

**MINUTES OF THE MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 24 JULY 2018  
COMMENCING AT 6.30 PM**

**PRESENT**

Councillor M H Charlesworth (Chair)

**COUNCILLORS**

Mrs L M Broadley  
M L Darr  
Mrs S Z Haq  
K J Loydall JP

**OFFICERS IN ATTENDANCE**

|                |  |
|----------------|--|
| D M Gill       | (Head of Law & Governance / Deputy Monitoring Officer)         |
| S Hinds        | (Director of Finance and Transformation / Section 151 Officer) |
| Miss J Sweeney | (Democratic & Electoral Services Officer)                      |
| S Tucker       | (Democratic & Electoral Services Manager)                      |

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Miss A R Bond and B Dave.

**2. APPOINTMENT OF SUBSTITUTES**

None.

**3. DECLARATIONS OF INTEREST**

None.

**4. MINUTES OF THE PREVIOUS MEETING HELD ON 17 JANUARY 2018**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the meeting of the previous Committee held on 17 January 2018 be taken as read, confirmed and signed.**

**5. ACTION LIST ARISING FROM THE MEETING HELD ON 17 JANUARY 2018**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The Action List be noted by Members.**

**6. PETITIONS AND DEPUTATIONS**

None.

**7. ASSET MANAGEMENT STRATEGY UPDATE (PRESENTATION)**

The Committee gave consideration to the report, as verbally delivered and summarised by the Director of Finance & Transformation, which asked it to note the ongoing work being undertaken in relation the Council's Asset Management Strategy.

The Committee were advised that the Council had commenced a strategic review of its assets and a presentation was shown to Members outlining the key details. The scope of the review was wide-ranging and included the Council's administrative facilities, Depot, commercial properties, housing and land assets.

With regard to administrative facilities, it was confirmed that an independent review of the Bushloe House site was being carried out in order to appraise the different options available for future use of the facilities and to assess the suitability of any proposals from both operational and financial perspectives. Members were advised that insufficient expertise existed internally to carry out such an exercise, hence the decision to involve independent opinion. It was expected that the results of the exercise would be available by the end of July.

In relation to the Depot, Members were notified that a decision on the future of waste collections in the Borough was due to be made at the meeting of Full Council on Tuesday 31 July 2018. Discussions were also ongoing with a local transport operator to determine if there was any appetite for relocation to the Depot site, which would have the potential to release land in Wigston earmarked for development.

In terms of commercial properties, it was confirmed that a market assessment would commence in the winter of 2018 which would review the options for best use of commercial properties currently under Council ownership, as well as assessing opportunities for further commercial investment to generate income for service provision. The likelihood of such investments was however somewhat dependent on various factors such as the implementation of the Local Plan and the future settlement received from central government.

It was confirmed to Members that opportunities continued to be sought to purchase properties in the Borough suitable for providing homeless accommodation. This would enable families to stay in the Borough in a better standard of accommodation and at a lower cost to the Authority. In addition, it was confirmed that a review of assets held by the Council would commence in the Autumn of 2018, which would help to identify properties and/or land that could be sold or redeveloped to assist towards meeting the Borough's housing need. It was requested by Members that an up-to-date copy of the Council's asset register be circulated to the Committee.

By affirmation of the meeting it was

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the verbal update and presentation be noted by Members.**

**8. UPDATE ON THE PROGRESS OF THE CONSTITUTIONAL WORK GROUP**

The Committee gave consideration to the report as set out on pages 5-15 of the agenda, which asked Members to offer their opinions concerning standardised terms of reference for Sub-Committees, and to clarify their views in relation to the distinction between operational and policy matters insofar as the Scheme of Delegation was concerned.

The Head of Law & Governance advised Members that during the meeting of Full Council on 24 April 2018 which considered a number of proposals to revise the Council's

Constitution, the Leader of the Council had requested the inclusion in the Constitution of standard Terms of Reference for Sub-Committees. At the meeting of the Constitutional Working Group which followed on 30 May however, there was a divergence of opinion as to whether the Leader's request acknowledged that Sub-Committees have full decision-making powers, and Members were of the opinion that the power of Sub-Committees should be limited to making recommendations only.

