

Report No. 1014/00

ANGUS COUNCIL – 2 November 2000

Report by Chief Executive

REVIEW OF POLITICAL STRUCTURES

SUMMARY

This Report sets out the background to the Council setting up a Member/Officer Group on Political and Management Structures, outlines the scope of the Group's discussions, presents its main findings and seeks decisions from the Council.

RECOMMENDATIONS

It is recommended that the Council:

- (i) notes the scope of the Member/Officer Group discussions with regard to political structures;
- (ii) agrees that the Council should not move towards an "executive model", but should prefer to opt for a streamlined Committee system;
- (iii) agrees that there be public consultation via the Citizens Panel on the Council's aims in streamlining the Committee structure;
- (iv) agrees that the Chief Executive, Director of Finance and Director of Law and Administration continue to pursue matters identified by the Member/Officer Group as requiring further attention;
- (v) considers the short list of 4 Committee models identified by the Member/Officer Group.

BACKGROUND

Members will recall that the McIntosh Commission recommended that "Every council should carry out a review of the way in which it manages its decision-making at the political level, within a defined timetable, under the guiding principles set out, and should publish its findings and proposals."

The Scottish Executive expects Councils to ensure that:

- Policy proposals and decisions should be subject to open debate
- Council leadership should be open to scrutiny
- Council business should be conducted in public
- The use of whipping by political parties should be reviewed
- The conduct of council business should encourage people to stand for election to the council

Principles and objectives are to include:

- Transparency and openness of decision-making
- Accountability, scrutiny and probity
- Equal opportunities
- Bureaucracy to be kept to a minimum
- A clear and distinct separation of the councillors' various roles, guided by the provision of clear job descriptions for all councillors
- Active public involvement
- Subsidiarity of decision-making
- Clear and widely understood definition of powers of delegation

A Leadership Advisory Panel was set up under the Chairmanship of Alastair MacNish and the Panel recommended the following aims:

- Ensure that the decision-making process is modern, efficient, open, inclusive and publicly accountable
- Ensure proper scrutiny and allow councillors to work productively
- Promote the role of all councillors
- Make being a councillor more attractive
- promote greater public awareness

MEMBER/OFFICER GROUP ON POLITICAL AND MANAGEMENT STRUCTURES

The Policy and Resources Committee at their meeting on 7 December 1999 accepted a recommendation from the Chief Executive to set up a Member/Officer Group with the following remit:

Against a backcloth of the recommendations of the McIntosh Commission and the Scottish Executive's response so far; the guidance of the Leadership Advisory Panel chaired by Alastair MacNish; the recommendations of the Reviewing Local Democracy Group chaired by Richard Kerley; and the contents of the CoSLA Task Group Report, "Decision-Making in Local Government" –

- to review political decision-making structures in Angus Council with a view to reporting to the Council by June 2000
- thereafter, to recommend how a review of management structures might best be conducted in the context of whatever alterations to political decision-making structures may be agreed.

The Member/Officer Group has met on a number of occasions. All Members and Chief Officers have received copies of papers submitted to the Group and of their minutes. Further copy minutes are attached (Appendix 2) for ease of reference. In their discussions the Group has:

- taken into account the expectations of the Scottish Executive and the Leadership Advisory Panel
- examined in detail the CoSLA document, "Decision-Making in Local Government"
- examined alternative committee structures from Aberdeen City and Falkirk Councils
- examined the recommendations of the Kerley Committee on "Reviewing Local Government Democracy"

- examined the terms of the Councillor Development Charter produced by the Local Government Information Unit
- examined excerpts from the SOLACE paper, "The New Management Agenda".

MAIN FINDINGS OF MEMBER/OFFICER GROUP

The following are the main points emerging from the Group's deliberations:

1. They were not minded to move towards an "executive model"; rather, it would be appropriate to undertake a streamlining of the existing Committee system, to reduce the time spent by members at Committees, to enable a more focused approach to delivery of the Council's corporate strategy, particularly in the context of best value and community planning, and to address cross-cutting issues more effectively.
2. There need be no direct correlation between the Committee structure and the Management structure.
3. There should be public consultation and the most appropriate way of doing this would be to include questions in the survey to be conducted with the Citizens Panel, seeking their views on the Council's aims in streamlining the Committee structure.
4. They identified a number of issues for further attention:
 - members involvement in policy development and best value
 - the most appropriate means by which policy could be monitored and reviewed
 - changes to the Council's Scheme of Delegation
 - format of Council/Committee agendas
 - elected member training (some training to be mandatory)
 - protocol on the use of the party whip
 - protocol regarding the provision of information to councillors
 - job description(s) of elected members
 - the management of agendas
5. They debated a number of possible Committee models and agreed to submit a short list of 4 options, as contained in Appendix 1, for consideration by the full Council.

