



This matter is being dealt with by:

Gayle Roach  
01900 702502

17 May 2022

Dear Councillor

I enclose for information To Follow items entitled:

**11. Committee Memberships 2022-23 (Pages 3 - 20)**

**12. Appointment of Representatives to Serve on Outside Bodies and Joint Committees 2022-23 (Pages 21 - 34)**

Appendix B - Membership Annual Feedback Review

To be considered at Council on Wednesday 18 May 2022.

Yours faithfully

**Chief Executive**



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to live, work and visit

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## Allerdale Borough Council

Council – 18 May 2022

### Committee Memberships 2022-23

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<b>Portfolio holder</b>	Councillor M Fitzgerald Portfolio Holder for Policy, Governance and People Resources
<b>Report from</b>	Sharon Sewell, Chief Officer Place & Governance
<b>Wards affected</b>	All wards
<b>Is this a key decision</b>	No

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#### **1.0 The reason for the decision**

- 1.1 To receive nominations and appoint to the Council's Committees, Tribunals and Panels for 2022-23 and to confirm terms of reference, in line with the provisions of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990.
- 1.2 A local by-election for Allerdale Borough Council was held on 5 May 2022 to fill a vacancy on St Michaels Ward, following which this report sets out the allocation of seats on Committees and Panels for 2022-23 and the nominations from the political groups to those seats.

#### **2.0 Recommendations**

- 2.1 That the allocation of seats set out in paragraph 5.3 of the report be agreed;
- 2.2 That the appointment of Members to the various Committees and Panels of the Council as nominated by Group Leaders and set out in Appendix A be noted;
- 2.3 That the Terms of Reference for Committees, Tribunals and Panels, as set out in Appendix B, be agreed.

#### **3.0 Introduction**

- 3.1 On 5 May 2022 a local by-election was held for the St Michaels Workington Ward, Labour candidate Barbara Cannon was successfully elected.

- 3.2 Following a by-election it is necessary for the Council to review the allocation of the seats on Council Committees and Panels so that they comply with the provisions of the Local Government and Housing Act 1989.
- 3.3 Due to the timing of the election and the date for the despatch of reports for the Annual Council Meeting it was not possible for the Group Leaders to consider the group allocations prior to sending the agenda pack to Members.
- 3.4 Members are also requested to consider and approve the Terms of Reference for each Committee, Tribunal and Panel as detailed in Appendix B of the report.

#### **4.0 Content**

- 4.1 The Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 make provision in respect of the allocation of places on its committees to political groups represented on the Council.
- 4.2 The legislation applies to committees of the Council and certain other bodies. It does not apply to Executive or working groups set up by the Council for the purposes of briefing members or advising Executive.
- 4.3 Where the legislation applies, it requires that places on committees are, as far as reasonably practicable, allocated to political groups to give effect to the principles set out below, which apply in the following order.
  - a. Not all seats may be allocated to the same political group (i.e. there are no single group committees)
  - b. The majority of seats on a body are allocated to a political group if the group has a majority on the Council. No group has a majority of seats on Allerdale Borough Council so this principle is not applied
  - c. The number of seats on each ordinary committee allocated to a political group bears the same proportion to the total of seats on all committees as is borne by the number of members of the group to the total number of members on the Council.
  - d. Without offending rules (a) and (c), the number of seats on each body to which the rules on political proportionality apply bears the same proportion to the number of all seats on the body as is borne by the number of members of the group to the number of members of the Council.
- 4.4 Appendix A sets out the committees and sub-committees to which the above principles apply and the proposed allocations to each group. The following proportions form the basis of the approach adopted.

## 5.0 Delivery Arrangements

- 5.1 As the successful candidate was a member of the Labour Group the political make-up of the Council remains as before the vacancy was declared; 16 Allerdale Conservatives, 15 Labour, 13 Allerdale Independents, 2 Moorclose, Westfield and Mossbay Independents, 1 St Michael's Independent and 2 non-aligned Independents.
- 5.2 The Moorclose, Westfield and Mossbay Independent Group, the St Michael's Independent and the two non-aligned Independent members have all previously confirmed they do not wish to hold any committee seats and are therefore not included in the allocation of seats calculations.
- 5.3 Based on the above, and with a total of 66 seats across committees, tribunal and panels, entitlement to seats is as follows:

<b>Political Group</b>	<b>Seats on Council</b>	<b>Entitlement to Seats</b>
Allerdale Conservatives	16	24
Labour	15	23
Allerdale Independents	13	19
Moorclose, Westfield and Mossbay Independents	2	0
St Michael's Independent	1	0
Non-aligned Independent	2	0
<b>Total</b>	<b>49</b>	<b>66</b>

- 5.4 At its annual meeting, the Council must appoint at least one Scrutiny Committee and a Standards Committee. The Council must appoint to any other committees which it considers appropriate to deal with those matters which are not reserved to Council itself or which are not functions of the executive (Executive and officer decisions).
- 5.5 There are a total of 66 seats across the Council's committees as shown:

<b>Committee</b>	<b>Seats</b>
Audit Committee	7
Chief Officer's Employment Panel	5
Development Panel	12
Discretionary Housing Payments Tribunal	3
Licensing Committee	15
Overview and Scrutiny Committee	12
Personnel Tribunal	5
Standards Committee	7
<b>Total</b>	<b>66</b>

5.6 The allocation across each of the committees and panels is as follows:

<b>Committee</b>	<b>Size</b>	<b>Allerdale Conservatives</b>	<b>Labour</b>	<b>Allerdale Independents</b>
Audit Committee	7	3	2	2
Chief Officers Employment Panel	5	2	2	1
Development Panel	12	4	4	4
Discretionary Housing Payments	3	1	1	1
Licensing Committee	15	5	5	5
Overview & Scrutiny Committee	12	4	4	4
Personnel Tribunal	5	2	2	1
Standards Committee	7	3	3	1
<b>Total</b>	<b>66</b>	<b>24</b>	<b>23</b>	<b>19</b>

5.7 Council is therefore requested to note the appointments as detailed in Appendix A and agree the Terms of Reference as detailed in Appendix B.

