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B O R O U G H C O U N C I L

Chief Executive
Phil Drury
MCIAT, ACIOB

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LB/COUNCIL/AGM

Please ask for: Lorraine Bush, Democratic Services Manager

5 May 2017

TO: ALL MEMBERS OF THE BOROUGH COUNCIL

ANNUAL MEETING OF THE COUNCIL - 15 MAY 2017

Dear Councillor

You are invited to attend the Annual Meeting of the Council on **Monday, 15th May, 2017** at **6.30 pm** in the Council Chamber, Municipal Buildings, West Street, Boston, PE21 8QR

PHIL DRURY
Chief Executive

Note: Please note that at the Annual Meeting of the Council, the Mayor leads Members into the Council Chamber. Members should therefore please assemble in the Committee Room prior to the commencement of the meeting.

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 TO THE RETIRING DEPUTY MAYOR
- F. MAYOR'S SCOUT AND MAYORESS' GUIDE

PART II - PRELIMINARIES

A. COMMUNICATIONS

To receive communications (if any) from the Mayor and the Chief Executive

B. DECLARATIONS OF INTEREST

To receive declarations of interests (if any) from Members of the Council

PART III - AGENDA ITEMS (PUBLIC)

1 DEMOCRATIC ARRANGEMENTS - APPOINTMENTS 2017/18 (Pages 1 - 24) (Report by the Chief Executive)

- (a) Approve the Programme of Ordinary Meetings 2017/18
(APPENDIX A)
- (b) Appointment of Leader of the Council and Cabinet Appointments
(APPENDIX B – TO FOLLOW)
- (c) Constitution of Committees
(Recommended Membership – APPENDIX C)
- (d) Appointment of Chairmen and Vice-Chairmen of Committees
(Recommended List of Appointees – APPENDIX D)
- (e) Appointment of representatives to serve on external organisations
(APPENDIX E)

2 AUDIT AND GOVERNANCE COMMITTEE MINUTES (Pages 25 - 32)

(To receive the unconfirmed minutes of the meeting of the Audit and Governance Committee held on 20 March 2017)

Please be aware this meeting may be subject to being recorded

Members of the public are welcome to attend this meeting as observers except during the consideration of exempt or confidential items.

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 located in the car park at the rear of the Municipal Buildings.*

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



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

REPORT TO:	ANNUAL MEETING OF THE COUNCIL
DATE:	15 MAY 2017
SUBJECT:	DEMOCRATIC ARRANGEMENTS 2017/18
PORTFOLIO HOLDER:	N/A
REPORT AUTHOR:	CHIEF EXECUTIVE
EXEMPT REPORT?	NO

SUMMARY

- (1) To approve a programme of ordinary meetings of Council, Cabinet and Committees for the Council Municipal Year 2017/18 (Appendix A)
- (2) To appoint the Leader of the Council and note the Cabinet appointments and allocation of portfolios for 2017/18 (Appendix B)
- (3) To consider the following appointments for the 2017/18 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)

RECOMMENDATIONS

That the Council:

1. Approves the Programme of Ordinary Meetings submitted as set out in Appendix A to this report;
2. Appoints the Leader of the Council and 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. 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. Grants delegated authority to the Monitoring Officer to finalise the arrangements for the operation of the BTAC Planning Sub Committee and amend the Constitution accordingly.
5. 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;

6. 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) 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.

REASONS FOR RECOMMENDATIONS

To establish a democratic decision making process for the municipal year 2017/18 in accordance with the provisions set out in the Council's Constitution.

ALTERNATIVES 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 2017/18. Further information in each case is set out below.

2. Programme of Meetings 2017/2018

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

- 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.
- BTAC has agreed to hold monthly meetings from May 2017 and set up a planning sub-committee to consider major planning applications within the BTAC area. For diary planning purposes, the dates for the sub-committee meetings are included in the Programme of Meetings, but will only be held when activated by the call-in process. It is recommended that the Monitoring Officer be granted delegated authority to finalise the arrangements for the operation of the BTAC planning sub-committee and amend the Constitution accordingly.

