

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

17 JANUARY 2023

Title:

**Review of Executive Working Groups –
CIL Advisory Board and Landlord Services Advisory Board**

Portfolio Holder: Cllr Paul Follows

Head of Service: Stephen Rix, Interim Executive Head of Legal & Democratic Services (Monitoring Officer)

Key decision: No

Access: Public

1. Purpose and summary

- 1.1 This report seeks the Executive's agreement to changes to the Terms of Reference of the CIL Advisory Board and the Landlord Services Advisory Board.

2. Recommendation

It is recommended that:

1. With respect to the CIL Advisory Board, the quorum is revised to 2 Executive members and 2 non-Executive members.
2. With respect to the Landlord Services Advisory Board, the proposed changes to the membership and terms of reference are agreed, as set out in Annexe 1.

3. Reason for the recommendation

1. To enable the scheduled CIL Advisory Board meetings to proceed in January.
2. To update the Landlord Services Advisory Board terms of reference following the 12-month review

4. Background

- 4.1 The Executive has appointed the following Executive Working Groups:
- CIL Advisory Board
 - Landlord Services Advisory Board
 - Climate Emergency Governance Board
 - Dunsfold Park Garden Village Governance Board
 - Farnham Infrastructure Programme Working Group
 - Property Investment Advisory Board
 - Cost of Living Working Group

- 4.2 This report relates to the terms of reference of the CIL Advisory Board and the Landlord Services Advisory Board.
- 4.3 The membership and terms of reference of all the Executive Working Groups will be reviewed in June 2023, following the local elections in May 2023 and the appointment of the new Executive.

CIL Advisory Board membership (CIL AB)

- 4.4 The CIL Advisory Board was originally established by Council in December 2018 as part of the approval of the CIL governance arrangements. The membership was described as a total of 7 members, comprising 3 Executive members (PFHs for Finance, Operational and Enforcement Services, and Economic & Community Development) and 4 non-Executive members. The quorum was set at 5, comprising 2 Executive members and 3 non-Executive members.
- 4.5 In October 2019, the CIL Advisory Board has reviewed its arrangements and for practical reasons has suggested that the quorum should be revised to 2 Executive members and 2 non-Executive members. This will assist with scheduling meetings of the Board.

Landlord Services Advisory Board (LSAB) (Terms of Reference at Annexe 1)

- 4.6 The LSAB was established as an Executive Working Group in October 2021 (Terms of Reference attached) and has been meeting regularly since December 2021. The LSAB is chaired by the Co-Portfolio Holders for Housing who have been given delegated authority to make Executive decisions in relation to Housing issues. The LSAB itself does not have decision-making powers and advises the Co-PFHs and the Executive.
- 4.7 Following a recent 12-month review of the LSAB, a number of changes to the Terms of Reference of the LSAB have been proposed (see Annexe 1). These include some changes to the membership and meeting arrangements: to remove the need for the non-Executive members to be politically balanced, to establish the Tenants Panel Chair as Vice-Chair of the LSAB, and to allow for substitutes.
- 4.8 The Tenants Panel members have provided feedback on their experience of being part of the LSAB and have been pleased with the format of the Board and feel that they are being listened to. They feel the Board is informal and approachable, but also like the formality of meeting in the Council Chamber rather than Committee Room 1.
- 4.9 The next meeting of the LSAB is on 26 January 2023.

5. Relationship to the Corporate Strategy and Service Plan

- 5.1 Ensuring that the Executive Working Groups have robust Terms of Reference supports the principles of good governance and open and transparent decision-making.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)
There financial implications to the proposed changes to the terms of reference.

6.2 Risk management
N/A

6.3 Legal
There are no legal implications to the proposed changes.

6.4 Equality, diversity and inclusion
N/A

6.5 Climate emergency declaration
N/A

7. Consultation and engagement

7.1 The proposals put forward in this report have come from the CIL Advisory Board and the Landlord Services Advisory Board.

8. Other options considered

8.1 CIL AB – leaving the membership as currently described will mean that scheduling meetings relies on all the non-Executive members being able to attend and may result in a meeting being cancelled at short notice.

8.2 LSAB – leaving the TOR as currently described will mean that meetings continue as they have been running for the last 12 months.

9. Governance journey

9.1 Executive - 17 January 2023

Annexes:

Annexe 1 –

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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