

Committee Model Working Group Agenda



Date: Friday, 28 April 2023

Time: 10.00 am

Venue: The Bordeaux Room, 1st Floor, City Hall, BS1 5TR

Distribution:

Councillors: Jenny Bartle (Chair), Geoff Gollop (Vice-Chair), Nicola Beech, Marley Bennett, Richard Eddy, Lorraine Francis, Helen Holland, Gary Hopkins, Tim Kent, Mohamed Makawi, Steve Pearce and Guy Poultney

Issued by: Democratic Services

City Hall, College Green, Bristol BS1 5TR

E-mail: committeesystem@bristol.gov.uk

Date: 20/04/2023



Agenda

1. Welcome, Introductions, and Safety Information

2. Apologies for absence

3. Declarations of interest

4. Minutes from the previous meeting and decisions log

(Pages 4 - 9)

5. Public Forum

Up to 30 minutes is allowed for this item.

(Pages 10 - 12)

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to committee.system@bristol.gov.uk and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office **at the latest by 5pm on Monday 24th April 2023.**

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest **by 12 Noon on Thursday 27th April 2023.**

Please note, your time allocated to speak may have to be strictly limited if there are a lot of submissions. This may be as short as one minute

6. Policy Committees - Structure and Responsibilities

(Pages 13 - 36)

7. Roles and Responsibilities of Councillors under the Committee Model of Governance

(Pages 37 - 47)



8. Stakeholder engagement feedback - standing item

9. Work Programme - for noting only

(Pages 48 - 51)



Committee Model Working Group Minutes

Friday 31st March 2023

Attendees: Councillor Jenny Bartle, Councillor Geoff Gollop, Councillor Nicola Beech, Councillor Marley Bennett, Councillor Richard Eddy, Councillor Helen Holland, Councillor Tim Kent, Councillor Lorraine Francis, Councillor Heather Mack (substituting for Councillor Makawi), Councillor Steve Pearce, and Councillor Guy Poultney.

Also in attendance: Councillor Ellie King, Cabinet Member for Public Health and Communities, and Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homes.

1. Welcome, Introductions, and Safety Information

The Chair welcomed those present and introductions were made.

2. Apologies for absence

Apologies were received from Councillor Makawi who was substituted by Councillor Mack.

3. Declarations of interest

There were no declarations of interest.

4. Minutes from the previous meetings and decisions log

The minutes of the meetings on 27th January and 24th February 2023 were approved as a correct record.

Members noted the decision log.

5. Public Forum

The following public forum questions were received for the meeting. There were no public forum statements.

Questions (and answers)

No.	Name	Question
PQ 01	Suzanne Audrey	<p>Q1. At your previous meeting decisions were made about scrutiny. Unfortunately, I was unable to attend that meeting as I was away. There have been concerns about scrutiny in Bristol. Please can you explain how scrutiny will be improved with the proposed new arrangements compared with the current system under an elected mayor?</p> <p>A1. Members have agreed that the core functions of Scrutiny i.e., to consider decisions and undertake policy development, can be conducted effectively in the Policy Committees. This will prevent the duplication that would arise from two separate groups of politically proportionate Councillors looking at the same information in different places and enable Councillors to have oversight of decisions at every stage. However, in recognition of the possibility that some decisions may still benefit from additional review, Members have agreed that a cross party Escalation Panel will be established to consider matters if there are concerns that a decision is not being made in accordance with the principles outlined in Article 14 of the Council's Constitution. For further details please see the minutes from our previous meeting and also the</p>

		debate at the Full Council meeting on 14 th March 23, which is available via the webcast on our website.
PQ 02	Suzanne Audrey	<p>Q2. In making decisions about the number and responsibilities of committees, are you also able to incorporate factors relating to the composition of those committees e.g., gender balance?</p> <p>A2. Each Group will be responsible for making appointments to the Policy Committees once they're established, which will be communicated by the Group Whips. In doing so, the Groups will attempt to ensure diverse representation on Committees where possible, subject to factors such as Members' availability.</p>
PQ 03	Councillor Martin Fodor	<p>Q3. There are various budgets and functions needed by every local authority, e.g. press team, external and internal comms, consultation and engagement work, international links, policy advice for the leadership and dealing with contact from residents, partners and stakeholders. In Bristol much has been centralised into the Mayor's office. Please itemise all the functions, teams, and separate budgets in the Mayor's office for Financial year 2023-24 and beyond, i.e., identify details for those which are still in the council budget for Financial Year 2024-25 onwards.</p> <p>A3. The 23/24 budget was approved by Full Council in February 23 and includes details of the Executive Office budget, which includes the Mayor's Office and is part of the Legal and Democratic Services division. The other areas that you mention sit within the Policy and Strategy division. As part of the development of the budget for 24/25 we will be reviewing the Executive Office/Mayor's Office budget.</p>
PQ 04	Councillor Martin Fodor	<p>Q4. What is known about core cites and comparator authorities about their arrangements and budgets for such teams and functions inc. noting which governance arrangements each has.</p> <p>A4. Every Council manages its own staffing and budgets differently depending on the individual circumstances. We understand the organisation of staff and associated budgets varies significantly in comparator Councils.</p>
PQ 05	Councillor David Wilcox	<p>Q5. On March the 16th DLUHC (Department for Levelling Up, Housing and Communities) published new guidance about the devolution accountability framework.</p> <p>Details: The English Devolution Accountability Framework delivers on the Levelling Up White Paper commitment to publish a new accountability framework to apply to all English institutions with devolved powers. This is part of the process of ensuring local accountability and focuses on ensuring that mayors and other local leaders are subject to robust effective scrutiny by local politicians and an informed public. The English Devolution Accountability Framework is an element of the broader Local Government Accountability Framework which applies to all local authorities, including combined authorities.</p> <p>Can the members of the committee assure us that this document will be factored into the design of the scrutiny system for a committee model-based council?</p> <p>A5. This document refers to devolved powers, which in Bristol sit with the West of England Combined Authority. However, scrutiny within the Committee model will be embedded into the Policy Committees and Members will ensure that best practice arrangements, as set out in the document, will be followed.</p>
PQ 06	Councillor David Wilcox	<p>Q6. How does the council interact with holding companies, e.g., Bristol Waster and joint ventures, e.g. City Leap?</p> <p>A6. The Council has an interface with its wholly owned subsidiary companies through the Shareholder Liaison service which supports the Council's shareholder, as well as through client teams in relevant service areas that manage contractual arrangements with Bristol Waste and</p>

		Goram Homes. City Leap is a joint venture, and the Council is a 50% shareholder. The relationship with the joint venture is through the City Leap client team, which is based in the Growth and Regeneration directorate.
PQ 07	Councillor David Wilcox	Q7. How does the committee-based council define policy and interact with the West of England Combined Authority? A7. Members will be considering these matters further at their meetings in June (corporate policies) and July (external relationships).
PQ 08	Councillor David Wilcox	Q8. How the committee-based council will interact with the Chief Executive and Senior Management team, and how will disputes about conflicting policies be resolved? A8. Members will interact with the Chief Executive and Senior Officers in a variety of ways in the Committee Model. In Local Government, Elected Representatives set the strategic direction and policies of the Council, which are then delivered by officers.

The following information was provided in response to supplementary questions:

- The arrangements for the Escalation Panel were yet to be agreed, although it was likely to be similar to how 'call in' currently operated, which could be requested by any five Members.
- The members of the public who attended the community engagement events in November 23 had been informed that public meetings of the Committee Model Working Group were now taking place.
- Roles and responsibilities of Members would be discussed at the 28th April 23 meeting of the Committee Model Working Group, with partnership arrangements on 28th July 23.

6. Committee Structure; to determine the number of Committees and their general responsibilities

The Director of Legal and Democratic Services provided a brief introduction to the report, advising that three potential models had been provided for illustrative purposes and Members were now asked to clarify their preferred option. During the ensuing discussion, the following points were made:

- Policy Committees could delegate matters to sub-committees. Membership of Subgroups could be any Councillor and did not need to be taken from the parent body. Matters could also be addressed via Task Groups, Working Groups and Inquiry Days.
- Consideration should be given to the remit of each Policy Committee to ensure balanced workloads.
- There were several cross-cutting issues of significant importance such as public health, climate change and equalities that needed to be given appropriate attention in the Policy Committees.
- Members agreed that flexibility was important, and the remit of the Policy Committees may need to be regularly reviewed to ensure the best outcomes.
- The Committee confirmed that all items that currently go to Full Council should continue to do so in the new model. It was reiterated that decisions currently made by elected Members should remain political decisions. Members noted that further discussion was required about how officer delegated decisions would operate, including the options for Member oversight, but the prevailing view was that use of this mechanism should not be increased in the new model.

Following the initial discussion, Members agreed that the Policy Committees should broadly reflect the seven Corporate Themes as outlined in the [Council's Corporate Strategy 2022-2027](#), with the exception that the 'Effective Organisational Development' theme would become the 'Strategy & Resources Policy Committee'. Details as follows:

- | | |
|---------------------------------|-----------------------------|
| 1. Children & Young People | 5. Homes & Communities |
| 2. Economy & Skills | 6. Strategy & Resources |
| 3. Environment & Sustainability | 7. Transport & Connectivity |
| 4. Health, Care & Wellbeing | |

Members went on to state that:

- The Strategy & Resources Committee would be the same as the other Policy Committees, with all seven reporting to Full Council. Membership would need to be politically proportionate, and the options for this wouldn't be known until after the election in 2024, although the working assumption was nine Councillors. Due to scale of work required in relation to budget matters, it was noted that this may need to be picked up via a sub-Committee.
- The list of current Cabinet Member responsibilities and decisions should be mapped against the Corporate Themes and brought back to the next meeting to enable the Committee to identify any gaps and consider the approach to cross cutting topics.
- Members discussed the frequency of meetings and agreed that the indicative frequency should be every 6-8 weeks, depending on the Committee and level of business.