- 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. Appointment of Leader and Cabinet and Allocation of Portfolios

- 3.1 Following the resignation of Councillor Peter Bedford as Leader and in accordance with the Executive Arrangements adopted by the Council, a new Leader has to be formally appointed by the Council. 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 attached at **Appendix C.**
- 4.2 **The Council is recommended to approve the membership of Committees for 2017/2018. 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.**
- 4.3 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. 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 (12 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.
- 4.6 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** and further nominations can be made at the meeting itself.
- 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 **It should be noted that two nominations have been submitted for the positions of Chairman of the Planning Committee and Vice-Chairman of the Corporate and Community Committee respectively, which will need to be voted on separately.**
- 5.5 **The Council is recommended to appoint Chairmen and Vice-Chairmen of Committees for 2017/18 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.**
- 5.6 The remainder of the appointments of Chairmen and Vice Chairmen will be made at the first meeting of the appropriate committee, i.e. BTAC and the Councillor Development Group.

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 are set out in **Appendix E**. Members are asked to note that appointments to outside bodies shown in BOLD on the schedule are reserved to Cabinet although non-executive Members may put their names forward for appointment. All other appointments are for Council to determine.
- 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.**

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

To meet the provisions as set out in the Council's Constitution.

ANY OTHER IMPLICATIONS

None.

CONSULTATION

Monitoring Officer
Group Leaders

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX A	Programme of Meetings 2017/18
*APPENDIX B	Cabinet Membership and allocation of Portfolios
*APPENDIX C	Membership of Committees 2017/18
*APPENDIX D	Chairmen and Vice-Chairmen of Committees 2017/18
*APPENDIX E	Appointments to External Organisations 2017/18

Updated versions of *Appendices B, C, D and E may be circulated at the AGM on 15 May 2017.

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.

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BOSTON BOROUGH COUNCIL

PROGRAMME OF MEETINGS 2017/18

	Monday	Tuesday	Wednesday	Thursday	Friday
MAY	15 May AGM	16 May Planning Committee	17 May Cabinet	18 May	19 May
	22 May	23 May	24 May Councillor Development Group	25 May	26 May
JUNE	29 May	30 May Audit & Governance Committee (pre-audit accounts)	31 May Cabinet Informal Briefing BTAC	1 June	2 June
	5 June	6 June	7 June	8 June Call In (if activated)	9 June
	12 June O&S Committee – Environment and Performance	13 June Licensing/Regulatory & Appeals Committee	14 June Cabinet Briefing (Reports) BTAC Planning Sub Committee	15 June O&S Committee – Corporate and Community	16 June
	19 June	20 June Planning Committee	21 June	22 June	23 June
	26 June	27 June	28 June Cabinet (Quarterly monitoring) BTAC	29 June	30 June
JULY	3 July	4 July	5 July	6 July	7 July

	Monday	Tuesday	Wednesday	Thursday	Friday
	10 July Council	11 July	12 July Cabinet Informal Briefing BTAC Planning Sub Committee	13 July	14 July
	17 July	18 July Planning Committee	19 July Councillor Development Group	20 July Call In (if activated)	21 July
	24 July	25 July	26 July BTAC	27 July	28 July
AUG	31 July Audit & Governance Committee (audited accounts)	1 Aug	2 Aug	3 Aug	4 Aug
	7 Aug	8 Aug	9 Aug BTAC Planning Sub Committee	10 Aug	11 Aug
	14 Aug	15 Aug Planning Committee	16 Aug	17 Aug	18 Aug
	21 Aug	22 Aug	23 Aug Cabinet Briefing (Reports) O&S Committee – Environment and Performance	24 Aug	25 Aug
SEPT	28 Aug	29 Aug	30 Aug BTAC	31 August O&S Committee – Corporate and Community	1 Sept

	Monday	Tuesday	Wednesday	Thursday	Friday
	4 Sept	5 Sept	6 Sept Cabinet (Quarterly monitoring)	7 Sept	8 Sept
	11 Sept	12 Sept Planning Committee	13 Sept BTAC Planning Sub Committee	14 Sept	15 Sept
	18 Sept Audit & Governance Committee	19 Sept	20 Sept Cabinet Informal Briefing	21 Sept	22 Sept
	25 Sept Council	26 Sept Licensing/ Regulatory & Appeals Committee	27 Sept BTAC	28 Sept Call In (if activated)	29 Sept
OCT	2 Oct	3 Oct	4 Oct Cabinet Briefing (Reports)	5 Oct O&S Committee – Corporate and Community	6 Oct
	9 Oct	10 Oct Planning Committee	11 Oct O&S Committee – Environment and Performance	12 Oct BTAC Planning Sub Committee	13 Oct
	16 Oct	17 Oct	18 Oct Cabinet	19 Oct	20 Oct
	23 Oct	24 Oct Councillor Development Group	25 Oct BTAC	26 Oct	27 Oct
NOV	30 Oct	31 Oct	1 Nov Cabinet Informal Briefing	2 Nov	3 Nov

