

A meeting of the Inverclyde Council will be held on Thursday 19 May 2022 at 4pm at the Greenock Town Hall.

The Returning Officer will chair the meeting until completion of Agenda Item 3.

IAIN STRACHAN
Head of Legal & Democratic Services

BUSINESS

Prior to the commencement of business, an opening prayer will be offered.

1.	Note Election of Councillors	
2.	Take the sederunt, note apologies, note declarations of interests and note which Councillors have executed the Declaration of Acceptance of Office	
3.	Election of the Provost and Depute Provost of the Council Report by Head of Legal & Democratic Services	
4.	Appointment of Leader, Depute Leader and Leader of the Largest Non-Administration Group Report by Head of Legal & Democratic Services	
5.	Appointments to Committees, Sub-Committees and Boards, Appointment of Conveners and Vice-Conveners, Appointments to Licensing Board and Appointment of Member Champions Report by Head of Legal & Democratic Services	
6.	Appointments to Outside Bodies – Joint Boards, Joint Committees, Public Bodies and other Public Organisations Report by Head of Legal & Democratic Services	
7.	Appointments to Outside Bodies – Council Companies, Local Organisations and Other External Organisations in which the Council has an Interest Report by Head of Legal & Democratic Services	
8.	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings for June 2022 Report by Head of Legal & Democratic Services	
9.	Councillors' Remuneration Report by Head of Legal & Democratic Services	

The reports are available publicly on the Council's website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council.

The agenda for the meeting of the Inverclyde Council will be available publicly on the Council's website.

Members of the public are welcome to attend the meeting and view the proceedings in person.

Enquiries to – **Colin MacDonald** – Tel 01475 712113

THE INVERCLYDE COUNCIL

LIST OF COUNCILLORS ELECTED ON 5 MAY 2022

Ward 1 (Inverclyde East)

Christopher Curley
Stephen McCabe
David Wilson

Ward 2 (Inverclyde East Central)

Kirsty Law
Drew McKenzie
Robert Moran

Ward 3 (Inverclyde Central)

Pam Armstrong
Colin Jackson
Michael McCormick

Ward 4 (Inverclyde North)

Francesca Brennan
Graeme Brooks
Jim Clocherty
Elizabeth Robertson

Ward 5 (Inverclyde West)

Martin McCluskey
Lynne Quinn
Sandra Reynolds

Ward 6 (Inverclyde South West)

Paul Cassidy
James Daisley
Innes Nelson

Ward 7 (Inverclyde South)

John Crowther
Natasha McGuire
Tommy McVey

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/040/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Election of the Provost and Depute Provost of the Council		

1.0 PURPOSE

- 1.1 This report requests the Council to elect the Provost and Depute Provost for Inverclyde Council and calls for nominations for these posts.

2.0 SUMMARY

- 2.1 The Local Government etc. (Scotland) Act 1994 requires Councils to elect a Convener under the first item of business at its first meeting held after an ordinary election of Councillors. The Council can decide the title by which the Convener will be known and the term of office to be served, with the title Provost having traditionally been used in Inverclyde Council. In line with tradition, in this report the terms "Provost" and "Depute Provost" will be used, rather than "Convenor" or "Depute Convenor", as the case may be.
- 2.2 The Council also has the option to appoint a Depute Provost to preside at Council when the Provost is unable to do so. The role of the Depute Provost can also be extended to include deputising for the Provost in a civic capacity.

3.0 RECOMMENDATIONS

- 3.1 That the Council agrees to elect a Provost, using that title, and also agrees the term of office to be served; and
- 3.2 That the Council agrees to elect a Depute Provost, using that title, determines the extent of the role and the term of office to be served.

Iain Strachan
Head of Legal & Democratic Services

4.0 CONSIDERATIONS

Provost

- 4.1 Section 4 of the Local Government etc. (Scotland) Act 1994 requires that that election of a Convener should be the first business transacted at the first meeting of the Council held after an ordinary election of Councillors. This meeting must be held within 21 days of the election.
- 4.2 In addition, Section 4 of the Act clarifies that it is for the Council to determine the duration of the term of office of the Convener. Inverclyde Council has traditionally deemed the term of office to be the full term of the Council, which is currently 5 years.
- 4.3 The legislation further provides that the Council can decide the title by which the Convener will be known. Inverclyde Council has traditionally agreed that the Convener is to be known as the Provost. In line with tradition, in this report, the term “Provost” and “Depute Provost” will be used, rather than “Convenor” or “Depute Convenor”, as the case may be. Elected Members have been provided with further information on the role of the Provost in the Members’ Handbook.
- 4.4 Statute also enables the Council to determine the process for removal of the Provost. This is set out in the Standing Orders.

Depute Provost

- 4.5 The Local Government etc. (Scotland) Act 1994 also gives the Council the option to appoint a Depute Provost, to decide the title by which the Depute Provost will be known and the term of office. It is also for the Council to determine the extent of the role to be undertaken by the Depute Provost.
- 4.6 The title “Depute Convenor” (i.e. the statutory term) would be appropriate if the role of this office is restricted to presiding at Council in the absence of the absence of the Provost. If the role is extended to include deputising for the Provost on civic occasions, the appropriate title would be Depute Provost. During the previous term of Inverclyde Council there were two Depute Provosts elected. As above, Elected Members have been provided with further information on the role of the Depute Provost in the Members’ Handbook.

5.0 IMPLICATIONS

Finance

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

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 5.2 The legal considerations are contained within this report.

Human Resources

- 5.3 There are no HR implications arising as a result of this report.

Equalities

- 5.4 Equalities

Has an Equality Impact Assessment been carried out?

<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

- 5.5 If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

<input type="checkbox"/>	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
<input checked="" type="checkbox"/>	NO – This report does not propose any major strategic decision.

Data Protection

- 5.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

<input type="checkbox"/>	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
<input checked="" type="checkbox"/>	NO – This report does not involve any such data processing that would necessitate a DPIA.

Repopulation

- 5.7 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 None

7.0 LIST OF BACK GROUND PAPERS

- 7.1 None.

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/041/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Appointment of Leader, Depute Leader and Leader of the Largest Non-Administration Group		

1.0 PURPOSE

- 1.1 This report requests the Council to appoint the Leader and Depute Leader of the Council and the Leader of the Largest Non-Administration Group.

2.0 RECOMMENDATIONS

- 2.1 That the Council agrees to appoint the Leader and Depute Leader of the Council and the Leader of the Largest Non-Administration Group.

Iain Strachan
Head of Legal & Democratic Services

3.0 CONSIDERATIONS

- 3.1 In a local government election year, the Council elects a Leader and Depute Leader of the Council at its first statutory meeting, within 21 calendar days from the date of the election. This is in accordance with the Council's Standing Orders.
- 3.2 Councillors are invited to make nominations for the appointments of the Leader and Depute Leader of Inverclyde Council. Elected Members have been provided with more information on the role of the Leader in the Members' Handbook.
- 3.3 Council are also invited to make nominations for the Leader of the Largest Non-Administration Group, this being the title agreed by Inverclyde Council on 3 December 2020 for the leader of the minority groups, which member would be the leader chosen by the largest of the non-administration groups as its leader.

4.0 IMPLICATIONS

Finance

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

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 4.2 The legal considerations are contained within this report.

Human Resources

- 4.3 There are no HR implications arising as a result of this report.

Equalities

- 4.4 Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

4.5 Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – This report does not affect or propose any major strategic decision.

Data Protection

4.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – This report does not involve any such data processing that might necessitate a DPIA.

Repopulation

4.7 There are no repopulation implications arising from this report.

5.0 CONSULTATIONS

5.1 None.

6.0 LIST OF BACK GROUND PAPERS

6.1 None.

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/042/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Appointments to Committees, Sub-Committees and Boards, Appointments of Conveners and Vice-Conveners, Appointments to Licensing Board and Appointment of Member Champions		

1.0 PURPOSE

- 1.1 This report requests the Council to appoint Members to Committees, Sub Committees and Boards together with Conveners and Vice-Conveners and to appoint Members to the Inverclyde Licensing Board. The Council is also requested to appoint Member Champions.

2.0 SUMMARY

- 2.1 The Council currently operates a political decision-making structure based around thematic committees. In order for the Council to become established quickly following the recent local government elections, it is recommended that the existing committee arrangements are continued, at least until the Summer recess, and that members are appointed to that structure. In accordance with the Council's Standing Orders and Scheme of Administration, such appointments should reflect, as far as practicable, the balance of political representation on the Council. Appendices 1 to 3 to this report sets out the political representation on the Council and the practical effect of the numerical entitlement, which will be updated verbally at the meeting if there are any changes proposed as a result of any political discussions.
- 2.2 The Council's key governance documents, including the Standing Orders and Scheme of Administration, were last reviewed and adopted by the Council on 17 February 2022. It is, however, recommended that Council receives a report at its June meeting with officer recommendations on proposals to improve the efficiency and effectiveness of the Council's decision-making arrangements and reflect the various decisions taken at this meeting of the Council.

3.0 RECOMMENDATIONS

- 3.1 That the Council notes the adoption on 17 February 2022 of those key governance documents referred to at paragraph 4.2 of this report, and approves the continued adoption of the thematic committee structure that was in place prior to the local government elections, but subject to the Head of Legal & Democratic Services bringing forward a report to the next meeting of the Council to suggest any proposed alterations that might be made to the said governance documents and structure to improve the efficiency and effectiveness of the Council's decision-making arrangements and taking into account the decisions taken in respect of other reports on the agenda for this meeting.
- 3.2 That the Council appoints Members to its Committees, Sub-Committees and Boards together with Conveners and Vice-Conveners, the positions in question being as shown outlined in Appendix 4 to this report.

