



AGENDA

For a meeting of the
CONSTITUTION AND ACCOUNTS COMMITTEE
to be held on
MONDAY 9th JANUARY 2006
at
2.30 PM
in
COMMITTEE ROOM 1, COUNCIL OFFICES, ST PETER'S HILL, GRANTHAM
Duncan Kerr, Chief Executive

Panel Members:	Councillor Reg Lovelock M.B.E. (Vice-Chairman), Councillor Peter Martin-Mayhew, Councillor Mrs. Linda Neal (Chairman), Councillor John Wilks and Councillor Mike Williams
Committee Support Officer:	Lucy Bonshor 01476 406120 l.bonshor@southkesteven.gov.uk

Members of the Committee are invited to attend the above meeting to consider the items of business listed below.

1. MEMBERSHIP

The Chief Executive to notify the Committee of any substitute members.

2. APOLOGIES

3. DECLARATIONS OF INTEREST

Members are asked to declare any interests in matters for consideration at the meeting.

4. MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2005

(Enclosure)

5. CIVIC BUDGET UPDATE

Report CS2 from the Corporate Manager Democratic and Legal Services and the Civic Support Officer.

(Enclosure)

- An update from the Chairman will be given at the meeting.

6. RECOMMENDATIONS FROM THE SCRUTINY CO-ORDINATING GROUP

Report DLS50 from the Corporate Manager Democratic and Legal Services.

(Enclosure)

7. ANY OTHER BUSINESS, which the Chairman, by reasons of special circumstances, decides is urgent



MINUTES

CONSTITUTION AND ACCOUNTS COMMITTEE

THURSDAY, 20 OCTOBER 2005

COMMITTEE MEMBERS PRESENT

Councillor Reg Lovelock M.B.E. (Vice-Chairman)
Councillor Peter Martin-Mayhew
Councillor Mrs. Linda Neal (Chairman)

Councillor John Wilks
Councillor Mike Williams

OFFICERS

Corporate Director Finance and Strategic Resource
Corporate Manager Democratic and Legal Services
Member Services Manager
Civic Support Officer (Minute 16)
Committee Support Officer

OTHER MEMBERS

12. MEMBERSHIP

None.

13. APOLOGIES

None.

14. DECLARATIONS OF INTEREST

None.

15. MINUTES OF THE MEETING HELD ON 26TH JULY 2005

The Minutes of the meeting held on 26th July were confirmed as a correct record of the decisions taken.

16. CIVIC BUDGET

Members had been circulated with a revenue statement showing the Civic Functions Budget up to 31st October 2005. The Civic Officer said that by the end of October the Chairman would have attended 82 functions with commitments for at least 37 for the remainder of the year, the Chairman was carrying out a large number of functions within the budget. She asked the

committee if they would like a more detailed interim report at the next meeting.

The Corporate Manager Democratic and Legal Services said the Chairman had operated very effective budget management and this had been achieved because he used his own vehicle where possible. If a future Chairman did not have his own vehicle this would make a difference to the budget.

The Chairman and members of the Committee congratulated the Chairman of the Council and the Civic Officer for their work on managing the budget. A question was asked about transport costs to which the Civic Officer replied that she was confident that they would remain within budget.

17. RECOMMENDATIONS RECEIVED FROM THE SCRUTINY CO-ORDINATING GROUP

This item was withdrawn from the agenda by the Corporate Manager Democratic and Legal Services and would be resubmitted at a later date.

18. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT

Members had been circulated with report FIN247 from the Director of Finance and Strategic Resources. The report was for information purposes and concerned the half yearly treasury management activity 2005/2006. The report was also being circulated to the Resources DSP in November. The Director of Finance and Strategic Resources told members that it was a simple overview of the treasury management and highlighted two main points concerning the bank base rate and the current bank contract.

19. CLOSE OF MEETING

The meeting closed at 2.45pm.

REPORT TO CONSTITUTION & ACCOUNTS COMMITTEE

REPORT OF: Corporate Manager Democratic and Legal Services
and Civic Support Officer

REPORT NO. CS2

DATE: 9th January 2006

TITLE:	Civic Budget
COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Councillor Paul Carpenter Democratic Representation
CORPORATE PRIORITY:	N/A
CRIME AND DISORDER IMPLICATIONS:	N/A
FREEDOM OF INFORMATION ACT IMPLICATIONS:	N/A
BACKGROUND PAPERS:	None

INTRODUCTION

1. Members will recall that, following the high level of scrutiny directed towards civic protocol and the civic budget during 2004/05, changes to the way the function was being delivered and supported were implemented and closely monitored as a direct consequence. This report is therefore intended to update Members on the civic budget for 2005/06 and to consider the budget issues for 2006/07.