	Monday	Tuesday	Wednesday	Thursday	Friday
	6 Nov	7 Nov Planning Committee	8 Nov BTAC Planning Sub Committee	9 Nov Call In (if activated)	10 Nov
	13 Nov Audit & Governance Committee	14 Nov	15 Nov Cabinet Briefing (Reports)	16 Nov O&S Committee – Corporate and Community	17 Nov
	20 Nov Council	21 Nov	22 Nov O&S Committee – Environment and Performance	23 Nov	24 Nov
DEC	27 Nov	28 Nov	29 Nov Cabinet (Quarterly monitoring) BTAC	30 Nov	1 Dec
	4 Dec	5 Dec Planning Committee	6 Dec	7 Dec	8 Dec
	11 Dec	12 Dec Licensing/Regulatory & Appeals Committee	13 Dec BTAC Planning Sub Committee	14 Dec	15 Dec
	18 Dec	19 Dec	20 Dec Cabinet Briefing (Reports) Call In (if activated)	21 Dec	22 Dec
	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec

	Monday	Tuesday	Wednesday	Thursday	Friday
JAN	1 Jan	2 Jan	3 Jan BTAC	4 Jan O&S Committee – Corporate and Community	5 Jan
	8 Jan	9 Jan Planning Committee	10 Jan Cabinet O&S Committee – Environment and Performance	11 Jan	12 Jan
	15 Jan Council	16 Jan	17 Jan BTAC Planning Sub Committee	18 Jan	19 Jan
	22 Jan Audit & Governance Committee	23 Jan Councillor Development Group	24 Jan Cabinet Informal Briefing	25 Jan	26 Jan
FEB	29 Jan	30 Jan	31 Jan BTAC	1 Feb Call In (if activated)	2 Feb
	5 Feb	6 Feb Planning Committee	7 Feb Cabinet Briefing (Reports)	8 Feb O&S Committee – Corporate and Community	9 Feb
	12 Feb	13 Feb	14 Feb BTAC Planning Sub Committee	15 Feb	16 Feb
	19 Feb	20 Feb	21 Feb Cabinet (Budget)	22 Feb	23 Feb
MARCH	26 Feb Council (Budget)	27 Feb	28 Feb BTAC	1 Mar	2 Mar

	Monday	Tuesday	Wednesday	Thursday	Friday
	5 Mar	6 Mar Planning Committee	7 Mar Cabinet Informal Briefing O&S Committee – Environment and Performance	8 Mar	9 Mar
	12 Mar	13 Mar	14 Mar BTAC Planning Sub Committee	15 Mar Call In (if activated)	16 Mar
	19 Mar Audit & Governance Committee	20 Mar Licensing/ Regulatory & Appeals Committee	21 Mar Cabinet Briefing (Reports)	22 Mar O&S Committee – Corporate and Community	23 Mar
	26 Mar	27 Mar	28 Mar BTAC	29 Mar	30 Mar
APRIL	2 Apr	3 Apr Planning Committee	4 Apr Cabinet (Quarterly monitoring)	5 Apr	6 Apr
	9 Apr	10 Apr	11 Apr BTAC Planning Sub Committee	12 Apr	13 Apr
	16 Apr	17 Apr	18 Apr Cabinet Informal Briefing O&S Committee – Environment and Performance	19 Apr	20 Apr

	Monday	Tuesday	Wednesday	Thursday	Friday
	23 Apr Council	24 Apr	25 Apr BTAC	26 Apr Call In (if activated)	27 Apr
MAY	30 April	1 May Planning Committee	2 May Cabinet Briefing (Reports)	3 May	4 May
	7 May	8 May Councillor Development Group	9 May BTAC Planning Sub Committee	10 May O&S Committee – Corporate and Community	11 May
	14 May AGM	15 May	16 May Cabinet	17 May	18 May
	21 May	22 May	23 May	24 May	25 May
	28 May	29 May Planning Committee Audit & Governance Committee (draft accounts)	30 May BTAC	31 May	1 Jun



Denotes School Holidays

Denotes Bank Holidays

Times of Meetings

Audit & Governance Committee	6.30 pm	BTAC	6.30 pm
Cabinet	10 am	Cabinet Briefing (private meeting)	10 am
Council	6.30 pm	Councillor Development Group	6 pm
Licensing and Regulatory & Appeals Committees	2 pm	Overview and Scrutiny – Call-In (if activated)	6.30 pm
Overview and Scrutiny– Corporate and Community Committee	6.30 pm	Overview and Scrutiny- Environment and Performance Committee	6.30 pm

Planning Committee	2 pm		



BOSTON BOROUGH COUNCIL
MEMBERSHIP OF COMMITTEES
(INCLUDING SUBSTITUTES) – 2017/18

* 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 - WEDNESDAY – 6.30 P.M.)

