

Committee Model Working Group Agenda



Date: Friday, 30 June 2023

Time: 11.00 am

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

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

Item	Title
1	Welcome, Introductions, and Safety Information
2	Apologies for absence
3	Declarations of interest
4	Minutes from the previous meeting and decisions log
5	<p>Public Forum</p> <p>Up to 30 minutes is allowed for this item.</p> <p>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.</p> <p>Public Forum items should be emailed to committeesystem@bristol.gov.uk and please note that the following deadlines will apply in relation to this meeting:</p> <p>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 26th June 2023.</p> <p>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 29th June 2023.</p>
6	Council Procedures under the Committee Model of Governance
7	Work Programme - for noting only



Committee Model Working Group – Friday 26th May 2023.

Attendees: Councillor Jenny Bartle (Chair), Councillor Nicola Beech, Councillor Marley Bennett, Councillor Richard Eddy, Councillor Gary Hopkins, Councillor John Goulandris (substituting for Councillor Gollop), Councillor Tim Kent, Councillor Ellie King (substituting for Councillor Holland), Councillor Lorraine Francis, Councillor Heather Mack (substituting for Councillor Makawi), Councillor Steve Pearce, and Councillor Guy Poultney.

Apologies: Councillor Helen Holland and Councillor Geoff Gollop.

1. Welcome, Introductions, and Safety Information

The Chair welcomed those present and introductions were made.

2. Apologies for absence

Apologies were received from Councillor Holland, substituted by Councillor King, Councillor Gollop, substituted by Councillor Goulandris, and Councillor Makawi, 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 28th April 2023 were approved as a correct record.

Members noted the decision log.

5. Public Forum

The following public forum questions and statements were received for the meeting.

No.	Name	Questions (and answers)
PQ 01	Martin Fodor	<p>Q1. What evidence has the CMWG gathered from other authorities like core cities or local government bodies like the LGA gathered to advise on this issue of devolved decision making?</p> <p>A1. Local decision making was one of the key design principles that was developed by the CMWG during their first phase of work, which involved discussions with the LGA, CfGS and other Local Authorities. Members gathered a good deal of information during this process, the most pertinent of which is captured in the report.</p>
PQ 02	Martin Fodor	<p>Q2. When can an inquiry be held to develop these ideas into practical proposals?</p> <p>A2. The CMWG will be considering their first report regarding local decision making at their meeting on 26th May 23. Once Members have provided a steer on which model (s) they would like to explore further appropriate steps will then be taken to produce a more detailed report of options.</p>
PQ 03	David Redgewell	<p>Q3. What discussion have taken place with the chief executive of the west of England mayoral combined Authority about this committee functions and the mayor for the west of England Dan Norris and when time and dates please.</p> <p>A3. Members of the CMWG will be considering partnership working at their meeting on 28th July 23 which will include further consideration about any discussions that may be required with WECA and other key external stakeholders.</p>

