

# Committee Model Working Group Agenda



**Date:** Friday, 27 October 2023

**Time:** 11.00 am

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

## **Distribution:**

**Councillors:** Jenny Bartle (Chair), Nicola Beech, Marley Bennett, Richard Eddy, Lorraine Francis, Geoff Gollop (Vice-Chair), Gary Hopkins, Helen Holland, 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](mailto:committeesystem@bristol.gov.uk)  
**Date:** 19/10/2023



# 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 - 8)**

**5. Public Forum**

Up to 30 minutes is allowed for this item.

**(Pages 9 - 11)**

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 [committeesystem@bristol.gov.uk](mailto:committeesystem@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 23<sup>rd</sup> October 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 26<sup>th</sup> October 2023.

**6. Local Decision Making**

**(Pages 12 - 16)**

**7. Proposed changes to the rules of procedure and roles and responsibilities**

**(Pages 17 - 22)**

**8. Work Programme - for noting**

**(Pages 23 - 27)**



## Committee Model Working Group Minutes – 29<sup>th</sup> September 2023

**Present:** Councillor Jenny Bartle, Councillor Geoff Gollop, Councillor Nicola Beech, Councillor Marley Bennett, Councillor Richard Eddy, Councillor Lorraine Francis, Councillor Gary Hopkins, Councillor Helen Holland, Councillor Tim Kent, Councillor Steve Pearce and Councillor Guy Poultney.

### 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.

### 3. Declarations of interest

There were no declarations of interest.

### 4. Minutes from the previous meeting and decisions log

The minutes from the meeting on 8 September 2023 were approved as a correct record.

Members noted the decision log.

### 5. Public Forum

The following public forum was received for the meeting.

Questions	
Number	Name
PQ01/02	Dan Ackroyd

Statements	
Number	Name
PS01	Councillor Tim Kent

**RESOLVED:** That the public forum be noted.

### 6. Delegated Officer Decision Making

The Director of Legal and Democratic Services introduced the report, asking Members to consider if any changes were required.

Members considered the report and were satisfied that no changes to the delegations were required.

**RESOLVED:** That the proposals in relation to officer delegated decisions be approved.

## **7. Emergency Decision Making**

The Director of Legal and Democratic Services introduced the report, following which Members considered the information provided. The key points were as follows:

- The Committee were reminded that emergency decisions were rarely taken but when they were required, they were always made in consultation with the Monitoring Officer and s151 officer.
- The officer taking the emergency decision was required to submit a report to the next Cabinet meeting outlining what decision had been made and why. Under the Committee system of governance, this report would instead be taken to the relevant Policy Committee.
- The role of the Lead Member for Children's Services was raised and the Director of Legal and Democratic Services agreed to consider this and report back to the next meeting of the Working Group.
- Members discussed the APR 15 and 16 requirements and agreed that the current provisions were suitable, except for consultation with appropriate Members which would need amending. For APR15s it was agreed that the Proper Officer would need to consult with the relevant Policy Committee Chair or Vice-Chair in their absence and for APR16s, the approval of the relevant Policy Committee Chair or Vice-Chair in their absence would be required. Members were reminded that they are all notified of APR15s and APR16s via email and this would continue to be the case under the Committee model.
- Members went on to consider the arrangements in relation to emergency planning and civil contingencies, agreeing that clarification on the roles of and responsibilities of elected Members under the Committee model required further consideration. It was agreed that this would be brought back for discussion at the next meeting.

### **RESOLVED:**

- For the Council to replicate the current APR15 and APR16 provisions for Policy Committees following the proposals set out in the report.
- For APR15s the Proper Officer will need to consult with the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR15.
- For APR16s the Proper Officer will need the approval of the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR16

## **8. Local Decision Making Working Group**

The Committee noted the update on progress of the Working Group that had been provided by Councillor Kent via a Public Forum statement. Members were advised that a report of recommendations from the Local Decision Making Working Group would be brought to their next meeting.

