEETS 8 WEEKLY - TUESDAY – 6.30 P.M.)

	CONS (6)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	BEDFORD	GOODALE	A AUSTIN
2.	CHALMERS	HASTIE		WELBOURN
3.	DANI			
4.	J. SKINNER			
5.	STEVENS			
6.	TRAFFORD			

*** OVERVIEW AND SCRUTINY– CORPORATE & COMMUNITY (11)**
(MEETS 8 WEEKLY – THURSDAY – 6.30 P.M.)

	CONS (6)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	WATSON	BELL	A AUSTIN
2.	BROWN	WOODLIFFE		WELBOURN
3.	DANI			
4.	PICKETT			
5.	J. SKINNER			
6.	STEVENS			

*** AUDIT & GOVERNANCE COMMITTEE (11)**
(MEETS 8 WEEKLY – MONDAY – 6.30 P.M.)

	CONS (6)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	WATSON	GOODALE	R AUSTIN
2.	BROWN	WOODLIFFE		HOWARD
3.	CHALMERS			
4.	CORNAH			
5.	DANI			
6.	PICKETT			
Subs:				
1.			BELL	

STANDARDS SUB COMMITTEE (5)

(Drawn from Membership of the Audit and Governance Committee)

	CONS (3)	INDS 20/20 (1)	LABOUR (0)	WH&A IND (1)
1.	ASHTON	WATSON		R AUSTIN
2.	CORNAH			
3.	PICKETT			

*** LICENSING/REGULATORY & APPEALS COMMITTEES (13)**
(MEETS QUARTERLY – TUESDAY – 2 P.M.)

	CONS (8)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	HASTIE	BELL	A AUSTIN
2.	CHALMERS	WOODLIFFE		WELBOURN
3.	CORNAH			
4.	DANI			
5.	PICKETT			
6.	J. SKINNER			
7.	STEVENS			
8.	TRAFFORD			

**No substitutes are permitted at either Licensing
or Regulatory and Appeals Committees**

*** PLANNING COMMITTEE (13)**
(MEETS 4 WEEKLY – TUESDAY – 10 A.M.)

	CONS (8)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	BEDFORD	GOODALE	A AUSTIN
2.	BROWN	WATSON		WELBOURN
3.	EVANS			
4.	CHALMERS			
5.	NOBLE			
6.	PICKETT			
7.	P. SKINNER			
8.	STEVENS			
Substitutes:				
1.		HASTIE		R AUSTIN
2.		WOODLIFFE		

***SOUTH-EAST LINCOLNSHIRE JOINT STRATEGIC
PLANNING COMMITTEE
(3 and 3 substitutes)**

	CONS (2)	INDS 20/20 (1)	LABOUR (0)	WH&A IND (0)
1.	ASHTON	BEDFORD		
2.	BROWN			
Subs:				
1.	EVANS	WATSON		
2.	P. SKINNER			

***JOINT CHIEF OFFICER EMPLOYMENT PANEL (3)
(Meets as required)**

	CONS (2)	INDS 20/20 (1)	LABOUR (0)	WH&A IND (0)
1.	P. SKINNER	BEDFORD		
2.	WELTON			
Subs:				

***JOINT APPOINTMENT APPEALS COMMITTEE (3)
(Meets as required)**

	CONS (2)	INDS 20/20 (0)	LABOUR (0)	WH&A IND (1)
1.	ASHTON			R AUSTIN
2.	GRIGGS			
Subs:				

**INDEPENDENT PANEL
(Independent Person appointed by each authority)**

BOSTON BC	EAST LINDSEY DC	SOUTH HOLLAND DC
Alison Fairman	Charles Gladwin	Mike Sofianos

BOSTON TOWN AREA COMMITTEE (BTAC)
(MEETS 8 WEEKLY – THURSDAY 6.30 P.M.)