- 3.3 That the Council appoints the various Member Champions, the positions in question being as detailed in paragraph 5.7 of this report, noting that officers will undertake a review of the current arrangements, with any proposed changes being the subject of a future report to the Council.
- 3.4 That the Council agrees to continue the use of the Strategic Leadership Forum and Members Budget Working Group, with the membership of those being as set out in paragraph 5.8 of this report, noting that officers will undertake a review of the current arrangements, with any proposed changes being the subject of a future report to the Council.
- 3.5 That the Council appoints 8 Members to the Inverclyde Licensing Board, noting the requirements at paragraphs 5.9 to 5.12 of this report.
- 3.6 That the Council notes that those members of the Education & Communities Committee that are not Elected Members will continue to be appointed by that Committee, as referred to in paragraph 5.13 of this report.
- 3.7 That the Council notes that those members of the Education Appeals Committee that are not Elected Members will continue to be appointed by Education & Communities Committee, as referred to in paragraph 5.14 of this report.
- 3.8 That the Council appoints all Members, other than those Members appointed to the Education & Communities Committee, to a panel from which attendance at the Education Appeals Committee will be drawn as referred to in paragraph 5.15 of this report.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND AND CONSIDERATIONS

- 4.1 The Council's powers all lie with the full Council and without arrangements to delegate those powers, all decisions would have to be taken at full Council meetings. To enable more efficient decision making to occur, legislation empowers the Council to arrange for the discharge of its functions by delegation to Committee, Sub-Committees and officers.
- 4.2 The Council has certain key governance documents that regulate the manner in which it operates, in order for it to meet its legal duties and operate in an efficient and effective manner. These are the Standing Orders and Scheme of Administration, the Scheme of Delegation (Officers), the Standing Orders relating to Contracts and the Financial Regulations. These documents were most recently reviewed and adopted by Inverclyde Council on 17 February 2022, and as such no changes are proposed at this time.
- 4.3 The Council currently operates a political decision-making structure based around thematic committees. In order for the Council to become established quickly following the recent local government elections, it is recommended that the existing committee arrangements are continued, at least until the Summer recess, and that members are appointed to that structure.
- 4.4 Standing Order 54 of the Council's Standing Orders and Scheme of Administration requires the Council to ensure, as far as practicable, that in making appointments to Committees, Sub-Committees and outside bodies (but only where more than two representatives of the Council to an outside body are required) the balance of political representation on the Council is reflected.

5.0 MEMBER APPOINTMENTS

- 5.1 Following the local government elections on 5 May 2022, the political balance of the Council is as follows:-

Labour	9 Members
SNP	8 Members
Scottish Conservative and Unionist	2 Members
Independent Internal Coalition	3 Members
- 5.2 Appendices 1 to 3 set out the political representation on the Council and the practical effect of the numerical entitlement, together with a suggested representation in terms of the above-mentioned Standing Order 54 and appointment to the Council's main thematic Committees and other Boards that also have 11 members.
- 5.3 By way of explanation, those members who were not elected as a representative for a particular political party have been treated as a distinct partnership, with their collective numerical entitlement being calculated accordingly. This is based upon officer discussion with those said elected members and the expectation that a formalised coalition arrangement is entered into between them, and is also consistent with arrangements during the previous term of the Council. The Appendices will be updated verbally at the meeting if there are any changes proposed as a result of any political discussions. Appendices 2 and 3 set out the same information in respect of the Council's other Committees, Sub-Committees and Boards.
- 5.4 It is also to be noted that groups are not obliged to take up the full allocation they might otherwise be entitled to. Members will also want to consider which appointments they might be better suited to, including by considering the nature of the role and the number of potential meetings.
- 5.5 The Council is free to alter its decision-making structure at any time. It is, however, recommended that Council receives a report at its June meeting with officer recommendations on proposed alterations that might be made to the said governance documents and structure

to improve the efficiency and effectiveness of the Council's decision-making arrangements and reflect the various decisions taken at this meeting of the Council.

- 5.6 Pending such a report being brought forward, the Council is recommended to appoint Members to its Committees, Sub-Committees and Boards together with Conveners and Vice-Conveners, the positions in question being as shown outlined in Appendix 4 to this report. The remits of the Committees, Sub-Committees and Boards are outlined in the Standing Orders and Scheme of Administration. More detail on the role of Conveners is given in the Members' Handbook.
- 5.7 The Council has traditionally appointed a number of Member Champions, on a cross-party basis for agreed, key policy areas with approved remits for the roles. The main purpose of the role of Champion is to be the Council's ambassador for the identified policy area. The Champion roles and remits were last reviewed by Council on 26 September 2019. The Council is recommended to appoint the various Member Champions, the positions in question being as undernoted, but noting that officers will undertake a review of the current arrangements, with any proposed changes being the subject of a future report to the Council:
- Older People's Champions:
 - Community Council Champion:
 - Young People's Champion:
 - Carers' Champion:
 - Armed Forces' Champion:
 - Healthy Lifestyles Champion:
 - Welfare and Financial Inclusion Champion:
 - Sports Champion:
 - Women's Champion
- 5.8 The Council has a number of established informal working groups involving Members. These include the Strategic Leadership Forum (SLF) and the Members Budget Working Group (MBWG). The SLF is a forum for the Chief Executive and senior officers to share matters of particular importance or sensitivity with the leaders of those political groups represented on the Council, together with the Depute Leader, including to seek their input on such matters. During the term of the previous Council those Members not representing a particular political party also had the ability to nominate a representative to be part of the SLF. The MBWG is a forum for cross-party scrutiny, consideration and development of the Council's budget proposals. It is recommended that the Council agrees to the continued establishment of both the SLF and the MBWG, both groups comprising (i) the leaders of those political groups represented on the Council, (ii) the Depute Leader of the Council and (iii) a representative of those Members not representing a particular political party, but again noting that officers will undertake a review of the current arrangements, with any proposed changes being the subject of a future report to the Council.
- 5.9 Inverclyde Licensing Board is a separate legal entity from the Council. Under the Licensing (Scotland) Act 2005 (the 2005 Act), Section 5 and Schedule 1, licensing boards are appointed by the local authority to deal with the administration of liquor licensing. There is a single licensing board for the entire Inverclyde local authority area. The Inverclyde Licensing Board is not a Board of the Local authority, but is a *quasi judicial* body that acts independently. The next meeting of the Inverclyde Licensing Board is due to take place on 23 June 2022 when the Chair and Vice-Chair of the Inverclyde Licensing board will be appointed.
- 5.10 Statutory disqualifications from membership of the Board are:-
- A Premises Licence Holder;
 - An employee of a Premises Licence Holder and who works as such in the licensed premises;
 - A person whether alone or in partnership with another person engaged in the business

of producing or selling alcohol;

- A director or other officer of the company so engaged; and
- An employee of any person so engaged and who works as such in that business.

- 5.11 Where the above does not apply and Board members are appointed there may be other instances where members should be excluded from the business of the Board, for example where a member has an interest in an application made to the Board.
- 5.12 It is a requirement of the 2005 Act that a Member of a Licensing Board must not take part in proceedings of the Board until the necessary training has been undertaken and this training must be undertaken within three months of the Board Member's appointment to the Board. The statutory training for Board Members has been arranged for 27 May 2022. The training requirements are prescribed by the Scottish Ministers.
- 5.13 Section 124 of the Local Government (Scotland) Act 1973 (as amended) requires that any Committee appointed by the Council to deal with matters relating to the discharge of the Council's functions as education authority must include amongst its membership, 3 statutory religious representatives. These appointments are dealt with by the Education & Communities Committee, being the Committee that has responsibility for such education matters. The Committee also includes 2 other representatives, being a parent representative and a teacher representative. As reported to the said Committee on 8 March 2022, the elections for those 2 positions are held following the local government elections, this being in terms of separate Schemes of Arrangements which have been approved by the Council, with the results of those elections being reported to the first available meeting of the Committee. It is recommended that the Council notes these arrangements.
- 5.14 The Education Appeals Committee hears appeals against refused placing requests or exclusions from schools. This Committee consists of one Elected Member, who does not sit on the Education & Communities Committee, and who chairs the meeting, and two volunteer lay persons. The Council currently has a pool of 5 such lay persons, being Eleanor Di Murro, Margaret Dyer, Christine Hall, Michelle McKnight and Glen Miller. It is recommended that the Council notes the continued appointment of those current lay persons, with the appointment of any replacements again being dealt with by the Education & Communities Committee.
- 5.15 In line with previous practice, it is recommended that Member representation on the Education Appeals Committee will be drawn from those Members who are not appointed to the Education & Communities Committee. It is recommended that the Council agrees to this approach.

6.0 IMPLICATIONS

Finance

- 6.1 This report has no direct financial implications.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
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N/A					
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Legal

- 6.2 The legal considerations are contained within this report.

Human Resources

- 6.3 There are no HR implications arising as a result of this report.

Equalities

- 6.4 Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

- 6.5 If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

Data Protection

- 6.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – This report does not involve data processing such that would necessitate a DPIA.

Repopulation

- 6.7 There are no repopulation implications arising from this report.

7.0 CONSULTATIONS

- 7.1 None.

