

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Report of the Bournemouth Civic Working Group
Meeting date	30 January 2025
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting and seeks support for any recommendations arising.
Recommendations	It is RECOMMENDED that: Charter Trustees note the attendance record set out in Appendix A and continue to monitor attendance at each CT meeting through a standing agenda item.
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group.
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting held on 23 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

Purpose of the Civic Working Group

2. The establishment of the CWG provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission and consideration at the full Charter Trustee body.
3. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting, where possible.
4. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

Trustee attendance at meetings

5. Historically, attendance at CT meetings has been inconsistent. At times, the Civic office has been required to call each Trustee individually to confirm their attendance and ensure a quorum.
6. Mindful of this, the CWG has reviewed Trustee attendance at meetings since the start of the municipal year in May 2024. This data can be found at Appendix A to this report.
7. The Standing Orders, as adopted at the meeting held on 4 December 2024, make provision for Charter Trustees to be removed “if that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings.”
8. The Charter Trustee Handbook, adopted at the meeting held on 4 December 2024, also makes provision for Trustees to “submit a request in writing to the Honorary Clerk that they be removed from the membership in accordance with section (7) above.”
9. In line with the relevant procedures set out above, the CWG instructed the Honorary Clerk to write to any Trustee who had not attended the two most recent meetings, asking them to confirm whether they wished to continue as Charter Trustees or whether they wished to be considered for removal. An example letter is reproduced at Appendix B to this report.
10. No Trustees have submitted a request for their removal, and the CWG is therefore satisfied that the letter has successfully highlighted the need for Trustees to attend meetings wherever possible.
11. Therefore, the CWG does not recommend that any Trustee is removed at this time. Following this process, it is suggested that the Charter Trustees may wish to consider reviewing attendance at each CT meeting.

RECOMMENDATION – That:

Charter Trustees note the attendance record set out in Appendix A and continue to monitor attendance at each CT meeting through a standing agenda item.

Future meeting dates / times

12. Linked to the issues with attendance detailed above, and to promote greater attendance at meetings, the CWG suggested that Trustees be asked to feed back on potential meeting dates and times ahead of their approval at the Annual meeting in May 2025.
13. Further details will be forthcoming through the Civic office in the near future.

Summary of financial implications

14. There are no financial implications arising from this report.

Summary of legal implications

15. The roles and responsibilities of the Charter Trustees is defined in legislation, standing orders and the handbook. The issues raised in this report are in accordance with these provisions.

Summary of human resources implications

16. There are no human resource implications arising from this report.

Summary of sustainability impact

17. There are no sustainability implications arising from this report.

Summary of public health implications

18. There are no public health implications arising from this report.

Summary of equality implications

19. There are no equality implications arising from this report.

Summary of risk assessment

20. The Charter Trustees maintain a separate risk register which is reviewed annually by the Charter Trustees as a body. Any implications arising from decisions of the Charter Trustees which may have an impact on the register will be updated accordingly.

Background papers

21. Standing Orders
22. Handbook

Appendices

Appendix A: Trustee Attendance 2024/25

Appendix B: Example letter re. Trustee attendance at meetings