

# **SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE**

**9 JUNE 2016**

## **ADMINISTRATIVE ARRANGEMENTS 2016/17**

Report from: Philippa Davies, Clerk to the Committee

### **Summary**

This report sets out administrative arrangements for the 2016/17 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.

### **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 with the running of the Joint Committee.
- 2.2 The following Members have been appointed to the Committee by the respective partner authorities:

#### **Gravesham**

Councillor John Cubitt  
Councillor Robin Theobald (substitute)

#### **Medway**

Councillor Chitty  
Councillor Carr (substitute)

#### **Swale**

Councillor Gerry Lewin  
Councillor Bryan Mulhern (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 In order to provide some certainty for members and officers, the following provisional timetable for the coming municipal year was agreed at the March 2016 meeting of the Committee:

- Thursday 9 June 2016 (AGM)
- Thursday 22 September 2016
- Thursday 8 December 2016
- Thursday 16 March 2017.

3.3. All meetings will commence at 10am and will be held at Gravesham Borough Council's offices at the Civic Centre, Windmill Street, Gravesend, Kent DA12 1AU.

#### **4 Proper Officers**

4.1 At the Annual General Meeting in 2008, 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 (**all to be confirmed**):

Monitoring Officer - ????

Deputy Monitoring Officer -

S151 Officer -

Deputy S151 Officer –

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

#### **5. Financial 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 Building 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 2016/17 municipal year (as set out in paragraph 3.2)
- b) Note the appointment of the officers listed in paragraph 4.2 as Monitoring and Deputy Monitoring Officers, and as S151 Officers and;
- c) Agree to select Gravesham Borough Council to provide a secretary to the joint committee for the 2016/17 municipal year.

**Background Papers:** None

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