PQ 04	David Redgewell	<p>Q4. In view of the west of England mayoral combined Authority being responsible for Transport Regional planning and Housing skills and Education Economy growth and Tourism. With the west of England mayoral combined Authority also being told to absorb the local Enterprise partnership and North Somerset council into the Authority and with the cabinet decision to Transfer the Transport and public transport staff to west of England mayoral combined transport Authority. What discussion have taken place about the working arrangements between the western gateway transport board city and county of Bristol council, Banes South Gloucestershire council and North Somerset council and the west of England mayoral combined transport Authority and Mayor Dan Norris over these committee and the Role of leader and Deputy leader of the council</p> <p>If no meeting has taken place when does this committee intend to discuss these proposals with the west of England mayoral combined transport Authority and mayor Dan Norris.</p> <p>A4. As above.</p>
PQ 05	Suzanne Audrey	<p>Q5. Although not perfect, I believe Neighbourhood Partnerships were important. The Neighbourhood Partnership meetings I attended enabled police officers, council officers and others to meet and discuss local issues and priorities. Although attempts have been made locally, nothing has really been able to replace the Neighbourhood Partnership meetings in the area where I live. To help me understand why they were abolished, please can members of the committee explain what the problems were with the Neighbourhood Partnership Model?</p> <p>A5. Please see the Cabinet report of 2017 for more details about why the Neighbourhood Partnerships were replaced with Area Committees. Members of the CMWG may wish to comment.</p>
PQ 06	Suzanne Audrey	<p>Q6. I believe that one of the main reasons the elected mayor system was rejected was because people felt they were not being listened to at local level. People will be looking to the new committee system to be more willing to listen to concerns at ward level. Please will you ensure that your working group does come up with a model for local decision-making, rather than postpone this important aspect of the future governance model?</p> <p>A6. Members will be considering the options around local decision making at their meeting on 26th May 23. Members of the CMWG may wish to comment.</p>
PQ 07	Dan Ackroyd	<p>Q7. Although long term planning is usually a good idea, the "Bristol One City" appears to be hugely undemocratic, an attempt to give a façade of inclusion rather than actual inclusion. For example, for the "March City Gathering 2023" some people who live in Bristol had their tickets cancelled, as the event is "always invite-only". If "Bristol One City" is to continue, how would it be changed to support conversations started by the plebians, rather than only having conversations started by the people running it, and in general have a more open approach to discussions?</p> <p>A7 – The One City presentation that the CMWG will receive today is designed to give Members a better understanding about how One City currently operates. The discussion may continue at the Committee Model Working Group meeting on 28th July 23.</p> <p>One City is about bringing organisations and networks together to try and tackle city problems. This includes a large number of voluntary community organisations and equalities forums. Bristol City Council is just one of many partners involved and One City could continue without the support of the Local Authority.</p> <p>Under the Mayoral model, democratically elected Cabinet Members and the directly elected Mayor have been represented within the One City structures. Other councillors have been invited to attend. Going forward, the Committee System may wish to review councillor engagement within One City.</p>

PQ 08	Dan Ackroyd	<p>Q8. There appears to be a bug or flaw in the planning process, when planned work becomes unfeasible, as was shown in the recent 22/05943/X planning application for Avon Crescent. For those who don't know, the original plan (as far as I understand it) was to make Avon Crescent be a shared space with traffic calming measures in place. When that became un-needed for the Metrobus, and against government guidelines, a proposal emerged from somewhere to just abandon the traffic calming scheme and return Avon Crescent to being open to cars travelling at speed, despite it now being used by far more pedestrians and cyclists. Dropping significant parts of an application, without consulting the people who would be affected seems undemocratic. Is the committee system planning changes to address this flaw in the process? Have other councils tackled this problem?</p> <p>A8. Planning is covered by a separate regime and no changes are intended as part of the introduction of the Committee Model system of governance. However, if residents have concerns about planning matters in their area, we recommend that they raise them with their local Councillor.</p>
PQ 09	Dan Ackroyd	<p>Q9. The "Western Harbour consultation" was a farce. When the planning group refuses to call Cumberland Basin by that name, and substitutes a name more marketable to investors, it shows a clear lack of respect for the people who actually live in Bristol. The Masterplan document is apparently currently being developed, and as far as I'm aware, no-one outside of BCC has any idea what is going to be proposed, other than a strong suspicion Avon crescent is planned to be opened to cars. Under the committee system, will there be any changes to bring planning and redevelopment under better democratic control?</p> <p>A9. As above, planning decisions are dealt with under a separate regime where no changes are intended. However, political oversight of strategic matters will be provided by the relevant Policy Committee. It will be for members of the Policy Committee to decide how to achieve democratic participation in strategic planning matters.</p>

Statements	
Number	Name
PS01	Martin Fodor
PS02	Suzanne Audrey
PS03	Anita Bennett
PS04	Roger Gimson
PS05	Tim Kent and Guy Poultney

The following information was provided in response to supplementary questions:

- The Committee will engage with WECA at the appropriate time.
- Attendees were reminded that the decision to replace Neighbourhood Partnerships with Area Committees was agreed at Full Council in 2017.

Public statements were noted by the committee.

RESOLVED: That the public forum be noted.