**(Membership is all town ward Members ex officio.
 Chairman and Vice Chairman appointed at first meeting of the Committee.)**

	CONS	INDS 20/20	LABOUR	WH&A IND	UNALIGNED
1.	CHALMERS	HASTIE	BELL	A AUSTIN	DORRIAN
2.	DANI	WOODLIFFE	GOODALE	HOWARD	EDGE
3.	EVANS				RUSH
4.	GRIGGS				
5.	STEVENS				

COUNCILLOR DEVELOPMENT GROUP (10)
(MEETS QUARTERLY)

	CONS (5)	INDS 20/20 (2)	LABOUR (1)	WH&A IND (2)
1.	ASHTON	HASTIE	GOODALE	A AUSTIN
2.	DANI	WATSON		WELBOURN
3.	J. SKINNER			
4.	P. SKINNER			
5.	STEVENS			

(Chairman and Vice-Chairman to be appointed at first meeting of Group)

INTERNATIONAL LINKS COMMITTEE (4)
(ad hoc)

	CONS (1)	INDS 20/20 (1)	LABOUR (1)	WH&A IND (1)
1.	EVANS	HASTIE	BELL	HOWARD

(Chairman and Vice-Chairman appointed at first meeting of Committee)

This page is intentionally left blank

BOSTON BOROUGH COUNCIL**CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES – 2022/2023**

Denotes over subscribed

BODY	CHAIRMAN	VICE-CHAIRMAN
OVERVIEW AND SCRUTINY – ENVIRONMENT AND PERFORMANCE	JUDITH SKINNER	JUDY WELBOURN
OVERVIEW AND SCRUTINY – CORPORATE AND COMMUNITY	JUDY WELBOURN STEPHEN WOODLIFFE	ANTON DANI
AUDIT AND GOVERNANCE COMMITTEE	PETER WATSON	GEORGE CORNAH
PLANNING COMMITTEE	TOM ASHTON	ALISON AUSTIN
LICENSING COMMITTEE / REGULATORY AND APPEALS COMMITTEE	FRANK PICKETT	STEPHEN WOODLIFFE
BOSTON TOWN AREA COMMITTEE (BTAC)	TO BE APPOINTED AT FIRST MEETING	TO BE APPOINTED AT FIRST MEETING
COUNCILLOR DEVELOPMENT GROUP	TO BE APPOINTED AT FIRST MEETING	TO BE APPOINTED AT FIRST MEETING

This page is intentionally left blank

BOSTON BOROUGH COUNCIL
COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS
ANNUAL APPOINTMENTS 2022-23

Denotes Vacant Seats

Denotes oversubscribed

Organisation	Period of Appointment	Previous Appointees	Nominees
Bicker Trust	Civic Year	Cooper	Cooper
Black Sluice Internal Drainage Board (7 members)	Civic Year	Ashton R Austin Bedford Cooper Pickett P. Skinner Mr. M. Brookes (Lay Member)	Ashton R Austin Bedford Cooper Pickett P. Skinner Mr M. Brookes (Lay Member)
Boston Citizens Advice Bureau Management Committee (2 seats)	Civic Year	Griggs	Griggs
Boston Municipal Non-Educational Charities (4 seats)	Civic Year	Woodliffe Colin Brotherton (Lay member)	Woodliffe Colin Brotherton (Lay member)
Centrepoint Outreach	Civic Year	Welbourn	Welbourn
Council for the Protection of Rural England (Lincs Branch)	Civic Year	P. Skinner	P. Skinner
Heritage Lincolnshire	Civic Year	R. Austin	R. Austin
Lincolnshire County Council Health Scrutiny Committee (1 seat and 1 substitute – non Cabinet members)	Civic Year	Woodliffe	Chalmers Substitute – Vacancy
Lincolnshire County Council Flood and Water Management Scrutiny Committee (non Cabinet members)	Civic Year	R. Austin Pickett (sub)	A Austin Pickett (sub)
Nacro Services in Lincolnshire	Civic Year	Welbourn	Welbourn
Rural Services Network (SPARSE Rural, Rural Services Partnership, RSN Community Group)	Civic Year	Ashton Brown	Ashton Brown
Sir Thomas Meddlecott and Others Charity Trust (Skirbeck Quarter Charities) (3 Trustees)	Civic Year	A Austin Woodliffe Mr.R. Lenton (Lay member)	A Austin Woodliffe Mr. R. Lenton (Lay member)
Swineshead Poor Charity	Civic Year	Cornah	Cornah
Wash and North Norfolk Partnership Members Group (1 seat and 1 substitute)	Civic Year	A. Austin	