8.0 LIST OF BACK GROUND PAPERS

8.1 Standing Orders and Scheme of Administration:

<https://www.inverclyde.gov.uk/assets/attach/14850/Standing-Orders-and-Scheme-of-Administration-March-2022.pdf>

8.2 Scheme of Delegation (Officers):

<https://www.inverclyde.gov.uk/assets/attach/14851/Scheme-of-Delegation-Officers-March-2022.pdf>

8.3 Standing Orders relating to Contracts:

<https://www.inverclyde.gov.uk/assets/attach/14852/Standing-Orders-Relating-to-Contracts-March-2022.pdf>

8.4 Financial Regulations:

<https://www.inverclyde.gov.uk/assets/attach/14856/Financial-Regulations-March-2022.pdf>

POLITICAL BALANCE (STANDING COMMITTEES, GENERAL PURPOSES BOARD, PLANNING BOARD and LOCAL POLICE & FIRE SCRUTINY)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION
Scottish Labour Party	9	40.90	4.5	4.5	4 or 5**
Scottish National Party	8	36.36	4	4	4
Internal Independent Coalition	3	13.64	1.5	1.5	1 or 2**
Scottish Conservative & Unionist	2	9.09	1	1	1
	22	100	11	-	11

- * In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
- ** In the absence of agreement between the Scottish Labour Party (Labour) and the Internal Independent Coalition (IIC) on the specific arrangements to effect the solution for the **4.5 Labour** and **1.5 IIC** numerical entitlement, the Council's Standing Orders requirement to seek to achieve a balance of political representation would be met by alternate **4 Labour/2 IIC** and **5 Labour/1 IIC** representation on the 4 thematic committees (Policy & Resources, Environment & Regeneration, Education & Communities and Health & Social Care) and a similar arrangement for the Audit Committee, General Purposes Board, Planning Board and Local Police & Fire Scrutiny.

POLITICAL BALANCE (OTHER COUNCIL COMMITTEES ETC)**5 REPRESENTATIVES (2 - Human Resources Appeals Board and Housing (Landlord Registration) Sub-Committee)**

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.05	2	2
SNP	8	36.36	1.82	2	2
Conservative	2	9.09	0.45	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.68	0.5	0 or 1

6 REPRESENTATIVES (3, P&R Exec Sub-Committee, Grants Sub-Committee and Petitions Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.45	2.5	2 or 3
SNP	8	36.36	2.18	2	2
Conservative	2	9.09	0.55	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.82	1	1

7 REPRESENTATIVES (1, Local Review Body)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.86	3	3
SNP	8	36.36	2.55	2.5	2 or 3
Conservative	2	9.09	0.64	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.95	1	1

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
- ** Where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment.

SUGGESTED MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS

COMMITTEE	NO. MEMBERS ON COMMITTEE	LABOUR	SNP	CONS	INDEPENDENT
Policy & Resources	11	4 or 5*	4	1	1 or 2*
Environment & Regeneration	11	4 or 5*	4	1	1 or 2*
Education & Communities	11	4 or 5*	4	1	1 or 2*
Health & Social Care	11	4 or 5*	4	1	1 or 2*
Audit	11	4 or 5*	4	1	1 or 2*
General Purposes Board	11	4 or 5*	4	1	1 or 2*
Planning Board	11	4 or 5*	4	1	1 or 2*
Local Review Body***	7	3	2 or 3	0 or 1	1
Policy & Resources Executive Sub-Committee***	6	2 or 3	2	0 or 1	1
Human Resources Appeals Board***	5	2	2	0 or 1	0 or 1
Housing (Landlord Registration) Sub-Committee***	5	2	2	0 or 1	0 or 1
Grants Sub-Committee***	6	2 or 3	2	0 or 1	1
Local Police & Fire Scrutiny	11	4 or 5*	4	1	1 or 2*
Inverclyde Licensing Board	8	3 or 4**	3**	0 or 1**	1**
Petitions Committee***	6	2 or 3	2	0 or 1	1

- *In the absence of agreement between the Scottish Labour Party (Labour) and the Scottish National Party (SNP) on the specific arrangements to effect the solution for the **4.5 Labour** and **1.5 IIC** numerical entitlement, the Council's Standing Orders requirement to seek to achieve a balance of political representation would be met by alternate **4 Labour/2 IIC** and **5 Labour/1 IIC** representation on the 4 thematic committees (Policy & Resources, Environment & Regeneration, Education & Communities and Health & Social Care) and a similar arrangement for the Audit Committee, General Purposes Board, Planning Board and Local Police & Fire Scrutiny.

- **The proposed appointments to the Inverclyde Licensing Board are based upon the following numerical entitlements, namely 3.27 (rounded to 3.5) (Labour), 2.9 (rounded to 3) (SNP), 0.73 (rounded to 0.5) (Scottish Conservative & Unionist) and 1.09 (rounded to 1) (IIC). Again, where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment.
- *** Suggested on the basis of the representations calculated in Appendix 2. Again, where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment.

THE INVERCLYDE COUNCIL

MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS
WITH CONVENERS AND VICE-CONVENERS

POLICY & RESOURCES COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Convener: Councillor**Vice-Convener:** Councillor

ENVIRONMENT & REGENERATION COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Convener: Councillor

Vice-Conveners: Councillor	(Environment)
Councillor	(Regeneration)

EDUCATION & COMMUNITIES COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Church Representatives:**Parent Representative:****Teacher Representative:****Convener:** Councillor

Vice-Convener: Councillor	(Education)
Councillor	(Communities)

HEALTH & SOCIAL CARE COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Convener: Councillor**Vice-Convener:** Councillor

AUDIT COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Convener: Councillor
Vice-Convener: Councillor

GENERAL PURPOSES BOARD

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Chair: Councillor
Vice-Chair: Councillor

PLANNING BOARD

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |

Chair: Councillor
Vice-Chair: Councillor

HUMAN RESOURCES APPEALS BOARD

- | | |
|---------------|---------------|
| 1. Councillor | 4. Councillor |
| 2. Councillor | 5. Councillor |
| 3. Councillor | |

Chair: Councillor
Vice-Chair: Councillor

POLICY & RESOURCES EXECUTIVE SUB-COMMITTEE

- | | |
|---------------|---------------|
| 1. Councillor | 4. Councillor |
| 2. Councillor | 5. Councillor |
| 3. Councillor | 6. Councillor |

Convener: Councillor
Vice-Convener: Councillor

HOUSING (LANDLORD REGISTRATION) SUB-COMMITTEE

- | | |
|---------------|---------------|
| 1. Councillor | 4. Councillor |
| 2. Councillor | 5. Councillor |
| 3. Councillor | |

Chair: Councillor

GRANTS SUB-COMMITTEE

- | | |
|---------------|---------------|
| 1. Councillor | 4. Councillor |
| 2. Councillor | 5. Councillor |
| 3. Councillor | 6. Councillor |
- Chair:** Councillor

INVERCLYDE LICENSING BOARD

- | | |
|---------------|---------------|
| 1. Councillor | 5. Councillor |
| 2. Councillor | 6. Councillor |
| 3. Councillor | 7. Councillor |
| 4. Councillor | 8. Councillor |
- Chair:** Councillor
Vice-Chair: Councillor

LOCAL REVIEW BODY

- | | |
|---------------|---------------|
| 1. Councillor | 5. Councillor |
| 2. Councillor | 6. Councillor |
| 3. Councillor | 7. Councillor |
| 4. Councillor | |
- Chair:** Councillor
Vice-Chair: Councillor

LOCAL POLICE AND FIRE SCRUTINY COMMITTEE

- | | |
|---------------|----------------|
| 1. Councillor | 7. Councillor |
| 2. Councillor | 8. Councillor |
| 3. Councillor | 9. Councillor |
| 4. Councillor | 10. Councillor |
| 5. Councillor | 11. Councillor |
| 6. Councillor | |
- Chair:** Councillor
Vice-Chair: Councillor

PETITIONS COMMITTEE

- | | |
|---------------|---------------|
| 1. Councillor | 4. Councillor |
| 2. Councillor | 5. Councillor |
| 3. Councillor | 6. Councillor |
- Convener:** Councillor
Vice-Convener: Councillor

EDUCATION APPEALS COMMITTEE (PLACING REQUESTS AND EXCLUSIONS)

1 Councillor (**not** on Education and Communities Committee) to serve on a rota basis and 2 lay persons.

MEMBER CHAMPIONS

Older People's Champions: Councillor
Community Council Champion: Councillor
Young People's Champion: Councillor
Carers' Champion: Councillor
Armed Forces Champion: Councillor
Healthy Lifestyles Champion: Councillor
Welfare and Financial Inclusion Champion: Councillor
Sports Champion: Councillor
Women's Champion: Councillor

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/043/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Appointments to Outside Bodies – Joint Boards, Joint Committees, Public Bodies and other Public Organisations		

1.0 PURPOSE

- 1.1 This report advises of the requirement to appoint Members to represent the Council on a variety of outside bodies.
- 1.2 This report recommends the appointment of Elected Members to the following joint boards, joint committees, public bodies and other public organisations:
- CoSLA (Convention of Scottish Local Authorities);
 - Clyde & Loch Lomond Plan District Joint Committee;
 - Clyde Valley Learning & Development Joint Committee;
 - Glasgow & Clyde Valley Strategic Development Planning Authority (Clydeplan);
 - Glasgow & Clyde Valley City Deal Cabinet (Joint Committee);
 - Glasgow Airport Consultative Committee;
 - Greater Glasgow & Clyde NHS Board;
 - Inverclyde Alcohol & Drugs Partnership;
 - Inverclyde Alliance Board;
 - Inverclyde Integration Joint Board;
 - Renfrewshire Valuation Joint Board;
 - Scotland Excel Joint Committee;
 - Shared Services Joint Committee;
 - Strathclyde Concessionary Travel Scheme Joint Committee; and
 - Strathclyde Partnership for Transport.