## **9. Work Programme - for noting**

The Committee noted the work programme.

## 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 <sup>th</sup> 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 <sup>th</sup> 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"> <li>1. Adult Social Care</li> <li>2. Children and Young People</li> <li>3. Economy and Skills</li> <li>4. Environment and Sustainability</li> <li>5. Homes and Housing Delivery</li> <li>6. Public Health and Communities</li> <li>7. Strategy and Resources</li> <li>8. Transport and Connectivity</li> </ol>	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	
Escalation Panel	There must be 10 Member Signatories, from at least 2 Party Groups for a decision to be agreed.	300623	

Escalation Panel	That Escalation Panel Members must not have been involved in making the original decision.	300623	
Petitions	That petition debates could take place at both Policy Committees and Full Council. The respective thresholds would be 1000 and 3,500 signatures.	300623	
WECA	That Policy Chairs and Vice-Chairs will not be allowed to sit on WECA Scrutiny.	280723	
WECA	The Leader of the Council to represent the Council at formal WECA meetings and Joint Committees (subject to a clear threshold for decisions needed to report back to Full Council)	280723	
WECA	That Policy Chairs would attend WECA Advisory Boards on behalf of the Council.	280723	
Code of Conduct	That the comments from the Committee Model Working Group in relation to the LGA's model Code of Conduct be relayed to the Values and Ethics Sub Committee.	080923	
Member Officer Protocol	That the comments from the Committee Model Working Group in relation to the Members Officer Protocol tracked changes version be relayed to the Values and Ethics Sub Committee.	080923	
Officer Delegated Decisions	That the proposals in relation to officer delegated decisions be approved.	290923	
Emergency Decision Making	For the Council to replicate the current APR15 and APR16 provisions for Policy Committees following the proposals set out in the report.	290923	
Emergency Decision Making	For APR15s the Proper Officer will need to consult with the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR15.	290923	
Emergency Decision Making	For APR16s the Proper Officer will need the approval of the relevant Policy Committee Chair or Vice-Chair in their absence. All Members will be notified via email of the occurrence of the APR16.	290923	

# 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](http://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](mailto: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](http://www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services)



# Committee Model Working Group

27<sup>th</sup> October 2023



**Report of:** Area Committees Sub-group

**Title:** Local decision-making

**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 sets out the potential options for local decision-making through Area Committees. It identifies options that could be taken forward from May 2024, options to be explored in more detail in the future and options that it is not recommended should be taken forward.

The report also sets details of the potential next phase of work for the Sub-group.



## 1. Summary

At its meeting on 26 May 2023, the Working Group considered a report relating to local decision-making. The Working Group agreed to establish an Area Committees Sub-group to look in more detail at the options for greater local decision-making through Area Committees and for the Sub-group to report back to the Working Group with its recommendations.

This report from the Sub-group sets out a number of matters for the Working Group to consider in respect of local decision-making through Area Committees.

This report identifies options that could be taken forward from May 2024, options to be explored in more detail in the future and options that it is not recommended should be taken forward.

The report also sets out the potential next phase of work for the Sub-group.

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. Summary of the work of the Sub-group

The Sub-group has met regularly since it was established to consider the options for local decision-making. Officers have provided professional and technical advice to the Sub-group about the different options. For example, officers have advised on the current decision-making and delegations, budget and staffing matters and the risks and opportunities for each of the options.

The Sub-group has categorised the options into 3 groups:

- Phase 1 options that it is recommended should be implemented in May 2024;
- Phase 2 options that it is recommended should be considered as future options; and
- Options not recommended for local decision-making.

Each of these groups of options is considered in more detail below.

## 3. Options for local decision-making – Phase 1

The Sub-group has considered the following matters and recommends to the Working Group that they are taken forward as Phase 1 of local decision-making in May 2024.