Organisation	Period of Appointment	Previous Appointees	Nominees
Witham Fourth District Internal Drainage Board (7 members)	Civic Year	R. Austin Bedford Hastie Pickett P. Skinner Welton Mrs. P. Cooper (Lay member)	R. Austin Bedford Hastie Pickett P. Skinner Welbourn Welton Mrs. P. Cooper (Lay member)

PART 2 – LONG TERM APPOINTMENTS

Organisation	Period of Appointment	Current / Previous Appointees	Nominees
Boston Grammar School Foundation Governors (4 seats)	4 years from 2019	A. Austin Griggs Woodliffe Mrs S. Cooper (Lay member)	Not applicable until May 2023
John Butler Charity	3 years from 2020	Cornah	Not applicable until May 2023
Lincolnshire Police and Crime Panel	4 years from 2021	P. Skinner	Not applicable until May 2024
Public Sector Partnership Services Ltd (2 Director Posts)	February 2021 to May 2023	Noble (Portfolio Holder) Bell (Opposition Group Member)	Not applicable until May 2023
St. Leonard's Hospital Trust (2 Trustees)	4 years from appointment	Griggs (May 2019) Noble (May 2019)	Not applicable until May 2023
Thomas Sanderson Trust (2 seats)	4 years from 2019	Brotherton Ernest Napier (lay member)	Not applicable until May 2023
Welland and Deepings IDB	3 years from 2020	Cooper	Not applicable until May 2023
W H and E Harlock Swineshead Almshouses Charity	3 years from 2020	Trafford	Not applicable until May 2023
Swineshead Enhancement Society	4 years from 2019	Trafford	Not applicable until May 2023



REPORT TO:	Boston Borough Council
DATE:	16 May 2022
SUBJECT:	Interim Appointment of Monitoring Officer
PURPOSE:	To consider the interim designation of an officer as Monitoring Officer to take effect from 17 May 2022 until 24 May 2023.
KEY DECISION:	N/A
REPORT OF:	Robert Barlow – Head of Paid Service
REPORT AUTHOR:	Robert Barlow – Head of Paid Service
WARD(S) AFFECTED:	None
EXEMPT REPORT?	No

SUMMARY

For reasons that are set out later in this report the current Monitoring Officer, Mark Stinson, will be standing down from this role on 16 May 2022 and will also be leaving his role as Joint Assistant Director – Governance at the end of May.

The Council has a statutory obligation to identify one of its officers as the Monitoring Officer, and this report therefore ensures that this is done (initially on an interim basis). In due course, the Council will be asked to identify or appoint an officer as Monitoring Officer on a permanent basis.

RECOMMENDATIONS

1. That, subject to similar decisions to be taken by the other two Councils, John Medler becomes the Interim Joint Monitoring Officer of South Holland District Council, East Lindsey District Council and Boston Borough Council from 17 May 2022 until 24 May 2023 as a shared officer in accordance with s113 of the Local Government Act 1972 and subject to the terms of the Memorandum of Agreement between the three Councils.
2. That the s151 Officer be authorised to vary the budget for legal fees, should this be necessary, in order to reflect the likely need for additional legal support to the Interim Monitoring Officer.
3. That, for the present time, Lincolnshire County Council Legal Services be identified as Solicitor to the Council.

REASONS FOR RECOMMENDATIONS

Designation of a Monitoring Officer is a statutory requirement under s5 Local Government and Housing Act 1989.

OTHER OPTIONS CONSIDERED

None – because designation of one of the Council’s officers as the Monitoring Officer is a statutory requirement

1. BACKGROUND

- 1.1** In accordance with section 5 of the Local Government and Housing Act 1989, the Council is required to identify one of its officers as the Monitoring Officer. In advance of the establishment of the South and East Lincolnshire Councils Partnership, the three councils appointed their joint statutory officers (being the Head of Paid Service, Monitoring Officer and s151 Officer) in August 2021. Mark Stinson was appointed as Joint Monitoring Officer.
- 1.2** Members will be aware of the very difficult personal circumstances that Mark has experienced since October 2021. After trying to continue to work, whilst managing these difficult circumstances, Mark has decided that he needs to focus on his family. As such, Mark will be leaving at the end of May 2022.