FINANCIAL IMPLICATIONS

There are no financial implications at this stage.

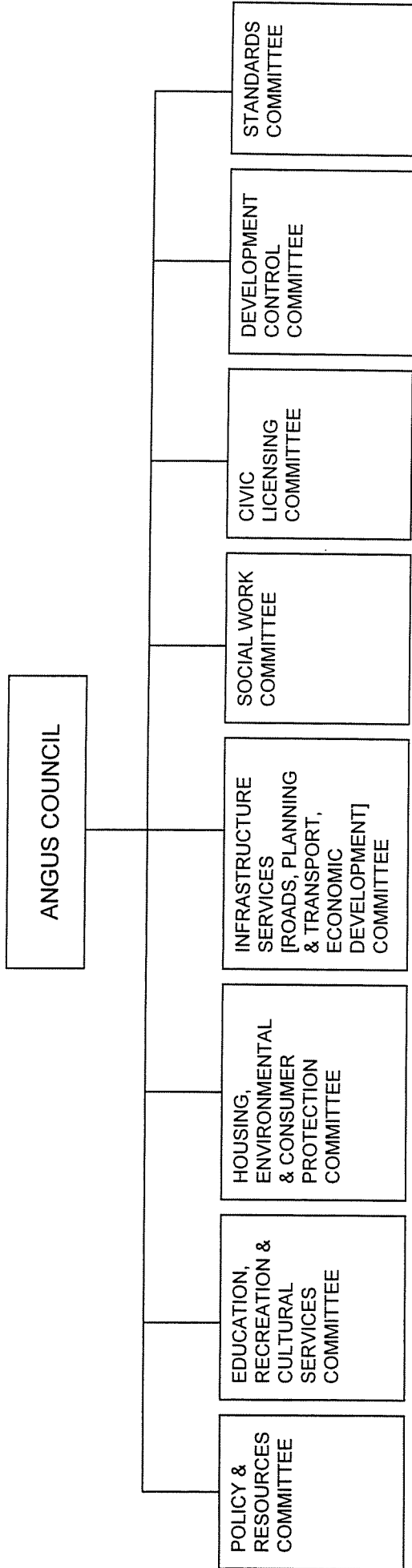
CONSULTATION

All members of the Management Team have been consulted on the terms of this report.

A B Watson
Chief Executive
October 2000

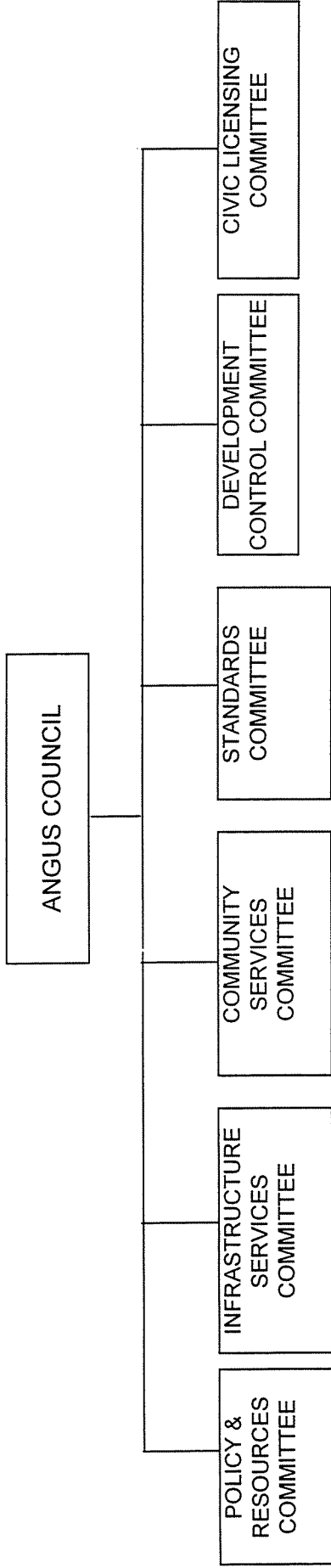
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COMMITTEE STRUCTURE – OPTION 1