6. One City Report

The Director of Policy, Strategy, and Digital introduced the report, setting out the role of the City Office and Bristol City Council's status as a key stakeholder. It was noted that many partners had stated an aspiration to continue the One City Approach, with the Council's involvement, although recognised that the model may change with the new Committee system of governance. The Group went on to consider the report and ask for additional details in a number of areas. The discussion was as follows:

- The One City Approach was an excellent example of the Council working in partnership with the city, especially in response to the Coronavirus pandemic, and the consensus from Members was that it should remain in place. The City Office team were happy to explore different models or approaches that best reflected the needs of the city.
- Examples of the work of the City Office included setting up a weekly City Partners Group, made of CEOs and Chairs of organisations that provide major infrastructure in Bristol during the pandemic. This was a forum to speak to the Director of Public Health, cascade information across the city, and request or offer support to other partners.
- The One City takes a 'convene and ask' approach by bringing people together in a room and asking them to follow a common direction for the benefit of the city. This worked very well at a strategic partnership level, and organisations developed their own plans and activities, based on a shared understanding.
- The One City Boards are a useful forum for connecting partners with relevant experience or specific sectors. Each Board was chaired by the Cabinet Member with the relevant portfolio.
- As the City Office takes a city-wide strategic approach, Members were reminded that work was done by the Council to ensure communities had a voice.
- It was agreed that a further brief discussion on One City would take place at the July meeting, in order to confirm that arrangements for the body would continue largely unchanged in 24/25 but that a review may be required in a future year. Members thanked the City Office and all its partners who have supported the city.

RESOLVED:

That a further discussion on One City take place at the July meeting of the Committee Model Working Group, which would ask Members to confirm the arrangements for the 24/25 Municipal Year.

7. Mayoral Commissions Update

The Head of Equalities and Inclusion introduced the report which provided an initial overview of current activity related to the Mayoral Commissions. Members were reminded that these Commissions were made up of volunteers and received funding from the Mayor's Office budget. During the ensuing discussion the following points were made:

- The Equalities Team shared responsibility for liaising with the Commissions, including working with them on drafting new policies and supporting provision of their annual reports to Full Council.
- The History Commission had been established as a short life task and finish group with a specific remit and would soon be completing their work.

- As the Commissions were introduced at different times and with differing roles and responsibilities, they didn't all follow one standard operating model. This may be one area that required review in the future.
- Members agreed that a flexible approach was required so the new administration can make an informed decision on the future of the Commissions.

RESOLVED:

That further consideration to the approach to the Mayoral Commissions be considered at the July meeting of the Committee Model Working Group.

Local Decision Making

The Director of Legal and Democratic Services introduced the report which set out an initial range of options for the Group to consider relating to decision making under the new committee system. The Group went onto consider the report, commenting as follows:

- The Group agreed that they would like more decisions to be made at a local level but were mindful of the potential costs, so requested more information on this in order to make fully informed recommendations.
- Some Members raised that their quarterly neighbourhood forums worked well and had a high level of attendance which could be further improved with the right support.
- After some discussion about the various options to expand the current arrangements for local decision making, Members agreed that this should take the form of expanding the existing Area Committees, with other options such as reintroducing Neighbourhood Partnerships or establishing Parish Councils being disregarded.
- Members agreed that a Working Group be established to further develop the proposals around increasing the remit of Area Committees including additional devolved powers, objectives, costings, logistics etc. The Group will be made up of one representative from each party and report back monthly to the Committee, with full recommendations to be made be in autumn 23.

RESOLVED:

That the CMWG establish a Working Group to consider how to increase local decision making through the existing Area Committees. The Area Committees Working Group would aim to complete their review in autumn 23, and would provide progress updates at each meeting of the CMWG.