## 6.0 Implications and Impact

### 6.1 Contribution to Council Strategy Priorities, Outputs and Outcomes

Clearly defines roles/responsibilities and enhances accountability.

### 6.2 Finance/Resource implications

Travel / subsistence would be met from existing budget provision.

### 6.3 Legal and governance implications

Appointments to committees must be made in accordance with the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990.

### 6.4 Risk analysis

A scored and mitigated risk log

<b>Risk</b>	<b>Consequence</b>	<b>Controls required</b>	<b>Mitigated score</b>
Political membership not fully represented	Inability to hold meetings	Nominations provided by Group Leaders. Provision for substitute members where appropriate	1

- 6.5 **Increasing satisfaction and service**  
None directly from this report
- 6.6 **Equality impacts**  
The Equality duty has been considered
- 6.7 **Health and Safety impacts**  
None directly from this report
- 6.8 **Health, wellbeing and community safety impacts**  
None directly from this report
- 6.9 **Environmental/sustainability impacts**  
None directly from this report
- 6.10 **Other significant implications**  
None

**Appendices attached to this report**

Appendix number	Title of appendix
<b>A</b>	<b>Nominations from Political Groups</b>
<b>B</b>	<b>Terms of Reference</b>

**Background documents available**

Name of background document	Where it is available
<b>N/A</b>	

**Report author(s) and contact officer(s):**

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**Committee Memberships 2022-23****Audit Committee (7)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (3)</b>	<b>Labour (2)</b>	<b>Allerdale Independents (2)</b>
P Gorrill	M Campbell-Savours	H Briggs
A Hedworth	E Lynch	P Scott
A Tyson		

**Chief Officer's Employment Panel (5)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (2)</b>	<b>Labour (2)</b>	<b>Allerdale Independents (1)</b>
M Fitzgerald	C McCarron-Holmes	P Scott
M Johnson	A Smith	

**Development Panel (12)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (4)</b>	<b>Labour (4)</b>	<b>Allerdale Independents (4)</b>
A Annison	J Farebrother	C Armstrong
A Daniels	J Grisdale	N Cockburn
M Grainger	A McGuckin	D Horsley
A Tyson	A Smith	G Kemp
<b>Substitute (4)</b>	<b>Substitute (4)</b>	<b>Substitute (4)</b>
J Lister	J Crouch	H Briggs
A Markley	E Lynch	H Harrington
C Sharpe		A Kirkbride
		P Scott

**Discretionary Housing Payments (3)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (1)</b>	<b>Labour (1)</b>	<b>Allerdale Independents (1)</b>
M Fitzgerald	C McCarron-Holmes	C Armstrong

**Licensing Committee (15)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (5)</b>	<b>Labour (5)</b>	<b>Allerdale Independents (5)</b>
A Daniels	J Crouch	H Briggs
P Gorrill	J Grisdale	P Gaston
M Grainger	P Kendall	H Harrington
R Munby	W Pegram	A Kirkbride
A Tyson	A Smith	P Scott

**Overview and Scrutiny Committee (12)**

Co-Chair:

Co-Chair:

<b>Allerdale Conservatives (4)</b>	<b>Labour (4)</b>	<b>Allerdale Independents (4)</b>
J Cook	B Cannon	C Armstrong
A Daniels	M Heaslip	I Greaney
P Gorrill	S Lansbury	D Horsley
M Grainger	C McCarron-Holmes	P Scott

**Personnel Tribunal (5)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (2)</b>	<b>Labour (2)</b>	<b>Allerdale Independents (1)</b>
J Cook	S Lansbury	G Kemp
A Pitcher	A Smith	

**Standards Committee (7)**

Chair:

Vice Chair:

<b>Allerdale Conservatives (3)</b>	<b>Labour (3)</b>	<b>Allerdale Independents (1)</b>	<b>Non-Council Members (1)</b>
M Grainger	B Cannon	N Cockburn	T Cook
A Hedworth	E Lynch		
J Lister	A Smith		

## **Terms of Reference of Committees, Tribunals and Panels 2022/23**

### **Council**

- adopting and changing the Constitution;
- approving or adopting the Policy Framework and the Budget;
- making decisions about any matter in the discharge of an Executive Function which is covered by the Policy Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the Budget and Policy Framework;
- appointing and removing the Leader;
- agreeing and/or amending the terms of reference for Committees, deciding on their composition and making appointments to them (in accordance with the Local Government and Housing Act 1989) unless the appointments have been delegated by the Council;
- appointing the Chairs of the Overview and Scrutiny Committee;
- changing the name of the area or conferring the titles of Honorary Alderman and Freeman of the Borough;
- making or confirming the appointment of the Head of Paid Service;
- adopting an Allowances Scheme;
- making, amending, revoking re-enacting or adopting bylaws and promoting or opposing the making of local legislation or Personal Bills;
- all Local Choice Functions set out in Section 10 of this Constitution which the Council decides should be undertaken by itself rather than the Executive;
- appointing representatives to outside bodies unless the appointment is an Executive Function or has been delegated by the Council; and
- all matters which by law must be reserved to the Council.