RECOMMENDATION

2. Members are requested to consider:
 - 1) the current year's spend and commitments against the budget for 2005/06.
 - 2) to consider and make recommendations to cabinet in respect of the 2006/2007 budget.

BUDGET 2005/06

3. The Civic Functions Budget for 2005/06 is attached at appendix A.

4. The total budget for 2005-2006 is £42,010, representing a reduction of around £8,000 on the previous year's budget. The 'controllable' element of this budget is £33,770. As at 31 December 2005 actual spend, including known commitments amounted to £28,787.39 leaving a balance of £4,982.61.

The cost of the Civic Dinner is estimated at £2,400 and the Annual Meeting Lunch estimated at £400. The balance remaining would then be £2,182.61. This will be used primarily to cover Civic ceremonies (excluding transport) and general administration expenses.

5. With effect from the 1 June 2005 a contract was let for the provision of Car and Chauffeur. The Council, under the terms of the contract, is committed to paying a monthly sum of £550 irrespective of usage. The current budget allows for an additional, variable element, of £7,030 to enable the Chairman to represent the District Council.

The Chairman has struck a fine balance between the use of the contracted Chauffeur and his own vehicle, thereby maximising the number of functions he has been able to carry out. At the end of December he will have represented South Kesteven on over 100 events, with approximately another 30 already committed to the end of his civic year.

6. Members are asked to note that the transport provision for the year has been fully allocated and, with four months of the civic year remaining, could result in the Chairman being unable to take on any additional functions to which he may receive an invite.

The Chairman would therefore like to take the opportunity, if the Committee allows, to discuss this issue further. His experiences in 2005/06 could be used in establishing the draft budget for 2006/07 and 2007/08.

7. During November the Council disposed of the Civic Vehicle. The proceeds will be credited to the Civic budget in 2005/06. The proceeds could be used to allow the Chairman to undertake additional duties.

CONCLUSION

9. The financial statement assists in ensuring that the Chairman's activities are carefully monitored and controlled to ensure that expenditure as at the date of this report is within budget.

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Democratic & Legal Services
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Viv Wyatt
Civic Support Officer
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CIVIC FUNCTIONS BUDGET 2005/2006- AS AT 31 DECEMBER 2005

APPENDIX A

	Actual	Commitments	Total Spend	Budget	Variance	Projected
	£	£	£	2005/2006	£	2005/2006
	£	£	£	£	£	£
Chairmans Civic Budget						
Civic Ceremonies (E01 K01)	305.75	-	305.75	1,500.00	1,194.25	1,000.00
Civic Service (E01 K01 01)	1,513.93	-	1,513.93	2,000.00	486.07	1,600.00
Civic Dinner (E01 K01 02)	-	-	-	2,000.00	2,000.00	2,400.00
Annual Meeting Lunch	-	-	-	400.00	400.00	400.00
	1,819.68	-	1,819.68	5,900.00	4,080.32	5,400.00
Civic Officer						
Salaries	9,000.00	3,000.00	12,000.00	12,000.00	-	12,000.00
	9,000.00	3,000.00	12,000.00	12,000.00	-	12,000.00
Transport Costs						
Civic Vehicle	390.00	-	390.00	1,300.00	910.00	390.00
Drivers Wages	831.62	-	831.62	-	831.62	830.00
Chaffeur and Car-Contract	3,300.00	2,750.00	6,050.00	6,050.00	-	6,050.00
Chaffeur and Car-Excess	3,402.75	3,338.80	6,741.55	7,030.00	288.45	7,030.00
Pool Cars	-	-	-	60.00	60.00	60.00
Use of Own Vehicle	393.11	194.40	587.51	100.00	487.51	1,000.00
Travel expenses-Vice Chairman	115.35	-	115.35	100.00	15.35	150.00
	8,432.83	6,283.20	14,716.03	14,640.00	76.03	15,510.00
Other Associated Costs						
Misc Equipment (E01 D19)	43.00	-	43.00	50.00	7.00	50.00
Internal Printing	24.50	130.00	154.50	750.00	595.50	750.00
Pooled Photocopiers	-	-	-	40.00	40.00	40.00
Telephones	-	-	-	290.00	290.00	290.00
Telephones-Mobile	54.18	-	54.18	100.00	45.82	50.00
	121.68	130.00	251.68	1,230.00	978.32	1,180.00
Total Controllable	19,374.19	9,413.20	28,787.39	33,770.00	4,982.61	34,090.00
Advertising Civic Contract	1,131.45	-	1,131.45	-	1,131.45	1,130.00
Chairmans Allowances	5,045.72	-	5,045.72	4,540.00	505.72	5,050.00
Sale of Civic Vehicle	-	-	-	-	4,084.85	-
Management						
Corporate Management	1,500.00	500.00	2,000.00	2,000.00	-	2,000.00
Paymaster	150.00	50.00	200.00	200.00	-	200.00
Accountancy	1,125.00	375.00	1,500.00	1,500.00	-	1,500.00
	2,775.00	925.00	3,700.00	3,700.00	-	3,700.00
Total	24,241.51	10,338.20	34,579.71	42,010.00	7,430.29	39,890.00