RESOLVED:

- **That there will be seven Policy Committees based on the Council's Corporate Themes all reporting to Full Council, but the 'Effective Organisational Development' theme would become the 'Strategy & Resources Policy Committee'. Further details to be agreed at the CMWG's meeting on 28th April 23.**
- **Policy Committees could delegate decisions to Sub Groups, membership of which could be any Councillor and did not need to be taken from the parent body.**
- **That the indicative frequency of Policy Committees would be every 6-8 weeks depending on volumes of business.**

7. Stakeholder engagement feedback

Councillors Bartle and Gollop advised that they had recently attended the following meetings to discuss the work of the Committee and engage with partners.

- City Gathering
- Mayor's Community Leaders Forum
- Bristol Women's Commission (*also attended by Committee Members*)
- Bristol Disability Equality Commission

Attendance at other Groups was planned and updates would be brought back in due course.

Committee Model Working Group

Decisions Log

Topic	Decision	Date	Note
Leader/Deputy Leader	Leader and Deputy Leader to be in place, appointed by Full Council. Roles and responsibilities to be confirmed at 14 th April 23 meeting.	270123	Some concerns about the 'strong' leader model
Key decision threshold	Details TBC. £500k minimum.	270123	Current political oversight of decisions to be maintained or increased.
Forward Plan	Forward plan (s) to be in place – details TBC.	270123	
Emergency Decision Making	Assume APR 15 and 16 will be replicated but to be agreed once more details of how the arrangements operate have been provided.	270123	
Officer Delegated Decisions (OEDs)	Chairs/VCs to be consulted on OEDs in advance. May be a requirement to publish them before the decision and introduce the option for Call In.	270123 240223	
Local Decision Making	To be confirmed after the substantive discussion on 26 th May 23.	270123	
Budget and Policy Framework	Deferred to a later meeting.	270123	Decision to be made after details of the policy committee structure is available.
Member Forum/Public Forum	To be retained in the new model and may be expanded e.g., more time.	270123	Some concerns about the right balance between managing the business of the meeting and enabling additional engagement. Chairs' discretion to manage the meeting remains key.
Petition Debates	CMWG to review the threshold and agree pathway for debate and responses.	270123	
Agenda Settings	Leads to be invited to agenda setting meetings – draft reports to be available.	270123	
Briefings	Chairs/VCs to attend current Cabinet Member briefings. Details for briefings for Policy Committee Members TBC	270123 240223	
Scrutiny	All scrutiny functions to be incorporated into the Policy Committees, including task and finish/inquiry day activities.	240223	
Escalation Panel	To be included in the new model and established by Full Council. Its purpose will be to consider decisions made by Policy Committees based on the grounds set out in Article 14 of the Constitution. All other arrangements to be confirmed	240223	
Policy Development	The process for policy development needs further consideration. Should include use of task and finish groups/inquiry days.	240223	
Audit Committee	Role and remit to be considered at a later date.	240223	

Policy Committees	There will be seven Policy Committees based on the Council's Corporate Themes, all reporting to Full Council. With the exception that the 'Effective Organisational Development' theme would become the 'Strategy & Resources Policy Committee'. Further details to be agreed at the CMWG's meeting on 28th April 23.	310323	
Delegations	Full Council are able to delegate powers to Committees, who in turn can delegate powers to sub-Committees	310323	
Subcommittee Membership	Membership of Subgroups could be any Councillor and did not need to be taken from the parent body	310323	
Frequency of Policy Committees	That the indicative frequency of Policy Committees would be every 6-8 weeks dependent on business.	310323	

Public Information Sheet

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk.

Public meetings

Public meetings including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny will now be held at City Hall.

Members of the press and public who plan to attend City Hall are advised that you may be asked to watch the meeting on a screen in another room should the numbers attending exceed the maximum occupancy of the meeting venue.

COVID-19 Prevention Measures at City Hall (June 2022)

When attending a meeting at City Hall, the following COVID-19 prevention guidance is advised:

- promotion of good hand hygiene: washing and disinfecting hands frequently
- while face coverings are no longer mandatory, we will continue to recommend their use in venues and workplaces with limited ventilation or large groups of people.
- although legal restrictions have been removed, we should continue to be mindful of others as we navigate this next phase of the pandemic.

COVID-19 Safety Measures for Attendance at Council Meetings (June 2022)

We request that no one attends a Council Meeting if they:

- are required to self-isolate from another country
- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.



Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to committeesystem@bristol.gov.uk

The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, it may be that only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.



- As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items). If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.

The privacy notice for Democratic Services can be viewed at www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services



Committee Model Working Group

28th April 2023



Report of: Director – Legal and Democratic Services

Title: Policy Committees – Structure and Responsibilities

Ward: All

Officer Presenting Report: Director – Legal and Democratic Services

Recommendations:

That the Committee Model Working Group (CMWG) considers and makes recommendations in respect of the matters raised in this report.

The significant issues in the report are:

This report sets out matters for the Committee Model Working Group to consider relating to the structure and responsibilities of the Council's Policy Committees, which will be introduced in May 2024.



1. Summary

As part of the preparations for the Committee Model of governance, there are a number of detailed matters that Members need to consider, which are part of the Committee Model Working Group’s Work Programme during 2023.

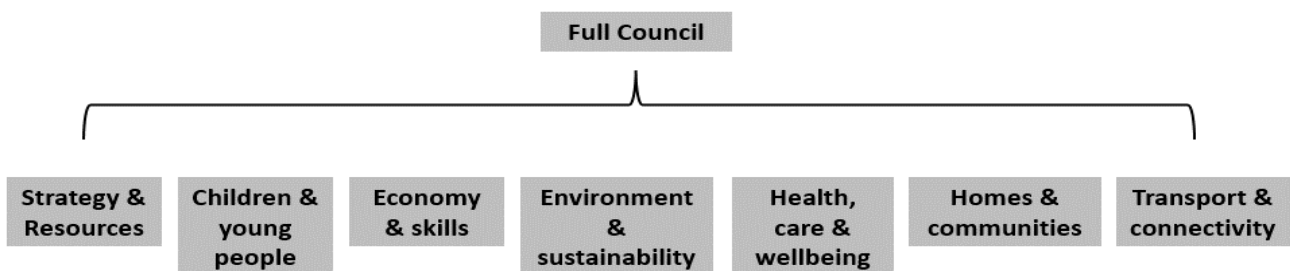
This report considers how the Policy Committees will operate in the Committee Model of governance, including the role and remit of each proposed body.

The Working Group will need to make recommendations about the matters raised in this report. All recommendations from the Working Group will be taken to Full Council in due course for decision.

2. Background

At the meeting on 31st March 23, the Committee Model Working considered a report about the role and responsibilities of the Council’s Committees under the Committee system of governance, which will commence in May 2024. During this discussion Members reached consensus in the following areas:

- The role and remit of Full Council and the Regulatory Committees will remain largely unchanged. A summary of the responsibilities that sit with these bodies can be found in the Committee Model Working Group’s report of [31st March 2023](#).
- There will be seven Policy Committees based on the themes in the Council’s [Corporate Strategy 2022-2027](#)
- The corresponding Policy Committee for the Corporate Strategy theme ‘Effective development organisation’ will be the ‘Strategy and Resources Committee’ which will have responsibility for strategic matters such as policy and corporate finance (subject to any subgroups as appropriate). This Committee will not perform a management function as all seven Policy Committees will report directly to Full Council. The provisional structure is as follows:



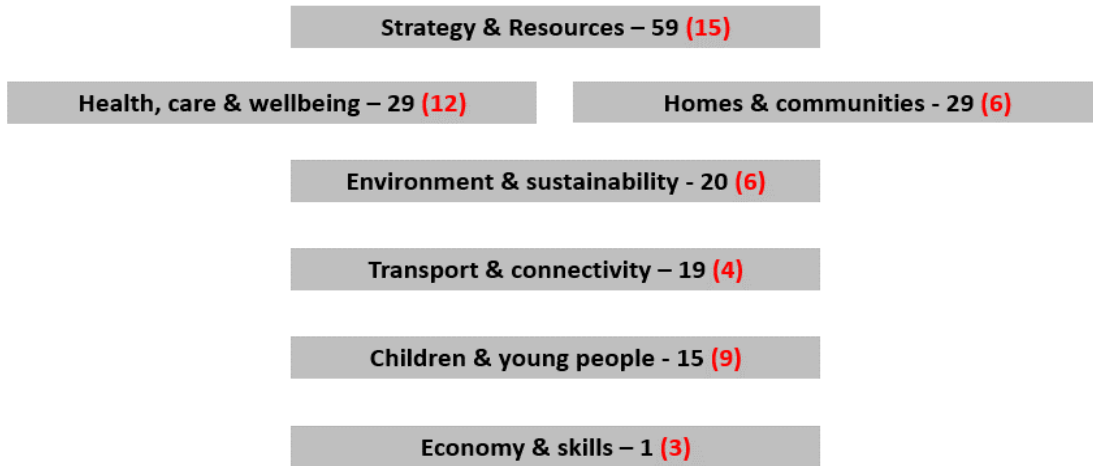
Members are now asked to proceed to provide further details about each of the seven Policy Committees to ensure they are cross cutting, have balanced workloads and there are no gaps in oversight of core issues. At this stage, an indication of the areas that sit within each Policy Committee is all that’s required as further amendments can be made in due course.

