

Report of Head of Governance Services

Report to the Leader of Council

Date: 16th May 2016

Subject: Executive Arrangements 2016-17

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 19th May 2016, 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 Community 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. This report sets out details of the documents within the Constitution which incorporate the Leader's Executive Arrangements for the Leader's consideration.

Recommendations

3. The Leader is requested to approve the executive arrangements set out in the documents attached with effect from 19th May 2016.

1 Purpose of this report

- 1.1 This report sets out the Leader's executive arrangements for the 2016/17 year.

2 Background information

- 2.1 There is no relevant background information.

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

- 3.1 Sets out the name, address and ward details of the Leader, her deputies, and the Executive Members appointed by her. The Leader has provided details of those Members she wishes to appoint to the Executive Board.

Section 3B(a): Executive Member Portfolios

- 3.2 Sets out the content of each Executive member's portfolio by reference to the officer delegation scheme.

Section 3B(b): Executive Members Oversight of Officer Executive Delegations

- 3.3 Sets out the functions within each Director's executive delegations for which each Executive Member is to be responsible.

Section 3B(c): Support to Executive Members

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

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

- 3.5 Sets out the terms of reference for the Committees of the Executive. Whilst Full Council appoints each Community Committee the Development Plan Panel and specifies the terms of reference in relation to Council Functions of each, the Leader approves the terms of reference for Executive Functions.

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

- 3.6 Sets out the delegations to Community Committees. These delegations are shared concurrently with relevant Directors as indicated within the scheme.

Section 3D(b): Community Committee Champions

- 3.7 Sets out details in relation to the appointment, roles and responsibilities of Community Committee Champions.

Section 3E: Officer Delegation Scheme (Executive Functions)

- 3.8 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.

Section 3F: Executive Delegations to Other Authorities

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

Section 4: Joint Arrangements

- 3.10 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 The Leader has consulted Members of her Executive Board and of Corporate Leadership Team as appropriate in relation to the proposed arrangements.

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 2016/17 Municipal Year to the Annual Council Meeting.

6 Recommendations

6.1 The Leader is requested to approve the Executive Arrangements set out in the documents attached with effect from 19th May 2016.

7 Background documents¹

7.1 None

¹ 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.