2.0 SUMMARY

- 2.1 The Council is represented on a variety of joint boards, joint committees, public bodies and other public organisations.
- 2.2 At the statutory meeting of the Council, Elected Members are required to make appointments to the various bodies listed at paragraph 1.2, and detailed in Appendix 1. Appendix 1 sets out the number of Elected Members the Council can appoint to each body, and any particular requirements over which Members are eligible for appointment.
- 2.3 No Elected Member is obliged to accept an external appointment. However, if they do then they may find themselves taking on additional legal duties, e.g. as a trustee of a charity or a director of a company, where they will, in essence be obliged to act in the best interests of that organisation. The exact nature of these legal duties will depend upon the nature of the organisation in question and the role they are appointed to. There is also potential for future conflicts of interests between such a role and their role as an Elected Member.
- 2.4 Any Elected Member appointed is requested to undertake the Member training that has been arranged on the appointment to outside bodies, and the associated legal duties of directors and trustees.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council appoints Elected Members to the bodies specified in the appendix.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND AND CONSIDERATIONS

- 4.1 The Council has traditionally appointed Elected Members to serve on a variety of trusts, limited companies, joint boards, joint committees and other outside bodies. These appointments are normally decided at the first meeting following the Council elections, or as vacancies arise during the term of the Council.
- 4.2 Appointments are sought for those organisations listed in paragraph 1.2 and Appendix 1 to this report. Appendix 1 contains details of the number of appointments sought for each organisation, and details of any specific requirements that apply. Elected Members have separately been provided with more detail about those organisations, to ensure they understand its nature and what the appointment would involve.
- 4.3 Standing Order 54 of the Council's Standing Orders and Scheme of Administration provides that the Council shall ensure that in making appointments to outside bodies it shall ensure such appointments reflect, as far as practicable, the balance of political representation on the Council, but "only where more than 2 representatives of the Council to an outside body are required". There are a number of organisations in respect of which more than 2 Elected Member representatives are sought, meaning the provisions around political representation apply. As noted above, Appendix 1 sets out the number of Elected Members the Council can appoint to each body, and any particular requirements over which Members are eligible for appointment. Appendix 2 sets out the political representation on the Council and the practical effect of the associated numerical entitlement, together with a suggested representation in terms of the above-mentioned Standing Order 54 and appointment to those outside bodies.
- 4.4 By way of explanation, those members who were not elected as a representative for a particular political party have been treated as a distinct partnership, with their collective numerical entitlement being calculated accordingly. This is based upon officer discussion with those said elected members and the expectation that a formalised coalition arrangement is entered into between them, and is also consistent with arrangements during the previous term of the Council. Appendix 2 will be updated verbally at the meeting if there are any changes proposed as a result of any political discussions. It is also to be noted that groups are not obliged to take up the full allocation they might otherwise be entitled to. Members will also want to consider which appointments they might be better suited to, including by considering the nature of the role and the number of potential meetings.
- 4.5 No Elected Member is obliged to accept an appointment. However, if they do then they may find themselves taking on additional legal duties, e.g. as a trustee of a charity or a director of a company, where they will, in essence be obliged to act in the best interests of that organisation. The exact nature of these legal duties will depend upon the nature of the organisation in question and the role they are appointed to. There is also potential for future conflicts of interests between such a role and their role as an Elected Member.
- 4.6 Any Elected Member appointed is requested to undertake the Elected Member training that has been arranged on the appointment to outside bodies, and the associated legal duties of directors and trustees. Elected Members are also directed to the Standards Commission Guidance Note 'Advice for Councillors on Arm's Length External Organisations':
<https://www.standardscotland.org.uk/uploads/files/1638361910211201AdviceNoteCouncillorsALEOsv1.pdf>

5.0 IMPLICATIONS

Finance

- 5.1 This report has no direct financial implications.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
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N/A					
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Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 5.2 The legal considerations are contained within this report.

Human Resources

- 5.3 There are no HR implications arising as a result of this report.

Equalities

- 5.4 Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

- 5.5 If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – This report does not affect or propose any major strategic decision

Data Protection

- 5.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – This report does not involve data processing that would necessitate a DPIA

Repopulation

- 5.7 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 None.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

CLYDE AND LOCH LOMOND PLAN DISTRICT JOINT COMMITTEE

Description:	<p>The Joint Committee approves the policy and strategy associated with flooding within the Clyde and Loch Lomond Plan District.</p> <p>The core function of this Group is to work with SEPA and to identify areas of flooding and provide solutions.</p>
No. Council Members:	1 + substitute
Frequency of Meetings:	4 meetings per year or as required
Venue of Meetings:	Varies
Nomination:	<p>Councillor:</p> <p>Substitute Councillor:</p>

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Description:	<p>The Clyde Valley Learning and Development Project is the combined activities designated by the project steering group and/or the Social Care Group to deliver efficiencies, savings, best practice and collaboration to the employees of the Member Councils in the field of Learning and Development.</p> <p>The purpose of the Joint Committee is to regulate the delivery of the Project by maintaining a strategic overview and monitoring the learning and development functions of the Member Councils.</p>
No. Council Members:	1 + 1 Substitute
Frequency of Meetings:	3 meetings per year (June, September and February)
Venue of Meetings:	By video conference
Nomination:	<p>Councillor:</p> <p>Substitute Councillor:</p>

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

<p>Description:</p>	<p>COSLA, the Convention of Scottish Local Authorities, represents Scottish local government, lobbying on behalf of its members – the 32 local councils in Scotland.</p> <p>Formed in 1975, it exists to promote and protect the interests of councils in Scotland and the people and communities they serve by representing their views to Scottish and UK legislatures, in addition to other bodies and the public.</p>
<p>No. Council Members:</p>	<p>3 which must represent the balance of party political representation on the Council. Currently, Leader, Depute Leader and Leader of the largest opposition Group. There are also the following Boards:</p> <p>Children And Young People – 1 Member Health and Social Care – 1 Member Environment and Economy – 1 Member Community Wellbeing – 1 Member</p> <p>Substitutes can attend the Boards and they do not require to be named</p>

Frequency of Meetings:	Convention – twice a year Boards – 6 times a year
Venue of Meetings:	COSLA Offices, Edinburgh
Nomination:	<p>Councillor (Council Leader): Councillor (Depute Leader):</p> <p>Councillor (Leader of largest opposition group):</p> <p><u>COSLA Boards</u></p> <p>Children & Young People Councillor:</p> <p>Health & Social Care Councillor:</p> <p>Environment & Economy Councillor:</p> <p>Community Wellbeing Councillor:</p>

GLASGOW AIRPORT CONSULTATIVE COMMITTEE	
Description:	Considers key developments and infrastructure arrangements to and around the airport, the regulatory and legislative aspects of the airport's developments and any issues which may involve the community such as promoting public transport initiatives.
No. Council Members:	1 + 1 substitute
Frequency of Meetings:	4 meetings per year
Venue of Meetings:	Glasgow Airport
Nomination:	Councillor: Substitute Councillor:

GLASGOW AND CLYDE VALLEY CITY DEAL CABINET (JOINT COMMITTEE)	
Description:	<p>Established in terms of Section 57 of the Local Government (Scotland) Act 1973 and formed as a "Cabinet" to govern the City Deal and determine the strategic economic development priorities for the Glasgow and Clyde Valley region.</p> <p>The Cabinet reports to the UK and Scottish Governments and acts in the joint interests of the Member Authorities: Glasgow City, East Dunbartonshire, East Renfrewshire, North Lanarkshire, Renfrewshire, South Lanarkshire, West Dunbartonshire and Inverclyde Councils.</p>
No. Council Members:	<p>1 (Leader of the Council) + substitute</p> <p>NOTE: The Joint Committee agreement states that Councils shall be represented by the Leader of the Council, with a substitute also to be appointed.</p>
Frequency of Meetings:	4 times a year
Venue of Meetings:	Glasgow
Nomination:	<p>Councillor (Council Leader):</p> <p>Substitute Councillor:</p>

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GLASGOW AND CLYDE VALLEY STRATEGIC DEVELOPMENT PLANNING AUTHORITY (CLYDEPLAN)	
Description:	Clydeplan comprises 8 local authorities – East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire Councils - working together on strategic planning matters as required in the Planning etc. (Scotland) Act 2006. The principal role of Clydeplan is to prepare and maintain an up to date Strategic Development Plan (SDP) for the area. The process involves engagement through joint working and consultation with a number of key stakeholder organisations and the wider community.
No. Council Members:	2
Frequency of Meetings:	4 times a year – usually Monday mornings
Venue of Meetings:	Glasgow City Council or MS Teams
Nomination:	Councillor: Councillor:

GREATER GLASGOW & CLYDE NHS BOARD	
Description:	The overall purpose of the unified NHS Board is to ensure the efficient, effective and accountable governance of the local NHS system and to provide strategic leadership and direction for the system as a whole, focusing on agreed outcomes.
No. Council Members:	One member. This is a Ministerial appointment and the NHS Board, in accordance with NHS guidance, invites nominations from the Leader, Depute Leader or Convener of the Health & Social Care Committee.
Frequency of Meetings:	Every 2 months, normally at 9.30am Board Seminars Bi-Monthly Membership of two Board Standing Committees
Venue of Meetings:	Usually JB Russell House, Gartnavel Hospital, Glasgow
Nomination:	Councillor:

INVERCLYDE ALCOHOL AND DRUGS PARTNERSHIP	
Description:	The Inverclyde Alcohol and Drug Partnership's aim is to achieve joint working among alcohol and drug partnership agencies to provide the best response to alcohol and drug misuse problems in Inverclyde and achieve better outcomes for people with alcohol and drugs problems, their carers, families and the local communities.
No. Council Members:	3 – to include Convener of Health & Social Care Committee and Chair of Licensing Board.
Frequency of Meetings:	4 per year
Venue of Meetings:	Greenock Municipal Buildings and by video conference
Nomination:	Councillor (Convenor Health & Social Care Committee): Councillor (Chair of Licensing Board):

	Councillor:
--	-------------

INVERCLYDE ALLIANCE BOARD	
Description:	Community Planning brings together all the public sector partners in an area to plan and co-ordinate action and resources to improve outcomes for local people. The Inverclyde Alliance Board governs the Community Planning Partnership for Inverclyde and provides strategic leadership.
No. Council Members:	4
Frequency of Meetings:	4 per year, in the afternoons
Venue of Meetings:	Usually the Municipal Buildings, Greenock by video conference
Nomination:	<div>Councillor: Councillor:</div> <div>Councillor: Councillor:</div>