**The Policy Framework** means the following plans and strategies:

1. Those required by law to be adopted by the Council, namely:
  - Council Plan;
  - Community Safety Plan;

- Local Authority Policy Statement under the Gambling Act 2005;
  - Local Development Plan;
  - Statement of Licensing Policy;
2. Those which the Council has chosen to adopt as part of the Policy Framework, namely:
- Asset Management Plan
  - Emergency Planning
  - West Cumbria Sustainable Community Strategy

Any plan or strategy required by law to be sent to a Minister of the Crown for approval.

**The budget** includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council Tax base, setting the Council Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits. The Council will decide the Council's overall revenue budget and overall capital budget and any changes to these. The Council shall normally approve, as part of the Budget, the annual Treasury Management Strategy Statement.

## **Executive**

The Executive is appointed to carry out Executive Functions, which are all of the Council's functions which are not the responsibility of any other part of the Council, whether by Law or under this Constitution.

The main Executive functions are:

- to determine how expenditure on services should be undertaken;
- approving the commencement of procurements of services, supplies and works not already identified in the capital programme, which come within the scope and definition of a key decision;
- to agree annual reports;
- to monitor the budget for particular services;
- to make recommendations on the Policy Framework and annual revenue budget and capital programme to the Council;
- to agree strategies and plans at a level below the Policy Framework;

- to take decisions to implement the Council's policies;
- to agree responses to consultation papers when appropriate;
- to make appointments to and the payment of grants to outside bodies within its remit;
- to receive and consider referrals from the Overview and Scrutiny Committee; and
- to publish a Forward Plan of expected Key Decisions.
- to formulate policy, determine fees and applications, and award delegations under the Scrap Metal Dealers Act 2013.

### **Overview and Scrutiny**

Overview and Scrutiny look at the quality of council services, and other issues that affect the lives of people in Allerdale. The Overview and Scrutiny Committee will listen to the concerns of local people to investigate how the council and other organisations are performing, and where necessary seek improvement.

Overview and Scrutiny will:

- review any actions taken in connection with the discharge of any of the council's functions both in relation to individual decisions and performance over time;
- exercise the right of call in of any decision taken by the Executive, or by officers under the executive arrangements, which has not yet been implemented;
- consider any Councillor Call for Action requests, and take any follow up action as required;
- submit reports and/or make recommendations to the Executive, to Council or to any appropriate partnership or external agency on the delivery of public services;
- respond to consultation by the Executive;
- provide assistance with policy development and review, taking an early view on policy issues and providing evidence based recommendations.

### Specific duties:

1. Overview and Scrutiny will review policies and contribute to policy development to assist Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues.
2. In carrying out its work, Overview and Scrutiny will:
  - carry out research and consultation with the community, local businesses and other appropriate interest groups in considering different policy options;
  - question members of the Executive, other committee members, officers and other appropriate people to canvass opinion and gather evidence to assist in developing their conclusions, and liaise with external organisations to gather evidence based on wide-ranging views;
  - make recommendations to the Executive, to an appropriate committee or to Council arising from the outcome of the scrutiny process. They may also make recommendations to partner and external organisations as appropriate;
  - invite individual witnesses, other public bodies or partnerships in the Borough to participate in the scrutiny process and question any person (with their consent).
3. Overview and Scrutiny will report at least annually to Council and the chairs will jointly keep scrutiny practices, procedures and work programmes under periodic review.

### **Development Panel**

To consider and decide upon applications under the Planning Acts and related matters within the Borough unless otherwise delegated.

### **Licensing Committee**

To consider and decide upon any necessary changes in licensing policy.

### **Licensing Panel**

To consider and decide upon applications received under the Licensing Act 2003 and the Gambling Act 2005.

## Licensing Regulatory Panel

1. To consider and decide upon applications and appeals for licenses for street trading, private hire and hackney carriage vehicles, drivers and operators and any other licence applications (with the exception of Licensing Act 2003 and Gambling Act 2005 applications) unless otherwise delegated.
2. To consider and decide upon suspension and revocation for private hire and hackney carriage vehicles, drivers and operators.
3. To hear appeals in respect of the following legislation:
  - a) Licence for dog breeding establishments under Breeding of Dogs Act 1973 and 1991
  - b) Licence to keep riding establishment under Riding Establishments Act 1964 and 1970
  - c) Licence for animal boarding establishment under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
  - d) Licence to keep pet shop under Pet Animals Act 1951 (Amendment) Act 1983
  - e) Street Trading Consent under the Local Government (Miscellaneous Provisions) Act 1976
  - f) Licence to keep dangerous wild animals under the Dangerous Wild Animals Act 1982
  - g) Licence for a zoo under the Zoo Licensing Act 1981
  - h) Licence for a caravan site under the Caravan Sites and Control of Development Act 1960
  - i) Registration of premises under Local Government (Miscellaneous Provisions) Act 1982
  - j) Licence to hire pleasure craft under the Public Health Acts Amendment Act 1907 as applied by the Local Government Act 1972 and byelaws made thereunder
  - k) Licence for moveable dwellings under the Public Health Act 1936

## **Standards Committee**

1. The promotion and maintenance of high standards of conduct within the Council:
  - To advise the Council on the adoption or revision of its Code of Conduct
  - To monitor and advise the Council about the operation of its Code of Conduct in the light of best practice, changes in the law and relevant guidance
  - To determine the Arrangements and Guidance for dealing with any Code of Conduct matters
  - To determine any allegations of a breach of such protocols by members in accordance with procedures adopted by the Committee
2. To ensure that all members of the Council have access to training in all aspects of the Member Code of Conduct, that this training is actively promoted, and that members are aware of the standards expected from local councillors under the Code.
3. Other functions:
  - All functions relating to standards of conduct of members under any relevant legislation or Regulations
  - Advising the Council on the adoption or revision of any relevant supporting protocols relating to standards of conduct by members, monitoring the operation of such protocols and providing training for members on them
  - Granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members Code of Conduct
  - Dealing with reports from the Monitoring Officer
  - Granting exemptions for politically restricted posts.
4. To carry out all the above functions in respect of Parish Councils and their members for which the Borough Council is responsible under any relevant provision of, or Regulations made under the Local Government Act 2000 or any amendment or re-enactment thereof.



