

**SOUTH THAMES GATEWAY BUILDING CONTROL  
JOINT COMMITTEE**

**9 JUNE 2009**

**ADMINISTRATIVE ARRANGEMENTS 2009/2010**

Report from: Wayne Hemingway, Clerk to the Committee

**Summary**

This report sets out administrative arrangements for the 2009/2010 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.
- 2.2 The following Members have been appointed to the Committee at the respective Annual Council meetings:

**Gravesham**

Councillor Michael Snelling  
Councillor William Dyke (substitute)

**Medway**

Councillor Jane Chitty  
Councillor Roy Hunter (substitute)

**Swale**

Councillor Gerry Lewin  
Councillor John Morris (substitute).

### **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 with meetings to be held at Medway Council's offices at Gun Wharf, Chatham:

- 15 September 2009
- 26 November 2009
- 18 March 2010.

### **4. Proper Officers**

4.1 At the last Annual General Meeting 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 following appointments:

- Monitoring Officer – Michael Hayley, Head of Legal Services, Gravesham
- Deputy Monitoring Officer – Mark Radford, Corporate Services Director, Swale.
  
- S151 Officer – Mick Hayward, Chief Finance Officer, Medway
- Deputy S151 Officer – David Buckett, Head of Finance, Swale.

4.3 The Joint Committee is also requested to select Swale Borough Council to provide secretarial support to the joint committee for the next 12 months.

### **5 Financial and Legal Implications**

5.1 There are no financial implications arising from this report.

### **6. Legal Implications**

6.1 The Joint Committee was established pursuant to powers under: -

- Local Government Act 1972 – sections 101, 102, 111, 112 and 113
- Local Government Act 2000 – sections 2, 19 and 20
- Regulations made under these acts.

6.2 The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities

(Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Development Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.

## **7. Risk Management**

7.1 There are no risk management implications arising from this report.

## **8. Recommendations**

8.1 The Joint Committee is recommended to –

- a) Agree the timetable of meetings for the 2009/2010 municipal year
- b) Note the appointment of the officers listed in paragraph 4.2 as Monitoring and Deputy Monitoring Officers, and as S151 and Deputy S151 Officers and;
- c) Agree to select Swale Borough Council to provide a secretary to the joint committee for the 2009/2010 municipal year.

### **Background Papers**

None

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