

Full Council

11 July 2023



Report of:	Committee Model Working Group
Title:	Committee Model Working Group – Recommendations to Full Council
Ward:	Citywide
Member Presenting Report:	Cllr Jenny Bartle Chair of the Committee Model Working Group

Recommendation

That Full Council approves the matters set out in paragraph 5 of this report.

Summary

This report sets out a number of recommendations from the Committee Model Working Group which require Full Council approval as part of the preparations for the Committee Model of governance.

The significant issues in the report are:

This report sets out the matters considered by the Committee Model Working Group at its meetings on 26 May 2023 and 30 June 2023 relating to local decision making and the structure and responsibilities of the committees and roles and responsibilities and which require the approval of Full Council.

Full Council is asked to approve the matters set out in paragraph 5 of this report.



Policy

1. The Committee Model Working Group was established by Full Council to develop the proposals for the Committee Model of governance. At its meeting on 27 January 2023, the Working Group agreed to refer matters periodically to Full Council for approval. This is the latest report from the Committee Model Working Group and it sets out a number of recommendations that require the approval of Full Council.

Consultation

2. **Internal**
The recommendations in this report have been considered by the Committee Model Working Group.
3. **External**
Not applicable.

Context

4. At its meeting on 26 May 2023, the Working Group considered potential options relating to local decision making under the Committee Model of governance. Subsequently, at its meeting on 30 June 2023, the Working Group considered various procedural matters relating to the functioning of the Committee Model of governance. The Working Group has made a number of recommendations arising from these meetings which require the approval of Full Council.

Recommendations from the Committee Model Working Group

5. The Working Group recommends that the following matters arising from the meetings on 26 May 2023 and 30 June 2023 should be incorporated into the Committee Model of governance:
 - 5.1. Local decision making will continue to take place through Area Committees, noting that the final detail relating to the role and responsibilities of Area Committees will be the subject of further work by a Sub-group, which will report back to the Working Group in the Autumn.
 - 5.2. The terms of reference for a Policy Committee will cover the matters set out in Appendix A.
 - 5.3. A standing Finance Sub-committee will be established as a sub-committee of the Strategy and Resources Committee. It 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. There will remain a need for private Task and Finish meetings to take place as part of the formal budget development cycle. This Sub-committee will also have responsibility for cross-cutting financial monitoring. These arrangements will be reflected in the Budget and Policy Framework Procedure Rules.
 - 5.4. A Health Scrutiny Sub-committee will be established as a Sub-committee of the Public Health and Communities Committee. It will be responsible for the exercise of the statutory scrutiny functions under sections 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.

- 5.5. The Policy Committee Procedure Rules will cover the matters set out in Appendix B.
- 5.6. The Escalation Panel Procedure Rules will cover the matters set out in Appendix C.
- 5.7. 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. Forward Plans for the Policy Committees will be prepared through regular cross-party work programme setting and in consultation with the Chair and Vice-chair of the relevant committee through Policy Committee Chair/Vice-chair briefings. Action and decision logs from Policy Committee Chair/Vice-chair briefings will be maintained and these will be shared with all members of the relevant committee. Forward Plans will include decisions that will need to be taken that are above the financial threshold and decisions that are 'significant in terms of its effects on communities living or working in two or more wards in the city', 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.
- 5.8. The arrangements for Member Forum will continue under the Committee Model of governance. Councillors will be able to ask questions of the Leader of the Council or the Chair of a Policy or Regulatory Committee.
- 5.9. Policy Committees will have the ability to have debate petitions where a petition has reached a signature threshold of 1,000 signatories.
6. Full Council is asked to approve the matters in paragraph 5 above.

Appendices:

Appendix A – Terms of Reference for a Policy Committee

Appendix B – Policy Committee Procedure Rules

Appendix C – Escalation Panel Procedure Rules

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

Appendix A – Terms of Reference of Policy Committees

The terms of reference for a Policy Committee will 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 and decisions that are significant in terms of its effects on communities living or working in two or more wards in the city;
- To consider matters that are referred to the Committee by the Chair of the Committee or which are escalated to the Committee;
- 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.

Appendix B – Policy Committee Procedure Rules

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, within the terms of reference of the Committee, including the time permitted and deadline for submissions or at the Chair's discretion;
- 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;
- Rules relating to referral of decisions to the Committee by the Chair of the Committee or escalated to the Committee;
- 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.

Appendix C – Escalation Panel Procedure Rules

The Escalation Panel Procedure Rules will cover the following matters:

- The calling of meetings, including timeframe
- Agenda Publication and the publication of papers;
- Membership of the Escalation Panel shall not include any of the original decision-makers;
- Any matter escalated to an Escalation Panel should be suspended from implementation until the Escalation Panel has considered the matter;
- A decision can be excluded from escalation where the decision is urgent;
- Rules relating to the escalation of matters to the Escalation Panel in accordance with Article 14, including a requirement for 10 signatories from at least 2 political groups;
- 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.