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	
Subcommittees	That there would be standing Sub-Committees relating to Health and Budgets, reporting to the Communities and Public Health and Strategy and Resources Committee respectively.	280423	
Policy Committees	That there be 8 Policy Committees as follows: <ol style="list-style-type: none"> 1. Adult Social Care 2. Children and Young People 3. Economy and Skills 4. Environment and Sustainability 5. Homes and Housing Delivery 6. Public Health and Communities 7. Strategy and Resources 8. Transport and Connectivity 	280423	
Chair/Vice-Chair	That the Chairs and Vice Chairs of all Committees in the Committee system would be appointed by Full Council.	280423	
Policy Committees	The Strategy and Resources Committee will have oversight of the Councils Corporate Finances and will be Chaired by the Leader of Council.	280423	
Policy Committees	The Strategy and Resources Committee does not have to exclusively be made up of Policy Committee Chairs, with appointments to be made by the Whips in due course.	280423	
Policy Committees	Risk and performance will be monitored by individual Policy Committees. The Strategy and Resources Committee will monitor corporate risk and performance.	280423	
Partnerships	That a further discussion on One City take place at the July meeting of the Committee Model Working Group, which would ask Members to confirm the arrangements for the 24/25 Municipal Year.	260523	
Local Decision Making	That the CMWG establish a Working Group to consider how to increase local decision making through the existing Area Committees. The Area Committees Working Group would aim to complete their review in autumn 23, and would provide progress updates at each meeting of the CMWG.	260523	
Partnerships	That further consideration to the approach to the Mayoral Commissions be considered at the July meeting of the Committee Model Working Group.	260523	

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

30 June 2023



Report of: Director – Legal and Democratic Services

Title: Council Procedures 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 considers various procedural matters relating to the functioning of the Committee Model of governance.

1. Summary

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

This report considers various procedural matters relating to the functioning of the Committee Model of governance: Terms of Reference of Policy Committees, Policy Committee Procedure Rules, Escalation Panel Procedure Rules, Budget and Policy Framework Procedure Rules. The report also sets out some additional matters relating to the Forward Plan/Decision Pathway and proposals relating to Member Forum and the Petitions Scheme. It should be noted that Members are considering the arrangements relating to maintaining or expanding local decision making via a Sub-group, which is anticipated to report back to the Working Group in autumn 23.

The Working Group will need to make recommendations about the matters raised in this report. Those recommendations, together with recommendations from other meetings of the Working Group, will be reported to Full Council in due course, where a final decision will be taken regarding the arrangements for the Committee Model of governance.

2. Terms of Reference of Policy Committees (including sub-committees)

Full Council has approved the structure and responsibilities of Policy Committees. Whilst each Policy Committee will have its own areas of responsibility, there will be common ways of working for each of these committees and it is recommended that standard terms of reference should be put in place.

It is recommended that the terms of reference for a Policy Committee should cover the following matters:

- To deliver its functions in accordance with the Corporate Plan and any other plan or strategy approved by Full Council;
- To take decisions above the financial threshold of £500,000 for decisions of Policy Committees and in accordance with the Council's approved budget and policy framework;
- To develop and agree strategies, policies and plans in respect of the areas of responsibility of the Committee;
- To approve fees and charges;
- To exercise statutory scrutiny functions through the appropriate Policy Committee, or Sub-Committee established for that purpose (health, flood risk management and crime and disorder);
- To review risk management, financial management and performance reports from service areas within the areas of responsibility of the Committee;
- To establish Sub Committees and delegate functions to them;
- To conduct task and finish activities to consider policy development matters. It is recommended that this be two per Policy Committee per municipal year;
- To foster relationships with residents, businesses and stakeholders within the city and encourage them to participate in the Council's democratic processes.

It is anticipated that the Council will establish at least two standing sub-committees: a Finance Sub-committee and a Health Scrutiny Sub-committee. These Sub-committees will also have their own

terms of reference with specific responsibilities as follows.

The Finance Sub-committee will be a sub-committee of the Strategy and Resources Committee and will be responsible for the development of the Council’s annual budget which will be presented to the Strategy and Resources Committee and then Full council for approval. This sub-committee will also have responsibility for cross-cutting financial monitoring.

The Health Scrutiny Sub-committee will be responsible for the exercise of the statutory scrutiny functions as set out in under section 244 and 245 of the National Health Service Act 2006 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. Whilst health matters are cross-cutting and relate to all policy committees, it is recommended that the Health Sub-committee reports to the Public Health and Communities Committee.