2. REPORT

- 2.1** Given that there is a statutory requirement at all times to have an officer designated as Monitoring Officer, it is necessary to make such designation prior to the departure of the current Monitoring Officer.
- 2.2** In consultation with Mark, it has been agreed that he will continue in his role as Monitoring Officer until each of the Annual Meetings of the Partnership councils have concluded. The last of these is the Annual Meeting of this Council on 16 May 2022. Each Council must therefore designate an officer as Monitoring Officer at their Annual Meeting, with the appointment to commence on 17 May
- 2.3** There will, in due course, need to be a formal recruitment process to fill the substantive post of Assistant Director – Governance. In the meantime, however, and in my capacity as Head of Paid Service, I have appointed John Medler to this substantive position on an interim basis. Prior to making this appointment, expressions of interest were invited from service managers of each of the three Partnership councils.
- 2.4** John is a very capable and well-respected Service Manager who leads the Democratic Services Teams across East Lindsey and Boston Councils. He has extensive experience in many of the areas falling within the remit of the Assistant Director post, and he has good knowledge of the constitution. John has also previously held an Interim Assistant Director post.

- 2.5** In view of the above, it is proposed that John Medler is designated as the Joint Monitoring Officer for this Council and the other two councils in the Partnership. The designation will be for an interim period, expiring in May 2023. A permanent appointment and permanent designation of Monitoring Officer will be made by members by that time.
- 2.6** Whilst John is very capable, he is not a qualified lawyer. Being a lawyer is not a pre-requisite for a Monitoring Officer, and a great many Monitoring Officers are not lawyers. It is, however, important that a Monitoring Officer who is not legally qualified has sufficient access to legal advice in support of his/her role. It is likely, therefore, that some additional budgetary provision will be required for this particular area of legal support.
- 2.7** As the Constitution includes reference to a ‘Solicitor to the Council’, it is also recommended that for the time being Lincolnshire County Council’s Legal Service be identified as the Solicitor to the Council.

3. CONCLUSION

- 3.1** With the departure of the current Monitoring Officer, it is a statutory requirement that a new designation is made. As Head of Paid Service it is my view that John Medler should be so designated on an interim basis until a permanent recruitment to the substantive post of Assistant Director – Governance is completed.

EXPECTED BENEFITS TO THE PARTNERSHIP

As one of the three statutory posts of Head of Paid Service, Monitoring Officer and s151 Officer, the post is critical to good governance and the success of the Partnership.

IMPLICATIONS

SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP

Designation of the Monitoring Officer is a legal requirement for all three Councils. In accordance with the Memorandum of Agreement, this position is shared across the Partnership.

CORPORATE PRIORITIES

As a position that is responsible for good governance of the Council, it underpins all corporate priorities.

STAFFING

Staffing implications are set out within the body of the report

CONSTITUTIONAL AND LEGAL IMPLICATIONS

Designation of the Monitoring Officer is a statutory requirement under s5 Local Government and Housing Act 1989 and is a decision reserved to Council. Permanent recruitment to the substantive position (of Assistant Director – Governance) is a member decision via the Chief Officer Employment Panel and Council. The arrangements for sharing the position are governed by s113 Local Government Act 1972 and by the Memorandum of Agreement between the three Partnership Councils.

DATA PROTECTION

None

FINANCIAL

In accordance the Memorandum of Agreement, remuneration and associated costs will be shared in the following proportions: East Lindsey District Council 46%, Boston Borough Council 23% and South Holland District Council 31%.

There is also likely to be a need for additional budgetary provision for legal support to the Monitoring Officer. These costs will be shared in the same proportions unless the advice/support is required for a matter that is specific to one of the councils.

RISK MANAGEMENT

The Assistant Director – Governance is responsible for risk management across the Partnership councils.

STAKEHOLDER / CONSULTATION / TIMESCALES

None

REPUTATION

Failure to comply with a statutory obligation is a reputational as well as a legal risk.

CONTRACTS

There will be a need to vary an existing contract of employment. Sharing of the post is subject to the Memorandum of Agreement between the councils.

CRIME AND DISORDER

None.

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

None.

HEALTH AND WELL BEING

None.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None.

LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER

None.

ACRONYMS

None.

APPENDICES

None

BACKGROUND PAPERS

None

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has not been previously considered by a Council body.

REPORT APPROVAL

Report author:	Robert Barlow, Head of Paid Service
Signed off by:	Robert Barlow, Head of Paid Service
Approved for publication:	N/A

This page is intentionally left blank