

Appendix 1 - Committee Model Working Group – Terms of Reference 22/23

Context

1. On 5 May 2022 a governance referendum was held to determine whether Bristol City Council should be run by a Mayor who is elected by voters or by one or more committees made up of elected Councillors.
2. The outcome of the governance referendum will lead to a change in the way that the Council is run from the current Directly Elected Mayor model of governance to a committee model of governance, with effect from the third day after the date of local elections in 2024.
3. At an extraordinary meeting of the Full Council on 24th May 22, Members agreed to establish a cross-party working group to develop the committee model of governance.

Purpose

4. The Working Group will be responsible for developing the design principles for the structure of the committee model. This will include consideration of the roles and responsibilities under the new model: the functions of Full Council; the committee structure; the terms of reference of the committees; and the Officer Scheme of Delegation.
5. Enabling public engagement will be a key objective of the Working Group. This will include seeking views during the design phase (for example through public events), as well as ensuring that the committee model will support democratic decision making.
6. As part of its work, it is anticipated that the Working Group will consider how other Councils have made a transition to the committee model and what lessons can be learnt from their experience, as well as any examples of best practice. The Working Group may also seek advice and support from the Centre for Governance and Scrutiny and/or the Local Government Association.
7. The Working Group will need to consider how to keep all Councillors apprised of its work, for example through all-member briefings. It may also choose to liaise with both the Scrutiny function and Audit Committee on emerging thinking and/or recommendations as appropriate.

Membership

8. Membership of the Working Group will be 12 with the following proportionality:
 - Labour Group – 4 seats
 - Green Group – 4 seats
 - Conservative Group – 2 seats
 - Liberal Democrat Group – 1 seat
 - Knowle Community Party Group – 1 seat

9. The Members sitting on the Working Group during 22/23 will be as follows:

- Councillor Jenny Bartle
- Councillor Nicola Beech
- Councillor Marley Bennett
- Councillor Richard Eddy
- Councillor Lorraine Francis
- Councillor Geoff Gollop
- Councillor Helen Holland
- Councillor Gary Hopkins
- Councillor Tim Kent
- Councillor Mo Makawi
- Councillor Steve Pearce
- Councillor Guy Poultney

10. The Chair and Vice Chair for 22/23 will be as follows:

- Chair – Councillor Helen Holland
- Vice Chair – Councillor Jenny Bartle

11. Named substitutes will be in place for each Councillor with no other substitutions permitted.

12. The quorum for meetings will be 8 Members.

Timing and Milestones

13. Meetings will take place between July 22 and April 24, initially every 2 to 3 weeks but monthly thereafter. They will be held in closed session, except for those meetings arranged to engage with the public.

14. Full Council have agreed that the Committee Model Working Group will report back (to Full Council) with details of the design principles by the end of 2022.

Officer Support

15. The following officers will support the Working Group:

- Tim O’Gara, Director of Legal and Democratic Services
- Lucy Fleming, Head of Democratic Engagement
- Taylor Meagher, Member Development Officer