3. Policy Committee Procedure Rules

Full Council has approved the establishment of 8 Policy Committees. The Policy Committees will require their own set of procedure rules. Those rules will also apply to sub-committees of the Policy Committees. The Policy Committee Procedure Rules will cover the following matters:

- The calling of meetings, including extraordinary meetings;
- Agenda publication and the publication of papers;
- The publication of a Forward Plan;
- Public participation in meetings: petitions, statements and questions, including the time permitted and deadline for submissions;
- Establishment of sub-committees and task and finish groups, including membership arrangements, which can include Councillors who don’t sit on the parent body;
- Rules relating to policy development and where relevant, the exercise of statutory scrutiny functions;
- Voting arrangements, including Chair’s casting vote;
- Recording of decisions;
- Alignment with the Committee Procedure Rules.

These matters will be developed into a set of procedure rules for the Policy Committees.

4. Escalation Panel Procedure Rules

Full Council has approved the establishment of an Escalation Panel, which would consider matters escalated to it, in line with the principles set out in Article 14 of the Council’s Constitution (which apply to all decisions of the Council).

The principles in Article 14 of the Council’s Constitution are as follows: proportionality, due consultation, the taking of professional advice from officers, respect for human rights, a presumption in favour of openness, clarity of aims and desired outcomes, due regard to public sector equality duty aims and the highest standards of ethical conduct avoiding actual, potential and perceived conflicts of interest.

Currently, a decision may be called in by Councillors and the matter will be considered by a Scrutiny Call-in Panel. These are specific legal requirements which the Council is required to have under the Mayor and Cabinet Model. In practice, the power of call-in is rarely used.

It is necessary that appropriate rules governing the escalation of matters to the Escalation Panel are established and that a set of procedure rules for the Escalation Panel are put in place.

Whilst there may be some similarities between the role of an Escalation Panel and the role of a Scrutiny Call-in Panel, it is open to the Council to determine exactly how the Escalation Panel will function. For example, the Working Group may want to consider giving the Escalation Panel the ability to determine that a decision is not implemented or to recommend to Full Council that a decision is not implemented.

As with the current arrangements, any matter escalated to an Escalation Panel should be suspended from implementation until the Escalation Panel has considered the matter. It is also recommended that, as at present, the ability to exclude a matter from escalation is available where a decision is urgent.

The Escalation Panel Procedure Rules will cover the following matters:

- The calling of meetings, including timeframe
- Agenda Publication and the publication of papers;
- Rules relating to the escalation of matters to the Escalation Panel, including the minimum number of signatories (e.g.10 signatories) and requirement for cross-party signatories;
- Rules relating to the powers of the Escalation Panel, for example, determining that a decision is not implemented, recommending to Full Council that a decision is not implemented, referral of a decision back to the decision maker, referral of a decision to Full Council;
- Voting arrangements, including Chair’s casting vote;
- Recording of decisions;
- Alignment with the Committee Procedure Rules.

These matters will be developed into a set of procedure rules for the Escalation Panel.

5. Budget and Policy Framework Procedure Rules

Under the current Mayor and Cabinet model of governance, the Mayor and Cabinet are responsible for the development of the Council’s budget and will make recommendations to Full Council. It is recommended that under the Committee Model of governance those responsibilities will be discharged by the Strategy and Resources Committee.

Full Council has approved the establishment of a Finance Sub-committee as a sub-committee of the Strategy and Resources Committee. As noted above, this sub-committee will be responsible for the development of the Council’s annual budget. The Finance Sub-committee will make budget recommendations to the Strategy and Resources Committee. The Strategy and Resources Committee will then make final recommendations to Full council for approval.

