

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

11 DECEMBER 2014

ADMINISTRATIVE ARRANGEMENTS

Report from: Anthony Law, Clerk to the Committee

Summary

This report asks the Joint Committee to consider a provisional programme of meetings for the 2015/2016 municipal year and to agree the replacement of the Partnership's Section 151 Officer.

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 The appointment of a Section 151 Officer is a statutory requirement.

2. Schedule of Meetings

- 2.1 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.
- 2.2 The Joint Committee is being asked to consider a programme of meetings for the 2015/2016 municipal year in advance of a decision being made at the Annual General Meeting, in order to provide some certainty for Members, and the Partner Authorities, on the schedule of meetings during 2015/2016.
- 2.3 The following dates are proposed, with meetings to be held at Swale Borough Council's offices in Sittingbourne:
 - Wednesday, 10 June 2015
 - Wednesday, 23 September 2015
 - Thursday 10 December 2015
 - Thursday 17 March 2016.

Meetings would commence at 10am.

- 2.4 The Officer Steering Group and Democratic Services from the partner authorities have been consulted on the proposed meetings schedule.

3. Proper Officer

- 3.1 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.
- 3.2 The Joint Committee is advised that the current S151 Officer (Mick Hayward, Chief Finance Officer at Medway Council) is retiring on 27 February 2015. It is therefore proposed that his replacement at Medway Council (Phil Watts) is appointed as the Partnership's new S151 Officer. The position of Deputy S151 Officer (Nick Vickers, Head of Finance, Swale Council) remains unchanged.

4. Financial Implications

- 4.1 There are no financial implications arising from this report.
- 4.2 There are no legal implications arising from this report, other than the appointment of a Section 151 Officer being a statutory requirement.

5. Risk Management

- 5.1 There are no risk management implications arising from this report.

6. Recommendations

- 6.1 The Joint Committee is recommended to –
- a) note the timetable of meetings for the 2015/2016 municipal year.
 - b) agree to the appointment Phil Watts (Medway Council) as S151 Officer from 28 February 2015.

7. Suggested Reasons for Decisions

- 7.1 The Joint Committee is asked to consider the provisional programme of meetings for the 2015/2016 municipal year, so to provide some certainty for Members and the Partner Authorities. The appointment of a Section 151 Officer is a statutory requirement.

Background Papers: None

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