## **Audit Committee**

### Statement of Purpose

1. Our audit committee is a key component of Allerdale Borough Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our audit committee is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Allerdale's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

### Governance, Risk and Control

3. To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
5. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
7. To monitor the effective development and operation of risk management in the council.
8. To monitor progress in addressing risk-related issues reported to the committee.
9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
11. To monitor the counter-fraud strategy, actions and resources.
12. To review the governance and assurance arrangements for significant partnerships or collaborations.

### Internal Audit

13. To approve the internal audit charter.
14. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
15. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
16. To approve significant interim changes to the risk-based internal audit plan and resource requirements.

17. To make appropriate enquiries of both management and the Assurance, Risk and Audit Manager to determine if there are any inappropriate scope or resource limitations.
18. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Assurance, Risk and Audit Manager. To approve and periodically review safeguards to limit such impairments.
19. To consider reports from the Assurance, Risk and Audit Manager on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
  - a) updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
  - b) regular reports on the results of the QAIP
  - c) reports on instances where the internal audit function does not conform to the PSIAS and LGAN, considering whether the non-conformance is significant enough that it must be included in the AGS.
20. To consider the Assurance, Risk and Audit Manager's annual report:
  - a) The statement of the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
  - b) The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.
21. To consider summaries of specific internal audit reports as requested.
22. To receive reports outlining the action taken where the Assurance, Risk and Audit Manager has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
23. To contribute to the QAIP and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
24. To consider a report on the effectiveness of internal audit to support the AGS, where required to do so by the Accounts and Audit Regulations
25. To provide free and unfettered access to the audit committee chair for the Assurance, Risk and Audit Manager, including the opportunity for a private meeting with the committee.

#### External Audit

26. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA.
27. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
28. To consider specific reports as agreed with the external auditor.
29. To comment on the scope and depth of external audit work and to ensure it gives value for money.
30. To commission work from internal and external audit.
31. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

### Financial Reporting

32. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
33. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

### Accountability Arrangements

34. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
35. To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
36. To publish an annual report on the work of the committee.

### Membership

- The Audit Committee is formed of seven councillors and is balanced in relation to political representation
- The members of the Committee are elected annually by Council at the Annual General Meeting
- The Chair is elected at the Annual General Meeting

### Meetings

- The Audit Committee will meet at least four times a year. The Chair of Audit may convene additional meetings if necessary.
- A minimum of three members of the Audit Committee will be present for the meeting to be deemed quorate.
- Audit Committee meetings will normally be attended by the Assurance, Risk and Audit Manager and, at least once per year, by a representative of external audit.
- The Audit Committee may ask other officers of the authority to attend to assist with its discussion on any particular matter.
- The Audit Committee may ask any or all of those who attend, but who are not members to withdraw to facilitate open and frank discussion of particular matters exempt under the Local Government Act 1972.
- The Chief Executive may ask the Audit Committee to convene further meetings to discuss particular issues on which their advice is sought.

## **Chief Officers Employment Panel**

- To make recommendations to Council on the appointment of the Head of Paid Service (Chief Executive) and to approve the terms and conditions of that appointment
- To appoint Chief Officers (statutory and non-statutory) and to approve the terms and conditions of those appointments
- Disciplinary action and grievances in relation to the Chief Officers and Statutory Officers
- To make recommendations to the Council on the dismissal of the Head of Paid Service, Chief Finance Officer or Monitoring Officer in cases of redundancy, permanent ill health or the expiry of a fixed term contract
- To make decisions in relation to proposed voluntary redundancy/early retirement or severance packages in line with existing policies of the Council. Where a package with a value of £100,000 or more (including any pension strain) is being considered and the Panel has discretion in respect of whether or not to allow such a package, the Committee may decide to refer the matter to Council if it considers this appropriate
- To approve appropriate HR employee policies

## **Personnel Tribunal**

To consider upon appeals and grievances in relation to disciplinary, grading, capability and redeployment following an officer decision and a decision made by the Chief Officers Employment Panel.

## **Discretionary Housing Payments Tribunal**

To consider second stage appeals for discretionary housing payments.

**Appendix B**  
**Item 12 – Outside Body and Joint Committee Appointments**

**Membership Annual Feedback Review**

<b>Outside Body / Joint Committee</b>	<b>Feedback</b>
Allerdale Citizens Advice Bureau	<p>The meetings are held monthly, and I have attended a couple.            Yes I believe Council representation adds value because we can advise on some funding and also fill in details of projects etc.            There have been no particular actions to note.</p>
Allerdale Disability Association	<p>I am on the board of this valuable organisation, which meets and assists local people with their disability issues and offers any help they can with the daily problems they have.</p>
Allerdale Investment Partnership	<p>The partnership meets formally every three months or so. There are fortnightly updates for the directors. Contact between Council and AIP officers is both regular and on demand.</p> <p>I have attended all formal and informal directors' meetings until recently. It should be noted that my resignation as a director of the partnership is currently in hand, and I have already been replaced by Cllr Sharpe for all practical purposes.</p> <p>The presence of Council representatives on the Board is clearly essential as plans cannot be actioned without the agreement of both partners.</p> <p>The involvement of the AIP has helped to advance significant projects included in the Workington Regeneration Scheme - for example, the Innovation Centre planned for the Central Car Park site, the Workington Sports Village and collaborative work with Cumbria County Council to improve the Port of Workington and land at Oldside which has been designated for employment. In addition to this, the Partnership has generated income for the Council by negotiating residential development at Ashfield Road and improved infrastructure at Lillyhall to attract new business and additional investment.</p>

