

Annual Report – Special Responsibilities

(Under the South Gloucestershire Scheme of Members' Allowances, certain councillors who perform significant responsibilities over and above those of other councillors, are entitled to receive additional allowances to recognise those extra responsibilities. The Scheme requires councillors in receipt of such allowances to report on their actions. This report is published on the Council's website).

Report for period: May—2013—May 2014.....

Name: Shirley Potts

Position held: Chair of the Regulatory Committee.....

A general outline of the special responsibilities you perform

*With the other lead members to oversee the performance and regulation of the various areas of responsibility involving Licensing, Public Rights of Way, Standards and Community Governance according to legislation and Council Policy.

*To attend agenda meetings and briefings from officers.

*To chair the meetings of the Regulatory Committee and some Licensing and Standards 'Panels.

*To chair the meetings of the Taxi Drivers' Liaison Group and oversee follow up actions in regard to any issues raised

*With the other lead members to ensure that all members receive notices of applications for licenses within their wards

*.To oversee the training of Committee members and the responses to consultations.

* With the help of officers to respond to any issues raised by members of the public

.*If the occasion arises, with advice from officers, to respond to the media.

*To present relevant reports at Council meetings.

Key Milestones/Achievements during the reporting Period

*The setting up of a procedure for holding a Public Rights of Way site meeting when necessary to ensure that an informed decision can be made.

*The organisation of a Community Governance Review triggered by a petition from members of the public for a separate parish council to be set up for the Stoke Lodge area. This also resulted in a decision to amalgamate the Mangotsfield Parish Council area with that of the Emerson Green Town Council area to form one Council.

The residents of the unparished areas opted for the status quo. The consultation procedures were set up by a work group of Members

. The exercise also provided the opportunity to review and in some cases amend boundaries at the request of members of the public.

What “added value” to the local community have you been able to achieve through your special responsibilities?

As well as regulating the working of the Committee according to legislative demands and the Council policy we have attempted to safeguard the interests of communities by:-

*considering and attempting to meet concerns in regard to Licensing and Public Rights of Way applications raised by groups and members of the public ,thus ensuring that members and officers are aware of local issues .

*keeping under review the formula established for setting fares and fees to ensure fairness to the public ,providers of the services and the Council .

*making provision for efforts to be made to establish the public trust of the Council by ensuring that the Members’ Code of Conduct is maintained and followed and that any breaches are addressed by the Standards’ Sub Committee..

*maintaining procedures for informing members of applications and legal changes which may affect their wards.

I believe that these processes add value to local communities.

How have your special responsibilities enabled the Council to be more effective?

The added value contributions identified above enables the Council to be more effective.

In addition concerns raised at meetings of groups like the Taxi Liaison Group about “on the ground” issues allow officers to identify priority work to be undertaken by services like Street Care and Highways.

Issues raised at Panel hearings and other meetings feed policy reviews and consultation exercises and help to make the Council more effective The department has regular contact with the public and community groups and the members and officers can gauge how effective the Council is in the eyes of the public.

In what ways has the exercise of your special responsibilities supported the core objectives of the Council?

Engaging with Partners-this happens regularly through working with the Police ,Responsible Authorities,Parish/Town Councils and other LAs in regard to Licensing and Policy developments.

Protecting the Environment-this is a great concern for the Public Rights of Way Committee and to an extent for Licensing Panels.

Provision of Excellence to customers and communities .all areas covered by this committee has the aim of providing excellent service containing the costs.