8 COMMITTEES

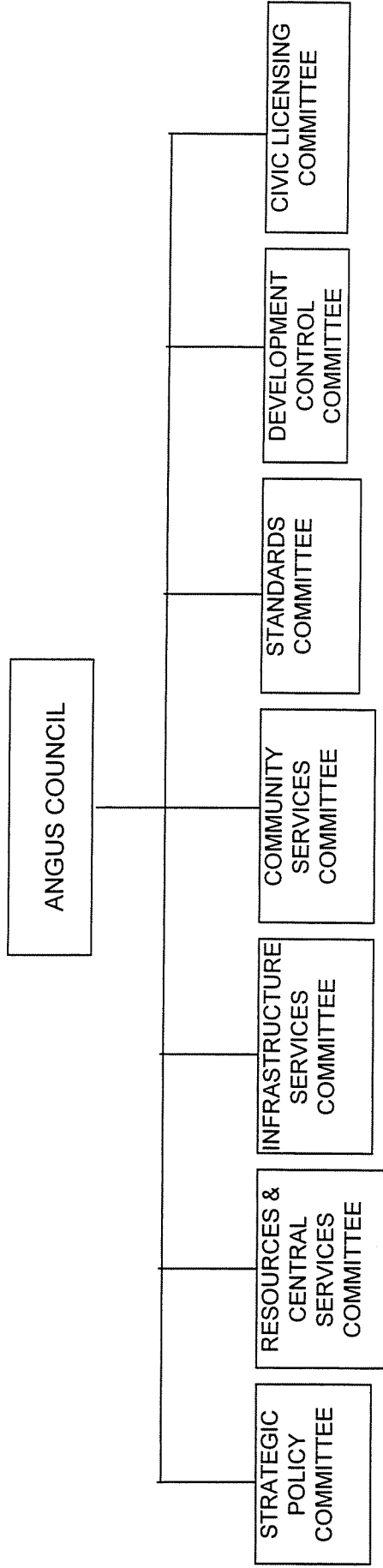
COMMITTEE STRUCTURE – OPTION 2



- Chief Executive
- Finance
- IT
- Law & Administration
- Personnel
- Property Services
- Roads
- Planning & Transport
- Housing
- Economic Development
- Education
- Social Work
- Recreation Services
- Cultural Services
- Environmental & Consumer Protection