**Appendix B**  
**Item 12 – Outside Body and Joint Committee Appointments**

**Membership Annual Feedback Review**

	<p>The AIP Board meets every three months, I have attended all. There are also monthly informal catch-up meetings and further impromptu meetings as and when necessary to discuss matters as they arise. Project team members and officers also meet regularly to discuss progress.</p> <p>Yes. Presence on the Board is essential as this is a partnership and plans cannot be actioned without the agreement of both partners.</p> <p>Completion of Workington Travelodge, large residential development schemes at Ashfield Road, and planning of potential future projects at key employment sites such as Oldside and Lillyhall.</p> <p>Completion of Workington Travelodge, large residential development schemes at Ashfield Road, and planning of potential future projects at key employment sites such as Oldside and Lillyhall. If these go ahead, they will benefit both partners.</p> <p>The Council does not necessarily have the skills and expertise in-house that the partner can bring to the table as part of the process of deciding which development proposals are most suitable for the partnership to engage in. With the decrease in funding from central government, the Council needs to work towards self-sufficiency and to find alternative sources of income so that service levels are maintained. Having a partner well versed in investment and project strategy is an essential tool for the Council.</p> <p>I was appointed to the AIP Board in January 2020 the Board usually meets every 2/3 months as well as monthly update meetings. I have attended all the meetings. I believe representing the Council on this Outside Body adds value as it is a partnership, the Board cannot progress things without all agreeing. The AIP Board have delivered several projects; examples are Travelodge, Ashfield Road Phase 2 and we are planning future projects that will benefit all parties. It is essential to have representation on the AIP Board and work with our partners. We all bring different skills and expertise to deliver projects for Allerdale. With Government budget restraints this is a good way to look at generating income from other sources.</p>
<p>Cumbria County Council Pensions Forum</p>	<p>The Pensions Forum has not met since I took over the role. I will however outline its function and key points from the presentation below.</p>

**Appendix B**  
**Item 12 – Outside Body and Joint Committee Appointments**

**Membership Annual Feedback Review**

The Pensions Forum meets to inform and consult the wider representation of employing organisations and employee and pensioner representatives. The dates of these meetings are synchronised with those held by the Pensions Committee to allow for Forum input.

The function of the Pension Forum -

To seek the views of the representative bodies, employees and pensioners and discuss items of common interest in relation to pensions including:

- (i) administration of pensions and information to employees and pensioners in Cumbria;
- (ii) discretionary benefits under the Scheme;
- (iii) the state of the fund (the Annual Report and Accounts shall be submitted to the Forum);
- (iv) investment policy; and
- (v) developments in public sector pension matters and to make appropriate recommendations by the County Council.

Key Points from the notes of the meeting of November 2021

- There is £3.2 Billion invested in the Local Government Pension Scheme. This is managed by the Local Pensions Partnership Administration LPPA [www.lppapensions.co.uk](http://www.lppapensions.co.uk)
- 34% of this is invested with Border to Coast with another 17% moving to this fund in the future. The Border to Coast Fund has a strategy which actively considers how its investments affect climate change and how the risk of climate change affects its portfolio performance. [www.bordertocoast.org.uk](http://www.bordertocoast.org.uk)
- There has been strong performance with a fund value now 111% over the 2019 value overcoming the trough created by COVID economic shock.
- Going forward there is now some danger from the inflationary environment we are entering.
- There is a reported lack of clarity on how the LGPS will be administered after vesting day next April
- New software is being introduced so all pensions staff will need training on the new system

The next meeting will be in November 2022

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<p>Cumbria Health Scrutiny Committee</p>	<p>Membership of this committee requires an eye for detail and an ability to translate the dense jargon and acronyms that populate almost all of the reports tabled by officials. I like to think, as a former civil servant (who, I confess, often wrote the very kind of reports I now wade through) I have the necessary skill set. However, it takes a bit of time to find your feet as the committee has a number of very experienced councillors who talk in the same “language” as the officials.</p> <p>There have been two inextricably linked themes to Committees I have attended: the impact of Covid 19 and NHS recruitment difficulties.</p> <p>Whilst the reports may be a bit far from a light read, the impressive thing is that senior NHS leaders do attend. So, I have been able to ask questions about Allerdale issues and I have received crisp and easy to follow responses. For example, the challenge a few months ago was the inability to discharge patients from hospital due to there being no social care packages. Also, staff absences due to Covid affected all hospitals. We received, a couple of meetings ago, a report on dental services and how the issue was now the shortage of patients! That is, people were afraid to visit as their perception was the service was closed or unsafe. That led on to discussions on communication and we as councillors could add our local insight and suggestions.</p> <p>West Cumbria continues to have a serious issue in being able to attract key professionals. I have been able to talk about how Allerdale Borough Council’s strategies with town development, sport and culture, all go towards making Allerdale a place where people will want to live and work. It’s not all about the lakes and fells.</p> <p>I now have an enhanced understanding of how the Committee holds the NHS services to account and the ability to listen and talk to senior leaders. As they get to know you, you can see they take note of particular issues and their responses the next time are more focused. Unfortunately I missed a couple of meetings due to family bereavements, one being a loss to pancreatic cancer and the level of care from the hospital was not the highest standard. This personal insight enabled me, without talking about my specific personal experience, to give focused feedback to the Chief Operating Officer, Peter Rooney. I have also been elected as Vice Chair at two of the Committee meetings.</p> <p>In conclusion, this is an important committee that requires investment in time and I hope to build on my experience in future, for the benefit of people in Allerdale.</p>
<p>Cumbria Police &amp; Crime Panel Joint Committee</p>	<p>These meetings are held on a quarterly basis.  I have attended two meetings out of two.</p>