3. Policy Committees – comparison to existing arrangements

In order to inform Members’ further discussions on the role and remit of the Policy Committees, the

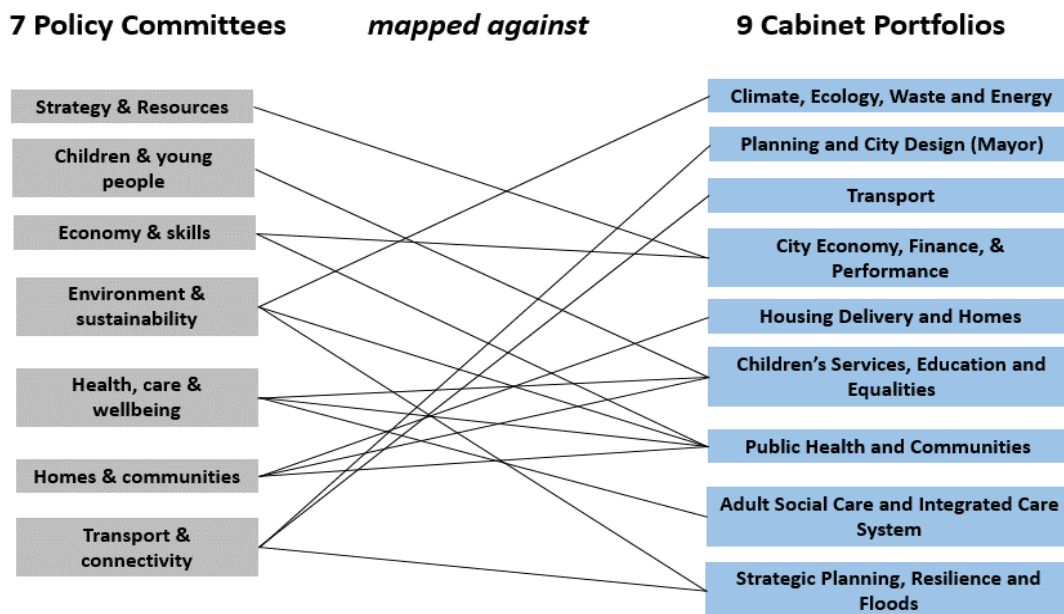
following review has been undertaken to illustrate the approximate breakdown of Cabinet decisions (see Appendix B) and Scrutiny reports (see Appendix C) taken over a 12-month period and how they relate to the Council’s Corporate Strategy themes:

Cabinet Decisions (and Scrutiny reports) mapped against Policy Committees

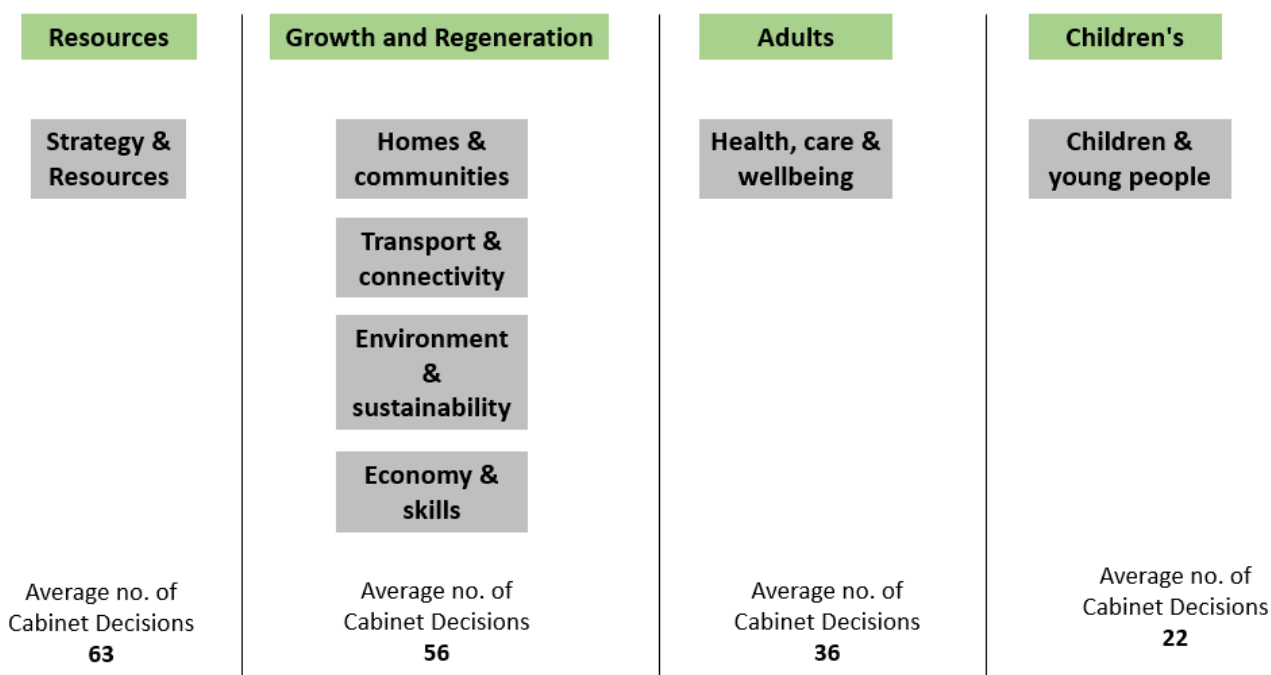


The total number of reports across both Cabinet and Scrutiny during this period was 227.

In order to identify potential gaps, the following diagram is provided to show how the Policy Committee remits relate to the current Cabinet Member portfolios:



The final illustration shows how Cabinet decisions over a 12 month period relate to the officer structure of the Council:



4. Policy Committees – roles and responsibilities

In order to provide Members with a framework for discussion, the current Cabinet Portfolios (see Appendix A) have been re-allocated to the Policy Committees in two options as per below. This information is provided for illustration only and Members will need to decide whether they wish to make amendments to the remit of the Policy Committees to ensure best fit and balanced workloads. Members are asked to note that the length of each list should not be considered in isolation as the amount of work required for each item will vary considerably. Furthermore, Members may opt to pass responsibility for some areas to Sub Committees or Task Groups etc.

OPTION 1 - Closely aligned to the current Cabinet Member Portfolios

Policy Committee	Proposed Remit	Questions/Comments
Children and Young People	<ul style="list-style-type: none"> - Equalities - Children’s Social Care - Corporate Parenting, Fostering and Adoption - Children & families support services - Youth Services - Children’s Centres & Pre-School - Safeguarding Children (including safeguarding boards) - Schools and Partnerships 	<p>Directly aligns to the current Cabinet Member portfolio: Children’s Services, Education & Equalities</p> <p>Equalities matters are cross cutting. How should this be maintained in the Policy Committees?</p>

	<ul style="list-style-type: none"> - Further education - Domestic violence and abuse - Family & Child Friendly City - Educational Catch up plan - NEETs - Diversification of teaching work force - New schools and school places - School exclusions - School streets project - SEND - PHSE - Lifelong learning 	<p>Should domestic violence and abuse be moved to Health, Care and Wellbeing or Homes and Communities?</p>
<p>Economy and Skills (including regeneration)</p> <p><i>Suggest renaming to include Strategic Planning and Resilience</i></p>	<ul style="list-style-type: none"> - Development of regional planning Strategy (including SDS) - Cross border responsibility for joint spatial planning - Delivery of renewed Local Plan - City resilience (ink; delivery of city resilience strategy) and contingency - Flooding and flood strategy - Development management* - Civil Contingency Planning - planning and control* - Apprenticeships, training and work experience* - City Economy* - City Policy, Strategic Planning and Communications, Council Plan* 	<p>Closely aligns to the current Cabinet Member portfolio: Strategic Planning, Resilience & Floods, with some additional items from elsewhere (*)</p> <p>Should other items be added to increase the remit of this Committee?</p>
<p>Environment and Sustainability</p>	<ul style="list-style-type: none"> - Climate Emergency Strategy delivery - Ecological Emergency Strategy delivery - Waste and Recycling Strategy delivery - Clean Streets Campaign and street cleansing - Energy, Heat Networks and City Leap - Carbon neutrality & Green New Deal - Air Quality and Clean Air Plan* 	<p>Closely aligns to the current Cabinet Member portfolio: Climate, Ecology, Waste & Energy, with an additional item from elsewhere (*)</p>
<p>Health, Care and Wellbeing</p>	<ul style="list-style-type: none"> - Adult Social Care - Safeguarding Adults (including safeguarding boards) - Age Friendly City - Better Lives Programme 	<p>Closely aligns to the current Cabinet Member portfolio: Adult Social Care & Integrated Care System with additional items added from elsewhere (*)</p>

	<ul style="list-style-type: none"> - Family or Friend Carers - Ethical Care Council - Adaptable homes and Intergenerational housing - Integrated Care System - Women Commission & Women Safe City - Public Health including Mental Health Services and Health Partnerships* - Preventative Services* - Sport and leisure* - Commissioning (Health)* 	<p>Should Health Scrutiny be addressed via a standing Sub Committee?</p>
<p>Homes and Communities</p>	<ul style="list-style-type: none"> - Housing delivery and Innovation - Major development schemes - Modern Methods of Construction - Social housing & support services - Landlord services - Homelessness - Home-choice - University Development & Student Accommodation - Self builds - Retro fit sustainability of homes - carbon and waste - Estate renewal - Private rented sector - Living Rent City - Housing Strategy & Project 1000 - Land and property allocated for housing development - Community Engagement and development* - Democratic Engagement* - Transferred community assets* - Community Safety, Community Cohesion and Safer Bristol Partnership* - VCS and Community initiatives* - Libraries* - Parks and Green Spaces* - Events and Carnivals* - Regulatory and Licensing function* - Public protection and environmental health* 	<p>Closely aligns to the current Cabinet Member portfolio: Housing Delivery and Homes with additional items (*) added from elsewhere</p>
<p>Transport and Connectivity (including</p>	<ul style="list-style-type: none"> - Transport policy - Transport maintenance - Major Transport projects 	<p>Closely aligns to the current Cabinet Member portfolio: Transport, with other items (*)</p>

infrastructure)	<ul style="list-style-type: none"> - Local Joint Transport Plan - The Harbour* - Major projects* - Capital Programme* 	added from elsewhere
Strategy and Resources	<ul style="list-style-type: none"> - Finance and Budgets - Legal and statutory services - Corporate services - Performance - Council owned Companies and Innovation - Culture - Council’s assets and Property Board - Commercialisation - External Relations* - Devolution* - City Office and Bristol One City Plan* - UN Sustainable Development Goals* - City Funds* 	<p>Closely aligns to the current Cabinet Member portfolio: City Economy, Finance & Performance, with other items (*) added from elsewhere.</p> <p>Should decisions about city wide issues or matters that are sufficiently cross cutting be considered at the Strategy and Resources Committee?</p> <p>Should there be a standing Finance Task Group or Sub Committee?</p> <p>Should oversight of risk and performance be included in this Committee?</p>