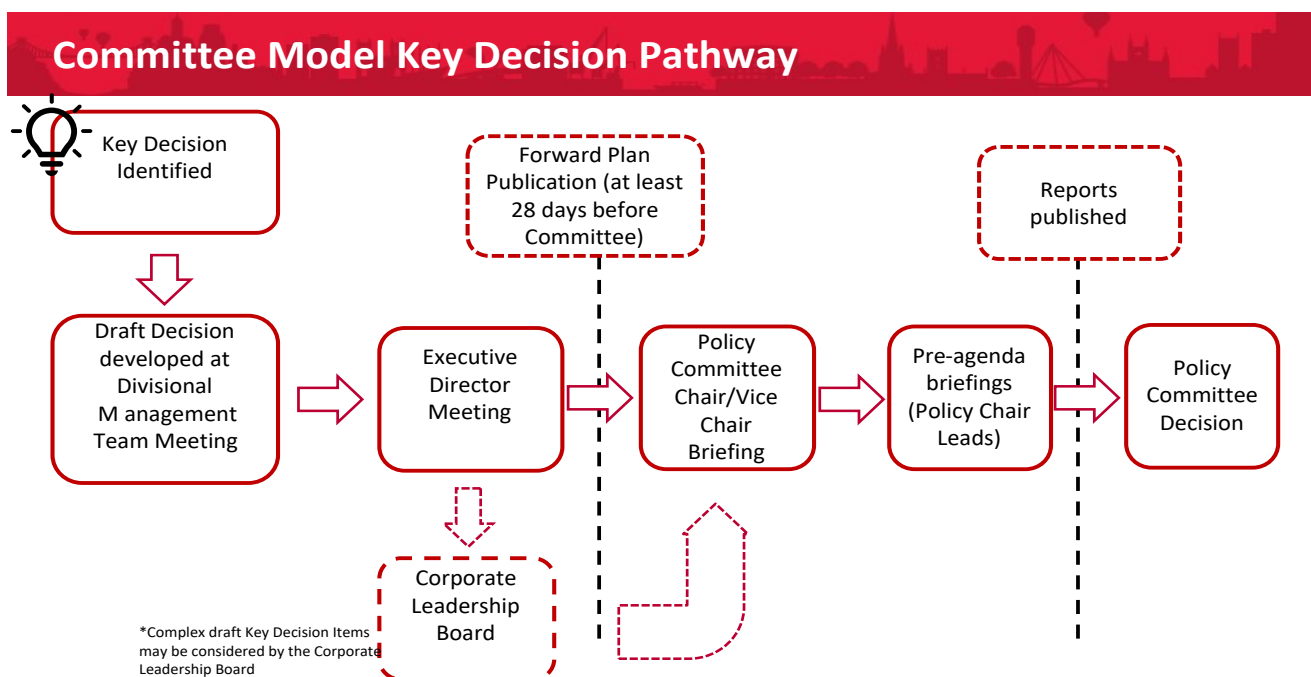
These changes to the development of the budget will require some technical changes to the Council’s Budget and Policy framework Procedure Rules.

6. Forward Plan and Decision Pathway

Full Council has endorsed the principles that a minimum financial threshold of £500,000 should be in place for decisions taken to Policy Committees and that arrangements will be in place for the publication of a Forward Plan for meetings of the Policy Committees.

Each Policy Committee will also have its own Forward Plan that will be administered by the Executive Office, which comprises staff who support the Chief Executive, Executive Directors and Directors. The Forward Plan will include decisions that will need to be taken that are above the financial threshold, items of business that roll over from the current scrutiny work programmes and standard items of business for noting, such as risk reporting, financial management reports and performance reports. Members are asked to confirm whether they also wish to recommend that the existing provision for decisions that are ‘significant in terms of its effects on communities living or working in two or more wards in the city’ be included on the Forward Plan. It is anticipated that Forward Plans for the Policy Committees will be prepared in consultation with the Chair and Vice-chair of the relevant committee through Policy Committee Chair/Vice-chair briefings.