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	<p>Representing the Council gives me a chance to raise points given to me by fellow councillors and keeps me up to date on what the Office of the PCC is doing.</p> <p>Because of the time of the year, the first meeting was focused on the recruitment of Police Officers, where the PCC was hopeful to recruit 117 Officers for Cumbria, at the meeting in October 65 have been recruited, but the stalling point was to get them trained and up to speed.</p> <p>The PCC was hoping to fill some of the vacancies with PCSO Officers as they have been trained, the backfill the number of PCSO's.</p> <p>Drug Dealing was still rising, County lines were having some success by targeting higher up the food chain rather the small-time dealers.</p> <p>At the time of the meeting Workington was the 'Crime Capital' but the statistics didn't include Carlisle.</p> <p>The second meeting I attended was to approve the PCC/Police Budget for 2022/23.</p> <p>In short I believe representation to the joint committee is essential as it gives a snapshot of what is happening in Cumbria during that quarter, plus the added value of holding the PPC and Cumbria Police to account on various problems that are occurring in Allerdale, and making sure that these are recorded.</p> <p>Both the PCC and Cumbria police are very impressed with the Workington Hub based in Allerdale House, Workington and holds that as a model of excellence for the rest of Cumbria.</p>
Cumbria Tourist Board	<p>I am a member of The Cumbria Tourist Board and have found the meetings knowledgeable, rewarding and of great value by engaging with other members and business to gain information which I have distributed to other districts and business via myself and ABC officers. ABC hosted a Tourism conference at Energus Lillyhall which was very well attended by tourism venues and business across Allerdale and Cumbria.</p>
Energy Coast West Cumbria Ltd	<p>The BEC Board meets quarterly, and I attended all meetings in 2021/22.</p> <p>Yes, I believe that the council's presence on this body adds value. The reasons for this are two-fold. Firstly, the council is able to influence and understand the direction of BEC's regeneration work which has an impact on our communities. Secondly it creates an opportunity to work in partnership with other councils and public bodies on a broader regeneration agenda.</p>

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	<p>BEC have undertaken regeneration activity in Allerdale during the last year, especially in support of the Maryport Regeneration Programme. Both in terms of support to the programme and in regeneration activity.</p> <p>Allerdale have been able to influence the future direction of the company through the development of its strategic plan and ensure that the organisation is working collaboratively to deliver the aims of its members.</p> <p>Yes, I would consider representation to be essential. As an owner of the company, it is important that the Council gives the organisation its full support and also ensures that the company is focused on the members aims and objectives.</p>
<p>Harrington Harbour &amp; Dock Board</p>	<p>The Committee does not meet on a regular timescale only when there are outstanding problems or issues to be discussed, there has been 3 meetings over the last year and I have attended them all. I do believe representing the Council on the body is beneficial to all concerned since this ensures that all aspects of usage of the Harbour covers the correct running of a safe Harbour for all to use and being able to have insight of local input and concerns.</p> <p>Recent activity - The main channel into the Harbour was cleared and made seaworthy, the area around the Harbour has been made more car friendly, the gate has been repaired, the sea warning lights have been maintained to the appropriate standard and part of the inner harbour has been de-silted. The Harbour Master reports to the committee at every meeting on all matters of repairs etc. Lack of financial support is very restricted on the upkeep of the Harbour.</p> <p>I do consider the representation of ABC ensures the safety management, proper reporting from the Harbour Master to most of all local input being a great asset through the committee members. Legal preparation and requirements are now being set in place for the new Cumberland Council Authority for 2023. It was suggested at one point that it would be better to close the Harbour not financially viable since this would be into millions of Pounds.</p> <p>Representation is essential to ensure all aspects of responsibility of overseeing the correct procedures.</p>

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	<p>I would like to comment that lack of the correct funding and support to ensure a leisure harbour would be a great asset to the local economy. I do feel the Harbour for the last 10 years has been run on very limited financial input consequently to the detriment of Harrington and the Harbour. Hopefully this new authority will be able to invest for a better future for this lovely community coastal asset. And I would like to see more local persons whether boat owners or not be involved via the Committee to ensure the future of Harrington Harbour.</p>
	<p>The Board met 3 times in 2021, no meetings have taken place in 2022 as yet, I have attended all meetings.</p> <p>Yes, for the reason that Harrington Harbour is situated within Allerdale Borough Councils remit and by representing the Harrington Harbour and Dock Board we are unifying our corporate approach in delivering green spaces, tourist attractions and leisure facilities that are enjoyed by everyone including visitors.</p> <p>Harrington Harbour and Dock Board as mentioned is a very popular place for local residents and people visiting the area. All facilities that encompass Harrington Harbour needs to be managed from a health and safety perspective making sure all services supplied are safe for everyone to use, this represents the council well as there will be no enforcement from the HSE but public opinion and satisfaction is guaranteed.</p> <p>All actions undertaken by Harrington Harbour and Dock Board are for the benefit of all persons using the harbour, either from a leisure situation with the moorings we have for boat users, local dog walkers and visitors. We believe we have aesthetically enhanced the appearance of the harbour making it an attraction for everyone.</p> <p>Yes, public opinion and feedback from local residents is essential for any council, as our aims are to provide suitable and safe services for everyone. The council has many varying service areas and if</p>