Name of option	Comments	Phase 1/Phase 2/Not recommended
Community Investment Funds	Preparatory work can be done to understand how to ensure an equitable distribution of funding across the City in anticipation of the next round of grant funding allocations.	Phase 1
CIL/S.106 funding	The current arrangements for local CIL/S.106	Phase 1

	decision-making through Area Committees should continue.	
Holding delivery of services to account	An Area Committee can refer matters raised with it under Public Forum to a relevant officer in the Council for a response.	Phase 1
Highways Maintenance	A requirement to communicate with Area Committees about the prioritisation of highways maintenance works.	Phase 1
Road Safety Budgets	There should be greater involvement of Area Committees in prioritisation of road safety schemes. This is subject to a review of the resourcing requirements in the relevant departments, to include a review of the budgets that could be devolved to Area Committees in respect of road safety schemes.	Phase 1
Parks and Play Areas	Annual consultation role for Area Committees in respect of changes to front line services and provision, e.g. grass cutting frequency, play area equipment.	Phase 1
Disposal of local authority land, community buildings and community asset transfers	The Area Committee should be consulted on any proposal to dispose of local authority land, community buildings or any community asset transfer, recognising that some transactions will be commercially sensitive.	Phase 1
Allotments	The Area Committee should be consulted about any new allotment provision.	Phase 1
Street cleaning, provision of street bins and enhanced street recycling	This links to the current contractual arrangements with Bristol Waste Company. There should be liaison with BWC representatives at a local level.	Phase 1

#### 4. Future options for local decision-making – Phase 2

The Sub-group has considered a number of other matters and recommends to the Working Group that they should be considered as future options for local decision-making in Phase 2.

To summarise, the areas of Council activity for future consideration are as follows: the Council's role in supporting the creation of Community Plans, the Role of Community workers, a general power of action at ward and individual councillor level, development of the strategies for parks and play areas, planning and licensing functions (i.e., the determination of planning applications/licensing applications), the development of youth provision, a review of the management of enforcement activity, review of waste functions, for example, the approach to street cleaning, provision of street bins and enhanced street recycling and a review of environmental action budgets and local sustainability and environmental initiatives and community art programmes.

These areas of Council activity will require further due diligence, in some cases feasibility work will be required to review the current service delivery model, resourcing requirements and the arrangements with third parties. The Sub-group recommends that all of the above matters should be considered

further post-May 2024.

## **5. Options not recommended for local decision-making**

After careful consideration, the Sub-group recommends that the following options should not be taken forward as part of local decision-making through Area Committees as they are either not feasible to take forward at this time, or there are no specific resources allocated to these matters: delegated community action budgets, major events in parks, libraries, social housing, footpaths and public rights of way.

## **6. Next phase of work for the Sub-group**

Subject to the decision of the Working Group about the options set out in the preceding sections of this report, the Sub-group considers that the following matters will need to be considered by the Sub-group in its next phase of work.

- The structure and governance of Area Committees, in particular the Terms of Reference of Area Committees, the number of committees, the geographical area that they cover, the frequency of meetings and the location of meetings;
- The detailed arrangements relating to each of the Phase 1 options that the Working Group considers should be taken forward, including any resourcing and funding requirements;
- Engagement with key stakeholders, for example the Police and Bristol Waste Company; and
- Preparation for the public engagement events that will take place in the Autumn, which will consider local decision-making.

## **7. Legal and Constitutional matters**

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

Area committees are currently committees of council and Part 3 of the Council's Constitution contains the terms of reference and rules of procedure relating to Area Committees.

Under the committee system, Area Committees will be set up under s.102(1)(a) of LGA 1972 and power will be delegated to them by Full Council under s.101(1)(a) of LGA 1972 i.e., in the same way as all other council committees.

The political balance requirements under the Local Government and Housing Act 1989 do not apply to Area Committees by virtue of Regulation 16A of the Local Government (Committees and Political Groups) Regulations 1990.