Work will be carried out in advance of May 2024 to ensure that Forward Plans for the Policy Committees will be published at least 28 days in advance of the first meeting of each Policy Committee and on a rolling monthly basis thereafter. It is proposed that this be achieved via a regular cross party work programme setting workshop, but Members are asked to consider this more fully in due course. The detail relating to Forward Plans will be incorporated into the Policy Committee Procedure Rules. The Forward Plans for the Policy Committees will support the decision pathway that will underpin how reports are prepared and taken for decision. The key points to note relating to the decision pathway are that reports will be prepared by officers and developed through officer management meetings (Divisional Management Team/Executive Director Meeting) and in consultation through the relevant Policy Committee Chair/Vice-chair briefings. There will be pre-agenda briefings for the Policy Committees which will be attended by the lead Members, following which the reports will be finalised. The diagram below shows how the decision pathway will look under the Committee Model of governance.



7. Member Forum

Currently, Member Forum is an opportunity for councillors to ask questions of the Mayor. Member Forum takes place on the same day as Full Council, immediately before the start of the Full Council meeting.

The arrangements for Member Forum could continue under the Committee Model of governance. Rather than councillors asking questions of the Mayor, councillors could ask questions of the Leader of the Council or the Chair of a Policy or Regulatory Committee.

8. Petitions Scheme

The Council currently has a Petitions Scheme in place which enables a petition debate at Full Council when a petition has amassed at least 3,500 signatures. Under the Committee Model of governance, there would be an opportunity to reconsider how petitions are dealt with. For example, should petitions debates be allowed at Policy Committees, perhaps with a local signature threshold? The Sub-group looking at the arrangements for local decision making through Area Committees will also consider whether arrangements should be put in place for Area Committees to debate petitions.

9. Legal and Constitutional matters

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

The terms of reference of committees will be incorporated into Part 3 of the Council's Constitution.

Under the Committee Model of governance, the Council is able to establish committees and determine the rules of procedure relating to those committees. Provided that the rules of procedure comply with the requirements of Schedule 12 of the Local Government Act which sets out the minimum requirements for meetings of local authorities, it is open to the Council determine the most effective way of discharging its functions and responsibilities.

As noted in the report above, there will need to be some technical changes to existing procedure rules and the creation of new procedure rules which will be incorporated into Part 4 of the Council's Constitution.

10. 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. Does the Working Group agree with the standard terms of reference for a Policy Committee?
- b. Does the Working Group agree that the Health Scrutiny Sub-committee should be a sub-committee of the Public Health and Communities Committee?
- c. Does the Working Group support the creation of a set of Policy Committee Procedure Rules?
- d. How will public forum operate in the Policy Committees e.g., how long will be permitted and what will be the deadline for submissions?
- e. Does the Working Group support the principles relating to the Escalation Panel and the creation of a set of procedure rules for the Escalation Panel?
- f. Should the Escalation Panel have the ability to determine that a decision is not implemented or

- to recommend to Full Council that a decision is not implemented?
- g. Does the Working Group endorse the proposal for the development of the Council's annual budget by the Finance Sub-committee and recommendations from the Strategy and Resources Committee to Full Council?
 - h. Does the Working Group support the proposed arrangements relating to the creation and publication of a Forward Plan for each of the Policy Committees?
 - i. Should the Forward Plan (s) also include decisions that are 'significant in terms of its effects on communities living or working in two or more wards in the city.'
 - j. Does the Working Group agree that Member Forum should continue and that councillors could ask questions of the Leader of the Council or the Chair of a Policy/Regulatory Committees?
 - k. Would the Working Group like to see any changes to the Council's Petitions Scheme?

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

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 19</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 update 2. Local Decision Making report 3. One City report 	<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 	<p>26th May 2023 11:00-13:00</p>
<p>Agenda setting</p>	<p>16th June 2023 11:00-13:00</p>

<ol style="list-style-type: none"> 1. Constitution update 2. Corporate Policies and Processes report(s) 	
<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) 3. Update from the Director of Policy, Strategy and Digital 	<p>14th July 2023 11:00-13:00</p>
<p>Public Meeting</p> <p>Page 21</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;

- Constitution updates
- Audit and Risk
- Escalation Panel
- CMWG sign off the revised Constitution
- Member induction programme May 2024
- Draft recommendations from the IRP
- Recommended sub-committees
- Follow up sessions in regards to matters covered between January – July 2023