OPTION 2 - As above but with further changes () to seek a better alignment with the Corporate Themes**

Policy Committee	Proposed Remit	Questions/Comments
Children and Young People	<ul style="list-style-type: none"> - Children’s Social Care - Corporate Parenting, Fostering and Adoption - Children & families support services - Youth Services - Children’s Centres & Pre-School - Safeguarding Children (including safeguarding boards) - Schools and Partnerships - Further education - Family & Child Friendly City - Educational Catch up plan - NEETs - Diversification of teaching work force - New schools and school places - School exclusions 	Closely aligns to the current Cabinet Member portfolio: Children’s Services, Education & Equalities

	<ul style="list-style-type: none"> - School streets project - SEND - PHSE 	
<p>Economy, Skills and Communities</p> <p><i>(Renamed from Economy and Skills)</i></p>	<ul style="list-style-type: none"> - Development of regional planning Strategy (including SDS) - Cross border responsibility for joint spatial planning - Delivery of renewed Local Plan - City resilience (ink; delivery of city resilience strategy) and contingency - Flooding and flood strategy - Development management* - Civil Contingency Planning - planning and control* - Apprenticeships, training and work experience* - Lifelong learning** - City Economy* - City Policy, Strategic Planning and Communications, Council Plan* - University Development & Student Accommodation** - Major development schemes** - Land and property allocated for housing development** - Domestic violence and abuse** - Community Safety, Community Cohesion and Safer Bristol** Partnership* - Community Engagement and development** - Transferred community assets** - Community Safety, Community Cohesion and Safer Bristol Partnership** - VCS and Community initiatives* - Libraries** - Parks and Green Spaces** - Events and Carnivals** - Public protection and environmental health** - Local decision making (<i>new item</i>) 	<p>Aligns to the current Cabinet Member portfolio: Strategic Planning, Resilience & Floods, with additional items from elsewhere (* and **)</p>
<p>Environment and Sustainability</p>	<ul style="list-style-type: none"> - Climate Emergency Strategy delivery - Ecological Emergency Strategy delivery 	<p>Closely aligns to the current Cabinet Member portfolio: Climate, Ecology, Waste & Energy, with an additional item</p>

	<ul style="list-style-type: none"> - Waste and Recycling Strategy delivery - Clean Streets Campaign and street cleansing - Energy, Heat Networks and City Leap - Carbon neutrality & Green New Deal - Air Quality and Clean Air Plan* 	from elsewhere (*)
Health, Care and Wellbeing	<ul style="list-style-type: none"> - Adult Social Care - Safeguarding Adults (including safeguarding boards) - Age Friendly City - Better Lives Programme - Family or Friend Carers - Ethical Care Council - Adaptable homes and Intergenerational housing - Integrated Care System - Public Health including Mental Health Services and Health Partnerships* - Preventative Services* - Sport and leisure* - Commissioning (Health)* 	<p>Closely aligns to the current Cabinet Member portfolio: Adult Social Care & Integrated Care System with additional items added from elsewhere (*)</p> <p>Should Health Scrutiny be addressed via a standing Sub Committee?</p>
Homes <i>(Renamed from Homes and Communities)</i>	<ul style="list-style-type: none"> - Housing delivery and Innovation - Social housing & support services - Landlord services - Homelessness - Home-choice - Self builds - Estate renewal - Private rented sector - Living Rent City - Housing Strategy & Project 1000 - Retro fit sustainability of homes - carbon and waste - Modern methods of construction 	Closely aligns to the current Cabinet Member portfolio: Housing Delivery and Homes
Transport, Connectivity and Infrastructure <i>(Renamed from Transport and Connectivity)</i>	<ul style="list-style-type: none"> - Transport Policy - Transport Maintenance - Major Transport Projects - Local Joint Transport Plan - The Harbour* - Major Projects* - Capital Programme (delivery)* 	Closely aligns to the current Cabinet Member portfolio: Transport, with other items (*) and **) added from elsewhere

<p>Strategy and Resources</p>	<ul style="list-style-type: none"> - Finance and Budgets - Legal and statutory services - Corporate services - Performance - Council owned Companies and Innovation - Culture - Council’s assets and Property Board - Commercialisation - External Relations* - Devolution* - City Office and Bristol One City Plan* - UN Sustainable Development Goals* - City Funds* - Equalities** - Democratic Engagement** - Equality Commissions and Women’s Safe City** (<i>renamed from Women’s Commission and Women’s Safe City</i>). 	<p>Closely aligns to the current Cabinet Member portfolio: City Economy, Finance & Performance, with other items (*) added from elsewhere.</p> <p>Should decisions about city wide issues or matters that are sufficiently cross cutting be considered at the Strategy and Resources Committee?</p> <p>Equalities matters are cross cutting. How should this be maintained in the Policy Committees?</p> <p>Should there be a standing Finance Task Group or Sub Committee?</p> <p>Should oversight of risk and performance be included in this Committee?</p> <p>Will all of the regular budget monitor reports be taken to this Committee?</p>
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5. Frequency of Meetings

Members have agreed to a provisional frequency of each Policy Committee meeting every six to eight weeks, although this will be subject to change according to need.

6. Task Groups

Members have indicated a preference for each Policy Committee to be able to establish ‘task and finish’ arrangements that will have responsibility for conducting in depth reviews, for example into a specific area of policy development. The Committee Model Working Group is asked to consider the arrangements for this in more detail, including the indicative number.

7. Legal and Constitutional matters

The Legal and Constitutional matters raised by this report are as follows.

Under the Committee Model of governance, the Council will delegate functions to one or more Policy Committees. The power to delegate functions to committees is found in s.101 of the Local

Government Act 1972. Full Council can establish committees and sub-committees. A Policy Committee can also delegate responsibilities to a sub-committee or to an officer, unless prohibited from doing so by Full Council.

Membership of Policy Committees is subject to the rules relating to political balance as set out in the Local Government (Committees and Political Groups) Regulations 1990 which will be used to determine the number of seats on committees and their allocation to political groups.

Part 3 of the Council’s Constitution currently sets out the detail relating to the discharge of executive and non-executive functions. Once the structure of the committees has been agreed it will be necessary to rewrite this part of the Council’s constitution to reflect the new structure.

8. Matters for the Working Group to consider

To summarise, the Working Group may wish to frame the discussion of the above matters around the following questions:

- a. What will the titles and areas of responsibility be for each Policy Committee?
- b. Are there any Sub-Committees or Working Groups that should be established from the outset?
- c. Is there an indicative number of Task Groups that each Policy Committee can establish in any one Municipal Year?
- d. How should oversight of Performance and Risk be managed in the Policy Committees?
- e. Will the regular budget monitor reports be taken to the Strategy and Resources Committee and/or to the relevant Policy Committees?

Appendices:

Appendix A – detail of current Cabinet Member portfolios

Appendix B1 – List of Cabinet Decisions in 2021/22

Appendix B2 – Procurement Cabinet decisions in 2021/22

Appendix C – Scrutiny Work Programme 2021/22

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

Appendix A – detail of current Cabinet Member portfolios

Mayor and Cabinet Member Portfolios 22/23

MAYOR

1. City Policy, Strategic Planning and Communications, Council Plan
2. External Relations
3. Major projects
4. Development management
5. The Harbour
6. Devolution
7. UN Sustainable Development Goals
8. Civil Contingency Planning - Planning and control
9. Air Quality and Clean Air Plan
10. Sport and leisure
11. City Office and Bristol One City Plan
12. City Funds
13. Regulatory and Licensing function
14. All other executive functions not otherwise listed within Cabinet portfolio

CABINET PORTFOLIO: CITY ECONOMY, FINANCE & PERFORMANCE

1. Finance and Budgets
2. Legal and statutory services
4. Corporate services
5. Performance
6. Council owned Companies and Innovation
7. Capital Programme
8. City Economy
9. Culture
10. Council's assets and Property Board
11. Commercialisation

CABINET PORTFOLIO: CHILDREN'S SERVICES, EDUCATION & EQUALITIES

1. Equalities
2. Designated Lead Member for Children's Services
3. Children's Social Care
4. Corporate Parenting, Fostering and Adoption
5. Children & families support services
6. Youth Services
7. Children's Centres & Pre-School
8. Safeguarding Children (including safeguarding boards)
9. Schools and Partnerships
10. Further education
11. Apprenticeships, training and work experience
12. Domestic violence and abuse

13. Family & Child Friendly City
14. Educational Catch up plan - NEETs
15. Diversification of teaching work force
16. New schools and school places
17. School exclusions
18. School streets project
19. SEND
20. PHSE
21. Lifelong learning