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	<p>one falls below our standard of operation which increases public dissatisfaction then the reputation of the council could become jeopardised.</p> <p>There have been two meetings in the last municipal year, I attended both meetings.</p> <p>Yes I believe council representation adds value. The Council owns the Harbour and appoints the members of the Board which is responsible for governance of the Harbour under the Harbour Acts and the Harbour Order. It is essential - to the Council - that its ownership of the Harbour is complemented by a proper Harbour governance arrangement.</p> <p>It is a matter of uncertainty with respect to both bodies as to whether a) there is a lease in place from Council to Harbour Board of the Council's Harbour asset; and b) whether there should be such a lease, given the inability of the Harbour Board to generate sufficient revenue to maintain the fabric of the Harbour or even to fund the requirements of the Harbour Order as to safe navigation. The situation is under continuing review and urgently needs sorted.</p> <p>Yes I consider representation to be essential to the Council. The Council is ultimately responsible for the Harbour as owner and as appointing body for the Harbour Board.</p> <p>The sustainable governance and maintenance of the Harbour needs sorted. The can cannot be kicked down the road as something for the new unitary Council to sort out. That would be irresponsible of us.</p>
<p>Lake District National Park (LDNP) Authority</p>	<p>1-3 meetings per month, it varies. I have not attended as many as I would have liked due to treatment I needed.</p> <p>I definitely believe that council representation adds value, I can represent Allerdale constituent's views, fears and priorities of those communities living in and around LDNP. I also find out and hear the views and priorities of other Councillors, be they Parish, District or County as well as the Secretary of State appointees.</p> <p>By bringing experiences and learning back to Council from training sessions and site visits attended as well as by attending Development Control Committee (DCC), Authority and Governance meetings in addition to being party to their Covid response. This has aided my professional input into meetings at ABC. Experiences of virtual LDNPA meetings has also brought the better ideas to Allerdale.</p>

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	<p>I have been a voice for the Allerdale communities living in and around the LDNP at meetings particularly with respect to DCC and Policy.</p> <p>: I have brought my 11 years as Development Panel member experience as well as the many years involvement with Allerdale and LDNP planning matters which included Local plans and Secretary of State planning appeals and judicial review. This experience has shaped my input, questions and actions (ie moving approval or refusal, most importantly with material planning reasons) at DCC meetings in particular. My experience as a Councillor has similarly aided my involvement and questioning at meetings other than DCC.</p> <p>I certainly do consider representation essential. It is imperative that the constituents living and/or working in and around LDNP have a voice and representation by an elected member.</p> <p>: I am uniquely qualified to represent Allerdale as the representative on LDNPA as I was brought up, attended Infants, Junior and Senior schools in LDNP and was married at St Kentigern’s Church in Keswick as well as working in an around the LDNP and like most people my leisure activities are also centred in and around the Lakes as well as having family and friends in the park.</p> <p>Because I have spent most of my life living and working in or next to the LDNP and as a Councillor, the DCC and DP memberships plus Secretary of State Inquiries and Judicial Review attendances must make me one of the most experienced in this particular area where knowledge, objectivity and professionalism are extremely important as it is one of the most publicly attended of committees/panels.</p>
<p>Local Enterprise Partnership (LEP) Scrutiny Board</p>	<p>The meetings are biannual and the last two were on the 9/9/2021 and 16/3/2022 and I attended both. We were briefed regarding what the LEP are doing and get the opportunity to ask questions and scrutinise, but no actions were taken as we note the reports. These included, recovery plan, CLEP support for business, labour and skills shortage and economic impact uptake. The minutes for the March meeting have not been published but we looked at the economic overview, the journey to net zero, levelling up and the infrastructure fund.</p> <p>I am not aware what actions have been taken during my time, I do not consider my presence essential but believe Allerdale should be represented.</p>

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<p>Risk &amp; Hazard Reduction and Waste Group</p>	<p>These meetings take place bi-monthly or thereabouts. The move to virtual meetings during the pandemic has enabled me to attend almost all of them. I would hope to maintain attendance at around 80% or above now that some meetings have resumed in person.</p> <p>Regular updates from the NDA and Sellafield staff are of great benefit due to the importance of the nuclear industry to the local economy in terms of the number of employees and the significance of the nuclear supply chain within Allerdale.</p> <p>I have attached a recent report to the Scrutiny Chairs for additional information.</p> <hr/> <p>Number of meetings attended – 3</p> <p>Yes I believe representations adds value.  All Sellafield present and future work is discussed at meetings.  These groups are particularly pertinent to the development work I spent 25 years on at Sellafield. Such are the timescales between development, process plant and products suitable for long term storage as cemented wastes.  What actions have been taken throughout the year that have added value to the council?  Since 2014 Sellafield Ltd, via their Social Impact Investment Fund, contributed £500K each to Copeland and Allerdale Council's. Allerdale's share goes to fund individual community projects, regeneration, sports and leisure that are components of the 10-year plan.</p> <p>Added value to Sellafield Ltd. comes from helping maintain a vibrant, viable West Cumbria to recruit labour locally, and to attract future management to the area. Sellafield Ltd and its subcontractors provide, directly or indirectly, up to 40% of all jobs in Workington and Whitehaven areas.  Yes I consider representation essential - It is a major employer for generations ahead. Both Sellafield and Allerdale benefit in terms of job security, good apprenticeship schemes a safe work environment and a captive workforce.</p>
<p>Solway Coast AONB Joint Advisory Committee</p>	<p>The steering group meet three times per year.  Representatives from Cumbria County Council, Carlisle City natural England Environment Agency, Solway Firth Partnership, Allerdale Borough Council and Maryport Town Council in the ANOB area.  The programme of the next meeting on 24 May is to provide strategic direction, it has failed to meet in a while due to the covid restrictions.</p>