	CONS (5)	UKIP (4)	IND (1)	LAB (1)
1.	BROTHERTON	NOBLE	PIERPOINT	WELTON
2.	BROWN	S. RANSOME		
3.	EVANS	RAVEN		
4.	J. SKINNER	STEVENS		
5.	WOODLIFFE			

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

	CONS (5)	UKIP (4)	IND (1)	LAB (1)
1.	BROTHERTON	DANI	R. AUSTIN	GLEESON
2.	BROWN	EDWARDS		
3.	DENNIS	E. RANSOME		
4.	J. SKINNER	S. RANSOME		
5.	WOODLIFFE			

*** AUDIT & GOVERNANCE COMMITTEE (9)**
(MEETS 8 WEEKLY – MONDAY – 6.30 P.M.)

	CONS (4)	UKIP (3)	IND (1)	LAB (1)
1.	BROTHERTON	DANI	PIERPOINT	GLEESON
2.	BROWN	NOBLE		
3.	GREGORY	F. RANSOME		
4.	J. SKINNER			
Substitutes:				
1.	WOODLIFFE	EDWARDS	AUSTIN	

*** PLANNING COMMITTEE (13)**
(MEETS EVERY 4 WEEKS - TUESDAY – 2 P.M.)

	CONS (6)	UKIP (5)	IND (2)	LAB (0)
1.	BROTHERTON	DANI	A. AUSTIN	
2.	BROWN	NOBLE	PIERPOINT	
3.	COOPER	S. RANSOME		
4.	RYLOTT	RUSH		
5.	P. SKINNER	STEVENS		
6.	WOODLIFFE			
Substitutes:				
1.	BROOKES	EDWARDS	R. AUSTIN	
2.	GRIGGS	F. RANSOME		

*** LICENSING/REGULATORY & APPEALS COMMITTEES (12)**
(MEET QUARTERLY – TUESDAY – 2 P.M.)

	CONS (6)	UKIP (4)	IND (1)	LAB (1)
1.	BROTHERTON	EDWARDS	R. AUSTIN	GLEESON
2.	BROWN	RAVEN		
3.	DENNIS	RUSH		
4.	EVANS	STEVENS		
5.	J. SKINNER			
6.	WOODLIFFE			

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

CHIEF OFFICER EMPLOYMENT PANEL (6)
(Meets as required)

	CONS (2)	UKIP (2)	IND (1)	LAB (1)
1.	COOPER	RAVEN	R. AUSTIN	GLEESON
2.	SPENCER	RUSH		
Subs:	BROOKES			

INTERNATIONAL LINKS COMMITTEE (4)
(ad hoc)

	CONS (1)	UKIP (1)	IND (1)	LAB (1)
1.	P. SKINNER	EDGE	A. AUSTIN	WELTON

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

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

	CONS (2)	UKIP (1)	IND (0)	LAB (0)
1.	BROTHERTON	S. RANSOME		
2.	RYLOTT			
Subs:				
1.	BROWN	NOBLE		
2.	COOPER			

**BOSTON TOWN AREA COMMITTEE (BTAC)
(MEETS MONTHLY - WEDNESDAY 6.30 P.M.)**

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

	CONS	UKIP	IND	LAB	UNALIGNED
1.	EVANS	DANI	A. AUSTIN	GLEESON	BALL
2.	GREGORY	EDGE		WELTON	
3.	GRIGGS	S. RANSOME			
4.	WOODLIFFE	RAVEN			
5.		RUSH			
6.		STEVENS			

COUNCILLOR DEVELOPMENT GROUP (9)

	CONS (4)	UKIP (3)	IND (1)	LAB (1)
1.	BROOKES	NOBLE	A. AUSTIN	GLEESON
2.	COOPER	S. RANSOME		
3.	J. SKINNER	STEVENS		
4.	SPENCER			

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

BOSTON BOROUGH COUNCIL**CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES – 2017/2018**

BODY	CHAIRMAN	VICE-CHAIRMAN
OVERVIEW AND SCRUTINY – ENVIRONMENT AND PERFORMANCE	JUDITH SKINNER	NIGEL WELTON
OVERVIEW AND SCRUTINY – CORPORATE AND COMMUNITY	PAUL GLEESON	COLIN BROTHERTON RICHARD AUSTIN
AUDIT AND GOVERNANCE COMMITTEE	GORDON GREGORY	JUDITH SKINNER
PLANNING COMMITTEE	DAVID BROWN ALISON AUSTIN	SUE RANSOME
LICENSING COMMITTEE / REGULATORY AND APPEALS COMMITTEE	COLIN BROTHERTON	PAUL GLEESON
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

The positions of Chairman of the Planning Committee and Vice-Chairman of the Overview and Scrutiny – Corporate and Community Committee have received two nominations each and will be required to be voted on separately.

