

**Report of Head of Governance Services**

**Report to Leader of Council**

**Date: 5<sup>th</sup> June 2014**

**Subject: Executive Arrangements 2014-15**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. At the Annual Meeting of Council, which is to take place on 9<sup>th</sup> July 2014, the Leader is required to present details of:
  - 1.1. The names, addresses and wards of the Executive Members, Deputy Executive Members and Support Executive members;
  - 1.2. The extent of authority of the Executive Board;
  - 1.3. The extent of any authority delegated to individual Executive members;
  - 1.4. The terms of reference, constitution and Membership of Executive Committees;
  - 1.5. The nature and extent of delegations to Area Committees , the Health and Wellbeing Board, any other authority or any joint arrangements; and
  - 1.6. The nature and extent of any delegation to officers.
2. The Head of Governance Services has undertaken a review of the Constitution which takes into account amendments proposed to be made, and sets out in this report recommendations to the Leader of amendments necessary to maintain clarity and consistency throughout the Council's arrangements. These amendments are contingent on those other changes being approved at the Annual Council Meeting on 9<sup>th</sup> June 2014.

3. This report sets out details of the documents within the Constitution which incorporate the Leader's Executive Arrangements for the Leader's consideration.

### **Recommendations**

4. The Leader is requested to approve the executive arrangements set out in the documents attached.

## **1 Purpose of this report**

- 1.1 This report sets out the Leader's executive arrangements for the 2014/15 year.
- 1.2 Detailed within this report are amendments to those arrangements which are necessary for clarity and consistency and in order to reflect other changes proposed. These amendments are contingent on those other changes being approved at the Annual Council Meeting on 9<sup>th</sup> June 2014.

## **2 Background information**

### Community Committees

- 2.1 Executive Board received a report in December 2012 following a review of the council's area working arrangements which led to further work and a subsequent report to the 18th December 2013 Executive Board meeting. At this meeting Members endorsed the "Responsive to the needs of local communities" proposition, including the proposed development of a new approach to build on the work of Area Committees, to improve local democratic leadership of local areas, as well as providing a more meaningful way of involving local people in decisions that affect their local neighbourhoods.
- 2.2 Work has since been undertaken to develop the proposal to promote an inclusive, citizen based approach to locality decision making, in which formal Community Committees are underpinned by enhanced community engagement. These proposals have been the subject of extensive consultation with Members, partners, Town and Parish Councils, third sector organisations and officers.
- 2.3 A report to General Purposes Committee, meeting on 28<sup>th</sup> May 2014, sets out the changes to the Constitution necessary to effect the change from the current Area Committee arrangements to the proposed Community Committee model, allowing greater freedom within the Committee setting to engage in the locality in the manner most suited to the neighbourhoods, citizens and communities represented.

## **3 Main issues**

- 3.1 The executive arrangements are set out in Part 3, Section 3 of the Council's Constitution. Each separate document is detailed below together with any recommendations in relation to amendments to be made.

### Section 3A: Responsibility for Executive Functions

- 3.2 Sets out the name, address and ward details of the Leader, his deputies, and the Executive Members appointed by him. A small amendment is proposed to reflect the change from Area Committees to Community Committees. The Leader has provided details of those Members he wishes to appoint to the Executive Board.

### Section 3B(a): Executive Member Portfolios

- 3.3 Sets out the content of each Executive member's portfolio by reference to the officer delegation scheme. Amendments are proposed to ensure consistency with the Leader's intentions as to the content of each portfolio as reflected in the officer delegation scheme, as amended during the course of the 13/14 Municipal Year and to give effect to the changes proposed at paragraph 3.11 to this report.

### Section 3B(b): Executive Members Overview Of Roles And Responsibilities

- 3.4 Sets out the principal areas of Council activity for which each Executive Member is to be responsible.

### Section 3B(c): Support to Executive Members

- 3.5 Sets out the roles and names of Deputy Executive Members and Support Executive Members.

### Section 3C: Executive Committee and Advisory Committee Terms of Reference

- 3.6 Sets out the terms of reference for the Committees of the Executive. Whilst Full Council appoints each Community Committee and specifies the terms of reference in relation to Council Functions the Leader approves the terms of reference for Executive Functions. Amendments are proposed to reflect the move from Area Committee arrangements to Community Committee arrangements.

### Section 3D(a): Community Committee Executive Delegation Scheme

- 3.7 Sets out the delegations to Community Committees. Amendments are proposed reflecting the change from Area Committees to Community Committees.

### Section 3D(b): Community Lead Members

- 3.8 Sets out details in relation to the appointment, roles and responsibilities of Community lead Members. Amendments are proposed to reflect the move from Area Committee to Community Committee arrangements.

### Section 3E: Officer Delegation Scheme (Executive Functions)

- 3.9 Sets out the Leader's delegations to Directors in relation to Executive functions. These functions are in turn sub delegated by those directors through their individual sub delegation schemes.

- 3.10 Amendments are proposed to:-

- simplify the general delegations to officers by removing unnecessary duplication.
- Assistant Chief Executive (Citizens and Communities) to enable prompt and responsive decision making in relation to the Wellbeing Function delegated to Community Committees. Each Community Committee will have the opportunity to place conditions upon the Assistant Chief Executive in

exercising this authority as appropriate to the neighbourhoods and communities in their locality.

- Director of City Development to reflect his wider responsibilities in relation to Sports Services.

### Section 3F: Executive Delegations to Other Authorities

- 3.11 Sets out details of delegations made by the Executive to other authorities.

### Section 4: Joint Arrangements

- 3.12 Sets out details of joint arrangements entered into by the Council. The Leader is responsible for maintaining a record of those joint arrangements which relate to Executive Functions.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There has been extensive consultation in relation to the proposed Community Committee arrangements, details of which are included in the report to General Purposes Committee for 28<sup>th</sup> May 2014.
- 4.1.2 The Deputy Chief Executive (as Section 151 officer), and the Chief Officer (Public and Private Partnerships Unit and Procurement) have been consulted in relation to the proposed amendments to the general delegations to officers and are content that they provide the necessary control over decision making whilst ensuring maximum flexibility to take decisions within each directors own remit.
- 4.1.3 The Assistant Chief Executive (Citizens and Communities) and the Director of City Development have been consulted in relation to the proposed amendments to the Officer Delegation Scheme and both are content with the changes.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 There are no implications for this report.

### **4.3 Council policies and City Priorities**

- 4.3.1 Publication of the Executive Arrangements within the constitution is in line with the Council's values particularly in relation to being "open, honest and trusted". Through the arrangements set out the Leader aims to support the Council's ambition to be the best city in the UK.

### **4.4 Resources and value for money**

- 4.4.1 There are no implications for this report.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The presentation of the Leader's executive arrangements at Council, and their inclusion in the Council's constitution satisfy the legal requirements in relation to the publication of executive arrangements.
- 4.5.2 As this report supports a decision of the Leader in relation to executive arrangements it will not be open to Call In.

## **4.6 Risk Management**

- 4.6.1 There are no implications for this report.

## **5 Conclusions**

- 5.1 The Leader is required to submit his Executive Arrangements for the 2014/15 Municipal Year to the Annual Council Meeting. This report brings together the Leader's requirements with recommendations made by the Head of Governance Services to reflect other proposed amendments to the Constitution.

## **6 Recommendations**

- 6.1 The Leader is requested to approve the Executive Arrangements set out in the documents attached.

## **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.