## **8. Financial matters**

Further details relating to any financial and resourcing matters will need to be considered by the Sub-

group in the context of the development of the Council's budget for 2024/25.

## **9. 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 support the principle of a phased approach to the development of local decision-making options?
- b. Does the Working Group support the Phase 1 options for local decision-making?
- c. Does the Working Group support the implementation of the Phase 1 options in May 2024?
- d. Does the Working Group support the Phase 2 options for local decision-making and that these should be considered in more detail in the future?
- e. Does the Working Group agree the options that are not recommended to be taken forward as local decision-making?
- f. Does the Working Group support the recommendation for the next phase of work for the Area Committee Sub-group?
- g. Does the Working Group have any initial views about the structure and geographical areas of the Area Committees?

### **Appendices:**

None

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

#### **Background Papers:**

None

# Committee Model Working Group

27<sup>th</sup> October 2023



**Report of:** Director – Legal and Democratic Services

**Title:** Roles and Responsibilities and Rules of Procedure

**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 sets out a number of additional matters for consideration by the Working Group relating to Parts 3 and 4 of the Council's Constitution: Roles and Responsibilities and Rules of Procedure.





## **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 some further proposals in respect of the discharge of certain Roles and Responsibilities and some technical changes to Rules of Procedure under Parts 3 and 4 respectively of the Council's Constitution.

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. Detail of report**

There are a number of outstanding matters in the Council's Constitution that need to be reviewed as part of the preparations for the Committee Model of governance. In particular there are some further changes that need to be made to Part 3 – Roles and Responsibilities and a number of matters for consideration by the Working Group in respect of Part 4 – Rules of Procedure.

### **Part 3 – Roles and responsibilities**

There are various decision-making arrangements that the Council has, some of which are already incorporated into the Council's Constitution. There are other arrangements that it is recommended are also incorporated as part of the Committee model.

#### ***Downs Committee***

Under the Clifton and Durdham Downs (Bristol) Act 1861, the Council and the Society of Merchant Venturers are responsible for the management of the Downs by the Downs Committee. However, the governance arrangements that sit around the Downs Committee are not currently included in the Council's Constitution and it is recommended that the arrangements are captured in the same way as other joint working arrangements, such as the Health and Well-being Board.

#### ***Harbour Committee***

The recent review of the harbour has recommended that the Council puts in place a Harbour Committee to have oversight of the Council's operations in the Harbour. This is recommended as best practice and would enable the Council to co-opt appropriate expertise to support the Council's decision-making. The Harbour Committee would sit outside the structure of the Policy Committees in the same way as the Health and Well-being Board and the proposals in respect of the Downs Committee above.

#### ***Lead Member for Children's Services***

At its meeting on 29 September, one of the points raised by the Working Group was the arrangements for the discharge of the statutory responsibility of the Lead Member for Children's Services. This role is responsible for the leadership, strategy and effectiveness of local authority children's services. The

Lead Member for Children's Services is also democratically accountable to local communities and has a key role in defining the local vision and setting political priorities for children's services within the broader political context of the Council.

The Working Group should consider who would be the most appropriate elected representative from Bristol to discharge the responsibilities of the Lead Member for Children's Services, for example the Chair of the Children and Young People Committee.

### ***Emergency Planning***

At its meeting on 29 September, the Working Group also raised the role of elected members in respect of emergency planning and civil contingencies. Whilst the response to a civil emergency will be led by officers, currently, there is political oversight by the Mayor and Cabinet. This will include liaison between the Chief Executive, Executive Directors and Directors with the Mayor and Cabinet, to identify and promote the Council's response and recovery objectives and to ensure effective communications to the Council and to the City.

Under the Committee Model of governance, it is anticipated that the Leader of the Council and Policy Committee Chairs will have a similar role as the Mayor and Cabinet at present to ensure political oversight and effective communications.