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BOSTON BOROUGH COUNCIL
COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS
ANNUAL APPOINTMENTS 2017-18

N.B. Bold type indicates appointments made by Cabinet
Oversubscribed – appointments will be voted on separately

Organisation	Period of Appointment	Previous Appointees	Nominees
Age Concern (Boston and South Holland)	Civic Year	Edge	Edge
Bicker Trust	Civic Year	Cooper	Cooper
Black Sluice Internal Drainage Board	Civic Year	Bedford Brookes Brotherton Rylott P Skinner R Austin Welton	R. Austin Bedford Brookes Brotherton Cooper Rylott P. Skinner Rush
Boston Area Partnership Steering Group	Civic Year	Leader of the Council (Ex officio)	Leader of the Council (Ex officio)
Boston Health and Wellbeing Partnership	Civic Year	Health Portfolio Holder (Ex officio)	Health Portfolio Holder (Ex officio)
Stronger Communities Delivery Group	Civic Year	Stronger Communities Portfolio Holder (Ex officio)	Stronger Communities Portfolio Holder (Ex officio)
East Lincolnshire Community Safety Partnership	Civic Year	Community Safety Portfolio Holder (Ex officio)	Community Safety Portfolio Holder (Ex officio)
Boston Citizens Advice Bureau Management Committee (2 seats)	Civic Year	Cooper (+ 1 vacancy)	Cooper
Boston Municipal Non-Educational Charities (4 seats)	Civic Year	Brotherton Woodliffe Mr. T. Austin (Lay Member) (+ 1 vacancy)	Brotherton Woodliffe Mr. T. Austin (Lay member)
Boston Preservation Trust	Civic Year	A Austin	A. Austin
Boston Woods Trust (2 seats – Portfolio Holder and one non-executive member)	Civic Year	Portfolio Holder (Ex officio) Brotherton	Portfolio Holder (Ex officio) Brotherton

Organisation	Period of Appointment	Previous Appointees	Nominees
Centrepoint Outreach	Civic Year	S Ransome	S. Ransome
Community Lincs (Formerly Community Council of Lincolnshire) 2 seats	Civic Year	No appointments made	
Council for the Protection of Rural England (Lincs Branch)	Civic Year	P Skinner	P. Skinner
East Midlands Councils (1 seat and 1 alternative member)	Civic Year	Leader (Ex officio) Brookes	Leader (Ex officio) Brookes
East Midlands Museums Service	Civic Year	Bedford	Rylott
Health Overview and Scrutiny (1 seat and 1 substitute – non Cabinet members)	Civic Year	Gleeson Woodliffe (substitute member)	Gleeson Woodliffe (substitute member)
Heritage Lincolnshire	Civic Year	Bedford	Rylott
Lincolnshire County Council Flood and Drainage Management Scrutiny Committee (non Cabinet members)	Civic Year	R Austin Brotherton (substitute member)	R. Austin Brotherton (substitute member)
Local Government Association General Assembly	Civic Year	Leader (Ex officio)	Leader (Ex officio)
Nacro Services in Lincolnshire	Civic Year	J Skinner Woodliffe	J. Skinner Woodliffe S. Ransome
Rural Services Network (SPARSE Rural, Rural Services Partnership, RSN Community Group)	Civic Year	Bedford Spencer	Cooper Spencer
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)
South Lincolnshire Blind Society (1 Member and 1 substitute)	Civic Year	S Ransome J Skinner (substitute member)	S Ransome
St. Leonard's Hospital Trust (2 Trustees)	Civic Year	Gregory 1 vacancy	J. Skinner Woodliffe Raven
Swineshead Poor Charity	Civic Year	Brookes	Brookes
Supporting People Commissioning Body	Civic Year	Cooper	Not in operation

