

ADMINISTRATION COMMITTEE

Monday, 27 June 2022 (6:05 pm – 6:26 pm)

PRESENT:

Councillor Corben (Chair); Councillors Groves, Jarvis and Parker-Jones

Apologies for absence were received from Councillors House, Park and Pretty

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RESOLVED ITEMS (SUBJECT TO QUESTIONS ONLY)

24. MINUTES

Councillor Corben opened the meeting and thanked the two previous members of the Committee, ex-councillors David Airey and Judith Grajewski, for all their hard work and diligence during their time on the Administration Committee.

Councillor Corben welcomed Councillor Liz Jarvis as a new member of the Committee.

Councillor Louise Parker-Jones requested clarification on whether the dress code as mentioned in para 23 of the minutes was due to be reviewed as the nine months was approaching.

The Monitoring Officer confirmed that she would ensure there was an update for the October Administration Committee meeting.

**RESOLVED -**

**That the Minutes of the meeting held on 22 November be confirmed and signed by the Chair as a correct record.**

25. PUBLIC PARTICIPATION

There was no public participation on this occasion.

26. DECLARATIONS OF INTEREST

There were no declarations of interest in relation to items of business on the agenda.

27. APPOINTMENT OF INDEPENDENT REMUNERATION PANEL

The Executive Head of Governance and Monitoring Officer presented the report.

**RESOLVED –****That the Administration Committee:**

- (1) approved the appointment of the Independent Remuneration Panel for a period of 4 years; and**
- (2) approved the Terms of Reference and timeline for the Independent Remuneration Panel review.**

28. CODE OF CONDUCT - ANNUAL REVIEW

The Executive Head of Governance (Monitoring Officer) presented the report.

The Monitoring Officer confirmed that the update of the Code of Conduct Complaints Procedure included publishing the identity of a Councillor, where following formal investigation they were found to have breached the Code of Conduct. On that basis, the Monitoring Officer confirmed the breach highlighted as reference 9 in the table under paragraph 5 of the report was Councillor Tanya Park.

Councillor Parker-Jones stated she was pleased to see the report and improvements to the procedure and the transparency it would provide. She commended the Executive Head of Governance and Monitoring Officer for her work on the report.

There was some discussion on a recent breach of the Code of Conduct.

**RESOLVED –****That the Administration Committee:**

- (1) Noted the report and made any observations to the Monitoring Officer, and;**
- (2) Noted and agreed the updates to the Code of Conduct Complaints Procedure.**

29. COMMUNITY GOVERNANCE REVIEW 2022/23

The Executive Head of Governance and Monitoring Officer presented the report and updated the Committee that there had been some changes to the timeline (appended to minutes). She asked the Committee to take note how tight the timeline was that they would need to work to.

**RESOLVED –****That the Administration Committee:**

- (1) agreed to conduct a Community Governance Review of the Parish Council; and**
- (2) approved the Terms of Reference and indicative timetable of the Review (revised appendix 1).**

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## Item 7 – Appendix 1

### Revised Proposed Timetable for Community Governance Review

Stage	Action	Dates
Commencement	Council approves the principle of the Community Governance Review and Terms of Reference	Administration Committee 27 June 22
	Terms of Reference/Notice published	28 June 2022
	Preparation for consultation	28 June – 15 July 22
Stage One	Consultation with local electors and Stakeholders	18 July-14 August 2022 – for a 4 week period
	Initial submissions invited on future arrangements. These are from: <ul style="list-style-type: none"> <li>- Town and Parish Councils</li> <li>- Member of Parliament</li> <li>- Local groups and interested parties such as local businesses, local residents’ associations, local public and voluntary such as schools or health bodies</li> </ul>	
Stage Two	<ol style="list-style-type: none"> <li>1. Consideration of submissions received.</li> <li>2. Draft recommendations prepared for Administration Committee</li> </ol>	15 -19 August 2022
Stage Three	Draft recommendations to be considered by Administration Committee and approved for further consideration.	Special Administration Committee - 5 September 2022 (TBC)
Stage Four	<ol style="list-style-type: none"> <li>1. Consultation with Stakeholders on draft recommendations</li> <li>2. Consider the further submissions/representations and prepare final recommendations prepared</li> </ol>	12- 25 September 2022  26-30 September 2022  Admin Committee 10 October 2022 (TBC)
Stage Five	Final recommendations to be considered by full council with resolution to make a Reorganisation Order.	Council 17 November 2022
Completion*	Reorganisation Order made	w/c 21 November 2022

*\*MUST BE BY 1*

<i>DECEMBER 2022 for publication of electoral register</i>	Update to electoral register ahead of publication <b>1 December 2022</b>	18 -30 November 2022
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