### **Part 4 – Rules of Procedure**

There are a number of procedural matters that need to be reviewed as part of the Committee Model, to ensure that the Council's decision-making procedures are robust and effective. There are also some additional matters that can be reviewed at this time.

#### ***Access to Information Procedure Rules***

A number of changes are required to these rules, to reflect the change of governance, in particular the deletion of rules relating to Cabinet and Overview and Scrutiny Commissions.

The rules relating to Forward Plans will be updated to reflect the new governance arrangements: APR 14 (Forward Plans), APR 15 (General exception), APR 16 (Special urgency), APR 18 (Decision records). At its meeting on 29 September, the Working Group recommended that the rules relating to urgent decision making under APR 15 and 16 should continue in broadly the same way as currently.

#### ***Policy and Budget Framework Procedure Rules***

The Policy and Budget Framework Procedure Rules set out the arrangements for the development of the Council's budget.

These rules will be updated to reflect the new arrangements for the development of the Council's annual budget by the Finance Sub-committee and the Strategy and Resources Committee as agreed by Full Council on 9 May and 11 July. References to the role of the Mayor and Cabinet within these rules will also be amended so that the responsibilities are aligned to the relevant Committee/Full Council.

This will specifically include amendment of the rules that relate to the Mayor's responsibility to develop a budget to ensure that this falls to the Finance Sub-committee and Strategy and Resources

Committee.

The overall responsibility for setting the budget will be that of Full Council, however there will also be some amendments to the procedure at the budget setting meeting to reflect the change to the Committee Model, for example the budget is proposed by the Strategy and Resources Committee and there will only need to be a majority vote.

### ***Officer Employment Rules***

In the Officer Employment Rules, there is currently a mechanism whereby a Cabinet Member can raise an objection to a senior officer appointment with the Monitoring Officer, for consideration by the Mayor. This is a specific process that applies where a Council is operating a Mayor and Cabinet or Leader and Cabinet Model of governance. It is not a legal requirement to have such a process in place under the Committee Model of governance. However, the Council could decide to retain a similar process under the Committee Model of governance and if it did it would be for the Council to determine who would consider such an objection. For example, Members of a relevant policy committee could raise an objection with the Monitoring Officer, for consideration by the Leader of the Council.

### ***Committee Procedure Rules***

There are a number of potential changes to the Committee Procedure Rules for the Working Group to consider which would ensure consistency across all Council meetings for public forum.

The Procedure Rules of Full Council state that public forum should be from people who live or own a business in Bristol and the rationale for this is that those people would pay Council Tax or Business Rates to Bristol City Council. Full Council also limits the number of public forum questions per person to 2 (with 1 supplementary question per public forum question). Full Council also has a deadline of 12 noon, 2 working days before the meeting for public forum statements.

- Should public forum for all committees (regulatory and policy) be from people who live or own a business in Bristol?
- Should public forum questions for all committees (regulatory and policy) be limited to 2 questions (with 1 supplementary question per public forum question)?
- Should the deadline for public forum statements for all committees (regulatory and policy) be 12 noon, 2 working days before the meeting?
- Should there be a limit on the length of public forum statements?

Similar rules will need to be incorporated into the Policy Committee Procedure Rules.

### ***Policy Committee Procedure Rules***

The general provisions of the Policy Committee Procedure Rules were agreed at Full Council on 11 July, and this will form the basis for a new set of rules.

The Policy Committee Procedure Rules will also need to incorporate, where relevant, parts of the current Executive Procedure Rules and the Overview and Scrutiny Procedure Rules for example:

- Rules relating to task and finish groups, statutory co-optees and where relevant, statutory scrutiny;

- Details relating to the preparation of Forward Plans/Work Programmes;
- Provisions enabling the calling of people to attend the relevant Committee;
- Details relating to Public Forum as set out under the Committee Procedure Rules section above;
- Rules relating to the debating of petitions that reach a threshold of 1,000 signatures.