INVERCLYDE INTEGRATION JOINT BOARD	
Description:	Inverclyde Integration Joint Board (IJB) is made up of voting members, who are either Councillors of Inverclyde Council or non-executive Directors of NHS Greater Glasgow and Clyde, and non-voting members made up of persons nominated by the Council, the NHS Board, third sector bodies, users, carers and other key stakeholders. The Integration Joint Board is a separate legal entity from Inverclyde Council and NHS Greater Glasgow and Clyde and has full autonomy and capacity to act on its own behalf. Health and Social Care functions have been delegated to the Integration Joint Board from the Council and NHS Greater Glasgow and Clyde and the Integration Joint Board is responsible for the planning and operational management of the services to which the delegated functions relate.
No. Council Members:	<p>4 + 4 named proxies</p> <p>The Chair and Vice-Chair of the IJB are drawn from the voting members of the IJB. If a voting member is appointed by the Council to serve as Chair then the Vice-Chair will be a voting member nominated by the Health Board and vice-versa.</p> <p>The term of office of the Chair and Vice-Chair is 2 years.</p> <p>May 2022 – current Vice-Chair is a voting member nominated by the Council. This will change in June 2023, when the Council will need to nominate an IJB voting member as Chair.</p>
Frequency of Meetings:	5 per year minimum
Venue of Meetings:	Greenock Municipal Buildings and by video conference
Nomination:	<div>Councillor: Proxy Councillor:</div> <div>Councillor: Proxy Councillor:</div> <div>Councillor: Proxy Councillor:</div> <div>Councillor: Proxy Councillor:</div>

RENFREWSHIRE VALUATION JOINT BOARD									
Description:	<p>Renfrewshire Valuation Joint Board was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the valuation functions of Renfrewshire, East Renfrewshire and Inverclyde Councils.</p> <p>It came into existence on 1 April 1996 and was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities.</p>								
No. Council Members:	4 + 4 substitutes								
Frequency of Meetings:	4 per year								
Venue of Meetings:	If hybrid meetings continue then Renfrewshire Council Chamber or MS Teams (previously on a rotational basis within the constituent Local Authorities)								
Contact Details:	<table> <tr> <td>Councillor:</td><td>Substitute Councillor:</td></tr> <tr> <td>Councillor:</td><td>Substitute Councillor:</td></tr> <tr> <td>Councillor:</td><td>Substitute Councillor:</td></tr> <tr> <td>Councillor:</td><td>Substitute Councillor:</td></tr> </table>	Councillor:	Substitute Councillor:	Councillor:	Substitute Councillor:	Councillor:	Substitute Councillor:	Councillor:	Substitute Councillor:
Councillor:	Substitute Councillor:								
Councillor:	Substitute Councillor:								
Councillor:	Substitute Councillor:								
Councillor:	Substitute Councillor:								

SCOTLAND EXCEL JOINT COMMITTEE			
Description:	Scotland Excel's Joint Committee has the opportunity to shape and influence public procurement policy at a national level and ensure it delivers a positive impact on local communities.		
No. Council Members:	1 + 1 substitute		
Frequency of Meetings:	Twice a year in June and December, usually late mornings		
Venue of Meetings:	Glasgow City Chambers or MS Teams		
Nomination:	<table> <tr> <td>Councillor:</td><td>Substitute Councillor:</td></tr> </table>	Councillor:	Substitute Councillor:
Councillor:	Substitute Councillor:		

SHARED SERVICES JOINT COMMITTEE					
Description:	The Shared Services Joint Committee oversees the operation of, and provides democratic accountability for Shared Local Authority Services on an equitable basis for Inverclyde and West Dunbartonshire Councils.				
No. Council Members:	4				
Frequency of Meetings:	At least twice in each financial year or more often if required				
Venue of Meetings:	Chair Authority – currently Inverclyde Council and by video conference				
Nomination:	<table> <tr> <td>Councillor:</td><td>Councillor:</td></tr> <tr> <td>Councillor:</td><td>Councillor:</td></tr> </table>	Councillor:	Councillor:	Councillor:	Councillor:
Councillor:	Councillor:				
Councillor:	Councillor:				

STRATHCLYDE CONCESSIONARY TRAVEL SCHEME JOINT COMMITTEE

Description:	<p>The Joint Committee has responsibility for:</p> <ul style="list-style-type: none"> determining the concessionary fare and criteria applicable for concessionary travel on subway, rail services and on ferry services where the card holder is a resident, all within the Strathclyde scheme area; determining which of those services and routes qualify for a concessionary fare within the Strathclyde area; and complying with all statutory requirements arising from being a Joint Committee, including the setting of a legal balanced budget.
No. Council Members:	1 + 1 substitute
Frequency of Meetings:	Two per year
Venue of Meetings:	131 St Vincent Street, Glasgow and by video conference
Nomination:	<p>Councillor:</p> <p>Substitute Councillor:</p>

STRATHCLYDE PARTNERSHIP FOR TRANSPORT

Description:	Strathclyde Partnership for Transport was formed on 1 April 2006 as successor to Strathclyde Passenger Transport Authority and Strathclyde Passenger Transport Executive. It is one of the seven Regional Transport Partnerships in Scotland and is responsible for formulating the public transport policy for the 12 local authorities in the West of Scotland.
No. Council Members:	1+1 substitute
Frequency of Meetings:	Quarterly, with the first meeting being held on Friday 27 th May at 10am.
Venue of Meetings:	131 St Vincent Street, Glasgow and by video conference
Nomination:	Councillor: _____ Substitute Councillor: _____

SUGGESTED APPOINTMENTS TO OUTSIDE BODIES WITH MORE THAN 2 REPRESENTATIVES

3 REPRESENTATIVES (5 Bodies – Boglestone Community Association, Inverclyde Community Development Trust, Inverclyde Alcohol & Drug Partnership, Peter Stanton Memorial Trust (3 elected members including the Provost), Riverside Inverclyde)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	1.23	1	1
SNP	8	36.36	1.09	1	1
Conservative	2	9.09	0.27	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.41	0.5	0 or 1

4 REPRESENTATIVES (5 Bodies – Inverclyde Alliance Board, Inverclyde Integration Joint Board, Inverclyde Leisure, Renfrewshire Valuation Joint Board and Shared Services Joint Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	1.64	1.5	1 or 2
SNP	8	36.36	1.45	1.5	1 or 2
Conservative	2	9.09	0.36	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.55	0.5	0 or 1

5 REPRESENTATIVES (2 Bodies - James Campbell Buchan Trust and Women's Forum)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.05	2	2
SNP	8	36.36	1.82	2	2
Conservative	2	9.09	0.45	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.68	0.5	0 or 1

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
- **Where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment. It is, however, to be noted that where 4 representatives are sought all four groups need to be involved in that discussion, and not just two.

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/044/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Appointments to Outside Bodies – Council Companies, Local Organisations and Other External Organisations in which the Council has an Interest		

1.0 PURPOSE

- 1.1 This report advises of the requirement to appoint Members to represent the Council on a variety of outside bodies.
- 1.2 This report recommends the appointment of Members to those Council companies, local organisations and other external organisations in which the Council has an interest, as listed in Appendix 1 to this report.

2.0 SUMMARY

- 2.1 The Council is represented on a variety of trusts, limited companies, joint boards, joint committees and other outside bodies.
- 2.2 At the statutory meeting of the Council, Elected Members are required to make appointments to the various bodies detailed in Appendix 1. The appendix sets out the number of Elected Members the Council can appoint to each body, and any particular requirements over which Members are eligible for appointment.
- 2.3 No Elected Member is obliged to accept an appointment. However, if they do then they may find themselves taking on additional legal duties, e.g. as a trustee of a charity or a director of a company, where they will, in essence be obliged to act in the best interests of that organisation. The exact nature of these legal duties will depend upon the nature of the organisation in question and the role they are appointed to. There is also potential for future conflicts of interests between such a role and their role as an Elected Member.
- 2.4 Any Member appointed is requested to undertake the Member training that has been arranged on the appointment to outside bodies, and the associated legal duties of directors and trustees.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council appoints Elected Members to the bodies specified in the appendix.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND AND CONSIDERATIONS