6 COMMITTEES

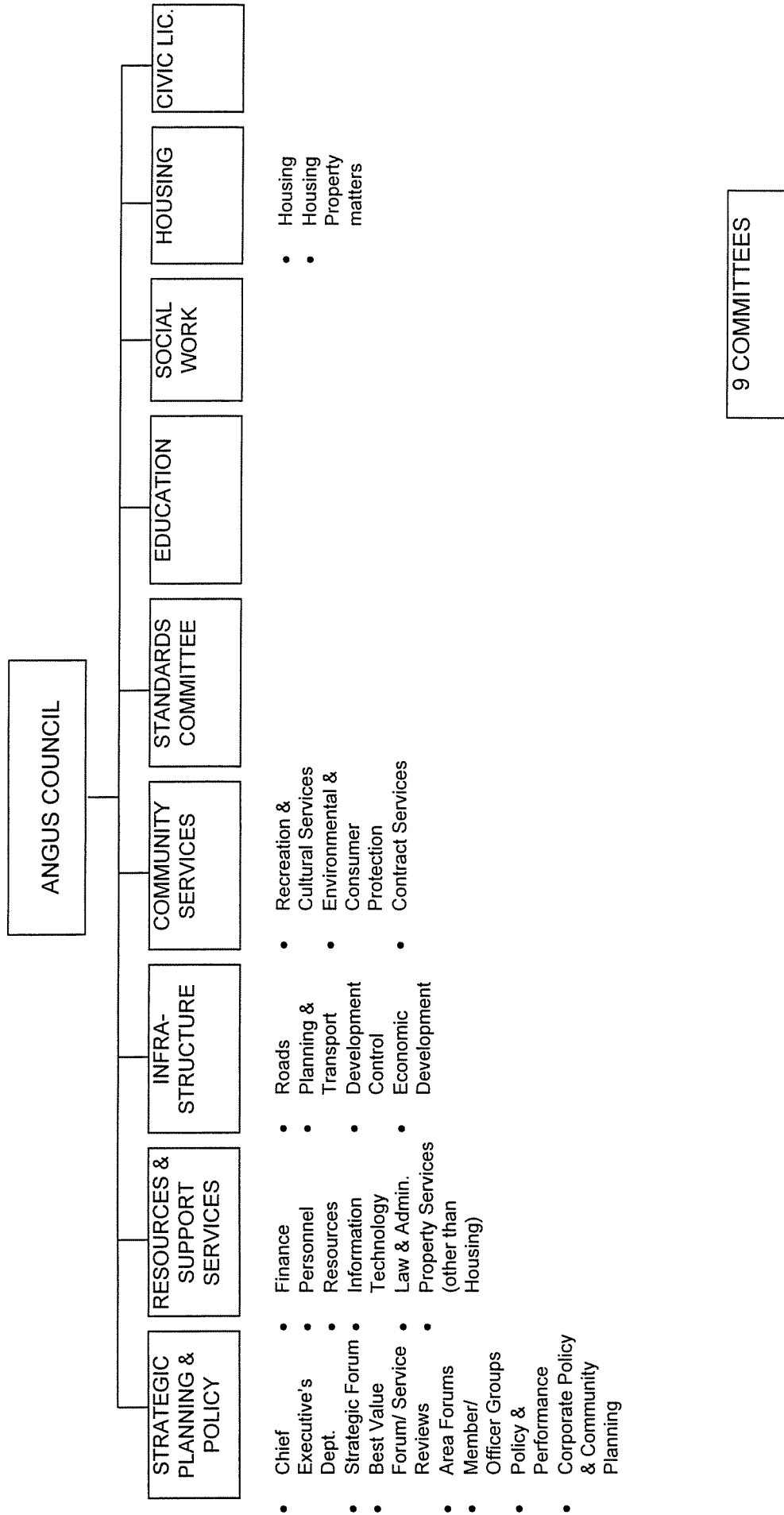
COMMITTEE STRUCTURE – OPTION 3



- Corporate Policy
- Community Planning
- Best Value
- Chief Executive
- Finance
- IT
- Law & Admin.
- Personnel
- Property Services
- Roads
- Planning & Transport
- Economic Development
- Housing
- Education
- Social Work
- Recreation Services
- Cultural Services
- Environmental & Consumer Protection

7 COMMITTEES

COMMITTEE STRUCTURE – OPTION 4



9 COMMITTEES

MINUTES OF MEMBER/OFFICER GROUP ON POLITICAL AND MANAGEMENT STRUCTURES

- **17 January 2000**
- **1 February 2000**
- **22 February 2000**
- **7 March 2000**
- **4 May 2000**
- **19 September 2000**
- **2 October 2000**

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, Town and County Hall, Forfar on Monday 17 January 2000 at 10.30 am.

Present: Councillor ROB MURRAY (Convener), Councillors BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, KITTY RITCHIE, PETER MURPHY; SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; CATHERINE COULL, Director of Law and Administration.

Councillor MURRAY in the Chair.

1. POLITICAL AND MANAGEMENT STRUCTURES: THE WAY FORWARD

With reference to Article 10 of the minute of meeting of the Policy and Resources Committee of 7 December 1999 there was submitted Report No 1261/99 by the Chief Executive drawing members' attention to the expectation of the Scottish Executive, following the recommendations of the McIntosh Commission on Local Government and the Scottish Parliament, that Councils would give a commitment to self-review of their political and management structures by 1 January 2000 and complete the reviews by the end of 2000. The Report also highlighted the work undertaken by the Accounts Commission and the current budgetary context.

The remit of the Group had been agreed as:-

Against a blackcloth of the recommendations of the McIntosh Commission and the Scottish Executive's response so far; the guidance of the Leadership Advisory Panel chaired by Alastair MacNish and the recommendations of the Reviewing Local Democracy Group chaired by Richard Kerley; and the contents of the COSLA Task Group Report, "Decision - making in Local Government",

- to review political decision - making structures in Angus Council with a view to reporting to the Council by June 2000.
- thereafter, to recommend how a review of management structures might best be conducted in the context of whatever alteration to political decision - making structures may be agreed.

The Group noted that presentations had already been made to the Council from Neil McIntosh and Alastair MacNish in their capacities as Chairs of the Commission and the Leadership Advisory Panel respectively.

The Group, for their interest, agreed to note the Report.

2. DECISION MAKING IN LOCAL GOVERNMENT

There was submitted Report by the Convention of Scottish Local Authorities which referred to the establishment of a cross-party Member/Officer Task Group to develop advice to member Councils on political leadership structures, including alternatives to the committee system. The Task Group built on the work which had been commissioned by the Local Government Association and included advice on issues such as allowances. The Task Group also considered issues of party whipping and the scope for the further development and improvement of the existing Committee system.

The Report included checklists for Councils in relation to (a) a political executive and (b) the streamlining and improvement of the existing committee system.

Following discussion, the Group agreed that as its basic premiss of review, the Group were not minded at this stage, to move towards an "executive model" but that within the context of the McIntosh recommendations it would be appropriate to undertake a streamlining of the existing Committee system.

The Group also agreed that, in light of the above:-

- (i) the Chief Executive and Director of Law and Administration bring forward to the Group in due course, examples of alternative Committee structures within Scottish local authorities;
- (ii) the Chief Executive, in consultation with the Director of Law and Administration, submit to a future meeting of the Group, a draft protocol in relation to the provision of information to elected members;
- (iii) the Chief Executive carry out a mapping exercise of how Council policy was currently developed as suggested on Page 15 of the COSLA guide;
- (iv) discussion take place at a future meeting regarding the most appropriate means by which policy issues could be monitored and reviewed;
- (v) the Chief Executive give initial consideration to the preparation of a questionnaire for issue to the public, seeking views on how the Council does its business;
- (vi) information be gathered relating to the numbers/spread of ethnic minority residents in Angus and the type of information they would require;
- (vii) the Director of Law and Administration, in consultation with other appropriate Chief Officers, consider whether any changes would be appropriate to the Council's Scheme of Delegation;
- (viii) the Director of Law and Administration consider the format of Council/ Committee agendas;
- (ix) consideration be given to a protocol on the use of the party whip;
- (x) the Chief Executive, in consultation with the Director of Law and Administration, identify areas for future elected member training, including consideration of areas where training should be mandatory; and
- (xi) consideration be given to the production of job description(s) for elected members.