### ***Escalation Panel Procedure Rules***

The general provisions relating to the Escalation Panel Procedure Rules were agreed at Full Council on 11 July and this will form the basis for a new set of rules.

In addition, it is proposed that membership of the Escalation Panel will be determined by the Whips based on the relevant political proportionality, noting the previous agreement that the original decision makers be excluded. Regarding chairing, it is suggested that this role rotates between the political parties, the order of which will be agreed by the Whips at the start of each Municipal Year.

### **3. Legal and Constitutional matters**

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

The Clifton and Durdham Downs (Bristol) Act 1861 sets out the arrangements for the management of the Downs.

Section 19 of the Children Act 2004 requires every local authority with responsibility for Children's Services to designate one of its members as Lead Member for Children's Services.

The Local Authorities (Standing Orders) (England) Regulations 2001 prescribe the current arrangements for senior officer appointments.

### **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. Does the Working Group support the proposal to incorporate the governance arrangements for the Downs Committee into Part 3 of the Council's Constitution?
- b. Does the Working Group support the proposal to incorporate the governance arrangements for a Harbour Committee into Part 3 of the Council's Constitution?
- c. Which role should discharge the responsibilities of the Lead Member for Children's Services?
- d. Should the Council retain a process similar to the Executive Objection Procedure for senior officer appointments?
- e. Does the Working Group support the proposals to achieve consistency for Public Forum for public meetings of all committees?
- f. Does the Working Group support the proposals for appointments to and chairing of the Escalation Panel?

### **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)
<b>Agenda setting</b> <ol style="list-style-type: none"> <li>1. Annual Business Report</li> <li>2. Work Programme</li> <li>3. Decision-making under the current Mayor and Cabinet model of governance report</li> <li>4. Community Engagement Feedback report</li> </ol>	13 <sup>th</sup> January 2023 11:00-13:00
<b>Public Meeting</b> <ol style="list-style-type: none"> <li>1. Annual Business Report</li> <li>2. Work Programme</li> <li>3. Decision-making under the current Mayor and Cabinet model of governance</li> <li>4. Community Engagement Feedback</li> </ol>	27 <sup>th</sup> January 2023 11:00-13:00
<b>Agenda setting</b> <ol style="list-style-type: none"> <li>1. Scrutiny report(s)</li> </ol>	10 <sup>th</sup> February 2023 11:00-13:00
<b>Public Meeting</b> <ol style="list-style-type: none"> <li>1. Discuss options for a Scrutiny function</li> </ol>	24 <sup>th</sup> February 2023 11:00-13:00
<b>Agenda setting</b> <ol style="list-style-type: none"> <li>1. Chief Executive attending</li> <li>2. Committee Structure report(s)</li> </ol>	17 <sup>th</sup> March 2023 11:00-13:00

<ul style="list-style-type: none"> <li>3. Initial discussion on the proposals to the Independent Remuneration Panel</li> <li>4. External Communications plans and launch</li> </ul>	
<p><b>Public Meeting</b></p> <ul style="list-style-type: none"> <li>1. Committee Structure; to determine the number of Committees and their general responsibilities.</li> </ul>	<p>31<sup>st</sup> March 2023 11:00-13:00</p>
<p><b>Agenda setting</b></p> <ul style="list-style-type: none"> <li>1. Councillor Roles and Responsibilities report (s)</li> <li>2. Policy Committees – Structure and Responsibilities</li> </ul>	<p>14<sup>th</sup> April 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ul style="list-style-type: none"> <li>1. Councillor Roles and Responsibilities report</li> <li>2. Policy Committees – Structure and Responsibilities report</li> </ul>	<p>28<sup>th</sup> April 2023 11:00-13:00</p>
<p><b>Agenda setting</b></p> <ul style="list-style-type: none"> <li>1. Constitution update</li> <li>2. Local Decision Making report</li> <li>3. One City report</li> </ul>	<p>12<sup>th</sup> May 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ul style="list-style-type: none"> <li>1. Local Decision Making</li> <li>2. One City</li> </ul> <p><b>N.B. May decisions to be reported to July Full Council meeting</b></p>	<p>26<sup>th</sup> May 2023 11:00-13:00</p>