Organisation	Period of Appointment	Previous Appointees	Nominees
Wash and North Norfolk Coast Special Area of Conservation (SAC) Members Group (1 seat and 1 substitute)	Civic Year	Brotherton A. Austin (substitute member)	Brotherton A. Austin (substitute member) Stevens
Witham Fourth District Internal Drainage Board		Bedford Brookes Brotherton Cooper Dennis Rylott R Austin	R. Austin Bedford Brotherton Cooper Dennis Rylott P. Skinner

PART 2 – LONG TERM APPOINTMENTS

Organisation	Period of Appointment	Current / Previous Appointees	Nominees
Boston Grammar School Foundation Governors (4 seats)	4 years from 2015	A. Austin Woodliffe Evans Raven	Not applicable until May 2019
John Butler Charity	3 years from 2014	Brookes	Brookes
Lincolnshire Police and Crime Panel	4 years from 2016	Woodliffe	Not applicable until May 2020
Thomas Sanderson Trust (2 seats)	4 years from 2015	Brotherton Ernest Napier (lay member)	Not applicable until May 2019
Welland and Deepings IDB	3 years from 2014	Cooper	Cooper
W H and E Harlock Swineshead Almshouses Charity	3 years from 2014	Brookes	Brookes
Swineshead Enhancement Society	4 years from 2015	Brookes	Not applicable until May 2019

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COUNCIL

15 MAY 2017

1. To receive the unconfirmed minutes of the meeting of the Audit and Governance Committee held on 20 March 2017.
2. To approve the Code of Corporate Governance as set out in Minute 52.

Present: Councillor Dr Gordon Gregory (Chairman), Councillor Judith Skinner (Vice-Chairman), Councillors Colin Brotherton, James Edwards, Paul Gleeson, Jonathan Noble, Barrie Pierpoint, Felicity Ransome and Mr Alan Pickering

Officers –

Head of Financial Services, Director (KPMG), Internal Audit Manager (City of Lincoln Council), Internal Auditor (City of Lincoln Council), Transformation and Governance Manager, Accountancy Manager Capital and Treasury and Senior Democratic Services Officer

Vice-Chairman in the chair for the preliminaries

47 MINUTES

The minutes of the last meeting, held on 30th January 2017, were agreed as a correct record and signed by the Vice-Chairman.

48 APOLOGIES

There were apologies for absence from Councillor Martin Griggs.

[Cllr Dr Gordon Gregory arrived at this point.]

Chairman in the chair.

49 EXTERNAL AUDIT PLAN 2016/17

The Committee considered KPMG's External Audit Plan for 2016/17.

Mr Cornett, KPMG Director, went through the report headlines: materiality, significant risks, other areas of audit focus and value for money arrangements work.

Materiality was a matter of professional judgement; no formula was used. The level of materiality for Boston had been set at £800,000 and this was the level at which it was considered that the view of the users of the accounts would change or be influenced. This meant those using the accounts, such as Government departments, rather than those simply reading them.

KPMG was obliged to report uncorrected omissions or misstatements other than those which were 'clearly trivial' and it was proposed that an individual difference could normally be considered to be clearly trivial if it was less than £35,000; this was simply a reporting threshold.

The value for money arrangements work was objective and involved checking that the arrangements, procedures and systems were in place to enable the Council to decide if it was providing value for money, which was a subjective matter. One significant risk had been identified, the delivery of the savings plan, which was a standard risk across authorities.

The audit team remained the same as previously and the fee was the same as that set in previous years, though there might be an additional fee if extra work was required. Individual Members expressed concerns about the threshold for errors; the use of the term 'trivial'; the pension scheme liability; and money allocated by the Boston Town Area Committee (BTAC) for Christmas Lights.

Mr Cornett explained that if an error of £35,000 was identified in the accounts, officers would be asked to correct it. It was entirely within the officers' gift to decline to correct such an error; this would not be material and would not impact on his opinion, but would be reported as not corrected.

The term 'trivial' was lifted directly from the Audit Standards and had to be used.

The Council's position with respect to pensions was the same as most, if not all, local authority schemes in that it was currently running at a deficit, i.e. the liability was greater than the assets. The authority's share of this liability was always shown in its financial statements. Part of the work of the triennial valuation was to re-set the contributions made to the scheme to prevent future deficits and to ask the authority to pay lump sums each year to off-set and mitigate the existing deficit, though this was not based on the current deficit, but on the actuary's assumptions regarding the deficit in the future.

The Head of Financial Services added that the triennial valuation aimed to get to a balanced position over a 20-year period; there could be significant fluctuations at times, but it was expected that it would be balanced over time.