3. QUESTIONNAIRE FROM THE LEADERSHIP ADVISORY PANEL

There was submitted paper by the Chief Executive appending a copy of a questionnaire from the Leadership Advisory Panel, to which an initial response from Angus Council was being sought. The information provided would be used as the basis for further discussion with the Council and not as a definitive statement of the Council's plans at this stage.

The Group agreed that the Chief Executive, in liaison with the Leader of the Administration, prepare a response for onward transmission to the Panel Secretariat.

4. POLITICAL/MANAGEMENT STRUCTURES - QUESTIONS/CHOICES

There was submitted paper by the Director of Law and Administration listing a number of questions for consideration to enable the choices made to inform thinking on the future model of political management for Angus. The paper indicated that when applied to local government, McIntosh had suggested that the principles of accountability, accessibility and equal opportunities related to four main strands of action, these being participation by the citizen, transparency, focus on the customer and the delivery of quality and cost effective services.

The Group agreed to note the questions at this stage and to retain them as a backcloth for discussion and review of future decisions of the Group.

5. DATE OF NEXT MEETING

It was agreed that the next meeting of the Group take place on Tuesday, 1 February 2000 at 10.30 am in the Committee Room, Town and County Hall, Forfar.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, Town and County Hall, Forfar on Tuesday 1 February 2000 at 10.30 am.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, KITTY RITCHIE and PETER MURPHY, SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; and CATHERINE COULL, Director of Law and Administration.

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 17 January 2000 was submitted and noted.

2. THE NEW MANAGEMENT AGENDA

There were submitted excerpts from SOLACE Paper "New Management Agenda" for consideration by the Group and to assist in discussions with regard to the review of political and management structures. The paper detailed what the Scottish branch of the Society of Local Authority Chief Executives had drawn up in relation to the role and purpose of local government; elected members and political management, and its relationships to citizens, customers and quality.

The Group, in noting the paper, recognised that the issue of monitoring/scrutiny and review would need to be addressed and that future discussions would aim to ensure that a framework was put in place to allow this important area of work to be developed.

3. POLICY FORMULATION: CURRENT PROCESS

With reference to Article 2(iii) of the minute of previous meeting, there was submitted paper by the Chief Executive outlining the current process of policy formulation within the Council. This process was being undertaken at both corporate and departmental level, with corporate policy formulation currently taking place against a backcloth of the Council's seven Key Themes and the Corporate Strategy document:

The paper identified the 3 routes for corporate policy formulation as being:-

- (i) member/officer groups recommending policy to the Policy and Resources Committee/Angus Council;
- (ii) inter-agency groups of officers formulating policy papers for submission to their organisations. In Angus Council's cases, submission normally being to the Policy and Resources Committee; and
- (iii) the Chief Executive and/or members of the Management Team preparing a policy paper for consideration by the Policy and Resources Committee.

Departmental policy formulation was led by the Chief Officer or the Chief Officer/Convener interface against a backcloth of government priorities/legislation/regulations/circulars, the corporate strategy of the Council and individual professional judgements.

The paper concluded that there appeared to be little collective elected member involvement in policy formulation or in the evaluation of delivery of policies and that where there was elected member involvement, it tended to be by a few members.

The Chief Executive indicated that an important strand in the process of policy formulation would be the forthcoming Policy Strategy Seminar scheduled to take place on Friday 11 February 2000. It was hoped that following the seminar, a report would be submitted to the Policy and Resources Committee that would bring together the views of elected members, to feed into the process of policy formulation.

The Group agreed to note the paper.

4. COMMITTEE SYSTEM - PRELIMINARY ISSUES

With reference to Article 2 of the minute of previous meeting, there was submitted paper by the Director of Law and Administration setting out for preliminary consideration, the Council's functions, how these were carried out and an extract from a document listing a number of perceived strengths and weaknesses of the Committee system.

Following discussion, the Group agreed that the undernoted best reflected the role of Angus Council, as a local authority:

- (i) to provide community leadership, community planning (promotion of economic, social and environmental well-being);
- (ii) to set the Council's strategy and direction;
- (iii) to develop, monitor and review policy;
- (iv) to determine resources necessary - set budgets, staffing levels, monitor and review;
- (v) to deliver services;
- (vi) to consult and respond to public/service users/stakeholders;
- (vii) to cope with cross-cutting issues - crossing both service and organisational boundaries;
- (viii) to licence/regulate/grant applications;
- (ix) to implement and develop performance management/best value;
- (x) to be representative of the respective wards and constituents.