Aside from Sub-Committees created under statute (for example Licensing Sub-Committees), the Committee clarified that they could not currently envisage any situation whereby a parent Committee within the authority would wish to delegate decision-making powers to a Sub-Committee. The expectation from Members was that any creation of a sub-group comprised of Members would solely be on the basis of a task-and-finish remit, therefore it was requested that separate standard terms of reference also be included in the Constitution for Working Groups/Panels established by Committees, clearly stating that their role is to advise or make recommendations to the relevant parent Committee. It was agreed that standard terms of reference for Sub-Committees should still be included in the revised Constitution, but that they should include clear reference to the fact that the Sub-Committee could only be established through the agreement of the parent Committee and this would involve the delegation to the Sub-Committee of full decision-making powers (unless the Sub-Committee were minded to refer a decision back to the parent Committee).

In relation to the distinction between policy and operational matters, the Committee were invited to refer back to the Governance arrangements adopted by the Council at its meeting on 29 April 2014. Whilst acknowledging that Members should not become involved in day-to-day operational matters, some Members of the Committee felt that there should be greater opportunity for Member involvement in shaping operational strategy, in particular when it came to major decisions which would affect all residents across the Borough. This was on the basis that Members had to take accountability for policy decisions and therefore should have the ability to contribute strategic advice towards the delivery stage of such policies, including the ability to raise concerns if they believe that the policy is not being operationally delivered as specified within the policy decision taken. The Head of Law and Governance suggested that the Leader of the Council and Leader of the Opposition could be invited on behalf of their respective political groups to contribute more strategically to the development stage of major policy decisions, to enable greater Member input and improve lines of communication between Members and Senior Officers. This would help to ensure that once matters reached the operational stage, Members would be satisfied that their input had been sought and Officers would be clearer in terms of policy direction.

It was fed back to the Head of Law and Governance that Members welcomed the style of the revised Committee report template, but it was requested that additional space be provided on the template for the Council's Health and Safety Officer to comment on reports where appropriate.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- (i) Members note the progress made in reviewing the Council's Constitution by the Constitutional Working Group;**
- (ii) Standard terms of reference for both Sub-Committees and Working Groups/Panels be drafted for inclusion in the Council's revised Constitution; and**
- (iii) The views of the Committee in relation to the distinction between operational and policy matters insofar as the Scheme of Delegation is**

**concerned be fed into the review of the Council's Constitution.**

**9. PROPOSED MEMBERS' INDUCTION PROGRAMME (MAY 2019)**

The Committee gave consideration to the report as set out on pages 16-18 of the agenda, which asked it to note the planning undertaken to date for Member induction following the 2019 Borough Council elections and to offer any additional suggestions for inclusion in the programme.

The Democratic and Electoral Services Manager advised the Committee that prior to the 2015 Borough Council elections, East Midlands Councils had put together a County-wide programme of prospective Councillor events to assist those interested in standing for election and provide insight into the realities of being a Councillor. The events were generally considered successful but on this occasion there was no budgetary provision to run such a programme, therefore the District and Borough Councils were looking to coordinate a programme themselves. To begin with, Oadby and Wigston were looking to participate in a joint-event hosted by Blaby District Council during Local Democracy Week in October 2018. It was proposed that any attendees at this event from the Borough who remained keen to stand for election could then provide their contact details to Democratic Services to enable them to be invited to a further, more in-depth event to be hosted at the Council Offices in early 2019. All current Members of the Council would be invited to the events to offer their views and experiences to people potentially interested in standing.

Following the May 2019 elections there were a number of formalities for newly elected/re-elected Members to complete which it was proposed should be commenced during the week commencing Monday 6 May 2019. There would also be a rolling programme of Member development throughout the year, with mandatory training prioritised initially. The Committee agreed with the proposed programme of activity immediately following the election, and stressed that training needed to evenly spread so as not to overwhelm Members and dilute any learning. It was agreed that some of the training suggestions outlined at Paragraph 3.10 of the report could prove useful to some Members, and it was also suggested that online training could be used for certain subject areas, following the successful completion by all Members of GDPR training earlier in 2018.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- (i) The provisional proposals for Members' Induction following the 2019 Borough Council elections be noted by Members; and**
- (ii) The comments and suggestions of the Committee be fed into the ongoing development of the Member Induction programme.**

**THE MEETING CLOSED AT 8.28 PM**



\_\_\_\_\_  
**Chair**

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**Tuesday, 15 January 2019**

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