CABINET PORTFOLIO: ADULT SOCIAL CARE & INTEGRATED CARE SYSTEM

1. Adult Social Care
2. Safeguarding Adults (including safeguarding boards)
3. Age Friendly City
4. Better Lives Programme
5. Family or Friend Carers
6. Ethical Care Council
7. Adaptable homes and Intergenerational housing
8. Integrated Care System
9. Women commission & Women Safe City

CABINET PORTFOLIO: CLIMATE, ECOLOGY, WASTE & ENERGY

1. Climate Emergency Strategy delivery
2. Ecological Emergency Strategy delivery
3. Waste and Recycling Strategy delivery
4. Clean Streets Campaign and street cleansing
5. Energy, Heat Networks and City Leap
6. Carbon neutrality & Green New Deal

CABINET PORTFOLIO: HOUSING DELIVERY AND HOMES

1. Housing delivery and Innovation
2. Major development schemes
3. Modern Methods of Construction
4. Social housing & support services
5. Landlord services
6. Homelessness
7. Home-choice
8. University Development & Student Accommodation
9. Self builds
10. Retro fit sustainability of homes - carbon and waste
11. Estate renewal
12. Private rented sector
13. Living Rent City
14. Housing Strategy & Project 1000
15. Land and property allocated for housing development

CABINET PORTFOLIO: TRANSPORT

1. Transport policy
2. Transport maintenance
3. Major Transport projects
4. Local Joint Transport Plan

CABINET PORTFOLIO: PUBLIC HEALTH & COMMUNITIES

1. Public Health including Mental Health Services and Health Partnerships
2. Community Engagement and development
3. Democratic Engagement
4. Transferred community assets
5. VCS and Community initiatives
6. Libraries
7. Parks and Green Spaces
8. Events and Carnivals
9. Commissioning (Health)
10. Community Safety, Community Cohesion and Safer Bristol Partnership
11. Public protection and environmental health
12. Preventative Services

CABINET PORTFOLIO: STRATEGIC PLANNING, RESILIENCE & FLOODS

1. Development of regional planning Strategy (including SDS)
2. Cross border responsibility for joint spatial planning.
3. Delivery of renewed Local Plan
4. City resilience (ink; delivery of city resilience strategy) and contingency
5. Flooding and flood strategy

Appendix B1 – List of Cabinet Decisions in 2021/22

Meeting Date	Title
22/06/2021	Blaise Plant Nursery supplies
	APR15 - Approval to submit a bid to Rough Sleeping Accommodation Programme (RSAP)
	P12 Outturn finance report
	Future Bright Plus - Phase 2
	PFI Benchmarking outcome for Bristol Schools
	Microsoft Desktop Licensing Agreement
	Citizen Assembly Recommendations
	Corporate Risk Management report
	South Bristol Light Industrial Workspace
	SLM Leisure Contract and Financial Assistance
	Childcare Development and Sustainability Service
	Regeneration Funding
	Electoral Service specialist printing tender
	Cultural Investment Programme extension
	Bus Stop Suspension Charges
Report of Monitoring Officer: Local Government & Social Care Ombudsman Public Report	
13/07/2021	Bristol's Drug and Alcohol Strategy 2021-25 and funding
	Quarterly Performance Progress Report (Q4 - 2020/21)
	City Centre and High Streets Recovery
	P2 Finance Outturn Report 2021/22
	Re-tender of the Network and Telephony contract
	St Philips Reuse and Recycling Centre - Lease renewal
	Children's Social Care and Special Education Spot Purchase Placements
	National Heritage Lottery Project Prioritisation - Stoke Park and Temple Church and gardens
	Amendments to the Keeping Bristol Safe Partnership Constitution
	Changing Futures MHCLG Bid Submission
	Education Capital Programme: SEND Sufficiency – Elmfield School for Deaf Children & Trinity Academy
Additional Highways Maintenance Funding Allocation	
14/09/2021	Domestic Abuse Contract Extension
	2021/22 Period 3 and 4 Finance Report
	Procurement of new Case Management System for Legal Services
	Active Travel Fund - Tranche 3
	Consultation on Leisure Investment Options
	End User Compute and Deployment Services
	Inpatient Detox and Stabilisation contract
	Enforcement Policy in relation to Relevant Letting Agency Legislation
	Integrated Community Equipment Services (ICES) Contract Extension
	Parks Capital Maintenance Programme
	Digital Transformation Programme
	Microsoft Dynamics Agreement
	Youth Zone – funding request
Q1 Corporate Risk Management Report 2021/22	
Children's Independent Fostering Agency Framework – South Central	
05/10/2021	Alternative Learning Provision Framework
	Data, Insight and Information Strategy
	Transition to low carbon fleet
	2021/22 Period 5 Finance Report
	Modern Slavery Transparency Statement
	Extension of the Home Improvement Agency Contract
	Quarterly Performance Progress Report (Q1 - 2021/22)
	Short Breaks recommissioning
	Bus Deal - Strategic Corridors update
	Bristol Channel Panel - Annual Assurance Statement
	Temple Quarter Update
	Covid Marshals extension
	Heat Network Expansion - Bedminster & Temple update
	Language Services corporate contract
APR15 Memorandum of Understanding (October 2021 to March 2022) for the Integrated Care System of Bristol, North Somerset and South Gloucestershire	

Meeting Date	Title
02/11/2021	APR15 Ambition Community Energy Wind turbine
	Confidential legal report
	WE WORK for Everyone Project Contract Award
	Request to tender Bristol City Council Casualty, Property and Additional Covers Insurance
	Council Tax Reduction Scheme
	Medium Term Financial Plan/Capital Strategy
	Recommissioning of Carers Support Services
	Supported Family Framework and Contracts Extension
	Corporate Strategy 2022 - 2027
	Purchase of iPoint Ticket Machines
	Director of Public Health Annual Report 20-21
	Gambling Act Policy Review
	Budget Monitoring Outturn Report P6
	Carbon Reduction Projects
Bedminster Green Framework Area	
14/12/2021	APR15 - DHSC Adult Social Care Infection Control and Testing Fund Round 3 and The Workforce Recruitment and Retention Fund
	Housing IT Transformation and contract procurement
	Parking Permit and Tariff Review – Residents' Parking Schemes (RPS) and Permit Parking Areas (PPA)
	Q2 Corporate Risk Management Report 2021/22
	Family Hub Transformation Fund Bid
	New Private Rented sector (PRS) Licensing Scheme
	SEND Information Advice and Support Service (SENDIASS) contract extension
	Council Tax Base
	Final Memorandum of Understanding (October 2021 to March 2022) for the Integrated Care System of Bristol, North Somerset and South Gloucestershire
	Heat Decarbonisation at the Welsman Building
	Household Support Fund
	Collection Fund Surplus/Deficit Report
	Underfall Yard Sluices
	Block contracts for Temporary Accommodation
	Temple Island Update
	Cultural Investment Programme 2023 - 2027
	Future Energy Supply
	Budget Monitoring Outturn Report P7
	Arts Council England extension funding for Bristol City Council museums 2022-2023
	Intensive Positive Behaviour Support Project
End User Computer Devices	
Clean Air Zone Project update	
Disposal of Land (We Can Make)	
18/01/2022	Corporate Debt Management Policy
	Future Energy Supply
	Bristol's first Citizens' Assembly – Outcomes Progress Report 1
	Q2 Quarterly Performance Progress Report – Q2 2021/22
	Ethical & Equitable Investment Policy (EEIP)
	Adult Social Care In-house Rehabilitation Centres Review
	YTL Arena Bristol – Travel Mitigations
	City Leap Energy Partnership – procurement update
	Homelessness Prevention Grant – Winter 2021
	Procurement of Collection and Enforcement Agent Services
	COP26 outcomes
	Repair and Maintenance Contract Extension
	South West regional framework for residential care for people with a learning difficulty and/or autism
	Extension of contracts for Care and Support services in Extra Care Housing
	Adult Social Care community support service framework – contract extension
	West End Multi Storey Car Park
	2022/23 Budget Report and Treasury Management Strategy (Including Public Health)
	Education Capital Programme of Works
	Dedicated Schools Grant (DSG) Budget Proposals
Budget Monitoring Outturn Report P8	
Q3 Corporate Risk Management Report 2021/22	
Housing Revenue Account (HRA) Budget and Business Plan 2022-2023	