The Group further agreed that:-

- (a) they wished the Council structure to be based on the principle of the inclusion of all elected members, particularly in setting strategy and direction;
- (b) the Chief Executive bring forward examples of alternative committee structures and areas of good practice within Scottish Local Authorities;
- (c) the Chief Executive, in consultation with the Director of Law and Administration, progress the issue of future elected member training;
- (c) the Director of Law and Administration give consideration to incorporating within Standing Orders, reference to the mandatory nature of particular elected member training with specific reference to quasi judicial issues and against the background of the Human Rights Act; and
- (d) the Chief Executive, in consultation with the Director of Law and Administration, prepare a paper for submission to the Group on how the perceived weaknesses of the committee system could be addressed, considering in particular:-
 - members' involvement in policy development
 - members' involvement in Best Value
 - provision for Committees to monitor and review policy and performance
 - appropriate levels of delegation
 - submission of Reports to more than one Committee
 - balance of public/exempt Reports
 - the management of agendas.

5. COUNCILLOR DEVELOPMENT

(a) Councillor Development Charter

There was submitted letter from the Local Government Information Unit (LGIU) giving details of the launch of its Councillor Development Charter which was designed to raise awareness of councillor development.

The Group agreed to support the Development Charter (**Appendix 1 to the Minute**).

(b) Continuing Personal Development (CPD) for Elected Members

There was submitted paper by the Leader of the Administration giving details on how elected members could undertake continuing personal development. The paper detailed the role of an elected member and of the Committee Convener and gave background information on the performance review process.

The Group having noted the paper, agreed that the Chief Executive bring forward to the Group a draft "job description" for elected members.

6. DATE OF NEXT MEETING

It was agreed that the next meeting of the Group take place on Tuesday 22 February 2000 at 2.00 pm in the Committee Room, Town and County Hall, Forfar.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, Town and County Hall, Forfar on Tuesday 22 February 2000 at 2.00 pm.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, KITTY RITCHIE and PETER MURPHY, SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; and CATHERINE COULL, Director of Law and Administration.

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 1 February 2000 was submitted and noted.

2. ABERDEEN CITY COUNCIL PAPERS

There were submitted:

- (a) Report by the Chief Executive of Aberdeen City Council setting out in detail the main achievements of the Council from April 1996 to April 1999; and
- (b) Report by the Chief Executive of Aberdeen City Council detailing proposals for the implementation of a new committee structure.

The Group agreed to note the Reports and that copies of the Report by Falkirk Council on a revised committee structure be circulated.

3. COUNCIL STRUCTURE – INITIAL THOUGHTS

There was submitted paper by the Director of Law and Administration setting out some initial thoughts on a possible committee structure, which was intended to stimulate discussion.

Following discussion, the Group agreed that the Chief Executive in consultation with the Director of Law and Administration and the Director of Finance prepare a range of options for a revised committee structure for Angus Council.

4. DATE OF NEXT MEETING

It was agreed that the next meeting of the Group take place on Tuesday 7 March 2000 at 2.00 pm in the Committee Room, Town and County Hall, Forfar.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, Town and County Hall, Forfar on Tuesday 7 March 2000 at 2.00 pm.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, KITTY RITCHIE and PETER MURPHY, SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; and CATHERINE COULL, Director of Law and Administration.

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 22 February 2000 was submitted and noted.

With reference to Article 2 of the minute of previous meeting, the Group agreed to note the Report by Falkirk Council on a revised Committee structure, which had been circulated following the last meeting.

2. OPTIONS TO STREAMLINE THE COMMITTEE STRUCTURE

With reference to Article 3 of the minute of previous meeting, there was submitted Joint Report by the Chief Executive, the Director of Finance and the Director of Law and Administration outlining, for consideration, six options for a revised Committee structure. The Report highlighted the principle that there need be no direct correlation between the Committee structure and the Management structure. In addition, given that the Kerley Committee were currently examining the matter of remuneration of Councillors, any final decision on recommending a preferred option to the Council, it was suggested, should await the outcome of the Kerley deliberations.

Following consideration of the options outlined in the Report, the Group agreed:-

- (i) to delete option 5, to retain option 3, to merge options 1 with 2 and options 4 with 6;
- (ii) that the Chief Executive, in consultation with the Director of Law and Administration and the Director of Finance further progress the above options by addressing the issues of responsibilities and reporting lines;
- (iii) that any final decision on a preferred Committee structure await the outcome of the Kerley Committee findings; and
- (iv) to re-visit at an early date the issues in relation to elected member training and the management of agendas.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, 7 The Cross, Forfar on Thursday, 4 May 2000 at 1.00 pm.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, and PETER MURPHY, SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; and CATHERINE COULL, Director of Law and Administration.