A Member suggested that BTAC should be audited with respect to the allocation made for Christmas Lights, but others pointed out that this was not relevant to this Committee's role, which was to examine errors within the Council's accounts.

RESOLVED: That the External Audit Plan for 2016/17 be noted.

50 QUARTER 3 RISK REPORT

The Transformation and Governance Manager presented a report giving the headline strategic risks for Quarter 3 of 2016/17, i.e. to 31 December 2016.

Strategic risks, those that could impact most on the achievement of the Council's corporate priorities, were monitored each month. The summary for Quarter 3 was attached at Appendix A. The Corporate Plan set the strategic objectives for the Council: Prosperity, People, Place and Public Service

Comments from the review of risks by Members and officers would be incorporated in the Quarter 4 report. The risk management framework would also be considered in Quarter 4, as well as an outline of process and reporting arrangements in light of changes being considered by the Scrutiny Committees following recent training.

During debate, the report was commended for its clarity. A question was raised about health issues, as this was a responsibility of the County Council. It was explained that the wording required consideration with respect to how much the Council could influence this area and work with partners to deliver on the health agenda.

The Chairman of the Prosperous Boston Task and Finish Group reported that it was currently reporting on Phase II of its review and would make a final report to Full Council later in the year.

Action: SR

Feed back the following comments from Members:

- The Council did not have a strategy with respect to growth, the economy or the direction of the Council.
- The impact on individuals of the risk under the heading 'welfare' would be greater than 'minor'.

RESOLVED: That the Quarter 3 Risk Report be noted and Members' comments be fed back to officers.

51 ACCOUNTING POLICIES

The Senior Accountant (Capital and Treasury) presented a report, which sought approval of the proposed Accounting Policies for the 2016/17 Statement of Accounts.

The changes, highlighted in the Accounting Policies attached as Appendix A, were mainly as a result of changes to the Accounting Code of Practice and to ensure clarity of the approach taken.

There were no significant changes to this year's policies that required any restatement of previous years' comparatives, although when the Statement of Accounts was presented to Members in May there would be some restatements due to other changes in the presentation necessitated by this year's Code.

In response to a question, it was explained that the *Depreciation Accounting Policy* produced a linear depreciation.

RESOLVED: That the Statement of Accounts 2016/17 – Review of Accounting Policies be approved.

52 CORPORATE CODE OF GOVERNANCE

The Transformation and Governance Manager presented a report on the Code of Corporate Governance, attached at Appendix A, which had been reviewed and updated in line with revised published guidance.

CIPFA (the Chartered Institute of Public Finance and Accountancy) and Solace (Society of Local Authority Chief Executives) published a Governance Framework, which set out best practice for developing and maintaining a locally adopted code of governance – "Delivering Good Governance in Local Government: Framework". The Framework had been revised and updated in 2016 and the Council's local code of corporate governance had been revised and updated in line with the new core principles and sub-principles.

A self-assessment exercise had been undertaken with the Corporate Management Team (CMT) against the new framework to inform the development of the revised code, which was based on a set of seven core principles as set out in the CIPFA publication.

Each principle was considered individually, aligning documentation, systems and processes to a number of sub-principles and behaviours and actions that demonstrated good governance in practice.

Compliance with the Code would be monitored on an annual basis through the Council's Annual Governance Statement. The Committee was asked to comment on the attached revised Code and recommend it to Council for approval.

Action: SR

- Retain the paragraph referring to the Council's approval and adoption of the code, as the final version will be.
- Add the Council's Local Choice Interests procedure to the section *Behaving with Integrity*.

RESOLVED: That the Corporate Code of Governance be recommended to Full Council for approval.

53 ANNUAL GOVERNANCE STATEMENT

The Transformation and Governance Manager presented the draft Audit and Governance Statement (AGS), attached to the report at Appendix A, for Members' comments.

The Accounts and Audit Regulations 2015 required local authorities to conduct, at least annually, a review of the effectiveness of their governance framework including their systems of internal control. This had to be documented in an AGS and prepared in accordance with proper practices, including those set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (Solace) guidance "Delivering Good Governance in Local Government: Framework (2016)". The AGS assessed compliance with the Code of Corporate Governance and covered the seven core principles set out in the newly revised Code of Corporate Governance reflecting the most recent changes to the framework.

A self-assessment exercise had been undertaken with Corporate Management Team (CMT) against the new framework to inform the draft AGS. A revised version would be reported back to the Committee in May. The final AGS had to be published as part of the Council's Annual Accounts.