Meeting Date	Title
08/02/2022	Budget Monitoring Outturn Report P9
	Project 1000: Affordable Housing Delivery Plan 2022-25
	Community Resilience Fund
	Leisure Investment and Procurement Strategy
	National Lottery Heritage Fund (NLHF) grant application for Stoke Park
	Expansion of Flax Bourton Mortuary Deceased Storage
	Sustainable Procurement Policy
	Dynamic Purchasing System Contracts – Children's Play and Natural Stone Walls
	Protect and Vaccinate DLUHC Grant
	Bristol's Tree Planting Strategy
	Public Sector Decarbonisation Scheme Phase 3
COP26 Glasgow Outcomes	
03/03/2022	Goram Homes - Pipeline of Housing Development Sites
	Rental Income and Arrears Management Policy
	Domestic Energy Upgrade of Low Income Homes
	Housing Revenue account (HRA) Debt Write Off
	Homelessness Prevention Grant 2022/23
	Astry Close - Community Led Housing
	Restructure of the lease of the Mill Youth Centre, Easton
	Portway Park & Ride Car Park Expansion
	Metrobus Upgrade Package
	Extensions for Young People's Housing & Independence Pathway contracts partnership
	P10 Finance Exception Report
Bristol Holding Limited Group Company Business Plans 2022/23	
Home to School Travel DPS Framework Re-commission	
Holiday Activities and Food Fund 2022	
05/04/2022	Great Western Credit Union (GWCU - previously known as Bristol Credit Union) further investment from Fair4All funding
	Business Plan and Performance Framework
	Cashless Parking Contract Extension
	Violence Reduction Unit Grant Funding
	Recommendations of the We Are Bristol History Commission
	Funding for Housing Enabling Infrastructure in Filwood
	Digital Transformation Plans and Update
	Private Housing Service– Rogue landlord database and time period of a banning order Policy
	Rough Sleeping Accommodation Programme (RSAP) Grant Funding
	Appointment of preferred bidder for City Leap Energy Partnership
	Geographical Expansion of the e-scooter on-street rental trial
	Update on Temple Gate and Station Approach and Compulsory Purchase of the Grosvenor Hotel
	Rough Sleeping Initiative (RSI) Services 2022-2025
	Museum Estate and Development Fund (MEND)
	City Funds Limited Partnership
	Adoption West Contract extension
	Building Practice Capital Programme Budget Allocation 2022-2026
Street Lighting LED upgrade and CMS rollout	
Q3 Quarterly Performance Progress Report – Q3 2021/22	
City Regional Sustainable Transport Settlement (CRSTS) 2022-27	
P11 Finance Exception Report	
10/05/2022	Conferencing, Events and Catering contract for Museum Sites
	P12 Finance Exception Report
	Gaol Ferry Footbridge
	Electricity Contract Procurement and Renewals
	Q4 Corporate Risk Management Report 2021/22
	Book Supply Contract
	Introducing Drug Safety Testing in Bristol
	Adult Social Care In-house Rehabilitation Centres Review
	Proposed Compulsory Purchase of 16 Branwhite Close and the Gainsborough Public House, Lockleaze
	Household Support Fund 2022 (Easter holidays free school meals vouchers)
	Procurement of Laboratory Analysis on Behalf of HM Senior Coroner for Avon
Recommissioning of BNSSG Contract for Provision of Sexual Health Services	
Extension of externally procured IT services contract for The Bottle Yard Studios	

Appendix B2 – Procurement Cabinet decisions in 2021/22

Of the Cabinet decisions detailed in Appendix B, the following were procurement decisions:

- Children and Young People – out of 15 decisions made, 12 were procurement/contracts
- Economy and Skills – no procurement decisions made
- Environment and Sustainability – out of 21 decisions made, 7 were procurement/contracts
- Health, Care and Wellbeing – out of 30 decisions made, 12 were procurement/contracts
- Homes and Communities – out of 30 decisions made, 8 were procurement/contracts
- Strategy and Resources – out of 61 decisions made, 18 were procurement/contracts
- Transport and Connectivity – out of 20 decisions made, 6 were procurement/contracts

Bristol City Council - Scrutiny Work Programme 2021 / 2022 (Formal Public Meetings)

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
July 2021				
19 th July, 5pm				12 th July, 5pm
Annual Business Report				City Leap
COVID-19 Update				Consultation and Engagement Strategy
Response to the Stephen Bubb review, Building Rights: Review of Bristol's Policies and Actions for People with Learning Difficulties and Autism				Clean Air Zone
Response to the Bristol Alternative Learning Provision review report				Performance Report Quarter 4 2020/21
School Places Provision				
Performance 20-21 Q4				
August 2021				
September 2021				
				20th Sept, 1pm
				Scrutiny Work Programme
October 2021				
				18th October, 2pm
				Corporate Strategy
				Corporate Performance Report Q1 (substantive discussion)
				Corporate Risk Report Q1

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board	
				Work Programme (including decarbonisation)	
November 2021					
	23rd November, 5.30pm	16th November, 5pm	1st November, 4pm	18th November, 5pm	
	Annual Business Report	Annual Business Report	Annual Business Report	Clean Air Zone	
	Q1 Performance Report	Liveable Neighbourhoods <i>(Joint item with CSC)</i>	Finance Task Group - Update <ul style="list-style-type: none"> • MTFP • Capital Strategy 		
	Q1 Risk Report	High Streets Recovery	Council Tax Reduction Scheme (CTRS) (Cabinet Report)		
Page 32	Waste Strategy Action Plan – short update paper	Affordable Housing Delivery Plan	Procurement – discussion item only		
	Parks and Open Spaces Item: A) Parks and Open Spaces Strategy B) Future Parks	Q1 Performance Report	Finance Monitoring Report (Standing Item)		
	Bristol Leisure Services	Q1 Risk Report	Q1 Performance Report		
		Heat decarbonisation of the Welsman building (OED)	Q1 Risk Report		
			Budget Timeline (Summary of dates)		
			Scrutiny Work Programme		
	December 2021				
	13th December, 5pm				
Recruitment and retention – Adult Social Care					

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
Sufficiency of placements – children’s homes, foster carers.				
Contextual Safeguarding Performance (Q2)				
January 2022				
			25th January, 5pm	
			Budget Scrutiny Meeting (Part 1 of 2)	
February 2022				
	21st Feb, 3pm	28th Feb, 5:30pm	1st February, 3.30pm	9th February 22
Page 33	Keeping Bristol Safe Partnership (Keeping Communities Safe)	Temple Quarter/Temple Island	Budget Scrutiny Meeting (Part 2 of 2)	Companies Business Plans
	Trees Working Group Report	Western Harbour		
	Waste Report	River Avon Flood Strategy		
	Citizens Services	Bristol Flood Risk Strategy (Statutory)		
	Q2 Performance Report	Q3 Performance Report		
		Q2 Risk Report		
March 2022				
7th March, 10am		28th March, 2pm		March 29th, 5pm
Written Statement of Action (SEND) – Progress		Highways Maintenance		Q3 Performance Report
Transition between child and adult social care		Strategic Transport Plans		Q3 Risk Report
Sir Stephen Bubb Review, Building Rights: Independent Review of Services for Autistic People and People				Scrutiny Annual Report

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
with Learning Difficulties - Review and Further response				
Adult Social Care Transformation Programme				BCC Business Plans
Performance (Q3) Risk (Q3)				City Leap
April 2022				
	26th April, 4.30pm			Meeting Date TBC
	Q3 Performance Report			
Page 34	Homelessness, temporary housing options and initiatives			
	Ecological Emergency Action Plan			
	Community Buildings, Community Asset Transfers, Community Facilities (part-exempt)			
Provisional items / to be scheduled				
LGA Peer Review – Child protection and children in need. Outcome and response (briefing to be scheduled)	Housing Revenue Account (HRA) <i>(Possible Joint with G&RSC)</i>	Spatial Development Strategy	Finance Monitoring Reports (Standing Item)	Gender Identity and Transition Policy (move to 22/23)
	Area Committees	Bristol Beacon	Capital Spend against the Budget (end of year)	One City Plan (move to 22/23)
		Carbon Reduction	Council Tax Reduction Scheme (CTRS) – potential further scrutiny March and May 2022	Standing Items: <ul style="list-style-type: none"> • Forward Plan • Work programme • WECA - Scrutiny Minutes

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
		Property Strategy and Community Buildings Usage <i>(possible joint item with CSC)</i>	Digital Transformation Programme (DTP) March TBC	Heat Networks (provisionally June 22)
		Parking strategy and management of parking	Commercialisation & Income Generation	

Health Scrutiny	
Topic	Date
Health Scrutiny Committee (Sub-Committee of the People Scrutiny Commission)	
Children's Mental Health and Child and Adolescent Mental Health Services	6 th December 2021, 10am
Community Mental Health Framework	
Healthy Weight	14 th March 2022, 10am
Urgent and Emergency Care – Minors Programme	
System working and pressures - Status update	
AWP Patient reconfiguration – For Information	
To be Scheduled	
Quality Accounts 21/22	
Joint Health Overview & Scrutiny Committee (JHOSC)	
Stroke Programme – substantial variation	Monday, 15 th November 2021, 10.30am
Integrated Care System	

Ongoing Scrutiny		
Scrutiny Commission	Description	Timescale
People Scrutiny Commission	Inclusive Mainstream Education in Bristol Working Group	March / April 2022
Health Scrutiny Committee (Sub-Committee of the People Scrutiny Commission)	Quality Accounts 21/22 Review	May 2022

Committee Model Working Group

28 April 2023



Report of: Director – Legal and Democratic Services

Title: Roles and Responsibilities of Councillors under the Committee Model of Governance

Ward: All

Officer Presenting Report: Director – Legal and Democratic Services

Recommendations:

That the Committee Model Working Group considers and makes recommendations in respect of the matters raised in this report.

The significant issues in the report are:

This report provides details relating to the roles and responsibilities of Councillors under the Committee Model of governance, including the Lord Mayor, the Leader of the Council, Party Group Leaders and Chairs of Committees.



1. Summary

As part of the preparations for the Committee Model of governance, there are several detailed matters that Members need to consider, which are part of the Work Programme for the Working Group during 2023.

This report considers the roles and responsibilities of Councillors under the Committee Model of governance.

The Working Group will need to make recommendations about the matters raised in this report, which will be reported to Full Council for decision in due course.

2. Detail of report

Under the Committee Model of governance there will be a number of different roles that councillors may have. This report focuses on the following roles and responsibilities. The information in this section of the report provides an overview of each role and further details can be found in Appendix A.

All Councillors

All Councillors will represent their local communities. They will also participate in the decision-making Committees to which they've been appointed and contribute to the formulation of strategies and policies. The Working Group will be making recommendations to Full Council to establish seven Policy Committees. The Council will continue to have seven Regulatory Committees. Whilst the precise number of seats that will be distributed across those Committees will not be known until after the May 2024 elections, it is a working assumption that there will be 9 seats on each Policy Committee which is the equivalent to the number of seats currently on all of the regulatory Committees, except the Licensing Committee which has 15 seats. There are currently 69 seats in total on the regulatory Committees. Members will consider the arrangements in relation to local decision making at their meeting on 28th July 23.