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	<p>The Westlands project &amp; maintenance to the area is important &amp; that we give a high profile to promote the area as a tourist area other than the lakes national park.</p> <p>The extension to the cycleway from Allonby to Silloth is helping to promote the areas access from the whole of the UK, and this will also give added value to the regeneration scheme in Maryport.</p> <p>We are all enthusiastic members in selling our new story, giving a stronger mission for connecting people &amp; places.</p>
<p>Spent Fuel Management &amp; Nuclear Materials Group</p>	<p>These meetings take place bi-monthly or thereabouts. The move to virtual meetings during the pandemic has enabled me to attend almost all of them. I would hope to maintain attendance at around 80% or above now that some meetings have resumed in person.</p> <p>Regular updates from the NDA and Sellafield staff are of great benefit due to the importance of the nuclear industry to the local economy in terms of the number of employees and the significance of the nuclear supply chain within Allerdale.</p> <p>I have attached a recent report to the Scrutiny Chairs for additional information.</p> <p>The nuclear industry has its own language of acronyms and abbreviations. So the first thing I am pleased about is my achievement in understanding 50% of them; if I had another year I would get an even better understanding but it is a Sisyphean task. Legacy is also a favourite word and I now realise I am a legacy civil servant.</p> <p>In all seriousness though, I have been really grateful for the time Sellafield senior managers have invested in explaining the work going on to protect us all. It is very impressive. I was brought up next to Britain’s second Magnox power station and have thus lived all my life in a nuclear area. The first Magnox plants had a defence use first, civil use a by product. So we now have that legacy – hundreds of tons of spent nuclear fuel and waste that need looked after for hundreds of years.</p> <p>The SFM &amp; N group meetings often clash with others and at the last meeting in April Cllr Tyson and I were the only people in the meeting apart from the Chairperson. Even so, the ability to scrutinise and get beneath the jargon is vital. The nuclear industry needs, always, to have a “critical friend”. I know they value feedback.</p>

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	<p>The SFM &amp; N group has a strong link to the GDF community work. My understanding is that we are at least 30 years away from a safe solution to storing waste above ground. Meanwhile we rely on the expertise and skill of our local workforce.</p> <p>There are fewer more important groups and I would recommend membership of this group to other councillors who want to be that critical friend.</p>
<p>West Cumbria Site Stakeholder Group</p>	<p>The group meetings are held four times a year; in February, May, August and November.</p> <p>For personal reasons I have only attended one meeting which was some time ago now therefore it is difficult to report back on my input in to this group.</p> <p>I do believe however it is important for us to be part of these external bodies to gain information for future workings and collaboration and I would / will attend if and when I can going forward.</p>
<p>Workington Harbour Management Committee</p>	<p>Meets every three months, I have attended all meeting.</p> <p>Yes I believe it adds value - The Port is situated in Allerdale Borough and is a key gateway serving West Cumbria, the rest of the sub-region and beyond. It is a significant economic driver in supporting a variety of businesses and is attractive to potential inward investment. In addition, it will be integral to the asset base of the new unitary authority, Cumberland Council, and particularly important in context of the strong likelihood for Towns Deal investment funding which will unlock the potential for further high-quality economic development.</p> <p>The new Port Manager has managed an operational review successfully and, strategically, has worked with Borough and County officers on a masterplan and a capital programme. These actions have been overseen and supported by the WHM Committee in recognition of these plans underpinning a secure future for the port facilities.</p> <p>I previously managed the business at the Port (as a County Council employee) for 10 years between 2005 and 2015. My knowledge and experience have been used to both challenge and support decision making, advise and inform, and to offer independent support in explanations to co-Committee members.</p> <p>Yes I consider representation to be essential - In terms of responsible management of economy and infrastructure, the Council's representation on this Committee remains absolutely essential as the Port is a key asset to the current Borough and for the new unitary authority.</p> <p>The Port assets will become part of the capital structure of the new Cumberland Council and hence Allerdale Borough's 'voice' on the WHM Committee during the forthcoming transition year will be</p>



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	<p>crucial in moulding any governance changes to preserve and develop strategies that remain in the best interests of all residents and that secure a strong future for the facilities.</p>
	<p>The Committee meets quarterly, I have attended all meetings in 2021/22.</p> <p>Yes, the Port of Workington is an important strategic asset for Allerdale and West Cumbria</p> <p>Agreement of the Port Masterplan, which will support the future development of the land at Oldside which is owned by Allerdale Borough Council and identified as a future employment site.</p> <p>Agreement of Port Business Plan and Investment Strategy.</p> <p>Yes, the Port is a vital strategic and economic asset for Allerdale and West Cumbria and is key to future investment and the economic growth of Workington and Allerdale.</p>
	<p>There were four meetings in the 2021-22 municipal year, I attended all four,</p> <p>Yes it is important that the Council is able to contribute to the effective governance of the Port; I am able to contribute from long involvement in the Port of Workington.</p> <p>What actions have been taken - Continuing effective governance of the Port as a key feature of the local economy. Replacement of the railway bridge giving access to the Port, (but I'm not taking any personal credit for that)</p> <p>Adoption of a masterplan for the development of the port and the port estate (but again I take no personal credit).</p> <p>Yes, the Port is an essential element of the local economy and the Council must be involved in ensuring its effective governance</p>

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Note:

Members were asked to provide responses to the following questions

During your time on the body(s);

1. What is the number/frequency of meetings?
2. How many meetings have you attended?
3. Do you believe that representing the Council on the body adds value?  
Please explain your response
4. What actions have been taken during the duration of your appointment which have added value to the Council?
5. What actions have been taken during the duration of your appointment which have added value to the body?
6. Do you consider representation to be essential to the work of the Council and delivery of its service areas?  
Please explain your response
7. Do you wish to make any further comments with regards to your appointment on the body?