- 4.1 The Council has traditionally appointed Elected Members to serve on a variety of Council companies, local organisations and other external organisations in which the Council has an interest, as detailed in the appendix to this report. These appointments are normally decided at the first meeting following the Council elections, or as vacancies arise during the term of the Council.
- 4.2 Appointments are sought for those organisations listed in Appendix 1 to this report. Appendix 1 contains details of the number of appointments sought for each organisation, and details of any specific requirements that apply. Elected Members have separately been provided with more detail about those organisations, to ensure they understand its nature and what the appointment would involve.
- 4.3 By way of explanation Discover Inverclyde is not included in Appendix 1. This is because this company (registration number SC354374) was dissolved in August 2021, having been replaced by an operational officer group to support the development of the 'discover Inverclyde' branding and the marketing of the local authority area.
- 4.4 The Fair Trade Steering Group is a community led group, although supported where necessary by Council officers. The Council's commitment to Fair Trade was last considered at the Education & Communities Committee on 1 September 2020. It is understood the group has not met for some time, which is why it has not been included in Appendix 1. The Council had previously appointed 3 Elected Members to this group. If the Council wished to continue this involvement then officers would assist in supporting the group as before.
- 4.5 Standing Order 54 of the Council's Standing Orders and Scheme of Administration provides that the Council shall ensure that in making appointments to outside bodies it shall ensure such appointments reflect, as far as practicable, the balance of political representation on the Council, but "only where more than 2 representatives of the Council to an outside body are required". There are a number of organisations in respect of which more than 2 Elected Member representatives are sought, meaning the provisions around political representation apply. As noted above, Appendix 1 sets out the number of Elected Members the Council can appoint to each body, and any particular requirements over which Elected Members are eligible for appointment. It is to be noted that for the Association for Public Service Excellence, Birkmyre Trust, National Association of Councillors and the Watt Trust all Elected Members would ordinarily become trustees or members, as the case may be. Appendix 2 sets out the political representation on the Council and the practical effect of the associated numerical entitlement, together with a suggested representation in terms of the above-mentioned Standing Order 54 and appointment to those outside bodies.
- 4.6 By way of explanation, those members who were not elected as a representative for a particular political party have been treated as a distinct partnership, with their collective numerical entitlement being calculated accordingly. This is based upon officer discussion with those said elected members and the expectation that a formalised coalition arrangement is entered into between them, and is consistent with arrangements during the previous term of the Council. Appendix 2 will be updated verbally at the meeting if there are any changes proposed as a result of any political discussions. It is also to be noted that groups are not obliged to take up the full allocation they might otherwise be entitled to. Members will also want to consider which appointments they might be better suited to, including by considering the nature of the role and the number of potential meetings.
- 4.7 No Elected Member is obliged to accept an appointment. However, if they do then they may find themselves taking on additional legal duties, e.g. as a trustee of a charity or a director of a company, where they will, in essence be obliged to act in the best interests of that organisation. The exact nature of these legal duties will depend upon the nature of the organisation in question and the role they are appointed to. There is also potential for future conflicts of interests between such a role and their role as an Elected Member.
- 4.8 Any Member appointed is requested to undertake the Member training that has been arranged on the appointment to outside bodies, and the associated legal duties of directors

and trustees. Elected members are also directed to the Standards Commission Guidance Note 'Advice for Councillors on Arm's Length External Organisations':
<https://www.standardscommissionscotland.org.uk/uploads/files/1638361910211201AdviceNoteCouncillorsALEOsv1.pdf>

5.0 IMPLICATIONS

Finance

5.1 This report has no direct financial implications.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

5.2 The legal considerations are contained within this report.

Human Resources

5.3 There are no HR implications arising as a result of this report.

Equalities

5.4 Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

5.5 If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – This report does not affect or propose any major strategic decision

Data Protection

5.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

X

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO – This report does not involve data processing that would necessitate a DPIA

Repopulation

5.7 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 None.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

APSE (ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE)

Description:	The Association consults, develops, promotes, advises and shares best practice in the delivery and provision of efficient and accountable public services.
No. Council Members:	All Members of the Council
Frequency of Meetings:	8 Advisory Groups, each meets quarterly (Advisory group diary page is updated as and when new dates/venues are confirmed, see APSE Scotland advisory group diary)
Venue of Meetings:	Varies, different local authorities host meetings
Nomination:	All Members of the Council

BIRKMYRE TRUST

Description:	The Trust owns the Birkmyre Park Kilmacolm and the Pavilion associated with it. The Council has to manage the Trust property in accordance with the Conditions of the Trust.
No. Council Members:	All Members of the Council
Frequency of Meetings:	N/A – business is considered at Full Council meetings
Venue of Meetings:	N/A
Nomination:	All Members of the Council

BOGLESTONE COMMUNITY ASSOCIATION

Description:	The Boglestone Community Association is a voluntary organisation which was set up to promote the use of the Community Centre at a reduced rate within the community. The Centre currently has a bingo group, Shotokan group and a squash group.
No. Council Members:	3
Frequency of Meetings:	4 weekly (although no meetings since start of Covid pandemic)
Venue of Meetings:	Boglestone Community Centre
Nomination:	<div>Councillor: Councillor:</div> <div>Councillor:</div>

CLYDE, KINTYRE AND ISLANDS FERRY STAKEHOLDERS GROUP

Description:	The Clyde Group is concerned with services operated within the Arran, Bute, Cumbrae and Cowal area and provides an opportunity for stakeholder groups representing users of the Caledonian MacBrayne ferry services, associated infrastructure and linked services and facilities to raise concerns regarding the operation of ferry services which have not been able to be resolved at local level.	
No. Council Members:	2	
Frequency of Meetings:	2 meetings per year, usually June and December	
Venue of Meetings:	SPT offices in Glasgow and by video conference	
Nomination:	Councillor:	Councillor:

CLYDE MUIRSHIEL REGIONAL PARK LIAISON GROUP		
Description:	The Liaison Group was established following a decision to dissolve the Clyde Muirshiel Park Authority with effect from 31 March 2021 and an agreement that each Council assumes responsibility for the delivery of services and employees within their geographical boundary, supported by a joint Forum for the development of shared strategic aims and promotion of the Park. The Liaison Group guides the strategic direction of the park supported by Senior Officers from the three Councils involved.	
No. Council Members:	2	
Frequency of Meetings:	Twice per year	
Venue of Meetings:	By video-conference	
Nomination:	Councillor:	Councillor:

DAVID SHARP'S TRUST		
Description:	Administers flats in Sharp and Adam Street, Gourock for charitable purposes. Funds given to local charities including Blindcraft.	
No. Council Members:	1 Member - Provost	
Frequency of Meetings:	No meeting commitment	
Venue of Meetings:	N/A	
Nomination:	Provost:	

GEORGE WYLLIE FOUNDATION		
Description:	The Foundation aims to protect, preserve and promote the works of local artist George Wyllie. The Foundation has worked closely with the Council on the development of the Ocean Terminal which will include a permanent gallery to display George Wyllie works.	

INVERCLYDE ADVICE AND EMPLOYMENT RIGHTS CENTRE COMMITTEE	
Description:	<p>The Inverclyde Advice and Employment Rights Centre is open to all residents of Inverclyde who seek assistance on work related matters.</p> <p>Managed by members of the community, the Centre advises and advocates on behalf of those in Inverclyde who require assistance on work related matters past or present.</p>
No. Council Members:	1
Frequency of Meetings:	6 times per year on the first Tuesday of every even month at 2.30pm
Venue of Meetings:	Westburn Centre Greenock
Nomination:	Councillor:

INVERCLYDE AREA SUPPORT TEAM	
Description:	<p>The Area Support Team is responsible for managing and supporting the national Children's Panel at a local level. The main functions of ASTs are to:-</p> <ul style="list-style-type: none"> • interview, assess and select applicants for recommendation to the National Convener for appointment and make recommendations for panel member reappointment; • ensure that all volunteers in the Children's Hearings System have had the appropriate checks undertaken in line with the Protecting Vulnerable Groups (PVG) Scheme; • manage the rota for the Children's Panel within the AST area; • support panel members on a day to day basis; • observe and assess panel member practice and ensure panel members are offered continuous learning and development opportunities; • handle complaints about panel members; and • build and develop effective working relationships with key partners in the local area.
No. Council Members:	1
Frequency of Meetings:	Approximately 5 per year in the afternoon
Venue of Meetings:	Municipal Buildings, Greenock and by video conference
Nomination:	Councillor:

INVERCLYDE COMMUNITY DEVELOPMENT TRUST	
Description:	ICDT is a local Economic Development Organisation which provides or creates jobs for people from disadvantaged groups and areas in Inverclyde. It is also a Community Enterprise Organisation, offering training, employment support, Befriending Services and a Pantry for the local community.
No. Council Members:	3
Frequency of Meetings:	Usually 3rd Friday of every month
Venue of Meetings:	Westburn Centre 175 Dalrymple Street, Greenock

Nomination:	Councillor:	Councillor:
	Councillor:	

INVERCLYDE LEISURE	
Description:	<p>Inverclyde Leisure is a 'company limited by guarantee', not having share capital and recognised by the Inland Revenue as having charitable status. In October 2001, the Trust was asked to deliver the management and operation of Inverclyde Council's sport and recreational services, which include:</p> <ul style="list-style-type: none"> • 2 Swimming Pools • 1 Leisure Centre (including ice rink) • 5 Fitness Gyms • 3 Sports Centres • 3 Outdoor Pitches • Sports Development • Community Facilities & Booking Office • Indoor Bowling Club
No. Council Members:	4
Frequency of Meetings:	6 times a year
Venue of Meetings:	Mainly in Waterfront Leisure Complex
Nomination:	<p>Councillor:</p> <p>Councillor:</p>

INVERCLYDE LOCAL ACCESS FORUM	
Description:	Advisory group of community representatives, access users, agencies and land managers with the purpose of providing advice and guidance relating to responsible access. Formation of an Access Forum is a duty within the Land Reform (Scotland) Act.
No. Council Members:	2
Frequency of Meetings:	Quarterly, usually at 7pm
Venue of Meetings:	7, 1/2 John Wood Street, Port Glasgow / Webex
Nomination:	<p>Councillor:</p> <p>Councillor:</p>

INVERCLYDE VOLUNTARY COUNCIL OF SOCIAL SERVICE - EXECUTIVE COMMITTEE	
Description:	Provides community transport services through group mini bus hire and contract transport services.
No. Council Members:	2

Frequency of Meetings:	4 per year
Venue of Meetings:	Unit 17 Lynedoch Industrial Estate
Nomination:	Councillor: Councillor:

JAMES CAMPBELL BUCHANAN TRUST	
Description:	The Trust makes donations from its funds to 3 charities: the Salvation Army, Little Sisters of the Poor and the RVS
No. Council Members:	5
Frequency of Meetings:	1 meeting per year, usually in the first week in December at 4.30pm
Venue of Meetings:	Municipal Buildings, Greenock
Contact Details:	Councillor: Councillor: Councillor: Councillor: Councillor:

KILMACOLM COMMUNITY CENTRE CO LTD	
Description:	Responsible for matters relating to the general operation of the Community Centre including liaison with Inverclyde Council and Inverclyde Leisure.
No. Council Members:	2
Frequency of Meetings:	6 times a year
Venue of Meetings:	Kilmacolm Community Centre
Nomination	Councillor: Councillor:

LOWLAND RESERVE FORCES & CADETS ASSOCIATION	
Description:	The Association is one of 13 autonomous tri-service bodies established as Crown Agencies by Act of Parliament to support the Reserve Forces and Cadets in the lowlands of Scotland. It represents all voluntary reserves including youth organisations and has responsibility for the management of the Association's estate, communications with employers and providing employer and recruiting support.
No. Council Members:	1
Frequency of Meetings:	2 area meetings and 1 Association annual meeting each year
Venue of Meetings:	Area meetings – Glasgow area Association annual meeting – Edinburgh or Glasgow (usually on a Thursday evening)

Nomination:	Councillor:
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NATIONAL ASSOCIATION OF COUNCILLORS	
Description:	<p>The National Association represents the interests of elected members in the UK. It is split into 4 regions - England, Northern Ireland, Scotland, Wales.</p> <p>Each region/branch appoints its own officers and organises its own activities within national guidelines. The main policy-making body of the National Association is the General Management Committee which consists of representatives of the Corporate Member authorities and the regions. The day-to-day running of the National Association is dealt with by an Executive Committee which consists of representatives from the regions in proportion to the number of Corporate Members.</p> <p>The Head Office is situated within the Local Authority of the National Secretary, at the present time in Durham.</p>
No. Council Members:	All Members of the Council with 2 designated representatives
Frequency of Meetings:	The General Management Committee meets four times a year in locations throughout the UK
Venue of Meetings:	See above
Nomination:	<p>Designated Representative Councillor:</p> <p>Designated Representative Councillor:</p>

PETER STANTON MEMORIAL TRUST - TRUSTEES	
Description:	The PSMT is a charitable trust. Its purpose is to relieve the needs of disabled persons in Inverclyde District and to encourage, in the interests of social welfare, their participation in recreational or other leisure time activities with the object of improving their conditions of life.
No. Council Members:	Provost (required in terms of Trust Deed) + 2 other Elected Members
Frequency of Meetings:	AGM + Trustees meet separately to consider applications for financial assistance as and when such applications are received.
Venue of Meetings:	Greenock Municipal Buildings and by video conference
Nomination:	<p>Provost: Councillor:</p> <p>Councillor:</p>

RENFREWSHIRE EDUCATIONAL TRUST - TRUSTEES

Description:	<p>Renfrewshire Educational Trust is a small, private charity that helps children from financially-disadvantaged families living in Renfrewshire, East Renfrewshire and Inverclyde local authority areas to access education.</p> <p>It now concentrates on assisting school pupils by disbursing its income each year under three categories of financial awards.</p> <p>Head Teachers can apply to the Trust on behalf of eligible pupils for assistance towards:</p> <p>School Excursions: for eligible primary school pupils Further/Higher Education: for eligible secondary school pupils Music/Art/Drama: for eligible primary and secondary school pupils</p>
No. Council Members:	2
Frequency of Meetings:	3 meetings per year, usually in the mornings
Venue of Meetings:	Renfrewshire Council, Paisley
Nomination:	<p>Councillor: _____</p> <p>Councillor: _____</p>

RIVER CLYDE HOMES BOARD

Description:	River Clyde Homes is a not for profit social housing provider that owns and manages over 6,000 homes and provides factoring services to over 2000 homes in the Inverclyde area.	
No. Council Members:	2	
Frequency of Meetings:	Board and 3 Sub-Committees. The Board meets at least 6 times per year and Sub-Committees meet at least 4 times per year. Members are expected to sit on the Board and on 1 Sub-Committee. Meetings are usually at 5.30pm.	
Venue of Meetings:	Within RCH offices at Clyde View or by video conference. Members are also expected to attend an annual Business Strategy Event off site in November (Friday-Saturday)	
Nomination:	Councillor:	Councillor:

RIVERSIDE INVERCLYDE BOARD	
Description:	<p>Formally incorporated in 2006 Riverside Inverclyde (Ri) is an Urban Regeneration Company limited by guarantee, with charitable status and two member organisations, Inverclyde Council and Scottish Enterprise.</p> <p>Riverside Inverclyde (Property Holdings) Ltd (riph) is a company limited by shares with the shares being owned 100% by Riverside Inverclyde.</p> <p>In 2008, Riverside Inverclyde (Property Holdings) Limited and Peel Land and Property (James Watt Dock) Limited, entered into a joint venture arrangement in James Watt Dock LLP.</p> <p>Riverside Inverclyde in 2019, entered a New Operating Model reflecting the cessation of the Capital Regeneration Grants and the cessation of major Capital Projects which, Riverside Inverclyde had previously promoted.</p> <p>It also provided the opportunity to review and reinforce the effective joint working between the Council's Regeneration team and Ri, utilising a service level agreement, clarifying the respective roles of each organisation.</p> <p>The key elements of the 2019 Plan remained consistent with those in the 2016-19 Plan, the six priorities being:</p> <ul style="list-style-type: none"> • To grow and diversify the business base through a concerted programme to attract new SME's, businesses and private sector investment. • To increase Inverclyde's capacity to accommodate particularly in the private sector. • To boost skill levels and reduce worklessness. • To accelerate the regeneration of strategic employment sites and town centres. • To progress the renewal and economic regeneration of the most disadvantaged areas of Inverclyde. • To co-ordinate action and investment with our partners.
No. Council Members:	2
Frequency of Meetings:	Pre-planned quarterly meetings at a time agreed with the Board of Directors
Venue of Meetings:	Virtually or Hybrid at an agreed time and location with Board Directors
Nomination:	Councillor: Councillor:

ROAD SAFETY WEST OF SCOTLAND	
Description:	<p>To set policies/procedures of RSWS</p> <p>To highlight campaigns and/or initiatives</p> <p>To promote the work of RSWS within each Council</p> <p>To receive reports from Police Scotland regarding casualty reduction statistics</p>
No. Council Members:	1
Frequency of Meetings:	2 per year
Venue of Meetings:	Renfrewshire Council, Paisley

Nomination:	Councillor:
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SCOTTISH COUNCILS' COMMITTEE ON RADIOACTIVE SUBSTANCES	
Description:	<p>The Aims are:</p> <ul style="list-style-type: none"> • to seek to ensure that all radioactive waste management activities operate to the highest safety, security and environmental standards; • to raise the profile of debate within local government on any issue with very significant implications for any area affected by future proposed radioactive waste development; • to aid 'capacity building' within local government and enable informed responses to the Scottish Government, Scottish Parliament and other relevant agencies from a broader based local government grouping; • to be an interface with the Scottish Government, Scottish Parliament and other relevant agencies on future strategic radioactive waste policy issues; • to effectively utilise the democratic legitimacy of local government and increase influence over policy and strategy proposals that will be critical to national progress on radioactive waste management issues; • to provide representatives on consultative, stakeholder and advisory bodies and to report back to local government; and • to identify means by which to lever resources to enable 'capacity building' within local government so that national policy can develop with broad based democratic consent
No. Council Members:	1
Frequency of Meetings:	Up to 4 meetings per year
Venue of Meetings:	Various locations and video conference
Nomination:	Councillor:

SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES	
Description:	<p>The SJC is the national bargaining group for pay and terms and conditions for the bulk of the local government workforce. The two 'Sides' are the Employers Side represented by Elected Members, supported by COSLA officers and their HR advisers, and the Trade Union Side, made up of lay members and full time paid officials from the three signatory trade unions (UNISON, GMB and UNITE).</p>
No. Council Members:	1
Frequency of Meetings:	<p>4 scheduled meetings per year, held in the afternoon.</p> <p>Of these, 3 are designated SJC Steering Group meetings and 1 is the SJC AGM, held in November. The 3 Steering Group meetings are attended by a smaller group of Elected Members (12) nominated by COSLA.</p>
Venue of Meetings:	Hybrid Meetings (Edinburgh and virtual)
Nomination:	Councillor:

SCOTTISH NEGOTIATING COMMITTEE FOR TEACHERS	
Description:	SNCT is a tripartite body comprising members from teaching organisations, local authorities and the Scottish Government with responsibility for negotiating teachers' pay and conditions of service.
No. Council Members:	1
Frequency of Meetings:	Quarterly
Venue of Meetings:	Hybrid Meetings (Edinburgh and virtual)
Nomination:	Councillor:

SSERC (SCOTTISH SCHOOLS EDUCATION RESEARCH CENTRE) LTD – BOARD	
Description:	SSERC is a local authority shared service providing support across all 32 Councils, in particular in respect of practical STEM (science, technology, engineering and mathematics) education.
No. Council Members:	1
Frequency of Meetings:	4 times a year
Venue of Meetings:	Dunfermline and by video conference
Nomination:	Councillor:

WEST COAST RAIL 250	
Description:	WCR250 campaigns for improved and environmentally sustainable rail services along the West Coast Main Line to support economic growth and employment thereby strengthening the social cohesion of communities along the West Coast Main Line rail corridor (www.westcoastrail250.co.uk).
No. Council Members:	1
Frequency of Meetings:	3-4 meetings per year
Venue of Meetings:	Varies
Nomination:	Councillor:

WEST OF SCOTLAND EUROPEAN FORUM	
Description:	West of Scotland European Forum (WoSEF) was set up in 2007 as a joint committee including the 12 local authorities and a number of influential organisations in the region. Following on from the work previously undertaken by the West of Scotland European Consortium, WoSEF's purpose is to develop positive links between the communities of the region and the institutions of the European Union.
No. Council Members:	1 + 1 Substitute

SUGGESTED APPOINTMENTS TO OUTSIDE BODIES WITH MORE THAN 2 REPRESENTATIVES

3 REPRESENTATIVES (5 Bodies – Boglestone Community Association, Inverclyde Community Development Trust, Inverclyde Alcohol & Drug Partnership, Peter Stanton Memorial Trust (3 elected members including the Provost), Riverside Inverclyde)

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Conservative	2	9.09	0.27	0.5	0 or 1
Internal Independent Coalition	3	13.64	0.41	0.5	0 or 1

4 REPRESENTATIVES (5 Bodies – Inverclyde Alliance Board, Inverclyde Integration Joint Board, Inverclyde Leisure, Renfrewshire Valuation Joint Board and Shared Services Joint Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
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- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
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Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/045/22
Contact Officer:	Colin MacDonald	Contact No:	01475 712113
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings for June 2022		

1.0 PURPOSE

- 1.1 This report seeks the Council's agreement to a proposed schedule of Committee meetings for the period until the 2022 Summer recess, ending with a meeting of the Council on 30 June 2022.