Apology An apology for absence was intimated on behalf of Councillor KITTY RITCHIE.

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 7 March 2000 was submitted and noted.

2. LEADERSHIP ADVISORY PANEL

There was submitted letter from Alastair MacNish, Chair of the Scottish Executive Leadership Advisory Panel, outlining the next stages in the review of local authority committee structures which he envisaged would include a presentation from each Council outlining the changes they were proposing, which he hoped would be concluded by all Councils by 30 September 2000. Appended to the letter was a short questionnaire on the self review process which was to be completed and returned to the Scottish Executive.

The Group agreed that it be remitted to the Chief Executive, in consultation with Councillor Rob Murray to complete the questionnaire and forward it to the Scottish Executive.

3. OPTIONS TO STREAMLINE THE COMMITTEE STRUCTURE

With reference to Article 2 of the minute of previous meeting, there was submitted joint paper by the Chief Executive, the Director of Finance and the Director of Law and Administration providing further options to enable a more streamlined committee system to be put in place, which it was hoped would help to strengthen local governance and accountability arrangements. The Report indicated that the objectives of the new committee system would be to ensure that:

- (i) councillors were able to devote more time to their representational work with the local community;
- (ii) proper standards in relation to the governance of the Council business and stewardship of public money continued to be recognised in the new modernised framework for conducting Council business; and
- (iii) there was joined up government in relation to the administration of services delivered by the Council, in recognition that the delivery of corporate objectives needed to be underpinned by an effective democratic system.

Attached to the Report were four options for the Group's consideration, against the background of the principles set out in the McIntosh Report.

The Report concluded that, as indicated in the previous paper on Committee structures, there need be no direct correlation between the Committee structure and the Management structure, and that even after the Member/Officer Group had identified a preferred option, a final decision as to whether to recommend that to the Council should await the outcome of the Kerley Committee's deliberations.

In addition, a paper by Councillor Alastair Gray was circulated which set out a possible Committee structure.

Following consideration of all the options, both circulated and tabled, the Group agreed:-

- (i) to note the options detailed in the joint paper;
- (ii) to note the paper as circulated by Councillor Gray;
- (iii) to await the outcome of the recommendations from the Kerley Committee prior to any recommendation being made to the Council, in relation to a revised Committee structure;
- (iv) to circulate copies of Councillor Gray's paper on Committee structures to Chief Officers and Elected Members; and
- (v) to invite suggestions for alternative options for a Committee structure, from Elected Members and Chief Officers.

4. FORMAT OF COMMITTEE AGENDAS

With reference to Article 4 (d) of the minute of meeting of 1 February 2000, there was submitted paper by the Director of Law and Administration in relation in the management of agendas. The report outlined a number of suggestions as to how Reports for noting could be dealt with, along with Members Declarations of Interest, exempt items and the "duplication" of Reports.

The Group agreed to approve the undernoted suggestions in relation to the management of agendas, and that they should form part of the final submission of the Group, for recommendation to the Council.

- (i) all "for noting" Reports be grouped at the beginning of the Committee agenda with a covering comment to the effect that "the following items were submitted for noting only"; and
- (ii) a standing item, for Members Declarations of Interest should appear as the first item on all agendas;

5. CONSULTATION WITH THE PUBLIC

The Chief Executive indicated that an integral part of the self review process would be undertaking consultation, not only with Members and Officers of the Council but with the Council's Community Planning Partners and other key groups in the business/voluntary/community sectors. Reference was made to the aims of the review of political and management structures, as contained in the Leadership Advisory Panel questionnaire, namely:-

- (i) to ensure that the decision making process of the Council was modern, efficient, open, inclusive and publicly accountable;
- (ii) to ensure proper scrutiny of the political, financial and professional management of the Council that would allow Members adequate time to work productively in other ways within the Community;
- (iii) to promote the importance of the scrutiny role and provide job satisfaction and involvement for non-executive Members;
- (iv) to make the office of Councillor more attractive; and
- (v) to promote greater public awareness and interest in the work of the Council.

Following consideration, the Group agreed:-

- (i) that the Chief Executive write to Community Councils, Community Planning Partners, and other interested bodies seeking comments on the intention to change the Council's Committee Structure and on the above aims; and
- (ii) that the final option for a committee structure be the subject of appropriate consultation, prior to Council consideration.