Lord Mayor

The role of Lord Mayor is one of significant historical importance with the office holder acting as the civic and ceremonial figurehead of the City and County of Bristol. From a governance perspective, the Lord Mayor also discharges the role of the Chair of Full Council, which is a statutory requirement as set out in the Local Government Act 1972.

Deputy Lord Mayor

The role of Deputy Lord Mayor is also one of significant historical importance and the Deputy Lord Mayor role is often held by the Councillor who was the Lord Mayor in the previous municipal year. The primary function of the Deputy Lord Mayor is to delegate for the Lord Mayor at events that they're unable to attend, as well as being the of Vice-chair of Full Council.

Leader of the Council

The Committee Model Working Group has already determined that there will be a Leader of the Council under the Committee Model of governance and the appointment to that role will be a function of Full Council. It is anticipated that this position will provide political and strategic leadership within the Council and with external partners and organisations at the local, national and international level, for example One City Boards, the Local Government Association and Core Cities.

Deputy Leader of the Council

The Working Group has also determined that there will be a Deputy Leader of the Council and that the appointment to that role will be a function of Full Council. The Deputy Leader of the Council will support the Leader of the Council and will be able to act in their absence.

Party Group Leader

The role of a Party Group Leader is one that already exists within the Council and those individuals have responsibility for the political management of their political groups.

Party Group Whip

The role of a Party Group Whip also already exists within the Council and those individuals support the Party Group Leader with the management of the political group, party group discipline and relationships with other political groups.

Chair of Regulatory Committee

The Chair will be responsible for leading the work of the Committee and will be the Council's lead spokesperson on matters that fall within the relevant remit. It is anticipated that the Chairs (and Vice Chairs) will be appointed at Full Council.

Vice Chair of a Regulatory Committee

The Vice-chair of a Regulatory Committee will support the Chair, attend agenda setting meetings and act in the absence of the Chair.

Chair of a Policy Committee

The role of the Chair of a Policy Committee will be a new position in the Committee Model. In addition to the chairing responsibilities set out for the Regulatory Chairs, there will also be a requirement for Policy Chairs to undertake a wider set of responsibilities. This may include serving on a range of Outside Bodies, providing officers with political direction, attending briefings in-between formal meetings, and liaising with external stakeholders and partners as appropriate. It is also anticipated that these Chairs (and Vice Chairs) will be appointed at Full Council.

Vice-Chair of Policy Committee

The Vice-Chair of a Policy Committee will support the Chair of the Committee, attend regular briefings and attend agenda setting meetings, and will act in the absence of the Chair.

Party Group Lead on a Committee

A Party Group Lead on a Committee will attend agenda setting meetings with the Chair and Vice-chair and will support the development of the work of the Committee.

The Appendix to this report sets out further details of each of the above roles for consideration by the Working Group. The detail of these roles and responsibilities will set out a framework for the Independent Remuneration Panel to consider the appropriate level of remuneration for Councillors.

3. Legal and Constitutional matters

The Legal and Constitutional matters raised by this report are as follows.

The Local Government Act 1972 requires the Council to appoint a Chair and Vice-chair of the Council

and these roles have historically been discharged by the Lord Mayor and Deputy Lord Mayor respectively and it is assumed that this will continue to be the case.

The Local Government (Committees and Political Groups) Regulations 1990 allow for the formation of Party groups and sets out the arrangements for the appointment of a Party Group Leader.

At the Full Council meeting on 14 March 2023, the Council agreed that there would be a Leader and a Deputy Leader of the Council under the Committee Model of governance and that those appointments would be made by Full Council. The Council's constitution will be updated to reflect this arrangement.

Under the Committee Procedure Rules, the chairs of Committees are currently appointed at the annual meeting of each Committee. Whilst the current rules only apply to Regulatory Committees, these rules could also be extended to the appointment of the chairs of Policy Committees at the annual meeting of each Committee.

4. Matters for the Working Group to consider

The Working Group should consider the following matters as part of the preparation for the Committee Model of governance.

- a. Are the roles and responsibilities set out in this report clear?
- b. Are there any additional matters that the Working Group considers should be included in any of the specific roles and responsibilities?
- c. Can Members confirm that the Chairs and Vice Chairs of both Regulatory and Policy Committees will be appointed by Full Council?

Appendices:

A - Roles and Responsibilities

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

Roles and Responsibilities

This appendix sets out in detail the roles and responsibilities of Councillors generally, as well as specific roles and responsibilities. It is not an exhaustive list for each role and other duties may also be required.

1. Roles And Functions of All Councillors

Councillors will participate constructively in the good government of the local authority area in the interests of all residents. They will contribute actively to the formation and review of the Authority's policies, budget, strategies, plans and service delivery.

Councillors will deal with constituents' enquiries and representations and will effectively represent the interests of the Ward for which they were elected and the views of constituents.

Duties and responsibilities

1. To fulfil the statutory and locally determined requirements of an elected Member of a Local Authority.
2. To participate effectively as a member of any meeting to which the Councillor is appointed, for example by regular attendance at meetings and ensuring that they are adequately briefed and prepared for the meeting.
3. To participate in the activities of an outside body to which the Councillor is appointed and to provide update reports on the work of the relevant body to Bristol City Council as required.
4. To act as community champion for their ward. This will include being consulted about ward matters and participating in local decision-making arrangements. In addition, all Councillors must provide a voice and advice for local individuals and interest groups in their dealings with the Council and, where appropriate, to advise them on the pursuit of complaints.
5. To develop and maintain a working knowledge of the Authority's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant Officers of the Authority.
6. To contribute constructively to open government and democratic participation by encouraging community engagement in the governance of the area.
7. To keep up to date with all developments affecting the Local authority area and the Council including Government policies and prospective legislation.
8. To promote and uphold high standards of ethical conduct by the Council's Members and officers.

2. Lord Mayor

The role and function of the Lord Mayor is set out in Article 7 of the Council's Constitution. In addition, the Lord Mayor will have the following duties and responsibilities:

Duties and Responsibilities

1. To chair meetings of the Council and Downs Committee ensuring among other things that all points of view have a fair opportunity to be heard, that procedure rules are applied and observed, and that debate is guided towards clear and relevant decisions.
2. To represent the Council in the Local authority area and elsewhere on occasions where a civic representative is invited or otherwise required.
3. To participate in events, receptions, programmes and activities designed to recognise and encourage civic awareness in the community, where appropriate.
4. To attend and chair briefings for Council meetings, involving Leaders and Whips of the political groups and to be proactive in making proposals for the effective conduct of the agenda.
5. To host Council events of a non-party-political nature as required.
6. To promote good relationships between Councillors, between political groups and between Councillors and Officers.
7. To ensure that the Deputy Lord Mayor is kept informed of all relevant civic matters during their period of office.

3. Deputy Lord Mayor of Bristol

The Deputy Lord Mayor will support the Lord Mayor in their role and in their absence undertake the duties within the role profile for the Lord Mayor.

4. Chair of a Regulatory Committee

When the Council operates a Committee System, it will be necessary for the Council to establish Committees and for those Committees to elect a Chair and a Vice-chair. It is also necessary for each political group that is represented on a Committee to appoint a lead Member.

Role and Responsibilities of the Chair of a Regulatory Committee

1. Lead the work of the Committee and make sure it carries out its business effectively and efficiently, lawfully and within its terms of reference.
2. Chair meetings of the Committee impartially and in such a way as to facilitate open discussion, obtain valid contributions from members and produce sound decisions.
3. Assist the public and press in terms of their rights of access.
4. Ensure respectful engagement between the Committee, its officers, guests and the public and maintain ethical conduct throughout the meeting.
5. Lead an agenda setting meeting for the Committee in association with the Vice-Chair and Party Group Leads on the Committee.
6. Act as consultee and spokesperson for their Committee in instances of exercise of delegated authority by an officer, where that delegation is subject to being in consultation with the Chair of the Committee or where otherwise requested by a Chief Officer.
7. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.
8. Lead in the development of the work of the Committee which they chair in association with the Vice-Chair and Group Spokespersons, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.
9. Lead in the consideration and review of service delivery, policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.

10. Be the Council's lead spokesperson in respect of the Committee's activities and act in liaison with the Leader and Deputy Leader in matters of Council policy.
11. Establish effective working relationships with the Party Group Leads on the Committee and with other Committee Chairs and the Leader and Deputy Leader of the Council.
12. Establish effective working relationships with the Chief Officers, and other key officers.
13. Represent and pursue the interests of the Committee which they chair in the community and at regional and national levels.
14. Ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council.

5. Role and Responsibilities of the Vice-chair of a Regulatory Committee

The Vice Chair of a Committee will:

1. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
2. Assist the Chair in carrying out their role and responsibilities as set out at above.
3. Undertake the responsibilities of the Chair in their absence.
4. Attend agenda setting meetings with the Chair and the Party Group Leads on the Committee.

6. Chair of a Policy Committee

As the Council operates a Committee System, it is necessary for the Council to establish Committees and for those Committees to elect a Chair and a Vice-chair of the Committee. It is also necessary for each political group that is represented on a Committee to have a Party Group Lead for that Committee.

Role and Responsibilities of the Chair of a Policy Committee

Responsibilities specific to the Policy Committee Chairs:

1. Attend regular Policy Committee Chairs' briefings, in conjunction with the Vice Chair.
2. Provide political direction to officers, including on any urgent matters, in consultation with the Vice Chair and/or Party Leads as appropriate.
3. Sit on any relevant any outside bodies that relate to the Policy Committee's work area.
4. Act as the primary spokesperson for media inquiries relating to the Policy Committee's remit.
5. Liaise with key partners and stakeholders as appropriate (note, this may require a significant time commitment).
6. Understand and communicate policy and Council positions to residents and other stakeholders.
7. Recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.
8. Work with other Policy Committee Chairs to lead policy and project development.
9. Represent and pursue the interests of the Committee which they chair in the community and at regional and national levels.