It was confirmed that risk appetite sessions had been held previously with Members with respect to strategic risks and had now been held with officers with respect to operational risks.

With respect to an action listed, that the "Corporate Director to continue to attend parish councils to improve governance", it was commented that most parish councils did not have codes of conduct yet and that there had been a move towards a county-wide code, which all parish councils would be able to sign up to.

Mr Cornett commented that the list of areas for improvement contained many that were not governance issues, but were more routine activities; this section should include areas of weakness and the actions to address them.

The Transformation and Governance Manager added that the draft AGS appeared wide as it was based on the self-assessment; comments and be taken on board and the final version would be more targeted.

Action: SR

1. Provide Councillor Noble with details of the partners jointly bidding with the Council for funding from the Government's *Bid for Migration* fund.
2. Review the actions for 2017/18 and amend in line with the comments received at the meeting

54 COMBINED ASSURANCE - STATUS REPORT

The Internal Audit Manager, John Scott, presented a status report on combined assurance, the fifth combined assurance report for the Council.

Assurance arrangements were co-ordinated in the Assurance Map, which gave an overview of assurance provided across the whole organisation, not just from Internal Audit, making it possible to identify where assurances were present, their source, and where there were potential assurance unknowns or gaps.

Red (low), Amber (medium) and Green (high) ratings were used to help assess the level of assurance confidence in place. Internal audit had helped co-ordinate these and provided some challenge, but the overall assurance opinion was based on the assessment and judgement of senior management, with whom accountability rested. Assurance was obtained from management, corporate and third party, and Internal Audit.

This year, 91 critical systems, 5 projects and 15 strategic risks had been identified. Out of the total of 111 areas reviewed, 105 had Green assurance and 6 had Amber assurance, which maintained the high level of Green assurance (95%) achieved last year.

Members expressed satisfaction with the results of the status report.

It was noted that the operational risk relating to CCTV currently had a Red risk rating because of supplier delays with respect to technical upgrades. The maintenance contract would expire in September 2017 and costs might increase, but there had been no cost overrun at this stage.

RESOLVED: That the Combined Assurance Status Report be noted.

55 INTERNAL AUDIT PROGRESS REPORT 2016/17

The Internal Audit Manager, John Scott, presented a report, which detailed progress with work from the Audit Plan for 2016/17.

As at the end of February 91% of the plan had been delivered, compared to the target of 90%. Of the 14 audits in the 2016/17 audit plan, eight had been completed and two were at draft report stage. The remaining four audits were in progress with the aim of having them at draft report stage by the end of March.

Two final reports had been issued since the last report, *Human Resources* and *Governance*, which had both been awarded Substantial Assurance.

In addition, due diligence work had been undertaken at the request of the Head of Financial Services with respect to the Christmas Lights expenditure by the Boston Town Area Committee (BTAC), as reported to that Committee on 22nd February 2017.

Scheduling work would commence shortly on the 2017/18 audit plan to get management's views on convenient timeframes for audits to be undertaken.

Members discussed BTAC's expenditure on the Christmas Lights. It was remarked that the scheme had not delivered what BTAC had wanted, but also that BTAC's sub-group had known exactly what it would deliver.

There was a request that the expenditure be added to the Committee's work programme on the grounds of public interest because the report to BTAC on 22nd February had lacked details of the breakdown of expenditure and overspend. However, it was pointed out that BTAC had purely allocated a grant and there was no governance issue for the Committee to consider. BTAC's accounts would simply show an expenditure of the full amount. The grant had been spent by the Chamber of Commerce, a separate organisation that was not audited by the Council, there had been no overspend and the breakdown of expenditure was already in the public domain.

The Head of Financial Services advised Members that BTAC's accounts formed part of the Council's accounts, which KPMG audited. Also, as mentioned in the report, Internal Audit had been asked to carry out due diligence work with respect to the expenditure and had found nothing wrong in terms of governance.

It was suggested that any further clarification could be sought from the Chairman of BTAC.

RESOLVED: That the Internal Audit Progress Report for 2016/17 be noted.
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56 INTERNAL AUDIT PLAN 2017/18

The Internal Audit Manager, John Scott, presented a report summarising the proposed work of Internal Audit for 2017/18.

The aim was to give a high level overview of areas Internal Audit was likely to cover during the year, giving the Committee an opportunity to comment on the proposals.

The plan of work was appended to the report and was the same as had been reported previously with the addition of trade waste income, which might be looked at if resources became available.

RESOLVED: That the Internal Audit Plan for 2017/18 be noted.

The Meeting ended at 7.39 pm