REPORT TO CONSTITUTION AND ACCOUNTS COMMITTEE

REPORT OF: CORPORATE MANAGER DEMOCRATIC
AND LEGAL SERVICES (MONITORING OFFICER)

REPORT NO. DLS50

DATE: DECEMBER 2005

TITLE:	RECOMMENDATIONS FROM THE SCRUTINY CO-ORDINATING GROUP
FORWARD PLAN ITEM:	N/A
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	N/A
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	COUNCILLOR PAUL CARPENTER
CORPORATE PRIORITY:	CORPORATE GOVERNANCE
CRIME AND DISORDER IMPLICATIONS:	N/A
FREEDOM OF INFORMATION ACT IMPLICATIONS:	N/A
BACKGROUND PAPERS:	MINUTES OF SCRUTINY CO-ORDINATING GROUP

1. INTRODUCTION

- 1.1 At meeting of the Scrutiny Co-ordinating Group held on the 3rd October and 12th December 2005 members discussed the right of Chairmen or Vice-Chairmen of Development and Scrutiny Panels to attend Cabinet meetings.

2. DETAILS OF REPORT

- 2.1 The Scrutiny Co-ordinating Group reviewed the relevant constitutional references to the attendance of Chairmen or Vice-Chairmen of DSPs to attend Cabinet meetings.
- 2.2 Members considered that the Constitution should be revised to ensure that it is the right of all Chairmen or Vice-Chairmen of DSPs to address the Cabinet on behalf of their Panel on any item of relevance to that Panel. There was also concern that a member could only speak before the Cabinet debated or discussed the item in question. Whilst agreeing that anyone wishing to speak should perhaps be time limited it was considered that Chairmen or Vice-Chairmen of all DSPs would benefit from being able to make remarks after the debate had commenced. It was agreed that it would be beneficial if Chairmen or Vice-Chairmen were given the opportunity to speak briefly at the beginning of the item and then sum up at the end, in a similar style as occurs in relation to a motion being put before a full Council meeting. It was considered at the subsequent meeting of the Group that it would not be practical to include a summing up provision for Chairmen or Vice Chairmen at the Cabinet meeting.
- 2.3 Members were also concerned that in relation to private Cabinet meetings the constitution confirmed that “where a matter under consideration at a private meeting of the Cabinet is within the remit of the DSP, the Chairman of that panel and/or the Vice/Chairman may attend that private meeting with the consent of the person presiding and speak if those present agree”. It was noted that DSP Chairmen were not informed of Private Cabinet meetings where items that would affect their panel were being discussed. The consensus view was that there should be a right for all Chairmen and Vice-Chairmen to speak at private Cabinet meetings on matters concerning their particular DSP. Concern was also expressed that Chairmen or Vice-Chairmen were unable to speak without the permission of those present. It was therefore suggested that the relevant wording be removed to read “the Chairmen of that panel or the Vice-Chairmen may attend that private meeting and speak”.

3. RECOMMENDATIONS

The Scrutiny Co-ordinating Group therefore recommends to request the Constitution and Accounts Committee to consider the following:-

- 3.1 That the right of Chairmen or Vice-Chairmen to attend open and private Cabinet meetings and speak on behalf of their DSP on relevant matters should be approved and that reciprocal arrangements be granted to the Cabinet portfolio holder to attend and speak at relevant DSP meetings.
- 3.2 That provision for Chairmen or Vice-Chairmen of DSP's should be made within the Constitution to allow them to speak at Cabinet meetings before debate of a relevant DSP item.

4. **CONTACT POINT:** Corporate Manager, Democratic and Legal Services
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