<p><b>Agenda setting</b></p> <ol style="list-style-type: none"> <li>1. Constitution update (links to the corporate policies and processes report)</li> <li>2. Corporate Policies and Processes report(s)</li> <li>3. Inquiry Day preparation</li> </ol>	<p>16<sup>th</sup> June 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Corporate Policies and Processes</li> <li>2. Forward Plan</li> <li>3. PC TOR</li> <li>4. PC Procedure Rules</li> <li>5. Escalation Panel</li> <li>6. Budget and Policy FW</li> <li>7. Member Forum</li> <li>8. Local decision-making update</li> </ol> <p><b>N.B. June decisions to be reported to July Full Council meeting</b></p>	<p>30<sup>th</sup> June 2023 11:00-13:00</p>
<p><b>Agenda Setting</b></p> <ol style="list-style-type: none"> <li>1. Work Programme until May 2024</li> <li>2. External Partnerships report(s)</li> <li>3. Update from the Director of Policy, Strategy and Digital</li> </ol>	<p>14<sup>th</sup> July 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Update of Work Programme until May 2024</li> <li>2. External Partnerships report(s)</li> <li>3. Briefings on specific external partnerships (i.e. WECA)</li> <li>4. Local decision-making update</li> </ol> <p><b>N.B. July decisions to be reported to September Full Council meeting</b></p>	<p>28<sup>th</sup> July 2023 11:00-13:00</p>



<p><b>Agenda Setting</b></p> <ol style="list-style-type: none"> <li>1. Member Code of Conduct</li> <li>2. Member- Officer Protocol</li> <li>3. Constitution Update – Part 3 Roles and Responsibilities</li> </ol>	<p>11 August 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Member Code of Conduct</li> <li>2. Member- Officer Protocol</li> <li>3. Local decision-making (verbal update)</li> </ol> <p><b>N.B. August decisions to be reported to September Full Council meeting</b></p>	<p>25 August 2023 11:00-13:00</p>
<p><b>Agenda Setting</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 25</p> <ol style="list-style-type: none"> <li>1. Delegated Officer decision-making</li> <li>2. Emergency decision-making</li> <li>3. Constitution Update – Part 4 Procedure Rules</li> <li>4. Public engagement events update</li> </ol>	<p>15 September 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Delegated Officer decision-making</li> <li>2. Emergency decision-making</li> <li>3. Local decision-making (verbal update)</li> </ol> <p><b>N.B. September decisions to be reported to November Full Council meeting</b></p>	<p>29 September 2023 11:00-13:00</p>

<p><b>Agenda Setting</b></p> <ol style="list-style-type: none"> <li>1. Local decision-making (recommendations)</li> <li>2. Constitution Update – Part 5 Codes and Protocols</li> <li>3. Public engagement events update</li> </ol>	<p>13 October 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Local decision-making (recommendations)</li> </ol> <p><b>N.B. October decisions to be reported to November Full Council meeting</b></p>	<p>27 October 2023 11:00-13:00</p>
<p><b>Agenda Setting</b></p> <ol style="list-style-type: none"> <li>1. Plan for the review of arrangements post 2024</li> <li>2. Any outstanding matters</li> <li>3. Constitution Update – Part 1 Summary and Explanation</li> <li>4. Constitution Update – Part 2 Articles of the Constitution</li> </ol>	<p>10 November 2023 11:00-13:00</p>
<p><b>Public Meeting</b></p> <ol style="list-style-type: none"> <li>1. Plan for the review of arrangements post 2024</li> </ol>	<p>24 November 2023 11:00-13:00</p>