6. DATE OF NEXT MEETING

The Group agreed to defer the date of the next meeting until the outcome of the Kerley Committee's recommendations were available.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Top Floor Meeting Room, 7 The Cross, Forfar on Tuesday 19 September 2000 at 10.00 am.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY, KITTY RITCHIE and PETER MURPHY, SANDY WATSON, Chief Executive; DAVID SAWERS, Director of Finance; and CATHERINE COULL, Director of Law and Administration.

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 4 May 2000 was submitted and noted.

2. LEADERSHIP ADVISORY PANEL: PRESENTATION

With reference to Article 2 of the minute of previous meeting, the Chief Executive indicated that all Councils were required to make a presentation to Alastair MacNish, Chair of the Scottish Executive Leadership Advisory Panel, outlining the changes they were proposing and that a tentative date of either 30/31 October 2000 had been proposed for Angus Council to make their presentation.

The Group agreed that it be remitted to the Chief Executive, in consultation with Councillor Murray, to prepare the content of the presentation and that the matter be discussed at the next meeting of the Group.

3. OPTIONS TO STREAMLINE THE COMMITTEE STRUCTURE

With reference to Article 3 of the minute of previous meeting, there were submitted:

- (i) joint paper by the Chief Executive, the Director of Finance and the Director of Law and Administration which set out a number of options in relation to a more streamlined committee system;
- (ii) paper by Councillor Gray which set out a possible committee structure; and
- (iii) submissions by the Directors of Education, Housing, Planning and Transport and Property Services, with further options for consideration.

The Report invited the Member Officer Group to recommend either a preferred option, or a short-list of options, for consideration by the Council.

Following discussion, and some minor amendments made to option 2(b) (i.e. include Housing in Infrastructure Services Committee) and to the proposed structure by Councillor Gray, the Group agreed that a Report be submitted to the next meeting of Angus Council, with the following short-list of options for consideration;

- Option 1;
- Option 2(a);
- Option 2(b); and
- Councillor Gray's proposals.

4. CONSULTATION WITH THE PUBLIC

The Group agreed that, the most appropriate form of public consultation would be to include questions in the survey to be undertaken with the Citizens Panel, seeking their views on the Councils' aims in streamlining the committee structure.

5. THE REPORT OF THE RENEWING LOCAL DEMOCRACY WORKING GROUP (THE KERLEY REPORT)

With reference to Article 6 of the minute of previous meeting, there were submitted:

- (i) executive summary of the Kerley Report;
- (ii) letter from Trish Godman, Convener, Local Government Committee, The Scottish Parliament, requesting Angus Council's views on the recommendations of the Kerley Report; and
- (iii) draft response to the recommendations of the Kerley Report.

The Group agreed:

- (i) to note the executive summary; and
- (ii) to approve the draft response, subject to reference being included at question 3 to the Citizens Panel, and, in relation to questions 11(a), (b) and (c), to await the outcome of discussions at the Policy and Resources Committee meeting on 24 October 2000.

6. BEST VALUE SERVICE REVIEW - COMMITTEE AND ELECTION SERVICES

The Director of Law and Administration advised the Group that a Best Value Service Review of Committee and Election Services was underway with Andy Greenhill, Director of Information Technology as Chair of the Group. In the course of the review, it was hoped that the Member/Officer Group would be used as a "sounding-board" on a range of issues emanating from the review.

The Group agreed to note the position.

7. DATE OF NEXT MEETING

It was agreed that the next meeting of the Group take place on Monday 2 October 2000 at 11.00 am.

ANGUS COUNCIL

MINUTE of MEETING of the **POLITICAL AND MANAGEMENT STRUCTURES MEMBER/OFFICER GROUP** held in the Committee Room, Town and County Hall, Forfar on Monday 2 October 2000 at 11.00 am.

Present: Councillors ROB MURRAY, BILL MIDDLETON, BILL CROWE, ALISTAIR GRAY; SANDY WATSON, Chief Executive, DAVID SAWERS, Director of Finance and CATHERINE COULL, Director of Law and Administration.

Apologies: Apologies for absence were intimated on behalf of KITTY RITCHIE and PETER MURPHY

Councillor MURRAY in the Chair.

1. MINUTE OF PREVIOUS MEETING

The minute of meeting of this Group of 19 September 2000 was submitted and noted.

2. LEADERSHIP ADVISORY PANEL: PRESENTATION

With reference to Article 2 of the minute of previous meeting, the Chief Executive circulated copies of the draft presentation to Alastair MacNish, Chair of the Scottish Executive Leadership Advisory Panel.

Following discussion, the Group agreed:-

- (i) to approve the contents of the presentation subject to some minor amendments; and
- (ii) that the Director of Law and Administration prepare a summary of the issues identified by the Group to date, which had yet to be addressed.

3. DATE OF NEXT MEETING

The Group agreed that the next meeting of the Group take place on Monday 30 October 2000 at 10.30 am.