



**SOUTH THAMES GATEWAY BUILDING CONTROL
JOINT COMMITTEE**

10 JUNE 2008

ADMINISTRATIVE ARRANGEMENTS 2008/2009

Report from: Anthony Law, Clerk to the Committee

Summary

This report sets out administrative arrangements for the 2008/2009 municipal year.

1. Budget and Policy Framework

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the timetable shall be adopted at the Annual General Meeting.
- 1.2 These decisions are not deemed to be Key Decisions and therefore are not subject to the call-in arrangements of the partner authorities.

2. Background

- 2.1 Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents a number of administrative arrangements in connection to the running of the Joint Committee.

3. Schedule of Meetings

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of Meetings shall be agreed at the Annual General Meeting.
- 3.2 The following dates are proposed for the coming municipal year:
 - 10 June 2008 (Annual General Meeting)
 - 25 September 2008
 - 11 November 2008
 - 25 March 2009.

4. Proper Officers

- 4.1 On 1 October 2007 the Joint Committee was advised of the officers from the Partner Authorities who will, on behalf of the Joint Committee undertake the roles of monitoring officer and section 151 officer. These are statutory officers. The purpose of the Monitoring Officer is to ensure the lawfulness and fairness of the Partnership's decisions and the purpose of the s151 Officer is to ensure that proper arrangements are in place for the administration of the financial affairs of the Partnership.
- 4.2 The Joint Committee is asked to note the continuation of the following appointments:
- Monitoring Officer – Michael Hayley, Head of Legal Services, Gravesham
 - Deputy Monitoring Officer – Duncan Milne, Borough Solicitor, Swale

 - S151 Officer – Mick Hayward, Chief Finance Officer, Medway
 - Deputy S151 Officer – David Buckett, Head of Finance, Swale
- 4.3 The Joint Committee is requested to select Medway Council to provide secretarial support to the joint committee for a further 12 months.

5 Financial and Legal Implications

- 5.1 There are no financial implications arising from this report.

6. Legal Implications

- 6.1 The legal position is set out within the body of report.

7. Recommendations

- 7.1 The Joint Committee is recommended to –
- a) Agree the timetable of meetings for the 2008/2009 municipal year
 - b) Note the continued appointment of the officers listed in paragraph 4.2 as Monitoring and Deputy Monitoring Officers, and as S151 and Deputy S151 Officers
 - c) Agree to select Medway Council to provide a secretary to the joint committee for the 2008/2009 municipal year.

8. Background Papers

None

Lead Officer Contact:

Anthony Law, Clerk to the Committee

T: (01634) 332008

E: anthony.law@medway.gov.uk