

**Classification:** Public

**Key Decision:** No

### Gravesham Borough Council

**Report to:** South Thames Gateway Building Control Joint Committee

**Date:** Thursday, 22 June 2023

**Reporting officer:** Assistant Director (Planning)

**Subject:** Administrative Arrangements 2023/24

#### Purpose and summary of report:

This report sets out the proposed administrative arrangements for the 2023/24 municipal year.

#### Recommendations:

1. That the Joint Committee agree:
  - a) the timetable of meetings for the 2023/24 municipal year (as set out in paragraph 3.3 of the report) and
  - b) to select Gravesham Borough Council to provide a secretary to the joint committee for the 2023/24 municipal year.

Key Implications:	
Item	Implications
Legal	<p>The Joint Committee was established pursuant to powers under: -</p> <ul style="list-style-type: none"><li>• Local Government Act 1972 – sections 101, 102, 111, 112 and 113</li><li>• Local Government Act 2000 – sections 2, 19 and 20</li><li>• Regulations made under these acts.</li></ul> <p>The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Building Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.</p>

<b>Finance and Value for Money</b>	There are no financial implications arising from this report.
<b>Corporate Plan</b>	N/A
<b>Climate Change</b>	N/A

## 1. Budget and Policy Framework

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the timetable shall be adopted at the Annual General Meeting.

## 2. Background

- 2.1 Canterbury, Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents the proposed dates for 2023/24
- 2.2 The following Members have been appointed to the Committee by the respective partner authorities:

### **Gravesham**

Councillor John Burden  
Councillor Lee Croxton (Substitute)

### **Canterbury**

Councillor Pat Edwards  
Councillor Dan Smith (Substitute)

### **Medway**

Councillor Naushabah Khan  
Councillor Stephen Hubbard (Substitute)

### **Swale**

Councillor Tim Gibson

### **3. Schedule of Meetings**

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of meetings shall be agreed at the Annual General Meeting.
- 3.2 The Joint Committee is being asked to consider a programme of meetings for the 2023/24 municipal year in order to provide some certainty for Members, and the Partner Authorities, on the schedule of meetings during 2023/24.
- 3.3 The following dates are proposed, with meetings to be held at Gravesham Borough Council; all meetings will commence at 10am
  - Thursday 22 June 2023 (AGM)
  - Thursday 21 September 2023
  - Thursday 07 December 2023
  - Thursday 14 March 2024

### **4. Appendices**

- 4.1 There are no appendices.

### **5. Background Documents**

- 5.1 There are no background documents.

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<b>Secondary Implications</b>	
<b>Risk Assessment</b>	There are no risk assessments implications arising from this report.
<b>Data Protection Impact Assessment</b>	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	<p>a. Does the project/change being recommended through this paper involve the processing of <a href="#">personal data</a> or <a href="#">special category data</a> or <a href="#">criminal offence data</a>? A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>No</p>
	<p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p>
	<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a>.</p> <p>N/A</p>
<b>Equality Impact Assessment</b>	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No</p>
	<p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>N/A</p>
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>
<b>Crime and Disorder</b>	N/A
<b>Digital and website implications</b>	N/A
<b>Safeguarding children and vulnerable adults</b>	N/A