2.0 BACKGROUND AND CONSIDERATIONS

- 2.1 This cycle was agreed by the previous Council in June 2021 as part of the 2021/22 timetable. It has, however, been necessary to amend two meeting dates (Planning Board and General Purposes Board) and the date agendas are issued as a result of the statutory meeting and the Public Holidays agreed to celebrate the Queen's Platinum Jubilee.
- 2.2 The Inverclyde Integration Joint Board (IJB), although included in the timetable, is a separate body and the dates are set by the IJB and not the Council.
- 2.3 The proposed timetable for 2022/23 meetings will be submitted, as is usual in an election year, to the June meeting of the Council.

3.0 RECOMMENDATION

- 3.1 The Council is asked to approve the proposed meeting dates for June 2022 as set out in the timetable in the appendix.

Iain Strachan
Head of Legal & Democratic Services

Appendix 1

	June 2022			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 6 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Tuesday 31 May	Tuesday 7 June – 3pm
Health & Social Care Committee	Friday 6 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Wednesday* 1 June	Wednesday 8 June – 3pm
Inverclyde Integration Joint Board (Audit)	Friday 27 May	BRIEFING WITH CONVENOR ON A DATE AFTER 19 MAY 2022		Monday 27 June – 1:15pm
Inverclyde Integration Joint Board	Friday 27 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Monday 6 June	Monday 27 June – 2pm
Education & Communities Committee	Friday 20 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Tuesday 7 June	Tuesday 14 June – 1pm & 4pm
Environment & Regeneration Committee	Friday 13 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Thursday 9 June	Thursday 16 June – 3pm
Petitions Committee	-	-	-	Thursday 16 June – 1pm
Policy & Resources Committee	Friday 27 May	BRIEFING WITH CONVENER ON A DATE AFTER 19 MAY 2022	Tuesday 14 June	Tuesday 21 June – 3pm
Local Police & Fire Scrutiny Sub-Committee	Wednesday 1 June	PRE-AGENDA MEETING Monday 13 June 10am	Thursday 16 June	Thursday 23 June – 3pm
Audit Committee (Annual Accounts)	-	-	Tuesday 21 June	Tuesday 28 June – 3pm
Inverclyde Council	Monday 13 June	PRE-AGENDA MEETING Tuesday 21 June 10am **	Thursday 23 June	Thursday 30 June – 4pm

***NOTE - Public Holidays – Queen’s Jubilee – Thursday 2 June & Friday 3 June 2022 (offices closed 2-5 June inclusive)**

**** Changed Time to take account of the Inverclyde Alliance Board Meeting.**

PLANNING BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Thursday 19 May	n/a	Tuesday 31 May	Thursday 9 June - 3pm

GENERAL PURPOSES BOARD			
Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Friday 20 May	n/a	Wednesday 1 June	Wednesday 15 June – 3pm

Report To:	Inverclyde Council	Date:	19 May 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/046/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Councillors' Remuneration		

1.0 PURPOSE

- 1.1 This report invites the Council to consider the remuneration payable to Councillors undertaking additional responsibilities.

2.0 SUMMARY

- 2.1 This Council's Standing Orders and Scheme of Administration provides that the consideration of Councillors' remuneration is reserved to full Council.
- 2.2 After taking into account the Local Government (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022 and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 as amended, the Council is invited to consider the remuneration payable to those Councillors undertaking additional responsibilities.

3.0 RECOMMENDATION

The Council is invited:

- 3.1 to confirm that the remuneration payable to the Leader of the Council in terms of the regulations (£32,622 per annum) will be paid to the Councillor who has been appointed by the Council as Leader of the Council;
- 3.2 to confirm the level of remuneration payable to the Civic Head of the Council in terms of regulations (up to a maximum of £24,467 per annum), and that the same will be paid to the councillor who has been appointed Provost of the Council; and
- 3.3 to consider how many and which Councillors will be designated Senior Councillors in terms of the regulations and how much remuneration will be payable to each Senior Councillor.

Iain Strachan
Head of Legal & Democratic Services

4.0 CONSIDERATIONS

- 4.1 Councillors' remuneration is set by the Scottish Government.
- 4.2 The Local Government (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022 and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 as amended, specify the levels of salary, allowances and expenses which may be paid or reimbursed to Councillors.
- 4.3 The regulations specify four grades of Councillors for the purposes of remuneration:-

Leader of the Council – defined as the Convener where councils use that term instead of Leader or such other Councillor as the Council decides should be termed as 'Leader of the Council' for remuneration purposes.

Civic Head – at the Council's discretion but is often the Provost, or in some authorities the Depute Convener or Convener.

Senior Councillor – a Councillor who holds a significant position in the Council's political management structure, for example the Chair of a major Committee, the leader of a significant opposition group and the like.

Councillor – all other Councillors.

- 4.4 An increase in Councillors' remuneration was implemented on 1 April 2022 with the annual amount payable to each Councillor increasing to £19,571 per annum, unless the Councillor is entitled to one of the higher amounts payable to the Leader of the Council (£32,622 per annum), the Civic Head (£24,467 per annum) and Senior Councillors (maximum of £24,467 per annum).
- 4.5 Each local authority may have up to one Civic Head post, and can determine the level of remuneration paid to the Civic Head, up to a maximum of 75% of the remuneration set in the regulations for the Council Leader. As such, the maximum amount that can be paid to the Civic Head is £24,467.
- 4.6 The regulations specify that the maximum number of Senior Councillors for Inverclyde Council is 9 and the maximum total amount available for all Senior Councillors remuneration is £198,168.
- 4.7 This Council's Standing Orders and Scheme of Administration provides that the consideration of Councillors' remuneration is reserved to full Council. The previous Council determined that the following 8 positions be designated as 'Senior Councillors':-

Leader of the Largest Non-Administration Group
Convener – Audit Committee
Depute Leader/Convener – Education & Communities Committee
Convener – Environment & Regeneration Committee
Convener – Health & Social Care Committee
Chair – Inverclyde Licensing Board
Chair – General Purposes Board
Chair – Planning Board

The salary level paid to Senior Councillors by the previous Council was £22,019, meaning a full year cost of £176,152.

- 4.8 The Council is invited to determine the number of Senior Councillors positions it wishes to designate and the amount payable to each (up to a maximum of £24,467 per annum), subject to the fixed parameters noted at paragraph 4.6.
- 4.9 Remuneration will be paid directly into Members' bank accounts on a 4 weekly basis. The regulations also provide for Members to be admitted to the Local Government Pension

Scheme.

Joint Boards

- 4.10 The Scottish Local Authorities Remuneration Committee (which was stood down in February 2013) had recommended that joint boards should be able to determine the level of salaries paid to their Conveners and Vice Conveners. Each joint board can pay remuneration to one Convener and up to two Vice Conveners.
- 4.11 For joint boards, Conveners should receive a remuneration, which, when added to their existing remuneration as a Councillor or Senior Councillor, equals 75 per cent of the leader of a Band A council (such as Inverclyde Council) i.e. £24,467 per annum. Vice Conveners should receive a lower amount, calculated on the basis of the basic remuneration plus 75 percent of the difference between the basic remuneration and the Convener's remuneration.
- 4.12 Any joint board Convener or Vice Convener, who is already a Senior Councillor in his/her own authority and would receive a higher remuneration, will continue to be paid the higher remuneration.

Allowances, Expenses and Approved Duties

- 4.13 The arrangements for the payment of allowances and expenses are likewise the subject of Scottish Government guidance, which has been shared with members and included within the Members' Handbook.

5.0 IMPLICATIONS

Finance

- 5.1 The Senior Councillor remuneration budget for 2022/23 approved by the previous Council was £176,152 which funded 8 Senior Councillors at £22,019. This is £22,016 less than the limit set by the above-mentioned regulations. Were the Council to either increase the number of Senior Councillors to 9 or increase the level of remuneration above £22,019 then this would be funded from the pay inflation contingency. It is to be noted that some figures have been rounded for the purposes of this report, which explains the apparent small discrepancy noted above, between the limit on the aggregate cost of Senior Councillor salaries and the £22,019 currently paid.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
Services to Members	Councillor Remuneration	May 2022	TBC		The 2022/23 Budget for Senior Councillors is £176,152 before on costs

Legal

- 5.2 The legal considerations are contained within this report.

Human Resources

- 5.3 There are no HR implications arising as a result of this report.

Equalities

- 5.4 Equalities

Has an Equality Impact Assessment been carried out?

X

YES

NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

- 5.5 If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

X

YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.

NO – This report does not affect or propose any major strategic decision

Data Protection

- 5.6 Has a Data Protection Impact Assessment (DPIA) been carried out?

X

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO – This report does not involve data processing that would necessitate a DPIA

Repopulation

- 5.7 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 None.

7.0 LIST OF BACK GROUND PAPERS

- 7.1 None.