Generic Chairs' Responsibilities:

1. Lead the work of the Committee and make sure it carries out its business effectively and efficiently, lawfully and within its terms of reference.

2. Chair meetings of the Committee impartially and in such a way as to facilitate open discussion, obtain valid contributions from members and produce sound decisions.
3. Assist the public and press in terms of their rights of access.
4. Ensure respectful engagement between the Committee, its officers, guests and the public and maintain ethical conduct throughout the meeting.
5. Lead an agenda setting meeting for the Committee in association with the Vice-Chair and Party Group Leads on the Committee.
6. Act as consultee and spokesperson for their Committee in instances of exercise of delegated authority by an officer, where that delegation is subject to being in consultation with the Chair of the Committee or where otherwise requested by a Chief Officer.
7. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.
8. Lead in the development of the work of the Committee which they chair in association with the Vice-Chair and Group Spokespersons, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.
9. Lead in the consideration and review of service delivery, policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.
10. Be the Council's lead spokesperson in respect of the Committee's activities and act in liaison with the Leader and Deputy Leader in matters of Council policy.
11. Establish effective working relationships with the Party Group Leads on the Committee and with other Committee Chairs and the Leader and Deputy Leader of the Council.
12. Establish effective working relationships with the Chief Officers, and other key officers.
13. Ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council.

7. Role and Responsibilities of the Vice-chair of a Regulatory Committee

Responsibilities specific to the Vice Chair of a Policy Committee

1. To attend regular briefings with the Chair of the Policy Committee.

Generic Vice Chair Responsibilities

The Vice Chair of a Committee will:

1. Assist the Chair in carrying out their role and responsibilities as set out at above.
2. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
3. Undertake the responsibilities of the Policy Committee Chair in their absence.
4. Attend agenda setting meetings with the Chair and the Party Group Leads on the Committee.

8. Role and Responsibilities of Party Group Leads on Committees

Party Group Leads on a Committee will:

1. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
2. Assist the Chair and the Vice-chair in the development of the work of the Committee.
3. Attend agenda setting meetings with the Chair and the Vice-chair of the Committee.

9. Leader of the Council

When the Council operates a Committee System, no formal legal powers and duties are vested in the Leader or Deputy Leader under the Local Government Act 1972 or the Local Government Act 2000. In practice, however, all local authorities need to appoint a Councillor to hold the most significant elected Member role within the Council, to be seen as the political head of the Council and to provide a focal point for political leadership and strategic direction, both within the Authority but also to outside organisations, partners, governmental bodies and the community at large.

Role and Responsibilities of the Leader of the Council

The Leader of the Council will:

1. Be the political (rather than ceremonial) leader of the Council, for the benefit of all the Local authority area's communities - its residents, taxpayers, businesses, public bodies and other public authorities.
2. Represent and pursue the interests of the Council in the community and at international, national and regional levels.
3. Be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and internally for the Council's Chief Officers.
4. Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations, and positively promote the Council as a whole to the media.
5. Promote the long-term financial, business and economic stability of the Council and the Local authority area.
6. Meet regularly to progress the Council's objectives with Committee Chairs, the Chief Officers, Group Leaders, partner organisations, stakeholders, community representatives, government representatives, local Members of Parliament, etc.
7. Promote high standards of corporate governance and ethical conduct throughout the Council including working with all political groups to seek to achieve, where possible, cross party co-operation.
8. Promote and maintain professional working relationships and mutual respect between all Members and officers.
9. Work across the Council, particularly with the Chairs and Vice-Chairs of its Committees and Sub-Committees, and to be responsible for the development and implementation of the Council's strategic vision for the future, policy framework, budgets and other strategies.

10. Role and Responsibilities of the Deputy Leader

The Deputy Leader will:

1. Assist the Leader of the Council in representing the Council to its residents, stakeholders, and partners and in providing political leadership for the Council and the Local authority area.
2. Assist the Leader in carrying out the key responsibilities associated with the role of Leader (as set out above).
3. Work with the Leader and Committee Chairs on budget and policy development.
4. Undertake the responsibilities of the Leader in their absence.

10. Political Group Leader

Political groups, and the leader (and any deputy group leader) of a political group, have a formal role under the provisions of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990 in respect of political balance of Committees and appointments of the Council.

Role and responsibilities of Political Group Leaders

1. To provide the leadership of a political group.
2. To be the principal political spokesperson for the political group.
3. To nominate members of their Group to serve on Committees, Working Groups, outside bodies, etc.
4. To be a representative voice in dealings with government agencies, local authority associations etc.
5. To encourage the highest standards of conduct by members of the group and to work with the Monitoring Officer to resolve complaints informally where appropriate.
6. To appoint group spokespersons and allocate other responsibilities to group members as appropriate.
7. To assist in ensuring appropriate levels of attendance are maintained by group members.
8. To encourage a culture of learning and development among members, including the active participation of group members in briefings, seminars and other learning and development processes.
9. To maintain effective liaison with the other group leaders, including being a member of an informal Group Leaders' meeting, attending Group Leaders' briefings and so forth.
10. To establish and maintain effective working relationships with the Chief Officers and other senior officers and to meet regularly with them in order to keep fully apprised of relevant service issues.

11. Political Group Whip

Political Groups rely on a Political Group Whip to support the Political Group Leader in the effective management of the political group and its relationship with other political groups on the Council.

Role and Responsibilities of a Political Group Whip

1. To support the Political Group Leader in the effective management of the political group.
2. To contribute to the effective management of Council business.
3. To support Council officers in co-ordinating logistical matters for Council meetings and other events.

4. Support the Political Group Leader to encourage the highest standards of conduct by members of the group and to work with the Monitoring Officer to resolve complaints informally where appropriate.
5. To provide pastoral support to members of the political group and to raise confidentially any well-being matters with Council officers.
6. To attend regular Whips meetings.

CMWG Work Programme 2023

Session Details	Date and time (all meetings are on Fridays)
<p>Agenda setting</p> <ol style="list-style-type: none"> 1. Annual Business Report 2. Work Programme 3. Decision-making under the current Mayor and Cabinet model of governance report 4. Community Engagement Feedback report 	<p>13th January 2023 11:00-13:00</p>
<p>Public Meeting</p> <p style="font-size: 2em; transform: rotate(-90deg); position: absolute; left: -40px; top: 50%; transform: translateY(-50%);">Page 48</p> <ol style="list-style-type: none"> 1. Annual Business Report 2. Work Programme 3. Decision-making under the current Mayor and Cabinet model of governance 4. Community Engagement Feedback 	<p>27th January 2023 11:00-13:00</p>
<p>Agenda setting</p> <ol style="list-style-type: none"> 1. Scrutiny report(s) 	<p>10th February 2023 11:00-13:00</p>
<p>Public Meeting</p> <ol style="list-style-type: none"> 1. Discuss options for a Scrutiny function 	<p>24th February 2023 11:00-13:00</p>
<p>Agenda setting</p> <ol style="list-style-type: none"> 1. Chief Executive attending 2. Committee Structure report(s) 	<p>17th March 2023 11:00-13:00</p>

<ul style="list-style-type: none"> 3. Initial discussion on the proposals to the Independent Remuneration Panel 4. External Communications plans and launch 	
<p>Public Meeting</p> <ul style="list-style-type: none"> 1. Committee Structure; to determine the number of Committees and their general responsibilities. 	<p>31st March 2023 11:00-13:00</p>
<p>Agenda setting</p> <ul style="list-style-type: none"> 1. Councillor Roles and Responsibilities report (s) 2. Policy Committees – Structure and Responsibilities 	<p>14th April 2023 11:00-13:00</p>
<p>Public Meeting</p> <ul style="list-style-type: none"> 1. Councillor Roles and Responsibilities report 2. Policy Committees – Structure and Responsibilities report 	<p>28th April 2023 11:00-13:00</p>
<p>Agenda setting</p> <ul style="list-style-type: none"> 1. Constitution Session 1: Full Council and Committee Roles and Responsibilities 2. Constitution session 2: Review of Responsibilities and Functions 3. Local Decision Making report 4. One City report 5. Update from the Director of Policy, Strategy and Digital 	<p>12th May 2023 11:00-13:00</p>
<p>Public Meeting</p> <ul style="list-style-type: none"> 1. Local Decision Making 2. One City 3. Update from the Director of Policy, Strategy and Digital - TBC 	<p>26th May 2023 11:00-13:00</p>

<p>Agenda setting</p> <ol style="list-style-type: none"> 1. Constitution session 3: Code of Conduct and Protocols 2. Constitution session 4: Full Council and Committee Rules and Procedures - Budget and Policy Framework etc. 3. Corporate Policies and Processes report(s) 	<p>16th June 2023 11:00-13:00</p>
<p>Public Meeting</p> <ol style="list-style-type: none"> 1. Corporate Policies and Processes 	<p>30th June 2023 11:00-13:00</p>
<p>Agenda Setting</p> <ol style="list-style-type: none"> 1. Work Programme until May 2024 2. External Partnerships report(s) 	<p>14th July 2023 11:00-13:00</p>
<p>Public Meeting</p> <ol style="list-style-type: none"> 1. Update of Work Programme until May 2024 2. External Partnerships 	<p>28th July 2023 11:00-13:00</p>

To be scheduled;

- Draft recommendations from the IRP
- Member induction programme May 2024
- Constitution session 5: Officer Schemes of Delegation
- Constitution session 6: overview and sign off
- CMWG sign off the revised Constitution
- Follow up sessions in regards to matters covered between January – July 2023

- Audit and Risk